

LITCHFIELD MIDDLE SCHOOL

Student Handbook 2019-2020

Thomas Lecklider
Principal

Martha Thayer
Assistant Principal

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Litchfield Middle School

19 McElwain Drive
Litchfield, New Hampshire 03052-2328

Thomas Lecklider
Principal

Telephone 424-2133 · Fax 424-1296

Martha Thayer
Assistant Principal

Fall 2019

Dear Students and Parents,

I hope that as you begin a new school year, you have been able to find relaxation and fun this summer. In this handbook, you will find information to help you succeed at Litchfield Middle School. You are an important part of our “Raider” community.

We want each student to find a deep level of success at the middle school. Our Positive Behavior Intervention and Support (PBIS) program focuses on assuring that the climate of the middle school is one in which students want to be a part. You will find information in the handbook relating to the incentives students can earn by exhibiting positive behavior at LMS. Our slogan “Do Your Best” sums up our expectation for students to enter the building each day with a positive attitude toward their learning.

While all the information contained in the handbook is important, please take note of the newly detailed policies and procedure. This handbook will serve as a reference to help you understand our program at the middle school. In addition, I encourage you to frequently check our website, which is linked to the Litchfield School District site: www.litchfieldsd.org. We, as a staff, expect that students will make consistent use of the agenda as a tool to keeping assignments organized.

Good luck in the new school year. Do your BEST!

Sincerely,

Thomas Lecklider
Principal

Litchfield Middle School

19 McElwain Drive

Litchfield, New Hampshire 03052-2328

Thomas Lecklider
Principal

Telephone 424-2133 · Fax 424-1296

Martha Thayer
Assistant Principal

Fall 2019

Dear Parents and Students:

It is back to school, and back to doing our BEST at LMS. For those returning, you will remember that BEST stands for **B**elieve in yourself, **E**xtend a helping hand, **S**how respect, and **T**ake responsibility. These positive social behaviors are an outgrowth of specific training done in conjunction with many other schools in New Hampshire using Positive Behavioral Intervention Supports (PBIS), a system designed to improve the social climate of schools. This school-wide initiative was introduced to the faculty and student body at LMS in September of 2004, and has become an integral component of the educational process at our school. Now in its sixteenth year, work will continue, capitalizing on what has been learned, and moving forward.

A teaching matrix that identifies the specific behavioral expectations for our students is listed on Page 22 of this agenda. It is presented to the students at the beginning of the year. This matrix has three components. There is the motto “Do your BEST,” an expression that goes along with each letter of the word BEST, and three words that exemplify each phrase. Teachers, administrators, specialists and special educators are assigned PBIS groups that meet several times throughout the year to rollout the behaviors that are expected. These behaviors can be found in the agenda.

Students are expected to be prepared for class each day, therefore, it is the first rollout taught to the students. We use a “reminder” system that will give the students extra support as opposed to punishing them for forgetting class materials. Other rollouts include appropriate behaviors for substitute teachers, in the hallway, in the classroom, in the cafeteria, during assemblies, and on the bus.

In an effort to encourage BEST behavior as a way of life, we pay students with BEST bucks. During each two-week rollout period, students who exhibit the expected behavior are rewarded with BEST bucks. BEST bucks are cashed in at the PBIS store two afternoons a week as the students exit the building.

For students who do not “buy” into our system of rewards, there are consequences. Parents receive calls, and some students stay for before school, after school, or lunch detentions. Other students may spend the day in an in-house suspension area with a teacher. Think packets are completed that encourage students to reflect upon their misbehaviors and develop strategies to help them improve.

PBIS has been a positive addition to our school climate. Students have responded very well to guidelines that are presented in a clear consistent manner. This program has reinforced the sense of community in our school. It is hoped that the continuous tweaking of the program will only make our great school even better!

Sincerely,

Litchfield Middle School Faculty

**Litchfield Middle School
Faculty and Staff Positions
2019-2020**

Principal

Thomas Lecklider

Eric Momnie, Tech Education/STEAM
Christine Rooney, Health
Amy Provencal, Librarian

Assistant Principal

Martha Thayer

Administrative Assistants

Lisa Guillemette
TBD

Reading Specialists

Katie Seaver
Kathy Tobey

Receptionist

Kara Hewett

Support Services

Jill DesLauriers, Speech
Jeanne Henriquez
Stephanie Hoelzel
Caitlin Kramer
Heather Morrissette (S3 Program)
Elin Pelland, Social Worker
TBD

Guidance

Mary Cummings
Lynne Ellis

Nurse

Kellie Chambers

Paraprofessionals

Janice Platt
Nicole Mathieu
Mary Ann Mills
Sue Seiberg
Kara Burbank
Helena Paquette
Donna Adams
Lian Tumas
Judy Latsha
Debora Trench

Grade 5 - Wildcats

Holly Love
Heather Stein
Teresa Tarr
Beth Zingales

Berit Keane

Lucille Champagne
Connie Fiasconaro
Sheryl Hartling
Lorraine Jordan
Denise Bernabei
Tyler Amigo
Ann Buttarro
Deborah Garand
Matthew Sidilau

Grade 6 - Owls

Heather Dwyer
Debra Langton
Kathy Sidilau
Lisa Smith

Maintenance Staff

Dave Ross, Facility Manager
Zachary Belanger
Kerry Dillon
Manuel Londono Osorio
Joe Underwood

Grade 7 – Black Bears

Sarah Anstey
Shea Bishop
Jody Corbett
Audra McCollem
Kim Nolan

Lunch Program

Lauren Crowley, Food Service Director
Janice Barrett
Darlene Gymziak
Nicole Ripley
Marilena Stevens

Grade 8 – Red Wolves

Renee Caron
Steve Fraser
Jessica Guerrette
Jessica Lachance
TBD

Lunch Monitors

Andrea Bellino
Lise Boucher

Specialists

Kathy Bangert, Art
Roin Corbeil, Computer Literacy
Dave Gilmore, Physical Education
Anna Helbling, Spanish
Lisa Lasocki, Family & Consumer Science
Carolyn Leite, Music

2019-2020 LITCHFIELD SCHOOL DISTRICT CALENDAR
SCHOOL BOARD APPROVED 3/20/19

AUGUST 2019				
M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

22-23 New Teacher Orientation

27-29 Teacher Workshop

27 – All Staff Report to Work – District Meeting

28 – Building PD

29 – Teacher Classroom Prep

SEPTEMBER 2019				
M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

2 Labor Day - NS

3 1st Day of School

20 days

OCTOBER 2019				
M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

7 Columbus Day - NS (observed)

16 PSATs – Early Release for CHS Grades 9, 10, & 11 –12:30pm

22 days

NOVEMBER 2019				
M	T	W	Th	F
			1	
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

15 days

5 END OF QUARTER 1

11 Veterans Day – NS

25 Parent/Teacher Conf. All Day and Evening - NS

26 Teacher Workshop - NS

27-29 Thanksgiving Recess - NS

DECEMBER 2019				
M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

23-Jan 1 Holiday Recess - NS

15 days

JANUARY 2020				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

1 Holiday Recess cont. - NS

20 Martin Luther King, Jr./ Civil Rights Day - NS

***28 Teacher Workshop – NS (tentative – will occur on NH Primary Day once set)**

29 END OF QUARTER 2

20 days

FEBRUARY 2020

M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

24-28 Winter Recess - NS

15 days

MARCH 2020

M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

22 days

APRIL 2020

M	T	W	Th	F
			1	2
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

8 END OF QUARTER 3

27- May 1 Spring Recess - NS

18 days

MAY 2020

M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

19 days

Graduation – To Be Determined

11 175th day

18 180th day

24 Last day of school with 4 snow days

14 days

NOTES:

Shaded Days and NS = No School

Early Release CHS Grades 9, 10 & 11 Only – Oct 14, 2019 and May 28, 2020 - 12:30 pm

End of Quarter – These days will change if we have cancellations.

Cancellation days will be made up at end of school year (June)

SEPT thru JAN - 92 DAYS FEB thru JUNE - 88 DAYS

180 Total Student School Days - 190 School, Snow & TW Days

Please Mark Your Calendar: Voting Day March 10, 2020

SECTION 1 – Middle School Overview

1.1 Mission Statement

Our mission is to provide rigorous and varied educational opportunities that challenge and engage all students to attain their highest level of intellectual, social, physical and emotional growth.

1.2 District Goals

- I. The Litchfield School District will provide a learning environment that increases achievement in the areas of academic, intellectual, physical and social growth that meets the needs of all students.
- II. The Litchfield School District will develop confident, responsible and productive students with post-graduate aspirations for all students and their interests.
- III. The Litchfield School District will implement and assess the effectiveness of the Supervision and Evaluation model regarding student achievement, improved instructional strategies and professional development.
- IV. The Litchfield School District will review, update and support the Capital Assets of the District.
- V. The Litchfield School District will support, encourage, and facilitate two-way communication within the district among staff, parents and the community regarding shared involvement in a quality education.

1.3 Philosophy

The Litchfield Middle School program is designed to carefully guide adolescents through their transition from elementary school to high school. As a middle school, we recognize the rapid and profound changes in the early adolescent student.

The emphasis of our middle school program is to provide each student with opportunities for maximum academic growth. It is vital to maintain active and cooperative communication among teachers, administrators, support staff, school board members and parents. This comprehensive program is designed to meet the intellectual, physical, social and emotional needs of every child in this unique age group and to support them in becoming caring and responsible adults who will make positive contributions to society.

1.4 Climate

Vision

- Develop a culture in which respect and responsibility are cornerstones to all interactions between staff, students, parents and community.
- Center teacher responsibilities around student learning.
- Provide consistent support of our core values.
- Establish effective school leadership which fosters mutual respect and trust.
- Create a learning environment where people feel safe and supported, where respect is evident; a facility that is conducive to learning.
- Foster high levels of collaboration and communication within our learning community.
- Promote school pride involving students, staff, parents and community alike.

