

LITCHFIELD MIDDLE SCHOOL

Student Handbook 2026-2027

Jennifer Grantham
Principal

Jeffrey Peterson
Assistant Principal

19 McElwain Drive
Litchfield, NH 03052

Telephone: 603-424-2133
Fax: 603-424-1296

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Principal's Welcome

Litchfield Middle School
19 McElwain Drive, Litchfield, NH 03052
603-424-2133
Jen Grantham, Principal Jeff Peterson, Assistant Principal

Fall 2026

Dear Students and Parents,

Litchfield Middle School is a student-focused community centered around delivering high quality and comprehensive curriculum for all students by fostering engagement, critical thinking and creativity. You are an important part of our LMS community. Our students being present both physically and mentally is critical to their success. We believe that working together as students, families and staff we can meet these goals together!

Our schedule this year will be following a "waterfall" schedule throughout the week, and will have their classes shift slightly each day. We know this was well-received last year and offers students some variety and flexibility in their schedules, and you will see that students start their day with a short LYNX homeroom to start every day.

We want each student to be successful at our middle school – both in and outside of the classroom environment. You will find information in this handbook relating to positive behavior at LMS. Our slogan "LYNX show Kindness Matters" sums up our expectation for students to enter the building each day with a positive attitude toward their learning to themselves, others and their environment. Students are encouraged to get involved in the many clubs, activities, and athletics that go beyond our regular school day.

While all the information contained in this handbook is important, please take note of the newly detailed policies and procedures, including our Cellphone Policy which is tied to state law, and Grading practices which will help you to understand your student's grades. 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 and our Facebook/Instagram pages: Litchfield Middle School, Litchfield NH/@litchfield_middle_school_nh

Good luck in the new school year. Kindness Matters!

Sincerely,

Jennifer Grantham

Jennifer Grantham
Principal

Litchfield Middle School Faculty and Staff Positions 2026-27

Principal
Jennifer Grantham

Assistant Principal
Jeff Peterson

Administrative Assistants
Deborah Young
Kiara Chapple

School Counselors/Mental Health
Kate Dichard (Grades 6 & 7)
Emily MacDonald (Grades 5 & 8)
Natalie Cook, Social Worker

Nurse
Kellie Chambers

Grade 5
Leslie Taggart-Williams (Social Studies)
Holly Love (Science)
Chad Seaver (Math)
Natalia Tower (ELA)

Grade 6
Audra McCollem (Social Studies)
Sue Merrill (Math)
Lisa Rockenmacher (ELA)
Taylor Kotowski (Science)

Grade 7
Meghan Glaude (ELA)
Martha Abney (Social Studies)
Jessica Sweet (Math/Advanced Math)
Cassandra Saikin (Science)

Grade 8
Jessica Guerrette (ELA)
Jim Paiva (Science)
Shea Bishop (Math/Algebra)
Laura Allen (Social Studies)

Unified Arts
Laura Dionne (Art)
Jody Haley (Computer Literacy)
Dan Dufourny (Physical Education)
Carolyn Leite (Music/Band)
Courtney Wade (Music/Chorus)
Amy Provencal (Library & Media Specialist)
Hannah Peterson (Sustainability)
Christine Rooney (Health)
Corey Sulzen (Tech Education/STEM)
Kathy Dyer (FACS)

Reading Specialists
Caitlin Kramer
Stephanie Gillaspie

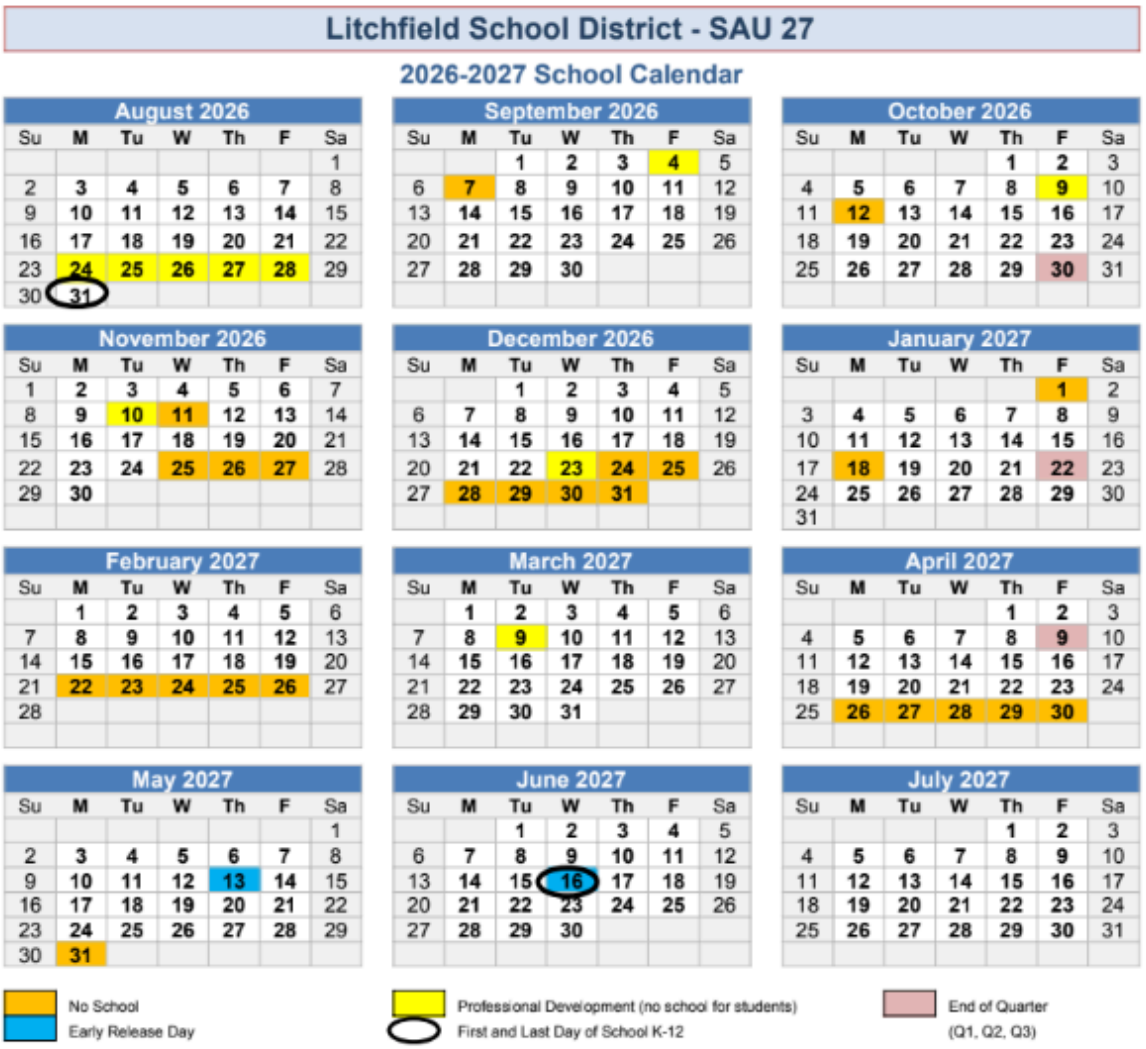
Support Services
Stephanie Hoelzel (Grade 8)
Mark Hall (Grade 7)
Kimberly Howe (Grade 6)
Susan Doyle (Grade 5)
Heather Cunningham S3 Program
Katherine McGarry Speech
Lian Tumas Math Tutor

Maintenance Staff
Zachary Hurley, Facilities Manager
Thomas Cantara
Bryan McKivergan

Paraprofessionals
Sheryl Hartling
Claire Chew
Wendy Egan
Andrew Elliott
Kaitlin O'Neil
Lisa McLaughlin
Berit Keane
Debora Trench
Kristen Amrein

Lunch Program
Lauren Crowley Food Service Director
Darlene Gymziak
Pat Grosenbeck
Donna Floyd (Lunch Monitor)
Ron Stephens (Lunch Monitor)

Litchfield School District 2026-27 Calendar



Litchfield School District - SAU 27

2026-2027 School Calendar

August 2026

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2026

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2026

Su	M	Tu	W	Th	F	Sa
				1	2	3
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2026

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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2026

Su	M	Tu	W	Th	F	Sa
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January 2027

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2027

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2027

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2027

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2027

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2027

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July 2027

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

No School
Early Release Day

Professional Development (no school for students)
First and Last Day of School K-12

End of Quarter
(Q1, Q2, Q3)

Aug 24-25	New Teacher Orientation
Aug 26-28	Professionial Development Days - No School
Aug 31	First Day of School for Students K-12
Aug 31	Child Find Clinic
Sep 4	Professional Development Day - No School
Sep 7	Labor Day - No School for Students or Staff
Sep 8	First Day of School for Pre-K
Oct 9	Professional Development Day - No School
Oct 12	Columbus Day - No School for Students or Staff
Oct 14	PSAT Day
Nov 10	Student Progress Conf. - No School for Students
Nov 11	Veteran's Day - No School for Students or Staff
Nov 25-27	Thanksgiving Break - No School Students or Staff
Dec 23	Professional Development Day - No School
Dec 24-Jan 1	Holiday Break - No School for Students or Staff
Jan 18	MLK Jr. Day - No School for Students or Staff
Feb 22-26	Winter Break - No School for Students or Staff
Mar 9	Professional Development Day - No School
Apr 26-30	Spring Break - No School for Students or Staff
May 13	Senior Project - Early Release All Grades
May 31	Memorial Day - No School for Students or Staff
Jun 11	Last Day of Pre-K
Jun 11	Graduaton (tentative)
Jun 14	Child Find Clinic
Jun 16	Last Day of School for Students K-12

SECTION 1 – Middle School Overview

1.1 Mission Statement

At Litchfield Middle School we are a supportive community, here to encourage each other to become positive, resilient, and well-rounded lifelong learners who reach their highest potential.

1.2 District Goals 2024-2027

I. Cultivate a Love of Learning

Goal: We will create an environment where questions are welcomed and curiosity is encouraged to develop confident, responsible, and productive individuals who are prepared to be lifelong learners.

II. Build a Supportive Community

Goal: We will create an inclusive, compassionate, and resilient community where every individual feels connected, valued, and supported to develop belonging and mutual respect.