Values

We are committed to:

- positive and responsible communication between all levels of staff, students and community
- proactive positive communication and collaboration within and across grade levels and disciplines
- a common set of behavioral expectations between students and faculty
- making students feel connected to staff
- maximizing instructional time to facilitate optimal student learning
- providing opportunities for all teachers and students to fill leadership roles within our building

1.5 Instruction

Vision

- Provide a clear and shared focus on student learning.
- Develop teams that will focus on the data provided by common student assessments, NWEA results, and NECAP scores, to develop intervention strategies for students who need support and for those that require enrichment.
- Teach grade-level curriculum incorporating Grade Level Expectations (GLE's) into daily instruction.
- Implement high quality teaching practices that promote collaboration and student achievement
- Provide staffing to ensure the delivery of specific support and enrichment interventions
- Utilize current technology to enhance instruction
- Support and encourage educational experimentation and risk taking for both teachers and students to enhance and maximize learning opportunities.
- Provide focused professional development that is reflective of Litchfield Middle School, district, and state goals.
- Establish trees of intervention for the academic needs of students.

Values

We are committed to:

- supporting each student's path to success
- consistent, focused collaboration among staff to enhance student learning
- using assessment data to inform and guide instruction
- providing educational opportunities for students to take risks and work collaboratively
- supporting the academic needs of students at all levels using trees of intervention
- incorporating technology into instruction
- improving educational practices through quality professional development

1.6 Community

Vision

- Encourage community and family involvement to improve students' academic and personal growth
- Showcase student excellence
- Support home/school partnerships through consistent and effective communication

1.7 Middle School Student

At the core of the rationale for a middle school organization is the point of view that youngsters 10 to 14 years of age possess compatible characteristics. If this is not true, what possible reason can there be for segregating students between elementary and high school years other than for the convenience of operation?

Donald Eichorn gives a definition for the student who would be best served by the middle school and refers to him as a "transescent". His stages of growth and development are then referred to as the period of "transescence". The complete definition is as follows:

Transescence is the "stage of development which begins prior to the onset of puberty and extends through the early stages of adolescence. Since puberty does not occur precisely at the same time chronologically in the human development, the transescent designation is based on many social, physical, and intellectual changes that appear prior to puberty and continue to the time when the body gains a practical degree of stabilization over these complex changes".

With this definition in mind, it might be helpful to look at some of the characteristics of the student of the middle school.

This student is quite different from any other age group and has certain qualities peculiar to the group. It is felt by some that not enough is being done for this group of "in-between-agers" and that the plan for middle school might be a way in which the transescent can truly be helped to achieve self-identify, one of the aims of the middle school. You may recognize your transescent as you read the following list of student characteristics:

- > He/She is undergoing rapid and profound physical changes.
- > He/She undergoes almost daily changes – one day he is interested in childish affairs – the next day he may display adult attributes.
- > He/She is most interested in his peers and wants to be accepted by the group.
- > He/She is more concerned than previously about these relationships with other people.
- > He/She is attempting to understand his own and adult values; he searches for self-meaning; he is attempting to learn to accept himself.
- > He/She wants to participate in meaningful activities.
- > He/She has many ideas and tries to express both ideas and feelings.
- > He/She is trying to achieve independence and yet strives for security; he needs to develop more "self-direction".
- > He/She is very active – sometimes "fidgety".
- > He/She is very idealistic.
- > He/She needs to find success, recognition, and acceptance.
- > He/She wants knowledge and skills; he/she is inquisitive.
- > He/She enjoys reading; he/she uses reading as a means of seeking reality and fantasy.
- > He/She wants to practice what he/she is learning.
- > He/She is able to better comprehend casual relationships.
- > He/She needs opportunities to be in situations where mistakes are admirable.
- > He/She needs a certain amount of routine; immediate goals are necessary.
- > He/She is an individual...

1.8 School Climate

At Litchfield Middle School, we strive to provide a school-wide climate, which is conducive to learning. We will seek to recognize students as they contribute to a positive school environment. Students who make choices not in line with our school discipline code will have to accept consequences for their actions.

We believe that every student at Litchfield Middle School has the right to enjoy and participate in all aspects of the academic and co-curricular programs, which are offered to that grade level. Along with these rights, it is our expectation that each student will exercise good citizenship by accepting the responsibility for his or her behavior.

1.9 School Day

Our students' school day begins at 7:30 a.m. and ends at 2:05 p.m. The late bus will pick up students between 3:15 and 3:30 p.m., Monday through Friday.

SECTION 2 – Communication

2.1 Contacting Administration, School Counselors, and Faculty

Main Office: 424-2133

Martha Thayer, Assistant Principal	Ext. 2102	Mrs. Cummings, Guidance Counselor	Ext. 2227
Tom Lecklider, Principal	Ext. 2101	Ms. Ellis, Guidance Counselor	Ext. 2213

Mrs. Pelland, Social Worker

Ext. 2215

2.2 School Cancellations and Delayed Openings

If weather conditions are judged hazardous, school will be cancelled for the day or delayed for two hours.

As soon as the decision to delay or cancel school is made (usually around 5:00 am), it will be tweeted (SAU27_Official), posted on the district website and posted on WMUR Channel 9. Also, a phone call and an email from the Superintendent will be scheduled to go out to families after 5:30 am. The school district will provide only these 5 methods of notification of school cancellation or delay. We will not be contacting any other media outlets, so please be sure to monitor these 5 methods (Twitter, phone, email, website, WMUR).

2.3 Early Release and Emergency Closings

If emergency conditions should occur during the school day, it may become necessary to dismiss you earlier than the scheduled dismissal time. Homeroom teachers must have a form signed by your parent or guardian stating where you are to go if this should occur. [Please refer to Litchfield School District Policy EBCE, School Closings.](#)

Blackboard Connect is a communication system that allows individual schools and the District to communicate information about emergencies and important school events to parents in a very rapid manner through telephone and e-mail systems. Parents may choose up to five contacts for emergency messages.

2.4 Announcements

The Pledge of Allegiance is read over the intercom each morning. Students are encouraged to recite the Pledge of Allegiance. They must stand quietly during the recitation. Students in the hallway must stop and stand for the duration of the Pledge. School organizations wishing announcements to be delivered to the school community must have them approved by the organization's advisor and submitted to the Main Office before 7:35 a.m. in order to be included that day. Announcement are read during first block.

2.5 Address and Phone Changes

It is imperative that LMS is kept informed of correct home addresses, phone numbers, emergency phone numbers, and emergency contact persons. If there is a change, please provide information to the Main Office as soon as possible.

SECTION 3 - Academics

3.1 Promotion

Students who earn passing grades (D or better) in their current grade level will be promoted. Students in grades 5, 6, and 8 who fail three or more of their five major subject areas (Math, Science, Social Studies, Reading/Content Literacy, Language Arts) will be required to attend summer school at their expense. Likewise, students who fail two or more of their four major subject areas in Grade 7 (Math Science, Social Studies, Language Arts) will be required to attend summer school at their expense. These students will not be eligible to participate in the eighth grade promotion ceremony.

Upon the receipt of a passing grade in summer school, this student will be promoted to the next grade. Should the student not attend or not receive passing grades in summer school, he/she may be required to repeat their current grade the next year. In addition those students who fail Math or English will be recommended for summer school.

Students must pay off any remaining balances with the school and District in order to be eligible for the promotion ceremony.

3.2 Academic Calendar

Our students' school day begins at 7:30 a.m. and ends at 2:05 p.m. The late bus will pick up students between 3:15 and 3:30 p.m., Monday through Friday.

End of Terms

First Quarter	Tuesday, November 5, 2019	(45 Days)
Second Quarter	Wednesday, January 29, 2020	(45 Days)
Third Quarter	Wednesday, April 8, 2020	(45 Days)
Fourth Quarter	Thursday, June 18, 2020*	(45 Days)

*Tentative Date

Report cards will be posted on Infinite Campus within one week after the end of quarter date.

3.3 Grading Scale

The following is the grading system:

100 – 98	A+	C+	79 - 77
97 – 93	A	C	76 – 73
92 – 90	A-	C-	72 - 70
89 – 87	B+	D+	69 - 67
86 – 83	B	D	66 - 63
82 – 80	B-	D-	62 - 60
		F	59 - 0

3.4 Honor Roll

The goal of our Honor Roll recognition program is to recognize those students in Grades 6-8 who display academic excellence at the middle school. Our program attempts to be inclusive as much as possible and still set appropriate standards for the achievement of honors. All students in Grades 5-8 will receive a letter grade in each subject area.

To attain *High Honors*, a student must receive grades of all A's in all subject areas. To attain *Honors*, a student must receive all A's and B's in all subject areas. *Commendations* are for students who have a strong work ethic, good behavior, and exhibit school spirit.

3.5 High School Credit for Middle School Courses

It is the policy of the Litchfield School Board to award credit for high school level work in Algebra 1 and Spanish 1 completed during middle school years so that students can take more advanced and/or more diverse courses during the high school years. These credits may be substituted for required high school courses or used to satisfy graduation requirements.

Credit for high school level work completed during middle school years shall be awarded if the course demonstrates content requirements consistent with similar high school course(s) and the student achieves satisfactory standards of performance.

These credits may only be counted toward satisfying graduation requirements when a student completes a normal four-year course of study or a three-and-one-half year early completion of graduation requirements. [Refer to Litchfield School District Policy IKFB, High School Credit for Middle School Courses.](#)

3.6 Reporting Schedule and Infinite Campus

Infinite Campus allows parents and students Internet access to grades and other information. Both students and parents are assigned user names and passwords at the beginning of the school year and may use these to access their grades 24/7. All grades are entered into Infinite Campus within two weeks.

3.7 Homework

Homework helps to develop and strengthen organizational skills and requires self-discipline. It is important for you to recognize that not all homework is written. Often, reading and study assignments are given. These must be completed regularly to ensure success in any subject area.

It is strongly recommended you use this agenda to list the daily assignments and that you keep this faithfully. It is important homework is completed as it is assigned. ([Please refer to Litchfield School District Policy IKB, Homework Guidelines](#)) Infinite Campus provides a calendar with an updated to do list for upcoming assignments.

3.8 Standardized Testing Program

- All students will take the New Hampshire State Assessment System (SAS) in April/May. Results will be communicated to parents in late summer/early fall. All students in grades 5-8 may participate in NH-SAS interim and/or modular assessments throughout the course of the year.
- All students in grades 5-8 may participate in AIMSweb assessments for Reading and Math. These are brief, nationally-normed tests of proficiency on grade level skills. Parents whose students are involved in testing can call the main office regarding access to test results. Other formal specialized testing only occurs through referral and with parental permission.
- Parents whose students are involved in testing can call the main office regarding access to test results.

SECTION 4 – Attendance

4.1 Attendance Policy

Regular school attendance is a critical factor for academic success. Consistent school attendance, academic success, and school completion have a positive correlation. Since school is a partnership, parents are expected to make sure their children attend school on a regular basis.

Every student has a right to educational opportunities that will enable the student to develop to his or her fullest potential. Research repeatedly demonstrates that there is a strong correlation between good attendance and success in school.

The regular contact of students with one another in the classroom and their participation in well-planned instructional activities are vital to this purpose. Time lost from class for any reason represents a significant loss of educational opportunity for all students. Therefore, the Litchfield Middle School Attendance Policy establishes minimum attendance requirements for the granting of academic credit for classes taken. Successful implementation of this attendance policy requires cooperation among all members of the educational community, including parents, students, teachers, administrators and support staff.

When students are unable to attend school due to illness or other medical reasons that require him/her to see a medical professional, please provide the school with documentation to support the student's absences.

Absences/Tardies from school must be confirmed by a parent/guardian. To report your child's absence/tardy, please call 424-2133 and select option 2 for the absence line and leave a message. All excused absences whether for the entire day or portion, thereof, must be documented with the appropriate notes from parents/guardians or physicians or a telephone call to the attendance line.

The Board recognizes two types of absences:

- Excused absence – an absence that occurs as a result of illness, medical/dental appointments, college visits, bereavement, court appointments, religious holidays, mandated court appearances, or participation in Litchfield school sponsored activities (excludes extra-curricular activities not sponsored by the Litchfield School District). Documentation is required.
- Unexcused absence – an absence that occurs for any reason other than an excused absence. Unexcused absences are considered **truancy**.

Under New Hampshire law, specifically RSA 193:1, parents/guardians have a legal obligation to make sure that their children who are at least 6 years of age and under 18 years of age attend school for the entire school year and during all the time that public schools are in session. The Litchfield School Board discourages parents from scheduling family vacations other than during designated school vacations. Teachers shall provide known essential assignments that would be completed during the period of absence. After the student(s) returns to class and turns in the work, the teacher(s) will assess whether additional assignments are necessary for the student(s) to demonstrate competency.

4.2 Protocol for Truant Students

Truancy is defined by RSA 189:35-II(a) as "an unexcused absence from school or class". An unexcused absence is an absence which has not been excused by RSA 189:35-II(a). Ten half days of unexcused absence during a school year shall constitute habitual truancy. All cases will be dealt with individually and at the discretion of the administration. ([Please refer to Litchfield School District Policy JH, Student Attendance, Absence and Truancy](#))

1. Students who arrive to school after 7:37 a.m., will be considered tardy.
2. When the student reaches 10 half days of unexcused absences, parents will be mailed an absence notification letter. The building principal shall notify the Superintendent, parents/guardians, and district truant officer.
3. A meeting shall be scheduled by the building principal with the parent/guardian, truant officer and appropriate personnel in order to develop a revised plan to address the habitual truancy. During the meeting the principal and truant officer shall inform the parent/guardian that additional unexcused absences may result in the filing of a CHINS petition in district court and a home visit from the truant officer.
4. If the student fails to comply with the revised plan and incurs more than 15 half days of unexcused absences, the principal and truant officer shall consult with the Superintendent to determine if court action should be filed.

4.3 Due Process Hearings

A parent/guardian or student seeking an exception for an absence that is not otherwise excused may file a request with the Superintendent or designee.

4.4 Tardiness to Class

It is important that you report to your assigned classes on time. If you are tardy for class, you will receive a demerit from the classroom teacher. Tardiness is excused only if you have a pass from your previous teacher, the nurse, or the office.

4.5 Dismissal

If it is necessary for you to leave school before the end of the school day, a parent or guardian must report to the main office to sign you out at the designated time. Should someone other than a parent or guardian dismiss you, please bring in a note granting permission.

In order to be dismissed from school:

- A parent or guardian who wishes to dismiss a student during the day must go to the Main Office to sign the student out. The student will not be called from class until the parent or guardian signs the student out.
- In emergency cases, a parent's e-mail will be accepted after communication between parent and administrator.
- Students who are ill must be dismissed through the Nurse's Office.
- Phone dismissals will be permitted only in an emergency situation when a parent does not have access to a computer or fax machine and with approval of Administration. Students will not be permitted to go home during the school day to obtain forgotten materials.

4.6 Early Arrival

Students in Grades 5-8 who do not take a bus to school should not arrive prior to 7:25 a.m., as there is no supervision provided until then.

4.7 Corridor Passes

Students will be required to sign in and out of a class. Each teacher must keep a log recording a student's name, destination, and time of departure and time of return.

4.8 Attendance at Co-Curricular Events

Students must attend all their scheduled classes in order to be eligible to participate in that day's event. If a student is absent, he or she is ineligible to participate in that day's event or practice. A suspended student may not attend any LMS events and will be considered trespassing if they come to LMS during the suspension. A student who is absent unexcused on a Friday cannot participate in any event during the weekend unless an administrator approves the absence prior to the event. Students tardy after 8 a.m. will not be permitted to participate in any of that day's athletic or co-curricular events.

4.9 Make-Up Work

When you are absent, whether from one class or from several days of classes, it is your responsibility to obtain any work you missed. You should plan to see your teachers before or after school to arrange for make-up. This is usually scheduled on an individual basis depending on the amount of work missed. Teachers will not interrupt regular classes to arrange for make-up. If you receive an "Incomplete" on your report card, arrangements will be made with teacher and/or team to determine deadlines.

SECTION 5 – Policies and Procedures

5.1 Dress Code (Summary)

In order to ensure that the atmosphere in our schools is conducive to learning and fosters an environment of respect, the following regulations will apply during daily school attendance and at all regular school activities throughout the district. Building principals are authorized to issue and enforce specific regulations regarding student attire for each school. Teachers and staff will monitor and assist in referring students in non-compliance of the dress code to administrators. Students who violate the dress code shall be subject to appropriate disciplinary action.

1. T-shirts and other clothing and jewelry imprinted with words, pictures or symbols that advocate the use of or advertise alcoholic beverages, tobacco or other drugs are prohibited.
2. T-shirts and other clothing and jewelry imprinted with words, pictures or symbols that are lewd, vulgar, profane, indecent or offensive are prohibited.
3. T-shirts and other clothing and jewelry that interfere with the rights of others, cause disruption to the educational program, damage school property, or are considered a health or safety hazard are prohibited.
4. Tattoos with such symbols, pictures, or wording as described here must be concealed at all times.
5. Lingerie or pajama wear may not be worn as outer garments except for days/activities specifically designated for that purpose.
6. Hats, hoods, bandanas or sweatbands are not to be worn in school except for headgear worn for religious or medical reasons or required for a class or sporting event.
7. Undergarments must be concealed by appropriate outer clothing at all times.
8. Clothing that exposes the chest, cleavage, abdomen, midriff, genital area, or buttocks is prohibited.
9. Halter tops, tube tops, spaghetti straps, see-through fabrics, and backless tops are prohibited.
10. Shorts or skirts must be at least mid-thigh length.
11. Shoes or other appropriate foot coverings must be worn at all times.
12. Chains, spikes, and jewelry or belts with spikes are prohibited.

Additionally, parents should ensure that clothing is appropriate for weather conditions each season.

[\(Please refer to Litchfield School District Policy JICA, Student Dress Code\)](#)

I.2 Code of Ethics – Cheating and Plagiarism

All homework, projects, tests, papers and assignments are expected to be original work created by the individual student unless quotations are used and sources cited or the assignment specifies group or collaborative work.

In the event a student is suspected of cheating or plagiarism, a conference will be held between the student and the teacher and, as appropriate, an administrator and/or parent or guardian. The facts of the individual case will be weighed, and consequences for infractions will entail a grade of zero on the work in question and disciplinary action.

Plagiarism encompasses, but is not limited to, the following:

- Presenting as one's own, the works or the opinions of someone else without proper acknowledgement.
- Borrowing of the sequence of ideas, the arrangement of materials, or the pattern of thought of someone else without proper acknowledgement.
- Copying, downloading, or purchasing a paper from any Internet site or service.

Cheating encompasses, but is not limited to, the following:

- Intentionally using or attempting to use unauthorized materials, information or study aids to gain an advantage on a quiz, test, exam, report, or other class project.
- Using dishonest methods to aid others in gaining an advantage on a quiz, test, exam, report, or other class project.

Some examples are:

- using “cheat sheets” or electronically texting information about an exam, quiz, test, report , or other class project;
- using verbal communication or gestures during a quiz, test, or exam;
- copying homework; allowing homework to be copies;
- acquiring or receiving advanced copies of a quiz, test, or exam;
- accessing the teacher’s answer key for a quiz, test, or exam; sharing information about a quiz, test, or exam;
- stealing the teacher’s edition of the textbook.