III. Facilitate Successful Transitions

Goal: We will create comprehensive support systems for individuals that facilitate seamless transitions for individuals entering new grade levels, roles, schools, educational environments, and post-secondary experiences.

IV. Enhance and Maintain Facilities

Goal: We will create and implement a plan to ensure optimal functionality, safety, and longevity of all buildings through regular maintenance, timely repairs, and proactive management practices to provide a safe, clean, and conducive learning environment for all individuals.

V. Communicate and Connect with All Stakeholders

Goal: We will create clear, effective and inclusive communication practices that ensure all individuals are well-informed and appropriately engaged.

1.3 Philosophy

The Litchfield Middle School program is designed to carefully guide adolescents through their journey from elementary school to high school. As a middle school, we recognize the rapid and profound changes in the early adolescent student and our goal is to teach and show them that **Kindness Matters**. 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 School Day/Schedules

Our students' buses unload and parent drop off begins at **7:15 a.m**. The late bell rings at 7:22 am and dismissal begins at 2:05 p.m. No student dismissals should occur after 1:45pm, this allows our office staff to be prepared for dismissal (emergency exceptions can be made). The late bus will pick up students between 3:30 -3:50 p.m., Monday through Friday.

BLUE - MONDAY	
GR 5	
LYNX HR	7:22 - 7:35
A	7:36 - 8:30
B	8:31 - 9:25
C	9:26 - 10:20
LUNCH 5	10:21-10:46
LYNX 5	10:47-11:17
DEN 5	11:18 - 12:14
D	12:15 - 1:09
E	1:10 - 2:05

WHITE- Tuesday	
GR 5	
LYNX HR	7:22 - 7:35
B	7:36 - 8:35
C	8:36 - 9:35
D	9:36 - 10:35
Lunch 5	10:36 - 11:01
~~LYNX 5~~	x
DEN 5	11:02 - 12:01
E	12:02 - 1:01
A	1:02 - 2:05

BLUE - WEDNESDAY	
GR 5	
LYNX HR	7:22 - 7:35
C	7:36 - 8:30
D	8:31 - 9:25
E	9:26 - 10:20
LUNCH 5	10:21-10:46
LYNX 5	10:47-11:17
DEN 5	11:18 - 12:14
A	12:15 - 1:09
B	1:10 - 2:05

WHITE- Thursday	
GR 5	
LYNX HR	7:22 - 7:35
D	7:36 - 8:35
E	8:36 - 9:35
A	9:36 - 10:35
Lunch 5	10:36 - 11:01
~~LYNX 5~~	x
DEN 5	11:02 - 12:01
B	12:02 - 1:01
C	1:02 - 2:05

BLUE - FRIDAY	
GR 5	
LYNX HR	7:22 - 7:35
E	7:36 - 8:30
A	8:31 - 9:25
B	9:26 - 10:20
LUNCH 5	10:21-10:46
LYNX 5	10:47-11:17
DEN 5	11:18 - 12:14
C	12:15 - 1:09
D	1:10 - 2:05

BLUE - MONDAY	
GR 6	
LYNX HR	7:22 - 7:35
A	7:36 - 8:30
B	8:31 - 9:25
C	9:26 - 10:20
LYNX 6	10:21 - 10:51
LUNCH 6	10:52 - 11:17
DEN 6	11:18 - 12:14
D	12:15 - 1:09
E	1:10 - 2:05

WHITE- Tuesday	
GR 6	
LYNX HR	7:22 - 7:35
B	7:36 - 8:35
C	8:36 - 9:35
D	9:36 - 10:35
DEN 6-1	10:36 - 11:06
LUNCH	11:07 - 11:32
DEN 6-2	11:33 - 12:02
E	12:02 - 1:01
A	1:02 - 2:05

BLUE - WEDNESDAY	
GR 6	
LYNX HR	7:22 - 7:35
C	7:36 - 8:30
D	8:31 - 9:25
E	9:26 - 10:20
LYNX 6	10:21 - 10:51
LUNCH 6	10:52 - 11:17
DEN 6	11:18 - 12:14
A	12:15 - 1:09
B	1:10 - 2:05

WHITE- Thursday	
GR 6	
LYNX HR	7:22 - 7:35
D	7:36 - 8:35
E	8:36 - 9:35
A	9:36 - 10:35
DEN 6-1	10:36 - 11:06
LUNCH	11:07 - 11:32
DEN 6-2	11:33 - 12:02
B	12:02 - 1:01
C	1:02 - 2:05

BLUE - FRIDAY	
GR 6	
LYNX HR	7:22 - 7:35
E	7:36 - 8:30
A	8:31 - 9:25
B	9:26 - 10:20
LYNX 6	10:21 - 10:51
LUNCH 6	10:52 - 11:17
DEN 6	11:18 - 12:14
C	12:15 - 1:09
D	1:10 - 2:05

BLUE - MONDAY	
GR 7	
LYNX HR	7:22 - 7:35
A	7:36 - 8:30
B	8:31 - 9:25
C	9:26 - 10:20
Den 78	10:21 - 11:17
LUNCH 7	11:18 - 11:43
LYNX 7	11:44 - 12:14
D	12:15 - 1:09
E	1:10 - 2:05

WHITE- Tuesday	
GR 7	
LYNX HR	7:22 - 7:35
B	7:36 - 8:35
C	8:36 - 9:35
D	9:36 - 10:35
Den 78	10:36 - 11:35
~~LYNX 7~~	x
Lunch 7	11:36 - 12:01
E	12:02 - 1:01
A	1:02 - 2:05

BLUE - WEDNESDAY	
GR 7	
LYNX HR	7:22 - 7:35
C	7:36 - 8:30
D	8:31 - 9:25
E	9:26 - 10:20
Den 78	10:21 - 11:17
LUNCH 7	11:18 - 11:43
LYNX 7	11:44 - 12:14
A	12:15 - 1:09
B	1:10 - 2:05

WHITE- Thursday	
GR 7	
LYNX HR	7:22 - 7:35
D	7:36 - 8:35
E	8:36 - 9:35
A	9:36 - 10:35
Den 78	10:36 - 11:35
~~LYNX 7~~	x
Lunch 7	11:36 - 12:01
B	12:02 - 1:01
C	1:02 - 2:05

BLUE - FRIDAY	
GR 7	
LYNX HR	7:22 - 7:35
E	7:36 - 8:30
A	8:31 - 9:25
B	9:26 - 10:20
Den 78	10:21 - 11:17
LUNCH 7	11:18 - 11:43
LYNX 7	11:44 - 12:14
C	12:15 - 1:09
D	1:10 - 2:05

BLUE - MONDAY	
GR 8	
LYNX HR	7:22 - 7:35
A	7:36 - 8:30
B	8:31 - 9:25
C	9:26 - 10:20
Den 78	10:21 - 11:17
LYNX 8	11:18 - 11:48
LUNCH 8	11:49 - 12:14
D	12:15 - 1:09
E	1:10 - 2:05

WHITE- Tuesday	
GR 8	
LYNX HR	7:22 - 7:35
B	7:36 - 8:35
C	8:36 - 9:35
D	9:36 - 10:35
Den 78	10:36 - 11:35
E	11:36 - 12:35
Lunch 8	12:36 - 1:01
~~LYNX 8~~	x
A	1:02 - 2:05

BLUE - WEDNESDAY	
GR 8	
LYNX HR	7:22 - 7:35
C	7:36 - 8:30
D	8:31 - 9:25
E	9:26 - 10:20
Den 78	10:21 - 11:17
LYNX 8	11:18 - 11:48
LUNCH 8	11:49 - 12:14
A	12:15 - 1:09
B	1:10 - 2:05

WHITE- Thursday	
GR 8	
LYNX HR	7:22 - 7:35
D	7:36 - 8:35
E	8:36 - 9:35
A	9:36 - 10:35
Den 78	10:36 - 11:35
B	11:36 - 12:35
Lunch 8	12:36 - 1:01
~~LYNX 8~~	x
C	1:02 - 2:05

BLUE - FRIDAY	
GR 8	
LYNX HR	7:22 - 7:35
E	7:36 - 8:30
A	8:31 - 9:25
B	9:26 - 10:20
Den 78	10:21 - 11:17
LYNX 8	11:18 - 11:48
LUNCH 8	11:49 - 12:14
C	12:15 - 1:09
D	1:10 - 2:05

Our waterfall schedule allows both students and teachers for some predictable variety in their day. Each day students will start in a homeroom, where they will turn in their cellphones and smart devices and collect their Chromebook for the day. Students will have a chance to greet their homerooms and get organized for the day.

Student schedules will have Math, ELA, Social Studies, Science, LYNX, and up to 2 Unified Arts per quarter or semester- i.e. PE, Art, Tech Ed, Health, Music, Chorus, Band, Computer Science or Sustainability, Family and Consumer Science, and WIN ("What I Need" for students with an IEP.)

There are some new terms to understand:
LYNX- Happens Monday, Wednesday, and Friday. Students will have choices in some 6-week cycles of something that interests them, things like movement and mindfulness, learning chess, or learning sign language. This is also where Beginner Band takes place one day a week throughout the year. In other cycles, we will focus on academic areas in need of improvement for individual students, which is based on testing data from NHSAS and i-Ready.
DEN- This is simply another name for a period that doesn't move throughout the week. Students will have one of their four main subjects during this block. (Think of a Lynx Den, made of rocks, it doesn't move!)
Blue/White Days- Every Monday, Wednesday and Friday are **Blue Days** which have slightly shorter periods to allow for LYNX in the schedule. Tuesday and Thursday are White Days which have longer periods to allow more time for teachers to individualize instruction to meet students' needs.
Weekly Schedule- Every Monday will start with A period, Tuesdays with B, Wednesdays with C, and so on. If there is no school, the following day will match the day of the week schedule (i.e. no school Monday, Tuesday still starts with B period).
Snack time- Teachers know that middle schoolers could eat all day, the grade level will designate a period where a small snack can be consumed while students are provided a brief movement break.
What if my student misses an assignment/day? Students will stay after school for Homework Club to make up missed assignments or assessments. This is scheduled on Mondays-Thursdays from 2:15-3:30pm. They will need to make arrangements with a teacher and parent or guardian to confirm assignment availability and sign a permission slip indicating pickup preferences.
Lunch period-
Students are provided a lunch period each day. They may elect to bring lunch from home or order one through our school cafeteria. No DoorDash or deliveries of fast food takeout to students during the school day are permitted due to disruption to the school day.
Water Bottles-
Students are able to drink water during the school day. No other beverages may be consumed in the classroom setting. All water bottles are subject to inspection by administration if needed and should contain water only.