5.3 Telephone Usage

Cell Phones / Personal Electronic Devices CAN ONLY BE USED with teacher permission within any classroom

setting (i.e. academic class, enrichment, learning commons, assigned lunch times).

Students will NOT be permitted to use cell phones / personal electronic devices and head phones / ear buds in the hallways during the school hours of 7:30 a.m. to 2:30p.m., (cell phones / personal devices need to be stored away in bags, purses or pockets).

Students will NOT be permitted to use cell phones / personal electronic devices and head phones / ear buds in all LMS bathrooms, Locker Rooms and any other unauthorized areas.

No student will be allowed to come to the office to make any calls during the day without permission. School telephones are to be used by pupils only for urgent reasons; namely, advising parents of makeup sessions or detentions, canceled or planned trips, or other urgent needs as approved by the office. No student phone calls are to be made to request permission to attend sporting events or to go to friends' homes.

If a student is not feeling well or needs to contact home, this should be done from the main office phones. Students should not be using their cell phones during school time. Parents/Guardians should not be calling their child's cell phone during school hours.

5.4 Personal Electronic Devices

Personal electronic devices should not be used during the school day. If a student is found using their personal device without staff approval, it will be taken away and brought to the office. A first offense will allow the student to pick up his/her personal device before leaving for the day. A student's second offense will result in the personal device being taken away and held in the office awaiting parent pickup.

5.5 Signs and Posters

Students wishing to display signs, posters, or other materials must have prior approval from either the Principal or Superintendent of Schools who will stamp it to show approval. It is the students' responsibility to remove signs, posters or other materials within twenty-four hours after the event.

5.6 Textbooks

When you are issued a textbook, you must cover it to prevent it from being damaged. You may be given a detention if your books are not covered. You should write your name and homeroom number in the front cover of your books – in ink – so that it can be returned to you if you leave it behind. If you lose or damage any books or equipment, you will have to pay to replace them.

You will not be given a new book until you have paid for the lost or damaged one. If your book is found at a later time, the money will be returned to you. [Please refer to Litchfield School District Policy JQ, Student Fees, Fines & Charges.](#)

5.7 Complaint Policy

Complaints should be handled at the lowest practical level. In matters concerning any area of disagreement, the employee, parent, vendor, and/or patron should take the complaint directly to the involved staff member. If unresolved, the complaint can be taken to the building principal, director or supervisor, then to the Superintendent. If the matter remains unresolved, the Superintendent shall inform the complainant that there is further right of appeal to the School Board, and if it is their desire he/she shall refer the case to the Board for action. [See Litchfield School Policy GBK/KE, Complaint Policy.](#)

5.8 Special Needs Referral Procedures

Any parent or guardian, school personnel, medical or social worker, or the juvenile court may make a referral of a child who may need special education services, including student placement in private schools by their parents, without involving the School District. New Hampshire Special Education procedural Safeguards Handbooks are available from Special Education teachers upon request. Information in this handbook will include Free and Appropriate education, evaluation and eligibility procedures.

Referral Procedures:

1. All referrals must be in writing. Students may be referred to the special education evaluation team for reasons including failure to pass a hearing or vision screening, unsatisfactory performance on group achievement tests or assessments, multiple academic and/or behavioral warnings, or repeated failure of one or more subjects. Forms for referral are also available in the guidance and special education offices.
2. Either the student's teacher or School Counselor should complete the educational history section of the referral.
3. All referrals must have the Principal's signature. This will insure that the Principal is aware of high-risk children in the building. The Principal may screen the referrals and provide appropriate intervention to help a child in the regular education setting.
4. All referrals should be submitted to a building Case Manager.
5. Documentation of the student's vision, hearing, and other health status should be submitted with the referral.
6. All schools and social service agencies within the School District's jurisdiction shall be advised annually of the district's responsibility to identify and evaluate all students who may have an educational disability. Referrals from schools and agencies shall be forwarded to the special education evaluation team for further evaluation.

Process:

1. Upon receipt of a referral, the Special Services Team shall notify parents in writing of the referral. If a parent or guardian makes referral, this notification is not necessary.
2. Within fifteen days of the receipt of the referral, the Special Services Team shall meet to determine the disposition of the referral.
3. Within fifteen days of the receipt of the referral, the parents shall be given written notice of the Team's disposition of the referral. If the student's parent or guardian disagrees with the Team's disposition of the referral, the parent or guardian may activate the due process procedures (Ed 1128). If parental consent for evaluation is not granted, the School District may activate the due process procedures (Ed 1128). The referring school personnel must contact the parent or guardian to tell him or her about the referral and the reasons it has been made. They are to read the referral letter to the parent or guardian. The date and method of contact should be listed on the referral form. Please refer to Ed 1120-04.

5.9 Student and Parents' Rights to Educational Records

Recent state and federal legislation has guaranteed parents access to student educational record information and control over the release of this information to others. Since federal statutes require that the educational institutions shall annually inform the parents and eligible students of the rights accorded to them, this announcement serves as this year's notice to parents and students. The revised FAMILY RIGHTS AND PRIVACY ACT became a federal law in November 1974. The intent of the law is to protect the accuracy and privacy of educational records. Without your prior consent, only you and authorized individuals who have a legitimate educational interest will have access to your child's education records.

If there is agreement, the necessary steps to amend or correct the information contained in the record will be taken. If the agreement is not reached, a hearing will be scheduled by the building principal. The hearing will provide you the opportunity to present your views and reasons for the challenge. You may bring with you, at your expense, any individual who may be of assistance. Following the hearing, should we fail to reach an agreement, you have the right to appeal the decision to the superintendent and, subsequently to the school board. In the event that your appeal fails at any level of the hearing procedure, you have the right to have entered into the record the statement of the issue as you see it.

The rights pertaining to access and challenge described herein are transferred to your child on the attainment of his or her 18th birthday or admission to an institution of post-secondary education. Directory information which includes name, address, parents' names and address, date and place of birth, dates of attendance, major field of study, class schedule, participation of officially recognized activities and sports, weight, height and sex, membership on an athletic team, degrees and awards received, and most recent previous education agency or institution attended may be released unless you make a request in writing to the contrary. All such requests shall lapse on the first day of October, immediately following the request, except that requests received in September shall remain effective until the first day of October on the following calendar year. This information will be released only in accordance with the guidelines established by the Litchfield Public Schools.

You have the right to file a complaint with the Family Rights and Privacy Act Office, Department of HEW, Washington, D.C. 20201, if you think the school district is not in compliance with the law. You may obtain a copy of the official Litchfield School District Policy relative to this act at the Office of the Superintendent of Schools.

If you have any further questions, please contact the Office of the Superintendent of Schools. [Please refer to Litchfield School District Policy JRA, Student Records.](#)

5.10 Title IX Notice

This information is made available in compliance with Section 86.9 of the Education Amendments of 1972.

Inquiries, complaints, and other communications relative to this policy or to Title IX of the Education Amendments of 1972 and other public laws or federal regulations dealing with non-discrimination on the basis of sex should be addressed to the Director of Human Resources, Litchfield School District, 1 Highlander Court, Litchfield, NH 03052, (603) 578-3570.

Any alleged violation or areas of non-compliance with the federal statute, board policy, or state official regulations should adhere to the following procedure:

The grieved situation will be brought to the attention of the building principal or his/her representative within 30 days of the time the grievance occurred or s/he should have knowledge of the act resulting in the grievance. If after discussion and investigation, an agreement is not reached, the investigator will notify the Superintendent who will then respond to the complainant within 20 days of receiving the recommendation from the investigator.

Any victim or accused who is still not satisfied with the outcome of the School District investigations may file a request for review by the School Board by submitting a written appeal to the Superintendent of Schools within ten working days following receipt of the School District's findings.

5.11 Non-Discrimination

The Litchfield School District does not discriminate in any of its educational programs, activities or employment practices on the basis of race, color, religion, national origin, ethnic origin, age, gender, sexual orientation, or disability. Inquiries, complaints, and other communications relative to this policy and to the applicable laws and regulations concerned with non-discrimination shall be received by the Superintendent or his/her designee. Any complaints or alleged infractions of the policy, law, or applicable regulations will be processed through the grievance procedure. [Please refer to Litchfield School District Policy AC, Non-Discrimination.](#)

5.12 Sexual Harassment Policy and Procedure Guidelines

Sexual harassment includes all unwanted, uninvited and non-reciprocal sexual attentions, as well as the creation of an intimidating, hostile and/or offensive school environment. Any form of sexual harassment or violence is prohibited and should be reported immediately to an administrator. Complaints of sexual harassment should be reported to an administrator. See [Litchfield School District Policy JBAA, Sexual Harassment.](#)

5.13 Bullying

It is the policy of the School District that its students have an educational setting that is safe, secure, and free from student harassment, also known as bullying. The district will not tolerate unlawful harassment of any type. Conduct that constitutes bullying as defined herein is prohibited by this Policy, in accordance with RSA 193-F.

Bullying is hereby defined as a single significant incident or a pattern of incidents involving a written, verbal, or electronic communication, or a physical act or gesture, or any combination thereof, directed at another pupil which:

- a. Physically harms a pupil or damages the pupil's property;
- b. Causes emotional distress to a pupil;
- c. Interferes with a pupil's educational opportunities;
- d. Creates a hostile educational environment; or
- e. Substantially disrupts the orderly operation of the school.

Bullying shall also include actions motivated by an imbalance of power based on a pupil's actual or perceived personal characteristics, behaviors, or beliefs, or motivated by the pupil's association with another person and based on the other person's characteristics, behaviors, or beliefs.