SECTION 2 – Communication

2.1 Contacting Administration, School Counselors, and Faculty

Main Office: 603-424-2133			
Jennifer Grantham, Principal	Ext. 2101	**Jeff Peterson**, Assistant Principal	Ext. 2102
Kate Dichard, School Counselor (Grades 7 and 8)	Ext. 2213	**Emily MacDonald**, School Counselor (Grades 5 and 6)	Ext 2227
Natalie Cook Social Worker	Ext. 2240	**Kellie Chambers**, School Nurse	Ext. 2222
Dominique Cresciullo School Psychologist			
Student Absence Reporting Line	SchoolMessenger App, go.schoolmessenger.com, 1-833-516-0370	**School Staff**	Best contacted via email (links on "staff directory" page above

2.2 Keeping Lines of Communication Open

It is important at all times to keep the lines of communication between home and school open. Should a parent or guardian have a concern, please begin by addressing those concerns with the teacher or staff member directly. Appointments can be scheduled with administration to help resolve concerns that require further discussion.

As a staff, we will make every effort to ensure when concerns arise at school and contact home will be made via email or phone. Families should additionally set reminders or alerts to check into PowerSchool on a regular basis for student grades and work completion.

2.3 School Cancellations, Delayed Openings and Remote Learning

If weather conditions are judged hazardous, school may be canceled for the day or delayed for two hours. Additionally in order to continue student learning, students may receive a message about learning remotely during inclement weather. These messages will be included in any communication from the district by email or by opting into text messages by texting "YES" to 67587.

As soon as the decision to delay or cancel school is made (usually around 5:00 am), it will be posted to Facebook (Litchfield School District Official), posted on the district website and posted on WMUR Channel 9. Also, a phone call, text, 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 methods of notification of school cancellation or delay. We will not be contacting any other media outlets, so please be sure to monitor these methods (Facebook, phone, email, website, WMUR).

2.4 Early Release and Emergency Closings

If emergency conditions should occur during the school day, it may become necessary to dismiss earlier than the scheduled dismissal time. The Main Office 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.***

Powerschool Messenger 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 email systems. You can opt in to LMS Messaging by texting YES to 67587.

2.5 Daily Announcements

The Pledge of Allegiance is recited 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 via slideshow in the cafeteria to the school community must have them approved by the organization's advisor and submitted to the Main Office by 6:30 a.m. in order to be included that day. Announcements are read during morning homeroom.

2.6 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 and update your PowerSchool Portal immediately. It is important to ensure that your student has family contact information, as well as emergency contacts.

SECTION 3 - Academics

3.1 Promotion

Students who demonstrate competency (grade of D or better) in all core academic areas will be promoted. Students are required to demonstrate competency in math and language arts. Students in grades 5-8 who fail three or more of their four major subject areas (Language Arts, Math, Science, Social Studies) will be ***required*** to attend Summer Scholars or to complete assignments over Summer Vacation. If students are failing two or more academic classes, Summer Scholars is highly recommended in order to demonstrate competency (policy IKE).

Upon demonstration of the competencies in Summer Scholars, 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.

3.2 Academic Calendar

End of Terms

Term	Date
First Quarter	Friday, October, 30, 2026
Second Quarter	Friday, January 22, 2027
Third Quarter	Friday, April 9, 2027
Fourth Quarter	Wednesday, June 16, 2027*

*Tentative Date

Report cards/Progress Reports will be posted on Powerschool SIS within one week after the end of quarter date; however grades are updated throughout the semester, so the latest grades can be found on PowerSchool.

Honor Roll will be calculated once grades are stored to the report card each quarter. Students earning Honors (all A's and B's), or High Honors (all A's) will receive a certificate at school to be shared with families at home. Students receiving Honor Roll all 4 quarters will earn a pin and certificate on the last day of school.

3.3 Grading and Reporting

Competency-Based Assessment

In a Competency-Based Assessment structure, evaluations are based on performance levels of core competencies. A core competency is predefined knowledge or skills a student must attain in order to show proficiency in the course. Final grades reflect the degree to which students have mastered the core competencies.

A Basic Tool and how it Works: Clear and Public Rubrics

A rubric is a tool that describes how achievement "looks" at each level of grading in terms of clear, commonly understood criteria. Teachers use rubrics regularly for assignments, so that students and their families understand expectations as well as final grading decisions. Each teacher will identify the assessment needs of particular courses, in relation to the general school-wide rubric.

Grading with Core Competencies

A core competency is a combination of skills, abilities, and knowledge needed to perform a specific task. Courses at LMS have between two to five competencies per course. The competencies for each course are listed on the LMS website.

Multiple Opportunities

Students have multiple opportunities to demonstrate a competent performance level of core competencies. There are a minimum of four of these opportunities per competency/per semester. These are major assessments of learning, such as tests, projects (including research papers), performances (including oral presentations) and/or products (including essays and lab reports). These are known as competency or summative assessments.

Formative & Summative Assessments

In order to measure student knowledge and skills, teachers often use formative assessments before summative assessments. Based on the results of the formative assessment, students who have not yet attained competency of the learning goal(s) are often engaged with learning activities to help them correct their errors and remedy their learning gaps. Examples of Formative Assessments include classwork, homework, and quizzes. All course grades will be calculated on the basis of total points earned.

Summative assessments are larger assessments that are worth more points used in mastery learning to gather cumulative information on students' learning in order to certify competence and assign grades. Summative assessments tend to be broader in scope and usually cover a larger portion of the course than do the individual formative assessments.

Reassessment Procedures:

Philosophy:

We believe that all students can learn. We further understand that students learn at different paces. Relearning and reassessment are used to bring students to mastery. If a student is not yet able to demonstrate competency in a summative assessment, it means that the student may not have mastered the essential knowledge or skill(s) to a point of transferability. We recognize the need to provide students multiple opportunities to reach their academic potential.

Re-Assessment will:

- Take place after there has been a clear opportunity for relearning. This may include things such as, but not limited to, completion of all formative work, extra help with the teacher, test corrections, peer conferencing/tutoring, and/or creation of a study guide.
- Be available for most types of **summative** assessments (including but not limited to essays, comprehensive assessments, projects, presentations, etc)
- Be made available at the teacher's discretion for students who have achieved mastery of the competency.

Re-Assessment will NOT:

- Duplicate the original assessment, as this would run contrary to the spirit of the reassessment.

- Be available for certain types of assessments such as labs or performances.
- Be allowed without completion of any outstanding work and additional steps to further understanding.
- Be allowed for assessments from previous quarters without teacher approval.

The Process:

Griffin Memorial School	Litchfield Middle and Campbell High School
Students are allowed to reassess at least one of the available summative assessments per competency per quarter.	Students are allowed to reassess at least two of the available summative assessments per competency per semester.
Within five school days from the posting of the grade on the student portal, the student or parent must initiate a plan with the teacher to reassess.	Within five school days from the posting of the grade on the student portal, the student must initiate a plan with the teacher to reassess.
The reassessment process should be completed within a personalized and timely manner as agreed upon with the teacher.	The reassessment process must be completed within ten school days of the receipt of the plan for reassessment.
The higher of the scores will stand.	The higher of the scores will stand.
Teachers have the discretion to personalize the reassessment process to meet the individual student needs.	Teachers have the discretion to personalize the reassessment process to meet the individual student needs.

Grades are reported through the PowerSchool digital gradebook. Final grades for a course are reported at the end of the semester or school year. Over the course of the term for a class, evidence of learning is collected with the semester grade reflecting student learning over the semester. All courses are competency-based and competencies are visible on the digital gradebook. Summative assessments inform the competencies for a course. Formative assessments provide information on student progress for both the student and the teacher, allowed time and practice before completing the summative assessment.

All grades are calculated using a total point value percentage, which is converted into letter grades. Please note that when entering grades into PowerSchool, teachers are only inputting the point value of each assignment, which is calculated throughout the quarter.

Letter Grade Scale

Once the total percentage is calculated from the accumulated points it is translated into a letter grade using the following scale:

Letter Grade	Percentage
A+	97-100%
A	93-96%
A-	90-92%
B+	87-89%
B	83-86%
B-	80-82%
C+	77-79%
C	73-76%
C-	70-72%
D	65-69%
F	0-64%

3.4 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 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.***

3.5 Student Academic Supports

This year there will be two- 1 quarter classes offered to support students who do not have IEPs with demonstrated struggles in reading and/or math. Teachers will recommend placement in ***Mastering***

the Page (for reading) and/or ***Powering Up Math Mindsets*** (for math) based on multiple data points including, but not limited to NHSAS, i-Ready, and classroom observations.
Students will be assigned to this course in lieu of one Unified Art for one quarter at a time only, with a maximum of one math and one reading in the year. Students with IEPs will continue to receive their support through WIN and Case Managers.

3.6 Homework

Homework helps to develop and strengthen 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 also important that homework is completed as it is assigned. ***(Please refer to Litchfield School District Policy IKB, Homework Guidelines)***.

3.7 Standardized Testing Program

All students will take the New Hampshire State Assessment System (NH-SAS) in Spring. Results will be communicated to parents. 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 will participate in i-Ready assessments for Reading and Math. These are normed tests of proficiency on grade level skills. Teachers will distribute scores from i-Ready in October, January & June.

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. 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 **use the SchoolMessenger app, the mobile link (go.schoolmessenger.com) or call 1-833-516-0370 .** 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 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 at school **after 7:22 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 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 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 for Absences

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 expected that you report to your assigned classes on time. Tardiness is excused only if you have a hall 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.

In order to be dismissed from school:

- PowerSchool contacts determine individuals to whom a student can be released. Should this change in an emergency, please write a note and call school administration to notify the school of this temporary change. All individuals MUST present an ID in order to dismiss their student.
- 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.
- A parent or guardian who wishes to dismiss their student should do so prior to 1:45 pm.
- **Students who are ill must be dismissed through the Nurse's Office only.**
- Phone dismissals will be permitted only in an emergency situation when a parent does not have access to a computer or email and with approval of school 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 7:10 a.m.**, as there is no supervision provided until that time.