Cyberbullying is defined as any conduct defined as "bullying" that is undertaken through the use of electronic devices. For purposes of this policy, any references to the term bullying shall include cyberbullying. Electronic devices include, but are not limited to, telephones, cellular phones, computers, pagers, electronic mail, instant messaging, text messaging, and websites. [Please refer to Litchfield School District Policy JICK, Pupil Safety & Violence Prevention; Policy JICDD, Cyber-bullying.](#)

5.14 Staff Anti-Fraternization Policy

The Litchfield School District is committed to fostering a positive learning and working environment for all students and staff in order to promote educational excellence. The Litchfield School District's Anti-fraternization policy shall serve as a statement on appropriate conduct and relationships between students and staff of the Litchfield School District. The spirit and intent of this policy is meant to help both staff and students understand and appreciate the delicate balance that exists between them and to better define the boundaries that their respective roles dictate.

Staff must be cognizant of their appropriate roles and professional duties in the development of students. Similarly, staff must be cognizant of the imbalance of power that exists in relationships between staff and student. It is the School District's expectation that staff shall recognize and respect this vulnerability when interacting with students. Accordingly, it is the responsibility of staff not to take advantage of or otherwise exploit this imbalance of power to further any non-educational, personal, or inappropriate objective. In particular, staff members are prohibited from engaging in any romantic, sexual, or physical relationship with students.

Staff are responsible for appropriate and professional conduct in all settings and in all forms of communication, including, but not limited to, verbal communication/speech, written communications, electronic communications (such as Facebook), physical gestures, motions or any other form of interaction. Personal relationships with students that are not related to legitimate educational purposes shall also violate this policy depending upon the circumstances.

The policy does not preclude legitimate, non-sexual, physical conduct such as the use of necessary restraints to avoid physical harm to persons or property, or conduct otherwise necessary to respond to, or otherwise address, legitimate educational situations or objectives.

Staff shall not conduct activities, which are not directly related to school functions, in a group or one-on-one basis outside of school with students. The staff of the Litchfield School District must understand that this Anti-fraternization Policy is a condition of employment. ([See Litchfield School District Policy GBCC, Staff Anti-Fraternization](#))

5.15 Notification of Asbestos Plan

The 1986 Asbestos Hazard Emergency Response Act (AHERA) requires school districts to inspect, monitor and, when necessary, remove asbestos from school buildings. No asbestos was detected in the Litchfield Middle School/Campbell High School.

The operation & maintenance plan is available for review in the school office during regular school hours. The Asbestos Program Manager is available at 578-3574 to answer any questions you may have about asbestos in school buildings.

5.16 Safe School Zone

Safe School Zone (Summary) State law (RSA 193-D) prohibits acts of theft, destruction or violence within a Safe School Zone. The Safe School Zone regulations apply to any school property, school buses and school-sponsored events.

Weapons, such as but not limited to firearms, explosives, containers containing chemicals, knives, martial arts weapons, or other objects used as weapons, are not permitted on school property, school buses, or at school sponsored activities. Students are prohibited to have any firearms or any other weapons in their possession on school property, school buses or other school-sponsored events or activities. ([Please refer to Litchfield School District Policy JFCJ, Safe School Zone](#))

5.17 Drug-Free School Zone

Drug-Free School Zone (Summary) Litchfield School Board will not tolerate the use, sale, transfer, distribution, possession or being under the influence of unauthorized prescription drugs, alcohol, narcotics, unauthorized inhalants, controlled substances, illegal drugs, as well as drug-related paraphernalia, on any school district property, in any district-owned vehicle, or in any other district-approved vehicle used to transport students to and from school or district activities.

This prohibition also applies to any district sponsored or district-approved activity, event or function at any location. It is the intent of the School Board to control the use of alcoholic beverages or drugs by students during school and at any district sponsored activity regardless of whether the use or consumption of the alcoholic beverage or drug occurred on or off school property.

Students in violation of this policy shall be referred for prosecution and subject to disciplinary action up to and including suspension, expulsion from school and/or school district sponsored activities or other discipline in accordance with the district's disciplinary policy. This policy does not apply to students who are administered prescribed drugs at school in accordance with Ed. 311.02 and Board policy. ([Please refer to Litchfield School District Policy JICH, Prevention of Drug & Alcohol Use by Students](#))

5.18 Hazing

It is the policy of the District that no student or employee of the District shall participate in or be members of any secret fraternity or secret organization that is in any degree related to the school or to a school activity. No student organization or any person associated with any organization sanctioned by the Board of Education shall engage or participate in hazing. For the purposes of this policy, hazing is defined as an activity which recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization sanctioned or authorized by the Board of Education. ([Please refer to Litchfield School District Policy JICFA, Hazing](#))

Do Your Best!

Believe in Yourself

- ❖ Be Confident
- ❖ Be Proud
- ❖ Be Open-Minded

Extend a Helping Hand

- ❖ Be Helpful
- ❖ Be Encouraging
- ❖ Be a Friend

Show Respect

- ❖ Be Polite
- ❖ Be Considerate
- ❖ Be Appropriate

Take Responsibility

- ❖ Be Prepared
- ❖ Be Ready to Learn
- ❖ Be Honest

Litchfield Middle School Behavior Matrix

	ASSEMBLIES	BUS	CAFETERIA
Believe In Yourself	Keep an open mind Take a risk to volunteer	Set an example of good behavior Allow others to sit with you	Use good table manners Help create comfortable environment Choose healthy food Have confidence to allow anyone to sit with you
Extend A Helping Hand	Participate in a positive manner Make presenter feel welcomed	Keep seating area clean Move to inside of seat so others may sit	Invite someone new or alone to sit with you Keep area clean
Show Respect	Keep eyes on presenter Clap & participate when appropriate Ask questions that show interest & curiosity Follow teacher directions coming & going from assemblies	Be considerate of driver Respect personal space and other people's belongings Use appropriate language Solve problems respectfully—no arguing	Listen & respond politely to adult instruction Stay seated & raise hand to get up Wait your turn
Take Responsibility	Listen & follow directions Show appreciation	Be on time Follow bus rules & directions of the driver Expect consequences when poor choice are made	Pick up all trash in your seating area Accept consequences when poor choice is made Keep bathroom clean & graffiti free and use equipment properly Respect others privacy

CLASSROOM	HALLWAYS	PREPARATION FOR CLASS
Be proud of your achievements Value your education Take a risk, ask & answer questions Accept mistakes as opportunities to learn	Greet others with a smile Set an example of good behavior	You Can Do It! Have confidence
Encourage classmates who are having trouble Share materials Be willing to work with all students	Help others when materials are dropped Hold the door when someone is behind you	Offer reminders for others Lend writing utensils and other materials
Appreciate your classmates as individuals Be considerate of others right to learn Follow classroom rules Cooperate with all adults in charge	Stay to the right Walk Respect personal space Quiet voices! Students learning	Accept consequences Accept constructive criticism
Be prepared with classroom materials Keep up with your work consistently Stay organized Be on time Care for your classroom	Apologize if you bump into someone Get to your destination in a timely manner See that materials on walls are not mistreated Share hallway space while at lockers Keep hallways clean	Develop a plan to be organized Check schedule Use agenda regularly Keep locker organized

6.2 Discipline Code

What follows is an identification of common misbehaviors of middle school youngsters and the kind of disciplinary measures, which may be taken by the school in response to these misbehaviors. The disciplinary measures are generally divided into these categories:

- Demerits
- Detentions (teacher or office)
- Office Referrals In-School Suspensions
- Out-of-School Suspensions

Please read the following for more detailed information. You will also note that in a few instances there is no distinction between first and additional consequences. These relate to offenses for which such distinction is not appropriate.

Please note that the Litchfield School District and the Litchfield Police Department have a letter of understanding concerning particular behaviors that must be reported to the police department.

6.3 Demerits

Any staff member, in addressing general school behavior, can issue demerits to a student. Examples of demerit infractions are:

- Being tardy to class
- Chewing gum
- Exhibiting minor hallway misbehavior
- Wearing hats, carrying cell phones or carrying electronic devices after 7:37 a.m.
- Walking through hallways at non-passing times without a pass
- Technology unprepared
-

Parental contact is made if a student receives three demerits within a quarter. If a student accumulates five demerits within a quarter, they will serve an in-school suspension.

6.4 Detentions

A detention is a consequence in which the student is required to remain after school until 2:45 p.m. A staff member or the office may issue detentions. If a teacher issues the detention, the student will stay with that teacher. If the office issues the detention, the student will stay with a member of the administration. Students who are serving a detention will not be permitted to take the late bus home; therefore, other arrangements must be made. Pickup can be no later than 2:50 p.m. Students who are issued detentions will receive a detention slip that should be signed by a parent/guardian and returned to the issuing staff member. Detentions are to be served promptly and can be issued for any day during the school week. Examples of detention infractions are listed below. These are examples and do not include every behavior in which a student may be issued a detention for.

Staff Member Detentions may be given for minor classroom disruptions such as (but not limited to):

- Inappropriate language (not directed at others)
- Light physical contact during inappropriate times
- Disrespect towards teacher or classmate
- Property misuse
- Defiance

Office Detentions may be given for (examples but not limited to):

- A second referral to the office
- Three unexcused tardies to school Student with outstanding detentions may not participate in school activities including co-curricular activities; i.e., clubs, sporting events, etc.

6.5 Office Referrals

An office referral occurs when a student is exhibiting behavior, which must be handled by the administration.

- | | |
|--------------|---|
| 1st Referral | Discussion with the student and parent contact will be made. |
| 2nd Referral | Discussion with the student, parent contact will be made, and an office detention will be given. |
| 3rd Referral | Discussion with the student, parent contact will be made, an out-of-school suspension will be given and notification will be sent to the Chat Team. |

The following behaviors are examples of an office referral offense:

- Repeated classroom disruption, not remediated through teacher methods
- Inappropriate, abusive language and/or gestures
- Defiance/Disrespect/Insubordination

The following are examples (but not limited to) in which the above may not apply:

- Vandalism of school property or others' belongings
- Fighting or physical aggression
- Theft
- Inappropriate, abusive language or gestures directed at others

6.6 In-School Suspensions

Serious misbehavior, which deserves more than light punishment, but does not warrant a suspension, or the accumulation of five demerits within a quarter, can be punished by imposition of an In-School Suspension. The student remains in school but is isolated from his/her classmates and is assigned schoolwork, as well as behavioral based work, designed to allow the student to reflect on his/her behavior. He/She is also denied participation in all class activities including extra-curricular activities. In-School Suspensions normally run for one to three days. Parents will be notified whenever their child is placed on an InSchool Suspension.