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. Students must carry a hall pass which can be verified by an adult in our building when asked.

4.8 Attendance at Co-Curricular Events (Athletics & Afterschool Activities)

Students must attend all their scheduled classes in order to be eligible to participate in that day's event. If a student is absent for more than half of the school day, he or she is ineligible to participate in that day's event or practice.

A suspended student (in-school suspension or out-of-school suspension) may not attend any LMS events and will be considered trespassing if they come to LMS during the suspension.

Students tardy after **10:45 a.m.**, or dismissed before **10:45 a.m.** will not be permitted to participate in any of that day's athletic or co-curricular events.

(Please refer to Litchfield School District Policy JH, Student Attendance, Absence and Truancy)

4.9 Make-Up Work

When a student is absent, whether from one class or from several days of classes, it is their responsibility to obtain any work missed. The student should schedule time after school (Library Club available Monday through Thursday) to arrange for make-up. This is scheduled on an individual basis depending on the amount of work missed. Teachers will not interrupt regular classes to arrange for make-up.

SECTION 5 – Policies and Procedures

5.1 Dress Code and Personal Appearance Policy (School Board Policy JICA)

The Litchfield School Board expects that all individuals will dress in a way that is appropriate for a school setting. Dress choices respect the Litchfield School District's intent to guide students toward greater independence and empower students to examine the impact their actions have on themselves and others. Staff members are expected to model appropriate choices in appearance. Additionally, we support that individual self-expression is a natural and important part of human development. Attire should facilitate participation in learning as well as the health and safety of students and the adults that supervise them. This policy affirms our belief that appropriate attire is not gender specific.

Core Values

- Individuals should be able to dress in a manner that expresses their individuality without fear of unnecessary discipline or body shaming.
- Individuals have the right to be treated equitably. Dress code enforcement will not create disparities, reinforce or increase marginalization of any group, nor will it be more strictly enforced against anyone because of racial identity, ethnicity, gender identity, gender expression, gender nonconformity, sexual orientation, cultural or religious identity, household income, body size or type, or body maturity.
- Nobody should face unnecessary barriers to school attendance.
- Everyone is entitled to be treated with dignity and respect when there is a potential concern about personal appearance.

Minimum Requirements:

1. Clothing must cover the area from one armpit across to the other armpit and extend low enough to fully cover private parts (including underwear, buttocks and genital area - see image).
2. Tops must have shoulder straps or sleeves. Rips, cut-outs or tears in clothing can't be in the "coverage area" defined above.

3. Shoes must be worn at all times and should be safe for the school environment (pajamas, bedroom shoes or slippers shall not be worn, except for school activities approved by the principal).
4. At CHS and LMS, headwear that does not cover the face or ears is permitted. School administrators may permit any headwear for religious, medical, or other reasons. **Hoods are not permitted.** CHS and LMS staff may choose to restrict headwear in their classrooms for academic reasons. Headgear including hats, hoods, and caps are permitted for religious, medical or other reasons by school administrators. CHS staff may choose to permit hats in their classroom.
5. Special courses or co-curricular activities may require specialized attire, such as sports uniforms or safety gear.

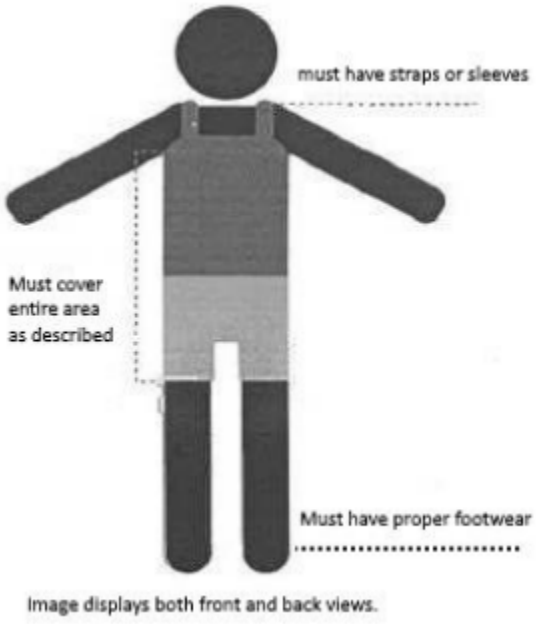


Image displays both front and back views.

Additional Requirements:

1. Clothing may not depict, imply, advertise or advocate illegal, violent, or lewd conduct, weapons, or the use of alcohol, tobacco, marijuana or other controlled substances.
2. Clothing may not depict or imply pornography, nudity or sexual acts.
3. Clothing may not display or imply vulgar, discriminatory or obscene language or images.
4. Clothing may not state, imply or depict hate speech/imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected classification.
5. Sunglasses may not be worn inside the building unless approved by the school nurse for a documented medical reason.
6. Clothing and accessories that endanger student or staff safety may not be worn.
7. Apparel, jewelry, accessories, tattoos, or manner of grooming, that by virtue of its color, arrangement, trademark or any other attribute, denotes membership in a gang or advocates illegal or disruptive behavior is prohibited.

Enforcement: Principals are required to ensure that all staff are aware of and understand the guidelines of this policy. Staff will use reasonable efforts to avoid dress-coding students in front of other students. Students who are suspected of a dress code violation will not be called out publicly. Instead, they will be discreetly spoken to by a staff member or referred to the appropriate office. The administration reserves the right to determine what constitutes appropriate dress. School staff will work with students to comply with these guidelines and to be able to attend class. As a last resort, parents will be called if appropriate clothing is not available or the student refuses dress code appropriate clothing.

5.2 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.

Litchfield School District encourages the use of artificial intelligence resources for the purposes of deepening understanding, for study, and for personal inquiry. However, use of these resources to complete assignments on behalf of the student infringes on our academic integrity policy.

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 determined.

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 including the use of Artificial Intelligence and submitting as one's own work.

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 copied;
- 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.
- Using AI to generate all or most of the response to any assignment.

5.3 Personal Device Usage

Litchfield School Board policy JICJ states "Student use of personal communication devices is strictly prohibited from when the first bell rings to start instructional time until the dismissal bell rings to end the academic school day…"JICJ - Unauthorized Communication Device.docx
As part of the new NH State Law Cell Phones / Personal Electronic Devices (including Smart Watches) will be collected and turned off and away throughout the learning day (bell to bell). We encourage families to keep personal devices at home, but if a student does bring one to school they will follow these practices:

Students may not have their phones within any classroom or school setting (i.e. academic classrooms, LYNX, Library Learning Commons, bathrooms, hallways, and assigned lunch times). This includes student and staff right to privacy with no photographs or video being taken in the school environment at all (this includes on the school bus). The only exception to this are photographs taken for school purposes by designated school staff.

Students will NOT be permitted to be in possession of cell phones / personal electronic devices (including smart watches) and headphones / earbuds in the hallways or classrooms during the school day. All cell phones / personal devices need to be turned off and stored in provided cabinets from the morning bell to the dismissal bell.

Students will NOT be permitted to use cell phones, smart watches, personal electronic devices, or headphones / earbuds in all LMS bathrooms, locker rooms and any other unauthorized areas.

Students will be allowed to come to the main office or counseling office to make calls during the day with permission. Should a parent need to contact a student, to get them a message please do so through the main office.

If a student is found with their personal device (cell phones, smart watches etc.), the student will be required to bring their device to the office for storage. A first offense will allow the student to pick up his/her personal device at the end of the day. A student's second offense will result in the personal device being stored in the office and held there awaiting parent pickup. Students will be required to store their cell phone in the main office with multiple offenses. Any student found with a phone in their possession will be subject to disciplinary action.

5.4 Signs and Posters

Students, clubs or activities 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.

5.5 Textbooks

If and when you are issued a textbook, you should cover it to prevent it from being damaged. 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. ***See Litchfield School District Policy JQ. Student Fees, Fines & Charges.***

5.6 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 KE. Public Complaints.***

5.7 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 ensure 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 a 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.

5.8 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 Educational Rights and Privacy Act (FERPA) became a federal law in November 1974. The intent of the law is to protect the accuracy and privacy of educational records, including evaluations of academic performances and disciplinary decisions. 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. ***See Litchfield School District Policy JRA, Student Records.***

5.9 Title IX Notice *(Policy JBAA)*

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 Hollie Falzone, Title IX Coordinator, 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 Hollie Falzone, the Title IX Coordinator after acknowledgement that a formal complaint has been received by Title IX Coordinator. The Title IX Coordinator shall immediately authorize an investigation, which may be conducted by District officials or by a third party designated by the District. The investigator shall provide a written report to the Title IX Coordinator within 10 working days.

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 within ten working days following receipt of the School District's findings.

5.10 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. ***See Litchfield School District Policy AC, Non-Discrimination.***

5.11 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 Hollie Falzone, the Title

IX Coordinator at the Litchfield School District SAU Office. Complaints of sexual harassment should be reported to the Title IX Coordinator. ***See Litchfield School District Policy JBAA, Sexual Harassment.***

5.12 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. ***See Policy JICK, Pupil Safety & Violence Prevention; Policy JICDD, Cyber-bullying.***

5.13 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 students. 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***)

5.16 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.

5.17 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. (***See Litchfield School District Policy JFCJ, Safe School Zone***)

5.18 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. **(*See Litchfield School District Policy JICH, Prevention of Drug & Alcohol Use by Students*)**

5.19 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. **(*See Litchfield School District Policy JICFA, Hazing*)**

SECTION 6 – Student Expectations – Our Community Guidelines



KINDNESS MATTERS

LITCHFIELD MIDDLE SCHOOL

LMS LYNX

HOW TO BE A LYNX

AT LITCHFIELD MIDDLE SCHOOL

L

Lead with kindness and respect.



Y

Your learning depends on you!



N



Neat and orderly places are safe and productive!

X

e**X**press yourself in a way that promotes positivity.



6.1 Behavior Expectations

Kindness Matters Awards are designed to acknowledge the positive contributions students make to the school's culture through our core values. These values focus on the key components of the student's growth as a person who can demonstrate that Kindness Matters. This will allow us to establish working relationships that promote, sustain, and reward students for kind, respectful, responsible, and hard working behaviors. Each quarter students can be nominated by staff for a Kindness Matters award for exemplifying these characteristics.

Litchfield Middle School Behavior Matrix

	Assemblies	Bus	Cafeteria
Act and interact in kind and respectful ways.	❖ Listen attentively to the speaker. ❖ Applaud appropriately. ❖ Participate in a kind and positive manner.	❖ Listen to the bus driver's directions and follow them. ❖ Be kind to others. ❖ Interact using kind language. ❖ Remain seated for your safety and others. ❖ Use your phones for games or music for you personally. Keep video off.	❖ Listen to the lunch monitor's directions and follow them. ❖ Be kind to others. ❖ Interact using kind language.
Be willing to learn, unlearn, and relearn.	❖ Try to leave the assembly learning at least one new thing. ❖ Demonstrate willingness to hear the message being presented.	❖ Follow all safety rules and guidelines.	❖ Be willing to broaden your horizons and sit with new friends. ❖ Try new foods.
Take care of yourself.	❖ Stay seated in the bleachers. ❖ Utilize the stairs to enter and exit your seats.	❖ Stay seated. ❖ Be aware of your surroundings so you don't miss your stop.	❖ Eat the food you packed or purchased to be prepared for learning. ❖ Be mindful of the time allotted to eat.
Keep our space clean, welcoming, and easy to move in.	❖ Be sure to keep your feet off of the seats in	❖ Be sure to keep your feet and materials out	❖ Keep your area free from trash and food.

	front of you. ❖ If you bring something in with you be sure to keep it out of traffic areas.	of the aisle. ❖ Be sure any and all trash lands in the appropriate receptacle	❖ Be sure to leave your space better than you found it. ❖ If you brought a backpack, please ensure that it is safely tucked under the table. ❖ Food is for eating, not playing with.

	Classroom	**Hallways**	**Bathrooms**
Act and interact in kind and respectful ways.	❖ Be polite when engaging with others. ❖ Use words and actions that are kind in nature. ❖ Interactions with peers and teachers should be in a calm and appropriate tone. ❖ Speak with purpose at times designated for group conversations. ❖ Appreciate your classmates as individuals ❖ Be considerate of others right to learn	❖ Greet others with a smile ❖ Set an example of good behavior ❖ Stay to the right side of the hallway to allow traffic to flow freely. ❖ Keep your hands to yourself. ❖ Walk with purpose to your next designated class. ❖ Help others when needed. ❖ Use words and actions that are kind in nature. ❖ Hold the door when someone is behind you ❖ Help a younger student find their location ❖ Apologize if you bump into someone	❖ Keep yourself and your business private. ❖ Flush the toilets. ❖ Knock if you are waiting to utilize a stall. ❖ Be timely, others may be waiting to use the bathroom.
Be willing to learn, unlearn, and relearn.	❖ Encourage classmates who are having trouble ❖ ❖ Be willing to work with all students ❖ Accept mistakes as opportunities to learn ❖ Be proud of your achievements ❖ Value your education ❖ Take a risk and answer questions	❖ Move safely and carefully ❖ Follow teacher instructions.	❖ When a mess is made, it is your responsibility to clean up after yourself.

Take care of yourself.	❖ Follow classroom rules ❖ Cooperate with all adults in charge ❖ Work hard ❖ Ask Questions ❖ Complete tasks in a timely manner. ❖ Come to class prepared. ❖ CHARGE YOUR CHROMEBOOK ❖ Be on time	❖ Stay to the right ❖ Follow traffic patterns assigned ❖ Walk with your hands to yourself ❖ Quiet voices! Students are learning	❖ Wash your hands.
Keep our space clean, welcoming, and easy to move in.	❖ Care for your classroom ❖ Keep your materials organized and confined to your space. ❖ Is your pencil sharpened? Do you have a pen?	❖ Get to your designated location in a timely manner ❖ See that materials on walls are treated with care ❖ Share hallway space ❖ Keep hallways clean	❖ Make sure your trash is in the trash can ❖ If you see something, say something.

6.2 Prohibited Items

Following is a list of items students are prohibited from having at school

- E-cigarettes, vapes and related products
- Any item that detracts or distracts from the learning environment (including toys or large fidgets)
- Coffee, energy drinks and soda
- Aerosol sprays including but not limited to body spray, deodorant spray, hairspray, perfume, etc.
- Handheld video games
- Laser pointers
- Collectibles (i.e,, trading cards, unless previously approved by Administration)
- Students are not to sell candy or any items unless previously approved by Administration
- Birthday cakes/treats and balloons except when approved by administration.
- Blankets

6.3 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 the categories contained in the chart in Section 6.3. Students are given due process with the opportunity to discuss behavior with an administrator and to provide their perspective on any allegations.

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.

6.4 Disciplinary Code Chart

LITCHFIELD SCHOOL DISTRICT STUDENT BEHAVIOR STANDARDS (Pre-K-12)

Based from School District Goal - LOVE OF LEARNING

The Litchfield School District will develop confident, responsible and productive students who are prepared to be lifelong learners.

Indicators:

- *Promote a positive learning culture in all schools and all classrooms.*
- *Ensure all students have access to highly engaged, in-person curriculum and instruction.*
- *Focus schools on the "whole child", including academic, social, emotional and physical wellness.*

Below you will find a link to our Litchfield School District discipline policy:
Policy JIC, Student Code of Conduct.

The Litchfield School District is committed to supporting the Social, Emotional, and Intellectual growth of every student. The primary purpose of the Litchfield School District is education. In order for students to learn and teachers to teach, a safe and orderly atmosphere conducive to learning must be maintained. The following behavioral standards have been designed to help students to learn and teachers to teach.

Behavior Standards are established in alignment with:

- Litchfield School District Strategic Plan
- Portrait of a Learner: including but not limited to Perseverance and Adaptability, Integrity, Communication and Critical Thinking
- Griffin Memorial P.A.W.S. Behavior Expectations: Practice Responsibility, Act Respectfully, Work Together, Stay Safe
- Litchfield Middle School Core Values: **LYNX** (**Lead** with kindness and respect; **Your** learning depends on you; **Neat** and orderly places are safe and productive; **Express** yourself in a way that promotes positivity
- Campbell High School Core Values: Character, Courage, Respect and Responsibility.

CLASSROOM BEHAVIOR

These behaviors will generally be addressed through in-class instruction regarding behavior expectations for classroom routines and structure, and clear responses to behavior which may include in-school disciplinary actions and strategies initiated by the classroom teacher.

- Teachers will discuss behaviors with the student, and remind and reteach behavior expectations in a discreet, respectful, and private way.

- The student and staff will work together to develop a mutually agreeable plan to help the student learn skills to successfully meet expectations.
- The teacher may proceed with in-class interventions, with home contact by the teacher.
- If the student does not respond to previous interventions, the student may receive additional intervention (additional support through school counseling or support staff).
- Continued classroom behaviors may escalate to more serious responses.

Disciplinary outcomes will be determined by the severity of the action and context in which the action occurred. The order of listed disciplinary options is not ranked or sequential, nor is it considered to be an all-inclusive list. The type and duration of discipline are within the discretion of the administration, based on the severity of the offense and the developmental level of the student.

Student Behaviors	Elementary Response	Middle School Response	High School Response
Minor Behaviors Work refusal Being unprepared for class Sleeping during class Misuse of electronic devices (minor Chromebook infractions) Low intensity behaviors that interrupt the routine of the classroom: Talking out Minor classroom disturbance Inappropriate language (not directed at a person, nor chronic)	❖ Developmentally appropriate responses determined at the classroom level ❖ Remind, redirect and/or reteach the student ❖ Reset break in classroom ❖ Loss of privilege ❖ Removal from activity ❖ Home contact by teacher ❖ Classroom level or individual positive behavior reinforcement plans ❖ Other actions as deemed appropriate by the staff member	❖ Developmentally Appropriate Responses determined at the classroom level. ❖ Discussion the reasons why ❖ Private processing with student and teacher ❖ Problem solving including student and teacher ❖ Take a break location for Space and Time ❖ Conversations and support with counseling office ❖ Home Contact by Teacher	❖ Developmentally Appropriate Responses determined at the classroom level. ❖ Private processing with student and teacher ❖ Problem solving including student and teacher ❖ Take a break location for Space and Time ❖ Conversations and support with counseling office ❖ Conference with other teachers ❖ Home Contact by Teacher ❖ Afterschool Teacher Detention
Tardy to Class	N/A	**1st Offense:** Warning by Teacher **2nd Offense:** Warning and call home **3rd Offense:** Teacher Detention	**1st Offense:** Warning by Teacher **2nd Offense:** Warning by Teacher **3rd Offense:** Teacher Detention
In the event that there is a behavior that falls within this range that is not explicitly listed here, it is up to the teacher's discretion to deem a developmentally appropriate response.			

DISRUPTIVE BEHAVIOR

These behaviors are purposeful or repeated low-intensity behaviors that interrupt the routine of the school day. These behaviors can be addressed both inside or outside the classroom by a teacher or with support from an administrator.

- Staff will discuss behaviors with the student, remind and reteach behavior expectations in a discreet, respectful, and private way.
- The student and staff will work together to develop a mutually agreeable plan to help the student learn skills to successfully meet expectations.
- Staff will then proceed with interventions, with home contact required.
- If the student behavior does not change, the student will receive additional intervention inside or outside of the classroom by an administrator.
- Students who are assigned to detention will have an opportunity to reflect on their behavior, problem solve for improved behavior, and make up for lost learning time.
- Continued disruptive behaviors may escalate to more serious responses.

Disciplinary outcomes will be determined by the severity of the action and context in which the action occurred. The order of listed disciplinary options is not ranked or sequential, nor is it considered to be an all-inclusive list. The type and duration of discipline are within the discretion of the administration, based on the severity of the offense and the developmental level of the student.