6.7 External Suspensions

There are certain disciplinary problems, such as but not limited to fighting, violence towards another person, vandalism, or other forms of misbehavior, which are so serious that suspension from school may be necessary. In any major disciplinary incident, the principal will discuss the problem(s) with the parent and with the student. Students may complete their work for credit, however, it is up to the student to make arrangements with his/her teacher own his/her return to school.

SECTION 7 - Technology

The purpose of the Litchfield Middle School network is to enhance established school curriculum by serving as a resource for improving, extending, and enriching the teaching and learning at Litchfield Middle School.

The use of the Litchfield Middle School network is a privilege and not a right. Inappropriate use will result in restriction or cancellation of access privileges and may lead to additional disciplinary actions based on the events of the misuse. As the use of social networking sites becomes more prevalent, students who use social networking sites should be aware anything posted online is available to anyone in the world. Any text or photo placed online becomes the property of the site(s) and is completely out of your control the moment it is placed online even if you limit access to your site.

Responsible and respectful use is an expectation of all students at LMS. The Student Network and Internet Acceptable Use Policy, Policy Code IJNDB can be found on the District website under School Board tab. Behaviors that can result in suspension/revocation of access privileges and additional disciplinary actions include, but are not limited to:

- the use of the system to access, store, or distribute illegal, dangerous, or restricted information,
- the use of obscene language,
- sending or displaying offensive or sexually explicit material,
- harassing, insulting, or attacking others,
- damaging, abusing, or modifying computers, software, or systems and networks,
- intentionally creating or distributing computer viruses,
- violating copyright laws,
- attempting to use the accounts, passwords, and/or files of another computer user,
- misrepresentation of oneself as another,
- intentional wasting of the network's limited resources,
- use of network for commercial or profit making purposes,
- use of the network for any illegal purpose,
- failure to follow directives related to computer or internet use.

Each student will receive a copy of the Litchfield School District's Internet Use Policy at the beginning of his or her tenure at Litchfield Middle School. The policy form must be read and signed by the student and the parent or guardian and returned to school before Internet access is given. Use of personal e-mail is not permitted at school. It is the responsibility of each student to familiarize himself or herself with, and abide by, the rules and guidelines for using the LMS network and the Internet and to make appropriate use of the resources available at Litchfield Middle School. See Litchfield School District Policy IJNDB, Student Acceptable Use.

7.1 Chromebook Guidelines:

- Chromebooks are Litchfield Middle School / Litchfield School District issued devices and are loaned to students as an educational tool and are only authorized for use consistent with the school's mission.
- The Chromebook may only be used by the student to whom it is assigned.
- The Chromebook should be secured/locked when in locker rooms or near playing fields, basketball courts, etc.
- It is recommended when at home, the Chromebook should be used in a common family location with adult supervision.
- Litchfield Middle School reserves the right to demand immediate return of the Chromebook at any time.
- Students transferring schools or exiting LMS are expected to turn in the Chromebook immediately.
- An Internet filtering system is used within the school's network but is not available for home /outside of district building use.
- Parents/guardians have the right to their child's login password. This can be requested/changed at school by contacting Jason Pelletier, Litchfield School District Technology Director, at jpelletier@litchfieldsd.org.
- Charging the Chromebook is the responsibility of the student. Student should plan on charging their Chromebook while at home for use the next day at school.
- LMS and the district reserve the right to conduct periodic checks of the equipment.
- Making changes in the configuration of the Chromebook is prohibited and could result in revocation of privileges in accordance with Student Computer and Internet Use Policies and Rules.

- If the Chromebook is lost or stolen while in the student's possession, a report must be filed immediately with the local police authorities and school administration.
- Failure to fully comply with these guidelines and the student acceptable use policy may result in revocation of the privilege to use the Chromebook and/or other disciplinary action.
- The Board's policy and rules concerning computer and Internet use and all other policies and rules apply to use of Chromebooks at any time or place, on or off school property.
- Students are responsible for obeying any additional rules concerning care of Chromebooks issued by school staff. (refer to LMS Student Handbook)

7.2 Damage

- Insurance will be offered to students and staff to cover accidental breakage, manufacturer defects and general wear and tear. (Insurance fees may be reduced/waived in the case of free/reduced status or hardship.)
- If damage to a Chromebook is deemed to be accidental, CHS and the district will cover the cost of repair/ replacement under the following conditions per academic school year:
 - 1st Accidental / Total Loss claim will be 100% funded by CHS and the District
 - 2nd Accidental / Total Loss claim will be 50% funded by CHS and the District
 - 3rd Accidental / Total Loss claim possible 0% funded by CHS and the District (this will be determined by the CHS Administration and IT Department)
- Multiple incidences per year will be characterized as non-accidental.
- In cases of neglect/multiple instances of damage, students will lose their right to take home a device and/or face disciplinary action.
- Any questions regarding cost of repairs/warranty coverage may be addressed by contacting Jason Pelletier , Litchfield School District Technology Director, at jpelletier@litchfieldsd.org (*please refer to the [Litchfield School District Chromebook Repair Procedure](#).*)

7.3 Summer Use

- Chromebooks must be returned in acceptable working order whenever requested by school staff.
- Chromebook summer use will be subject to the guidelines outlined in this document.
- Parents/guardians are responsible for supervising their child's use of the Chromebook and Internet access when in use at home.
- IT Department will have set dates and times during the summer for 1:1 Technology questions and repairs.

7.4 Student Usage Fee Explained

- Students are responsible for the proper care of Chromebooks at all times, whether on or off school property, including costs associated with repairing or replacing the Chromebook (see Damages).
- There is a usage fee of \$20 (\$10 for free & reduced lunch). This is meant to provide a shared risk for damage. Furthermore, it increases the sense of ownership of the device for students.
- Parents/guardians who choose not to participate should be aware that they are responsible for ALL costs associated with loss, theft or damage to a Chromebook loaned to their child.
- Computer and Internet - Acceptable Use Policy

SECTION 8 – Student Services

8.1 School Lunch Program

The Nutrition and Food Service Department has implemented a new POS (Point of Sales) system called "Nutrikids". Every student in the district has been entered into this new computerized system. Students will be using their same lunch card (GMS) or pin number (LMS and CHS) to make purchases at the serving lines.

Meal payment deposits will be made the same way. Students may bring in cash or check to school to deposit into their meal accounts or parents may make deposits online using a credit or debit card. Our new online payment system is called "My School Bucks". Go to their website www.myschoolbucks.com to register for a new account. Then, create an account for each of your children by using their name and date of birth as the passcode.

Please be aware that only payments for school meals and no other school fees can be paid with this online system. Low balance statements will be sent home as needed. All lunch balances (negative or positive) at the end of the year will be carried over to the following year.

If your child has qualified for free or reduced meal prices, this information is noted in the system, and the meal will be processed just as it is for all other students without any special indication to the students.

If you are concerned about a food allergy that your son/daughter has, please notify the cafeteria with this information. If indicated, a warning will appear on the cashiers' screen for a review of the items on the student's tray.

We are excited to bring Nutrikids and My School Bucks into the district as it has updated and improved features to make operations more efficient. If you have questions, please feel free to contact Lauren Crowley, Director of Nutrition & Food Services at 603-546-0300 Ext. 3112 or lcrowley@litchfieldsd.org.

8.2 Guidance Services

School guidance counselors work with students, parents, teachers, administrators, and community members on an as-needed, confidential basis. The Guidance Department respects the confidentiality of students and families following the 'best practice' guidelines of the American School Counselors Association. (<http://www.schoolcounselor.org>)

The goal of the school counselors is to promote a positive school environment and assist students in reaching their full personal educational potential. This is accomplished through individual and group counseling, classroom guidance activities, and by being an integral part of the school community.

Guidance counselors work to provide a safe and secure environment for students to talk about issues of concern. Students may report to the guidance area at any time during the school day with the permission of the classroom teacher. As well, counselors try to be out and about interacting with students in the halls, classrooms, and cafeteria, in an attempt to become familiar faces and be easily accessible.

All school employees are required to report suspected child abuse or neglect to state authorities. Parents will be promptly notified when any child poses a threat to him/herself, others, or property.

8.3 Learning Commons

The Litchfield Middle School learning commons is a shared resource available to all students and staff. The staff welcomes all students and staff who visit the learning commons. The learning commons atmosphere encourages study, research and reading for enjoyment. In order to achieve this atmosphere, students are expected to follow standards set by the school and the learning commons

staff. These standards apply whether you are assigned there with a class or using the library independently. Students who enter the learning commons independently are expected to sign in at the front desk. All students and staff are expected to be respectful of others using the learning commons.