Student Behaviors	Elementary Response(s)	Middle School Response(s)	High School Response(s)
Intermediate Behaviors Skipping class / Out of Area Disrespectful, unkind, abusive language and/or behavior Chronic Profanity not directed at a person Disruption to learning environment including: Insubordination Refusal to leave class Failure to follow a reasonable request Noncompliance Defiance Minor unwanted physical contact Excessive rough play Invading personal space Littering of buildings and grounds	❖ Remind/Reteach ❖ Loss of privilege ❖ Rearrangement of seating ❖ Removal from activities ❖ Lunch/after school Detention ❖ Restitution ❖ Administrative discussion with student	❖ Home Contact from administrator ❖ Remind/Reteach ❖ Loss of privilege ❖ Administrative Detention ❖ Rearrangement of seating ❖ Removal from activities ❖ Lunch Detention ❖ Counselor intervention ❖ Administrative Detention ❖ ISS ❖ Restitution	**1st Offense:** Office Detention 30-45 minutes **2nd Offense:** 2 Hour Detention **3rd Offense:** Saturday Detention - Conference with Parent/Guardian **Possible police involvement and / or a meeting with the Superintendent / School Board.* **Subsequent offenses or serious bodily or property damage may result in an out-of-school suspension and/or fees to pay for any repairs.*

Tardies to School	❖ Home contact by administrator if tardies become excessive or problematic.	**3 Tardies:** Home contact by Administrator 4 **Tardies**: Administrative Detention Repeated tardiness will involve lunch detentions.	**5 Tardies:** 1 hour Office Detention **7 Tardies:** 2 hour Office Detention **10 Tardies:** 3 Hour Saturday Detention
Repeated Dress Code Violations* **Administration will handle all dress code conversations.*	❖ Warning ❖ Administrative conversation with student ❖ Change of clothes ❖ Home contact by administrator	❖ Warning ❖ Home Contact from administrator ❖ Change of clothes	**1st Offense:** Warning and possible change of clothing **2nd Offense:** Sent to office for a change of clothing, and parent notification. **3rd Offense:** Discipline referral to administration, and parent conference.
Possession of Personal Electronics / Cell Phones	(See Student Handbook section 5.3) ❖ Administrative discussion with student ❖ Removal of electronic device ❖ Parent contact by administrator	**1st Offense:** Warning and teacher places phone in storage cabinet. **2nd Offense:** Sent to office for phone to be stored for remainder of day, to be picked up by parent. **3rd Offense:** With repeated violations phones may need to be stored in the main office each day, and will result in after school detentions and meeting with parents/guardians.	**1st offense:** Teacher has the right to confiscate and / or send the student with the phone to the main office. The phone will be confiscated until the end of the class block. **2nd offense:** The student may pick up the confiscated phone at the Main Office at the end of the school day and there will be parental notification and disciplinary action. **3rd+ offense:** Students will receive disciplinary action and a parental conference with CHS Administration will occur.
Bus Misconduct	❖ Administrative conversation with student ❖ Parent contact ❖ Lunch/after school detention ❖ Assigned seating ❖ Bus plan ❖ Bus suspension	❖ Home Contact from administrator ❖ Administrative Detention ❖ Selected seating ❖ Bus suspension ❖ Detention ❖ ISS	Selected seating/Bus Suspension/Administrative Detention
In the event that there is a behavior that falls within this range that is not explicitly listed here, it is up to the administrator's discretion to deem a developmentally appropriate response.			

RULE VIOLATION

These acts are considered as significant violations of accepted student behavioral standards. These behaviors require the intervention of a building administrator.

- Staff will discuss behaviors with the student, remind and reteach behavior expectations.
- The student and staff will work together to develop a mutually agreeable plan to help the student learn skills to successfully meet expectations.
- Staff will then proceed with corrective actions, with parent contact by an administrator.
- If the student behavior does not change, the student will receive additional actions inside or outside of the classroom by an administrator.
- Continued disruptive behaviors may escalate to more serious responses.

Disciplinary outcomes will be determined by the severity of the action and context in which the action occurred. The order of listed disciplinary options is not ranked or sequential, nor is it considered to be an all-inclusive list. The type and duration of discipline are within the discretion of the administration, based on the severity of the offense and the developmental level of the student.

Student Behaviors	Elementary Response	Middle School Response	High School Response
Refusal to Follow Accepted Behavioral Norms Inappropriate behavior Refusal to identify oneself to a staff member Lying to and/or Deceiving a Staff Member Significant or repeated noncompliance Failure to follow reasonable requests	❖ Loss of privilege ❖ Rearrangement of seating ❖ Removal from activities ❖ Lunch/after school detention ❖ In-School Suspension (ISS)	❖ Home Contact from administrator ❖ Remind/Reteach ❖ Loss of privilege ❖ Administrative Detention ❖ ISS ❖ OSS	❖ Extended Office Detention ❖ Saturday Detention ❖ Out of School Suspension ❖ Conference with Parents. **Possible police involvement and / or a meeting with the Superintendent / School Board.*
Inappropriate Communication Verbal altercation Instigating or inciting an altercation Profanity directed towards a person			
Academic Dishonesty Cheating Plagiarism	❖ Teach/reteach expectations ❖ Administrative discussion with student ❖ Lunch/after school detention ❖ Redo assignment	❖ Home Contact from administrator and/or teacher. ❖ Alternate or redo of assignment to meet competency	**1st Offense:** ❖ Meet with the CHS Academic Honesty Review Committee Meeting. ❖ Consequences can range from a redo of the assignment to a zero (0) on the assignment. **2nd + Offense:** ❖ Student, Parents and Principal will meet with the CHS Academic Honesty

			Review Committee. ❖ Consequences can range from a redo of the assignment to possible Removal from the course if deemed necessary by the committee.
Serious Infractions Theft Vandalism Forgery	❖ Remind/reteach ❖ Administrative discussion with student ❖ Loss of privilege ❖ Rearrangement of seating ❖ Removal from activities ❖ Lunch/after school detention ❖ Restitution **Subsequent or significant property damage may result in ISS/OSS and/or fees to pay for repairs or clean up*	❖ Home Contact from administrator ❖ Remind/Reteach ❖ Loss of privilege ❖ Administrative Detention ❖ Restitution ❖ ISS **Subsequent or significant property damage may result in ISS/OSS and/or fees to pay for repairs or clean up*	❖ Extended Office Detention ❖ Saturday Detention ❖ Out of School Suspension ❖ Conference with Parents. ❖ Restitution **Possible police involvement and / or a meeting with the Superintendent / School Board.*
Technology Infractions Recording of staff or students including any school setting (i.e. buses, field trips, classroom, hallway, and bathroom) Taking photos of staff or students including any school setting (i.e. buses, field trips, classroom, hallway, and bathroom) Misuse of computers or network as per Acceptable Use Policy- link here.	❖ Parent contact from administrator ❖ Remind/reteach ❖ Loss of privilege ❖ Removal from activities ❖ Lunch/after school detention ❖ Restriction of computer privileges per Acceptable Use Policy ❖ Administrative discussion with student ❖ ISS	❖ Home Contact from administrator ❖ Remind/Reteach ❖ Loss of privilege ❖ Administrative Detention ❖ Phone storage in the main office ❖ Restriction of computer privileges per Acceptable Use Policy ❖ ISS ❖ OSS	❖ Extended Office Detention ❖ Saturday Detention ❖ Out of School Suspension ❖ Conference with Parents. **Possible police involvement and / or a meeting with the superintendent / School Board.* Consequences will be based upon offense and may include: verbal or written warning, restriction or revocation of access, detention, suspension, or expulsion.
Minor Physical Contact or Invading Personal Space	❖ Remind/reteach ❖ Loss of privilege ❖ Rearrangement of seating ❖ Removal from activities ❖ Lunch/after school	❖ Home Contact from administrator ❖ Remind/Reteach ❖ Loss of privilege ❖ Administrative Detention	❖ Extended Office Detention ❖ Saturday Detention ❖ Out of School Suspension ❖ Conference with Parents.

	detention ❖ ISS **Subsequent offenses or serious bodily injury may result in an in-or-out-of-school suspension.*	❖ ISS **Subsequent offenses or serious bodily injury may result in an in-school or-out-of-school suspension.*	**Police involvement may be included. This will be determined by building administration in collaboration with the Litchfield Police Department.*
Leaving School Grounds without Permission	❖ Litchfield Police and/or SRO will be contacted as this is a safety concern. ❖ Parent contact from administrator ❖ Loss of privilege ❖ Removal from activities ❖ Lunch/after school detention ❖ ISS/Out of School Detention (OSS)	❖ Home Contact from administrator ❖ Litchfield Police and/or School Resource Officer will be contacted as this is a safety concern. ❖ Loss of privilege ❖ ISS	3 Hour Saturday Detention with parent / guardian contact
Parking Lot and Driving Violations Driving Inappropriately / Illegally Parking Violations Parking Lot Signage Violation	N/A	N/A	**1st Offense:** 2 week Suspension of Parking Privilege **2nd Offense:** Rest of School Year **After the 2nd offense the Administration, student and parent / guardian will have a conversation about parking passes for future years.* **Students who park on campus without a permit will be subject to office detention or a Saturday Detention.*
In the event that there is a behavior that falls within this range that is not explicitly listed here, it is up to the administrator's discretion to deem a developmentally appropriate response.			

SAFETY VIOLATION

These behaviors constitute significant violation of safety for students, teachers, staff, and other members of the school community and will be addressed by administration.

- Administration will investigate behaviors with the student/witnesses, and proceed with corrective actions and parent contact.
- Administration will consult and refer issues to the School Resource Office when appropriate.

Disciplinary outcomes will be determined by the severity of the action and context in which the action occurred. The order of listed disciplinary options is not ranked or sequential, nor is it considered to be an all-inclusive list. The type and duration of discipline are within the discretion of the administration, based on the severity of the offense and the developmental level of the student.