Students entering the middle school complete a borrower's contract which is in effect throughout their years at Litchfield Middle School. This contract is given to all students on their first day of school and needs to be signed by the student and a parent or guardian. With this contract, the student agrees to be responsible for materials borrowed and to return them on time. The contract includes the following information:

- Borrowing limit is set at two items.
- Books are loaned for two weeks. Books may be returned earlier, or renewed for another two week period.
- Magazines are loaned for one week and can be renewed for another week.
- Reference books cannot be borrowed.
- Overdue notices are distributed via the student's homeroom on a regular basis. At the end of the school year, a notice will be sent home which includes the replacement cost for all outstanding learning commons materials. Learning commons borrowing privileges will be revoked until the item is returned or replaced. Students who have outstanding fees for lost library books may not be able to participate in end of the school year activities.
- Lost or damaged materials are billed at the current replacement cost.
- Damage to school laptops and/or desktops will be accessed and billed to the student based on the current replacement cost. Students are expected to treat school computers with the utmost care. Damage to laptops may require the complete replacement of the keyboard, other component and/or laptop.
- Borrowing privileges can be revoked based on failure to be responsible for materials.
- These guidelines are subject to change.
- Remember, the middle school learning commons is your space. Respect and take care of the space and the materials you find there. The staff welcomes your questions and requests. We look forward to sharing the library learning commons with you.

8.4 School Activities

During the year, many activities are held at the school, which are believed to add a positive enrichment to the total school program. You will be expected to dress and act appropriately at all school-sponsored activities. In order to participate in any school-sponsored activity, you must be in attendance for at least one-half of the school day on the day of the activity. Students who do not behave appropriately at school will not be allowed to participate in these school activities.

8.5 Dances

When you attend a dance or a party, you expect to have a good time. The following guidelines will help to assure that everyone does have a good time.

1. Only Litchfield Middle School students in Grades 6-8 may attend school dances.
2. Tickets for dances are sold in school prior to the dance. Only the person purchasing it may use a ticket. Tickets purchased at the door will be an additional charge.
3. Dances will be 2 hours in length, 6:30-8:30p.
4. You may not leave a dance before it is over unless you have a written note from a parent or guardian. In this case, you must be picked up in the lobby.
5. If you leave a dance before it is over, you will not be allowed to come back into the dance. Your parents will be notified to come and pick you up.
6. Inappropriate behavior may result in a call to your parents to come and pick you up at any time during the dance.
7. Inappropriate behavior during the school day may result in students not being allowed to attend dances.

8. Dress code applies to all school dances. Other Activities Include but are not limited to: Art Club, Drama Club, Ski Club, Track & Field, Baseball, Green Raiders, Student Council, Volleyball, Chorus, Jazz Band, Softball, Yearbook Club, Crusaders Club, Math Club

Special events and activities will be provided for fifth graders. These are currently being planned; students and parents will be notified in the near future.

8.6 Student Visitors

In general, student visitors cause a significant distraction from the daily school program. For this reason, you are not allowed to bring guests to school on regular school days.

8.7 Substitute Teachers

At all times you are expected to show respect and cooperation to substitute teachers. Substitutes are considered guests in our building and should always be treated as such.

8.8 Students At Risk

The safety and well-being of our students is our highest priority. While our primary focus is education, we must also consider the needs of the whole child. Litchfield Middle School Guidance Department and LMS Health Services work closely with faculty to monitor medical, emotional, behavioral, and social needs.

If you suspect personal circumstances may be impacting your child's functioning, we will provide whatever supports we have at our disposal. However, some situations may indicate that a student's needs exceed our resources. In these cases, we will follow district policy or procedure by seeking consultation with community providers. We will always inform you of these extenuating circumstances and guide you through school procedure. If, for example, your child's emotional and behavioral functioning appears to meet criteria for a safety risk, we will follow safety protocol by requiring a medical or psychological consult to assess the level of risk to your child's safety. In extreme situations, we may utilize Litchfield Emergency Services and ambulance services.

For additional information regarding safety interventions, you are invited to contact a school administrator, nurse, or guidance staff member. You can also view the Litchfield Middle School Crisis Intervention Protocols by contacting the front office to arrange a time to review safety procedures. The Litchfield School District follows federal and state guidelines protecting one's right to privacy through FERPA and HIPAA laws.

8.9 Lockers

You will be assigned a locker on the first day of school and a combination for its lock. This is your home base for the year. To be sure your belongings remain safe, there are some general rules you should follow:

1. Do not give your combination to anyone else – not even your best friend.
2. Do not share your locker with anyone else; they have their own.
3. Be sure your locker is closed and locked each time you use it.
4. Personal locks are not to be used on lockers.

If you should have a problem with your locker or lock at any time during the year, you should first notify your homeroom teacher. You will then be told what to do. Although your locker is for your personal use, it is considered school property and must be treated as such. There will be periodic cleanings and locker checks. You will be responsible for any damage done to your locker.

8.10 Lost and Found

Articles of clothing and personal belongings as well as books and notebooks are frequently left in various parts of the building. If you are missing something, check first at the Lost & Found station, which is located outside the gym doors.

SECTION 9 – Security

9.1 Search and Seizure

A student is subject to search by district staff if reasonable suspicion exists to suspect that evidence of a violation of the law or school rules will be uncovered. School staff shall report a student's suspicious activity to the principal prior to initiating a search, except in emergency situations. The Principal or his/her designee of the District may detain and search any student(s) in the presence of a second adult (parent or employee) on the school(s) premises, or while attending, or while in district transit to, any event or function sponsored or authorized by the school under the following conditions:

1. When any authorized person has reasonable suspicion that the student may have on his/her person or property
 - Alcohol
 - Tobacco or tobacco products and all types of electronic smoking devices
 - Dangerous weapon(s) or components
 - Controlled dangerous substances as defined by law (i.e. drugs, etc.)
 - Stolen property if the property in question is reasonably suspected to have been taken from a student, a school employee, or the school during school activities
 - Any other items which have been or may reasonably be disruptive of school operations or in violation of student discipline rules and applicable provisions of the student handbook, school rules or the law.
2. Lockers, desks and other storage areas/compartments may be subjected to searches at any time for any reason without consent or without reasonable suspicion, during which the student(s) need not be present. School lockers and school desks are the property of the school/district, not the student. The users of lockers, desks, and other storage areas/compartments have no reasonable expectation of privacy from school employees as to the contents of those areas.
3. Authorized personnel may search a student whenever the student consents to such a search. However, consent obtained through threats or coercion is not considered to be freely and voluntarily given. Any searches of students will be conducted by an authorized person who is the same sex as the person being searched in the presence of a second adult (parent or employee). Strip searches are forbidden.
4. The extent of the search of a student's person or property and the measures used in conducting the search must be reasonably related to the objects of the search, and must not go beyond what is warranted by the nature of the suspected violation.
5. If a search produces evidence that a student has violated or is violating the School District's policies school rules or the law, such evidence may be seized by school officials, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

9.2 Police Drug Interdiction Dog Searches

Recognizing the danger that contraband poses to society and students in particular, the School District reserves the right under reasonable suspicion to conduct unannounced random searches with the assistance of qualified law enforcement officers and trained canines. Qualified law enforcement officers and trained canines may be used periodically upon request of the Superintendent and the principals to sniff lockers, common areas, vacated classrooms, parking lots (vehicles) and school grounds. Qualified law enforcement officers will be directed not to have the canines sniff students or any other person.

9.3 Student Searches Procedures

In accordance with policy JIH, searches shall be conducted by the principal or his/her designee, if reasonable suspicion exists to warrant a search of a student's clothing, personal effects, vehicle, desk, locker, or assigned storage area. Searches shall be conducted according to Policy JIH-R Student Search Procedures.

9.4 Conducting the Search

If evidence of criminal activity is suspected to be present, and prosecution by civil authorities will be recommended if confirmed by the search, consult law enforcement officials regarding the appropriateness of a search by a law enforcement officer.

If evidence of a violation of a school rule is suspected, and if that is confirmed by the search, the matter will be handled solely as a student discipline action. The principal or designee will proceed to search by asking the student to remove all items from his/her pocket(s), purse(s), handbag(s), backpack(s), gym bag(s), etc.

If the student refuses to cooperate in a personal search, the student should be held until the student's parent(s) or guardian(s) is/are available to consent to the search. If a parent or guardian cannot be reached in a reasonable time, the principal may conduct the search without the student's consent and in the presence of another adult.

Documentation: All searches resulting in disciplinary or remediation action must be documented.

[See Litchfield School District Policy JIH-R, Student Search Procedures](#)

9.5 Crisis Protocol

Staff members have been trained in proper responses during crises. In the event of a threat or crisis, students must follow the instructions of staff members in order to ensure their safety.

9.6 Emergency Drills & Procedures

Law requires periodic fire drills. You must be familiar with the procedures and exits for each classroom and area of the building. You are expected to consider fire drills as serious and important practices designed to save lives. In leaving a classroom, you are expected to be quiet, follow the teacher's directions and walk in a single-file line to the designated area. Fire drill procedures will be posted near the door in each classroom.

Secure Campus

Activated when it is necessary to clear hallways and common areas of all students/staff and secure them in rooms in the event of a nearby threat, medical emergency or intervention.

Shelter in Place

Activated when it is necessary to protect staff and students from airborne hazardous materials, toxic smoke, or nuclear material. Shelter-In-Place may be activated when there isn't sufficient time to safely evacuate a school to an off-site location, or as a precautionary measure while awaiting transportation resources to arrive.

Active Threat (A.L.i.C.E.)

Activated when it is necessary to protect students and staff from an armed intruder or other potentially dangerous threats. In these cases, schools will implement procedures that include Alerts and Information in real time to communicate what the threat is and the location of the threat to students/staff and emergency responders, Lockdown to secure doors/windows from the threat, Countermeasures (if feasible) to deter the threat, and Evacuation when it is safe to do so.

Evacuation

Activated when it is necessary for staff and students to exit the school building when the fire alarm activates or an incident in the building poses an unsafe environment.

Reverse Evacuation

Activated when it is necessary for staff and students to enter the school quickly in order to avoid a dangerous or potentially dangerous situation outside the school.

Drop, Cover & Hold

Activated in order to protect students and staff from falling objects, or items that may become "projectiles". Incidents that may require the activation of this response action include, but are not limited to; explosions, earthquakes, and unannounced severe weather events.

Tornado

Activated in order to protect students and staff from a tornado, unannounced severe winds or severe weather events.