Student Behaviors	Elementary Response	Middle School Response	High School Response
Bullying* *If an official bullying complaint is lodged, a formal bullying investigation will ensue. ***Cyberbullying**** *If an official cyberbullying complaint is lodged, a formal bullying investigation will ensue.	Administrative Investigation and determination ❖ Lunch/after school detention ❖ School counselor services ❖ ISS/Out of School Suspension (OSS) ❖ SRO/police/agency referral ❖ Parent conference ❖ Removal from class activities ❖ Restriction/withdrawal of privileges	Administrative Investigation and determination. ❖ School counselor services ❖ Possible SRO referral ❖ Conference with parent/guardian ❖ Removal from class activities ❖ Restriction/with drawal of privileges ❖ ISS ❖ OSS	❖ Administrative Investigation and determination. **Possible Outcomes:** ❖ Mediation (Bully Behavior) ❖ Refer to Guidance / Mental Health Clinician ❖ Refer to Outside Organizations ❖ Behavioral Contracts ❖ Up to 10 Day Suspensions ❖ Police Involvement ❖ Discipline Hearing with the Superintendent / School Board ❖ Any other actions deemed appropriate by the Building Administration / Superintendent / rSchool Board
Aggressive Physical Behavior Causing physical harm to another person Physical assault Fighting Inappropriate touching of person and/or their clothing **An official bullying investigation and process may be conducted**	❖ Lunch/after school detention ❖ School counselor services ❖ ISS/OSS ❖ SRO/police/agency referral ❖ Parent conference ❖ Removal from class activities ❖ Restriction/withdrawal of privileges	❖ Possible SRO referral ❖ Restriction/with drawal of privileges ❖ School counselor services ❖ ISS ❖ OSS	**1st offense:** Out of School Suspension - Up to 5 Days **2nd offense:** Out of School Suspension - Up to 10 days and a possible review meeting with the Superintendent. **Police involvement may be included in either offense. This will be determined by building administration in collaboration with the Litchfield Police Department.*

Tobacco/Nicotine Use Vaping Dip/Chew Smoking	❖ Lunch/after school detention ❖ School counselor services ❖ ISS/OSS ❖ SRO/police/agency referral ❖ Parent conference ❖ Removal from class activities ❖ Restriction/withdrawal of privileges	❖ School Counselor Services ❖ Conference with parent/guardian ❖ Restriction/with drawal of privileges ❖ ISS ❖ OSS ❖ Vape Educate Lessons ❖ Referral to SRO	**1st offense:** Up to 5 Day In-School Suspension. **Students have the opportunity to have 3 SUSPENSION DAYS put into a probation status if the student and parent/guardian agree to work with an approved substance counseling program for an agreed amount of time.* **2nd + offense:** 10 Day Suspension and a Discipline Hearing with the Superintendent / School Board
Illegal Substances Vaping Smoking Possession or under the influence of drugs or alcohol Possession of Drug Paraphernalia	❖ Lunch/after school detention ❖ School counselor services ❖ ISS/OSS ❖ SRO/police/agency referral ❖ Parent conference ❖ Removal from class activities ❖ Restriction/withdrawal of privileges	❖ School Counselor Services ❖ Conference with parent/guardian ❖ Restriction/with drawal of privileges ❖ ISS ❖ OSS ❖ Vape Educate Lessons ❖ Referral to SRO	**1st offense:** 10 Day Out of School Suspension. **Students have the opportunity to have 5 SUSPENSION DAYS put into a probation status if the student and parent/guardian agree to work with the LSD Ladac Program for an agreed amount of time.* **2nd + offense:** 10 Day Suspension and a Discipline Hearing with the Superintendent / School Board
Abusive Language Offensive/unsolicited remarks Threats of violence Unwelcomed / inappropriate gestures Contact including unsolicited propositions, verbal abuse, insults to members of the school community **An official bullying investigation and process may be conducted**	❖ Lunch/after school detention ❖ School counselor services ❖ ISS/OSS ❖ Police/agency referral ❖ Parent conference ❖ Removal from class activities ❖ Restriction/withdrawal of privileges	❖ School counselor services ❖ Administrative Detention ❖ Possible SRO referral ❖ Conference with parent/guardian ❖ Restriction/with drawal of privileges ❖ ISS ❖ OSS	❖ Extended Office Detention ❖ Saturday Detention ❖ Out of School Suspension ❖ Conference with Parents. **Possible police involvement and / or a meeting with the Superintendent / School Board.*
School Safety Violations Opening an outside locked door for someone to enter the building during school hours Inappropriate or unsafe behavior during a safety drill	❖ Lunch/after school detention ❖ School counselor services ❖ ISS/OSS	❖ School counselor services ❖ Administrative Detention	❖ Extended Office Detention ❖ Saturday Detention ❖ Out of School Suspension

False allegations Creating false alarm	❖ SRO/police/agency referral ❖ Parent conference ❖ Removal from class activities ❖ Restriction/withdrawal of privileges	❖ Possible SRO referral ❖ Conference with parent/guardian ❖ Restriction/withdrawal of privileges ❖ ISS ❖ OSS	❖ Conference with Parents. *Possible police involvement and / or a meeting with the Superintendent / School Board..
Harassment Verbal, Written or Physical Harassment of an ethnic, racial, sexual or religious nature to another person with the intent to intimidate or coerce Hate speech **An official bullying investigation and process may be conducted.**	❖ Lunch/after school detention ❖ School counselor services ❖ ISS/OSS ❖ SRO/police/agency referral ❖ Parent conference ❖ Removal from class activities ❖ Restriction/withdrawal of privileges	❖ School counselor services ❖ Administrative Detention ❖ Possible SRO referral ❖ Conference with parent/guardian ❖ Restriction/withdrawal of privileges ❖ ISS ❖ OSS	❖ Administrative Investigation and determination. **Possible Outcomes:** ❖ Mediation (Bully Behavior) ❖ Refer to Guidance / Mental Health Clinician ❖ Refer to Outside Organizations ❖ Behavioral Contracts ❖ Up to 10 Day Suspensions ❖ Police Involvement ❖ Discipline Hearing with the Superintendent / School Board ❖ Any other actions deemed appropriate by the Building Administration / Superintendent / School Board
Possession of a Dangerous Object Possession of a dangerous object Possession of any object, device or any other instrument with the intent of inflicting bodily injury	❖ Lunch/after school detention ❖ School counselor services ❖ ISS/OSS ❖ SRO/police/agency referral ❖ Parent conference ❖ Removal from class activities ❖ Restriction/withdrawal of privileges **Subsequent offenses or serious bodily injury may result in an in-or-out-of-school suspension.*	❖ School counselor services ❖ Administrative detention ❖ Possible SRO referral ❖ Conference with parent/guardian ❖ Restriction/ withdrawal of privileges ❖ ISS ❖ OSS	❖ Up to 10 days Out of School Suspension ❖ Conference with Parents. **Possible police involvement and / or a meeting with the Superintendent / School Board.*
In the event that there is a behavior that falls within this range that is not explicitly listed here, it is up to the administrator's discretion to deem a developmentally appropriate response.			

GROSS MISCONDUCT

Acts which are of such an egregious nature that they go beyond the standard school discipline system and may require the intervention of the Litchfield Police, the superintendent, or the school board.

- Administration will investigate behaviors with the student/witnesses, and proceed with corrective actions and family contact.
- Administration will refer students to the School Resource Officer where appropriate, and may also refer to the Superintendent/School Board for further corrective actions.

Disciplinary outcomes will be determined by administration, the severity of the action, and context in which the action occurred.

Student Behaviors	Elementary Response	Middle School Response	High School Response
Weapon Possession	Behaviors that are deemed to be gross misconduct may be referred to the SRO and/or Superintendent of Schools for additional suspension and/or possible expulsion by the School Board.	Up to 10 Days Suspension from school. Behaviors that are deemed to be gross misconduct may be referred to the SRO and/or Superintendent of Schools for additional suspension and/or possible expulsion by the School Board.	Up to 10 Days Suspension from school. Behaviors that are deemed to be gross misconduct may be referred to the SRO / Litchfield Police and the Superintendent of Schools for additional suspension and/or possible expulsion by the School Board.
Threats to School Safety			
Causing a School Emergency Response (includes any violent act that threatens the well being of the school community - i.e. Bomb Threat, arson false safety threats, etc)			
Riot Behaviors			
Sale and/or Distribution of Drugs, Tobacco/Vape Products, or Alcohol. (Cigarettes / Vapes / E-Juice / Tobacco, etc.)			
In the event that there is a behavior that falls within this range that is not explicitly listed here, it is up to the administrator's discretion to deem a developmentally appropriate response.			

*Discipline records involving after-school detentions, in-school / out-of-school suspensions and the reasons for such discipline are retained by the school.

6.5 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.

6.6 In-School Suspensions (ISS)

Serious misbehavior, which deserves more than light punishment, but does not warrant a suspension 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 and sports after school. In-School Suspensions normally run for one to three days. Parents will be notified whenever their child is placed on an In-School Suspension.

6.7 Out-of-School Suspensions (OSS)

There are certain disciplinary problems 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 upon his/her return to school.

6.8 Point System

Students will be assigned disciplinary points when issued any of the following disciplinary actions:

- Four points (4) for each full day of out of school suspension.
- Three points (3) for each day of in school suspension.
- Two points (2) for each half day of suspension.
- One point (1) for each office detention.
- One point (1) for each day of bus suspension.
- One point (1) for an office lunch detention.

6.9 Eligibility

Students who accumulate discipline points during the school year may be excluded from participation in school events. These events include: school dances, functions, extra-curricular activities, clubs, sports and field trips (academic/educational field trips will be considered at the discretion of supervising teachers). Students will be given the opportunity to earn points back so they may be able to participate in future events.

- Students who accumulate 12 disciplinary points in a quarter will be found ineligible.
- Each student will begin the quarter with 0 points.
- Students who accumulate 30 disciplinary points or more in a 45 day period or are found ineligible in any two 45 day periods will be ineligible for the remainder of the school year.
- Additionally our Athletic Director/Club Advisors may access grade information to ensure students are not falling behind in coursework while participating in extracurricular activities. Students may be temporarily prevented from participating in sports or activities if they have NYMs in more than one course.
- Please note: students may sign contracts that describe requirements for participation in field trips, extracurriculars or sports. Students will be held accountable to the standards listed in those contracts even if they exceed the disciplinary rules outlined above.

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 that 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 Acceptable Use Policy can be found on the District website under the School Board tab or on this link: **Policy Code IIAE)**. 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 JICL, Student Acceptable Use.

7.1 Chromebook Guidelines:

- Chromebooks are 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.
- LMS 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 on all district issued Chromebooks.
- Parents/guardians have the right to their child's login password. This can be requested/changed at school by contacting Brenden Collins, Litchfield School District Technology Director.
- Charging the Chromebook is the responsibility of the student. Students should plan on charging their Chromebook while at home for use the next day at school.
- LMS and the Litchfield School District reserves 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.
- Grades 5, 6, and 7 will store their Chromebooks at school unless specific assignments require them to be used at home.

7.2 Damage

- Insurance will be offered to students 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, the Litchfield School 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 the District
    - 2nd Accidental / Total Loss claim will be 50% funded by the District

    - 3rd Accidental / Total Loss claim possible 0% funded by the District (this will be determined by the LMS 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 Brenden Collins, Litchfield School District Technology Director ***(See 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.