Scan in Place

Activated when it is necessary for staff to look around the area for any item which doesn't belong there. Scan will be activated primarily in the case of a Bomb Threat, but could be utilized for any situation that requires the staff to look for item or something which may cause harm.

9.7 Building Evacuation

Upon sounding of the fire alarm or intercom announcement of an evacuation, students will exit the building through designated fire exits in a quiet and orderly line.

1. Students will report to grade-level meeting areas in homerooms. All students will report to the grassy area north of the portable classrooms.
2. Teachers will take attendance. Students are to remain orderly and quiet.
3. When signaled, teachers and students will re-enter the building in an orderly manner.

9.8 Security Camera

Security cameras are in use both inside and outside the LMS facility

9.9 School Visitors

Only those visitors who have come for the purpose of conducting some form of business with the school will be admitted to the school. These visitors will sign in at the Main Office and will be given an authorized pass from the Main Office. LMS has been established for the express purpose of educating the youth of this district. Former LMS students wishing to visit with staff members my not enter the building until after 2:05 P.M.

SECTION 10 – Parent Information**10.1 Health, Personnel and Policies**

Litchfield Middle School has a full-time nurse on duty throughout the school day. Any health related questions should be referred to her. Children should be in good physical health before they attend school.

All cold symptoms should be regarded as contagious (sneezing, sore throat, runny nose, cough, headache, temperature) and a child should remain at home. Any child with a rash, fever, vomiting, temperature, or general malaise should remain at home. Any child in school with a fever of 100 or above will be required to go home.

Children will remain home for any and all communicable diseases. If in doubt, check with the school nurse.

Medications: According to state law, prescription medications can only be administered if written permission is obtained from a doctor and the parent. Over the counter medications may be administered with written consent from the parent. Any pills brought in by the students without this documentation will be taken away. Students are not allowed to have medications on their person other than inhalers and EpiPens.

A parent, guardian or a parent/guardian-designated-responsible-adult shall deliver all medication to be administered by school personnel to the school nurse or other responsible person designated by the school nurse as follows:

1. The medication shall be in a pharmacy or manufacturer labeled container;
2. The school nurse or other responsible person receiving the medication shall document the quantity of the medication delivered; and
3. Other person(s) may deliver the medication, provided that the parent notifies the nurse in advance or guardian of the delivery and the quantity of medication being delivered to school are specified.

10.2 Insurance

School insurance is made available to each student in September of each school year. This service is made available to the student at a reasonable cost and will provide accident/injury insurance in several plan options. This insurance is not required but does provide coverage for the student who may not have other kinds of family insurance coverage. ALL students who participate in athletics MUST prove proof of insurance protection. Insurance purchased through the school will meet this requirement. Students who are injured and have the school insurance must report the school nurse, who will assist in the completion of the claim forms.

10.3 Parent Conferences

If at any time during the year you would like a conference with your child's teacher(s), please contact the teacher. An appointment will be made for you.

10.4 PTO

Our Parent/Teacher group, which meets for approximately one hour every month. The purpose of this group is to enhance the educational program at Litchfield Middle School. Please join us.

10.5 School Volunteers

We encourage members of the community, parents/guardians, and grandparents to volunteer their time at Litchfield Middle School. We are in need of volunteers in the library and in the classroom. We hope you will consider helping us in our volunteer program. In order to volunteer in our schools, you will need to complete the paperwork on our website and meet with administration prior to your first engagement. Please contact the main office should you wish further information.

10.6 School Board Meetings

The Litchfield School Board typically meets on the first and third Wednesday of the month. Meetings commence at 6:00 p.m. The public is encouraged to attend these meetings. Location and agendas are posted at all three schools.

10.7 Personal Property

Students are responsible for all their personal property. All electronic devices are not allowed to be used in school and are subject to confiscation when used. In the event that an item is confiscated, parents will be notified to pick up the item in the main office. Students should not be allowed to bring large sums of money 25 to school. If a valuable item is needed for a class project, the student should report immediately to the office at the beginning of the school day to place the item for safe keeping. Any item in possession of a student, which may be used as a weapon or deemed inappropriate for a school environment, will be confiscated and appropriate disciplinary action will be taken.

Section 11 – Transportation

11.1 School Bus Information

The Litchfield School District shall provide transportation for pupils to schools in the District consistent with provisions of RSA 189:6, 189:9.

All pupils in grades 1 – 4 shall be offered transportation to ensure the safety of arrival at and departure from the Griffin Memorial School, which is located on Route 3A.

Pupils in grades 5 – 8 and 9 – 12 living at a walking distance more than one (1) mile from their assigned school shall be offered transportation.

Students in grades 9 through 12 who use District transportation may be assessed a transportation fee, which will be approved by the School Board.

Bus routes shall be established by the Transportation Contractor and Business Administrator, subject to review by the School Board.

Authorized bus stops shall be located at convenient intervals in places where pupils may be safely loaded and unloaded. Crossing highways and awaiting arrivals of buses will be avoided, but if unavoidable will be established with the utmost safety permitted by highway conditions.

No child will be required to walk more than one (1) mile to a bus stop. Pupils residing in areas inaccessible by a school bus may be required to walk a distance of no more than one and one-half (1 ½) miles to a school bus stop.

A student who requires a related service of transportation because of the student's disability shall be provided with the necessary transportation accommodations. [See Litchfield School District Policy EEA, Student Transportation and Procedures.](#)

11.2 Student Conduct on School Buses

Students using District transportation must understand that they are under the jurisdiction of the school from the time they leave their house for the bus stop until the time they exit the school bus and return home. Parents are responsible for the safety and supervision of their children until they enter the school bus in the morning and after students exit the bus at the regular stops at the close of the school day.

Pupils transported in a school bus shall be under the authority of the District and under control of the bus driver. Disrespectful behavior or continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reasons for a pupil to be denied the privilege of transportation in accordance with the regulations of the School Board. Parents of children whose pattern of behavior and conduct on school buses endangers the health, safety and welfare of other riders will be notified that their children face the loss of school bus riding privileges in accordance with the student discipline code. Suspensions from school transportation to continue beyond twenty (20) days must be approved by the Board.

11.3 Resolution of Conflicts

A parent who wishes to request a change to approved bus stops or an exemption from any of the Student Transportation policies shall direct that request first to the Transportation Contractor. If the parent is not satisfied by the ruling of the Transportation Contractor, he or she may appeal the ruling within five (5) days to the School Business Administrator. See Litchfield School District Policy EEA, Student Transportation and Procedures.

11.4 Bus Regulations

The bus driver and bus contractor are responsible for the safety, welfare, conduct and control of the pupils they are transporting. The following rules will be strictly enforced:

1. Obey the driver's instructions.
2. Stand away from the road while you are waiting to be picked up by your school bus.
3. Cross the street only when the bus driver signals.
4. Board the bus in an orderly fashion; go directly to a seat and remain seated until you reach your destination.
5. Leave the bus in an orderly manner. In some instances, the bus driver may assign you a seat.
6. Keep the aisle and exits clear. Never litter or damage any part of the bus.
7. Eating, shouting, profanity and roughhousing are not allowed on school buses.
8. Respect the rights of others.
9. Always keep your hands, arms, and head inside the bus.

11.5 Violations

In accordance with NH RSA 189:9A, the Superintendent has designated the building administrators as the officials having the authority to administer the policy dealing with bus conduct. Violations will be handled by the administration. The bus driver will report any violation on the Bus Conduct Report, and a copy will be forwarded to the building administrator. After investigation, the appropriate disciplinary actions will be given and communicated to the bus company and parents/guardians.

11.6 Late Bus

The late bus is made available for students who are involved in approved school related activities. The late bus runs Monday through Thursday. Students must be in the Lobby by 3:30.

11.7 Bicycles

1. Parental permission is required for a student to ride to and from school.
2. All bicycles are to be parked in the bike racks and you should have a lock to secure it.
The school is not responsible for your bicycle or equipment.
3. Bicycles are not allowed in the parking area on school days between 6:30 a.m. and 4:00 p.m.
4. If you do not handle your bicycle in a safe and responsible manner, you will not be allowed to ride it to school.
5. All bicyclists are expected to wear a protective helmet.

11.8 Audio and Video Surveillance on District Transportation

Monitoring student behavior on district transportation is paramount to maintaining order, safety and discipline, and protecting students, bus drivers, staff or others who may ride on district school buses.

The Litchfield School Board, in an effort to assist in providing a safe and secure environment for all who ride Litchfield School District transportation, authorizes the installation of audio/video surveillance equipment on all school district buses and vans. Video cameras will be used to monitor student behavior on district transportation. Audio recordings in conjunction with video recordings may also be captured in accordance with the provisions of RSA 570-A:2.

11.9 Management of Surveillance Media

Audio and video recordings from surveillance equipment installed on District-provided transportation shall be retained by the District's transportation contractor. Only in the event of a reported incident on district-provided transportation may an audio or video be reviewed. Any review must be authorized by the Superintendent of Schools or his/her designee. Only the following persons may review audio visual recordings with the Superintendent's authorization: Superintendent's designee, Business Administrator, Building Administrator, Law Enforcement Officers, or Transportation Contractor Official.

Only recordings requested by the District for review will be considered District property. Recordings requested for review by District officials will be retained by the District for such time as is necessary to complete the appeal period for any disciplinary proceedings.

Should a recording be requested by law enforcement officers or be confiscated by prosecutorial authorities as evidence in a crime, the District will take reasonable steps to arrange for a copy to be retained by the District. [See Litchfield School District Policy ECAF, Audio/Video Surveillance on Buses and Procedures.](#)

11.10 Walking To/From School

Students must have written permission from a parent/guardian when walking from school. Use sidewalks whenever possible when you walk to and from school. If you must walk in the road, be sure to stay over to the side, facing traffic. Do not walk through the school parking lot.