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

2026-27 Meal Prices	
Breakfast (District Wide)	$2.75
Lunch GMS	$3.75
Lunch LMS	$4.00
Lunch CHS	$4.25
Milk only	$0.60

Students have access to various choices for meals each day in the Litchfield School District. Monthly menus can be found online on the District Website. Students will be using their assigned PIN number to make purchases at the serving lines.

To deposit money into a meal account, students may bring in cash or a check (made out to Litchfield School District) to the cashier in the cafeteria. Parents/guardians may also set up an online account on https://linqconnect.com/public/meal-application/new?identifier=HRHKU2, and can customize their student's account(s) with automatic payments, low balance alerts, and more. To register for an account on the website, you will need your Student's ID number, which can be provided for you from the Dining Services Director.

To apply for Free/Reduced Meals, you may request an application from the Dining Services Office or the main office at LMS. Parents/Guardians may also apply online at www.lunchapplication.com, and all information regarding Free/Reduced Meals is 100% confidential. Qualifying students have this information noted in our system, and the meal is processed as it is for all students without any special indication to the students. Only one application per family is required, even if families have students in multiple Litchfield Schools.

Low and Negative Balance emails will be sent regularly to ensure families are up to date on their student's spending habits. Low/Negative Balance emails are automatically generated based on the thresholds placed in our system. Low Balances are sent to students with $5 and under in their meal accounts, and Negative Balances are sent to students owing any money to the Litchfield School District. See District's Meal Charging Policy (EFAA) on the District Website for more information.

If your student has an allergy and needs meal accommodations, please contact the Dining Services Office.

For any other information or questions, please contact Dining Services Director Lauren Crowley at lcrowley@litchfieldsd.org or at 603-546-0300 Ext. 3112.

8.2 School Counselor and Mental Health Services

At Litchfield Middle School our students have a variety of supportive resources available to them, including two school counselors, and a school social worker. Each of the mental health professionals that work at LMS work with students on an as-needed basis and maintain the confidentiality of students and families.

The goal of the ***School Counselors*** is to promote a positive school environment and assist students in reaching their full personal and educational potential. This is accomplished through short term individual and group counseling, classroom guidance activities, and by being an integral part of the school community. School counselors work to provide a safe and secure environment for students to talk about issues of concern. Our School Counselors try to be out and about interacting with students in the halls, classrooms, and cafeteria, in an attempt to become a familiar face and to be easily accessible for students. Our School Counselors are our first step in providing support for students.

Beyond our School Counselors LMS has a ***School Social Worker***. Typically our School Social Worker will be working with students and families once a referral has been made. The School Social Worker may work with students working towards their individual behavioral goals, safety goals, and crisis intervention. Additionally our school worker works as a community liaison obtaining and coordinating community resources that will meet the needs of students and their families. The School Social Worker will advocate for students' needs and for families.

Each member of the student service team will work collaboratively with school personnel, guardians and students so that the student can achieve their personal behavioral and educational goals.

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 Library Learning Commons

The Litchfield Middle School library learning commons is a shared resource available to all students and staff. The librarian welcomes all students and staff and strives to maintain an atmosphere that encourages studying, researching and reading. All patrons are expected to follow standards set by the school and be respectful of others using the space. Students who enter the library learning commons independently are expected to sign in via Adaptive Scheduler.

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:

- We want students to read, and read often. Students may check out as many books as they can for as long as needed.
- Lost or damaged materials are billed at the current replacement cost.
- Borrowing privileges can be revoked based on failure to be responsible for materials.

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. Activities like assemblies require positive student behavior. If a student is sent to the office for a major infraction on the day of a pep rally or assembly, they will not be allowed at the event.

8.5 Dances

The following guidelines will help assure the safety of all students at the dance:

1. Only Litchfield Middle School students in Grades 5-8 may attend their designated 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, 6:30-8:30pm. The first school year dance for grade 5 will be 90 minutes (usually 6:00-7:30 pm).
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 want to leave a dance before it is over, you will contact Ms. Grantham or Mr. Peterson. 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 future dances.
8. The dress code applies to all school dances.
9. Phones will be turned in at the beginning of each dance to allow students to focus on having fun with each other. They will be returned at the conclusion of the dance.
10. Any student who is absent from school/or dismissed for more than ½ a school day will not be eligible to attend a dance.

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 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 Counseling 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 support 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 the 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 school counseling 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.

8.8 Lockers

Students will be assigned a locker on the first day of school. To be sure belongings remain safe, there are some general rules to follow:

1. Do not share a locker with anyone else; they have their own.
2. Be sure the locker is closed each time you use it.
3. Personal locks are not to be used on lockers.

If there is a problem with a locker at any time during the year, first notify your homeroom teacher. Although your locker is for personal use, it is considered school property and must be treated as such. There will be periodic cleanings and locker checks. Students will be responsible for any damage done to your locker.

8.9 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 cafeteria. Before each school vacation (December, February, April and Summer) unclaimed items will be donated to charity.

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 item(s) 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 (Student Searches), 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 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, Student Search Procedures

9.5 Emergency Drills & Crisis Protocols

Law requires periodic evacuation drills. 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.

You must be familiar with the procedures and exits for each classroom and area of the building. You are expected to consider evacuation drills as serious and important practices designed to save lives. When 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. Evacuation 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 is insufficient 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 **A**lerts and **I**nformation in real time to communicate what the threat is and the location of the threat to students/staff and emergency responders, **L**ockdown to secure doors/windows from the threat, **C**ountermeasures (if feasible) to deter the threat, and **E**vacuation when it is safe to do so.
- **Lock Down**
  Activated when it is necessary for staff and students to remain in the school in order to avoid a dangerous or potentially dangerous situation inside the school.
- **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 items or something which may cause harm.

9.6 Building Evacuation

Upon the 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 spots.
2. All students will report to their designated spot painted on the driveway.
3. Teachers will take attendance. Students are to remain orderly and quiet for their safety in order to hear needed directions.
4. When signaled, teachers and students will re-enter the building in an orderly manner
5. Teachers will bring their class's cell phones cabinet out during evacuations.

9.7 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.***

9.8 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 may not enter the building until after dismissal. and with an appointment with the teacher/staff being visited.

SECTION 10 – Nurse and Health 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 Kellie Chambers.

Children should be in good physical health before they attend school. If your child is not feeling well at any time during the school day, they should report to the nurse's office for evaluation and if applicable she will reach out to the parent for dismissal of the student.

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 - Policy JLCD: 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/guardian notifies the nurse in advance of the delivery. They should also specify the quantity of medication being delivered to the school.

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 school insurance must report to the school nurse, who will assist in the completion of the claim forms.

10.3 Therapy/Service Dogs

Litchfield Middle School is pleased to support the presence of certified service and therapy dogs to enhance our educational environment and provide support to students and staff. To ensure a safe, comfortable, and healthy environment for everyone, parents or guardians of students with dog allergies or severe fears should notify the school nurse and building principal as soon as possible. The school takes deliberate measures to accommodate all needs, including establishing designated dog-free spaces throughout the building and utilizing specialized HEPA air filtration systems in key areas to effectively minimize dander and allergens.

SECTION 11 - Opportunities for Family Involvement

11.1 Parent Conferences

Organized Parent-Teacher Conferences will be scheduled twice per year, once each semester. If at any time during the year you would like a conference with your child's teacher(s), please contact the teacher and an appointment will be made.

11.2 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.

11.3 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 and sometimes for field trips. We hope you will consider helping us in our volunteer program. In order to volunteer in our schools, and you have previously volunteered in one of our schools, you will need to complete the annual paperwork. If you need initial training to be a volunteer you will need to complete the paperwork on our website and meet with administration at least one week prior to your first volunteering event. Please contact the main office should you wish for further information.

11.4 Field Trip Information

There are some occasions when family chaperones are needed for scheduled field trips. When chaperones are needed for a field trip, the grade level teachers will reach out for volunteers and will follow up with confirmation if you are, in fact, needed. In order to volunteer in our schools in any capacity, you will need to make sure you are confirmed as a volunteer. Please see section 11.3 above.

11.5 School Board Meetings

The Litchfield School Board typically meets on the first and third Wednesday of the month. Meetings commence at 5:30 p.m. The public is encouraged to attend these meetings. Location and agendas are posted at all three schools.

11.6 Personal Property

Students are responsible for all their personal property. All personal electronic devices are not allowed to be used in school and are subject to confiscation when used at school. In the event that an item is confiscated, parents will be notified to pick up the item in the main office. Students should not bring large sums of money 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 12 – Transportation

12.1 School Bus Information

The Litchfield School District shall provide transportation for pupils to schools in the District consistent with the 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.

Students are expected to ride their assigned bus to and from school. Parents may request an alternate bus for their child(ren) who need to be transported to an alternate stop for before and/or after school care. This request must be submitted in advance using the Alternate Transportation Request Form.

Students are not allowed to ride a bus other than the one to which they are assigned. In rare circumstances, families may reach out to the school principal for emergency exceptions. If students are working collaboratively or socially, it is the responsibility of the parent(s)/guardian(s) to make other arrangements for transportation in such a case.

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*.**

12.2 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 reason 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.

Students are prohibited from using cellphones or other devices to record on the school bus. Should misbehavior occur on the bus, audio and video recordings are available from the bus provider.

12.3 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.***

12.4 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.
10. Refrain from using cellphones to photograph or record others.
11. Ride only your assigned bus route.

12.5 Bus 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.

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.

12.6 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.

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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.

12.7 Late Bus

There are two (2) late buses made available for students who are involved in approved school related activities, one runs to the North section of town and the other to the South. The late buses run Monday through Friday and student pick-up is between 3:30 - 3:50 p.m. Students need to tell the bus driver what their address is and will be dropped there.

12.8 Bicycles

1. Parental permission is required for a student to ride to and from school. This can be submitted either by a note to the Main Office or through permissions in PowerSchool.
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.
2. Bicycles are not allowed in the parking area on school days between 6:30 a.m. and 4:00 p.m.
3. If you do not handle your bicycle in a safe and responsible manner, you will not be allowed to ride it to school.
4. All bicyclists are expected to wear a protective helmet.

12.9 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.