

Litchfield Community Unit School District #12- "Pride of the Panthers"

Middle School Office Hours: 7:30 a.m. – 4:00 p.m.
Telephone: 324-4668 Fax: 324-5693

Welcome to Litchfield Middle School!

The faculty and staff are excited to have you at LMS! It is our goal to make your experience at Litchfield Middle School rewarding and academically engaging.

The ultimate purpose of education is to help each student become an effective and productive citizen in society. At LMS, we will help you develop the responsibilities and obligations of good citizenship that will allow you to participate successfully in the world of tomorrow.

Throughout the year, we will focus on a character trait corresponding to the topic listed below. To serve as role models for the students, the faculty and staff at LMS will strive to exemplify each of these character traits daily.

Trustworthiness
Respect

Responsibility
Fairness

Caring
Citizenship

However as students, you are expected to be active learners and to be an active participant in your education. We hope you will take advantage of the various activities offered, and find things within our school, which will prepare you to live a better life and ultimately find your place in our complex world. Remember, your success in this school will be in direct proportion to your efforts.

With everyone working together, this will be a successful year for our students!

Mrs. Jennifer Thompson, Principal



TIPS ON ISSUES MIDDLE SCHOOL STUDENTS OFTEN FACE

- ❖ Disorganization is often a big problem. Oftentimes you will notice it by missing assignments or your child forgetting to put his or her name on the paper. Work with your child to develop a plan to stay organized.
- ❖ Ask your child to repeat the directions and agreement when after-school plans change. Saying it out loud will reinforce it.
- ❖ Encourage your child to find the positive aspects in situations. It is easy for middle school students to only focus on the negative.
- ❖ Kids who are involved in extra-curricular activities do better academically and adjust better to school.
- ❖ Continue to chaperone your child's events and stay involved despite what the kids say.
- ❖ Don't be afraid to ask who your child's friends are.
- ❖ Middle school is a transitional time. Intervene when you see your child is in a situation he or she cannot handle. The goal is self-advocacy; but it is a process, and it takes a while to get there.
- ❖ Allow your child to make mistakes and take responsibility for his or her actions.

Table of Contents

Academic Day/Hours.....	3	Field Trips.....	20
Academic & Support Staff.....	4	Fighting.....	20
Assemblies.....	5	Fines, Fees & Charges; Waivers.....	20
Attendance - Absences.....	5	Grading & Promotion.....	21
Excused		Grading Scale & Grade Reports	
Pre-Arranged Absences		Grade Promotion	
Family Trips		Honor Roll	
Pre-Arranged Absence Procedures		Dishonesty/Cheating/Plagiarism	
Unexcused Absences		Head Lice.....	22
Make-Up Work		Immunizations & Examinations.....	23
Tardiness		Required Physicals & Immunizations	
Attendance - Excessive/Truancy.....	7	Eye Examination	
Attendance - General.....	7	Dental Examination	
Attendance - Perfect Attendance Criteria...8		Exemptions	
Behavior Expectations.....	8	Insurance.....	24
Behavior Referrals Defined.....	10	Lockers.....	24
Behavior - Referral Discipline Steps.....	11	Media Center.....	24
Bullying and Harassment.....	12	Medicine, Administration of.....	25
Due Process Regulations		Student Medical Authorization	
Cafeteria Guidelines.....	13	Public Notifications.....	26
Cafeteria Accounts		Annual IL Medicaid Information	
Chain of Command.....	14	Pesticide Notification Program	
Communication Tools.....	14	Schedule Changes.....	27
Family Access		Search & Seizure.....	27
Skylert		Students	
Computer & Internet Use Policy.....	15	Seizure of Property	
Laptops & Tablets		Student Pictures.....	28
Counseling Services.....	15	ID Cards	
Directory Information.....	15	Publishing	
Discipline - Student.....	16	Student Records.....	28
Prohibited Student Conduct		Success Day Participation.....	29
Disciplinary Measures		Textbooks.....	29
Dress Code/Appearance - General.....	18	Transportation - Bus.....	29
Dress Code/Appearance - PE.....	18	Bus Discipline Plan	
Electronic Devices.....	19	Use of Video Cameras on School Buses	
Electronic Devices - Discipline.....	19	Transportation - Other.....	31
Extra-curricular Activities.....	19	Video & Audio Monitoring Systems.....	31
Opportunities		Visitors.....	31
Good Night Rule		Volunteers.....	32
Attending High School Events		Other Considerations.....	32

ACADEMIC DAY

School is in session from 8:10 a.m. until 3:15 p.m. Students should not be on the grounds before 7:30 a.m. Students are not allowed in the building until 7:30 a.m. and are expected to leave immediately after dismissal unless they are in an after-school program or supervised activity.

Building opens and students report to the cafeteria	7:30 a.m.
Students are dismissed to their lockers	8:00 a.m.
First Bell (Reminder Bell)	8:05 a.m.
First Period	8:10 a.m. - 8:56 a.m.
Second Period	8:59 a.m. - 9:45 a.m.
Third Period	9:48 a.m. - 10:34 a.m.
Fourth Period	10:37 a.m. - 11:23 a.m.
Lunch	11:23 a.m. - 11:58 a.m.
Fifth Period	12:01 p.m. - 12:47 p.m.
Sixth Period	12:50 p.m. - 1:36 p.m.
Seventh Period	1:39 p.m. - 2:25 p.m.
Eighth Period	2:28 p.m. - 2:47 p.m.
Ninth Period	2:47 p.m. - 3:15 p.m.

Regular Dismissal: Dismissal time is 3:15 p.m. for students. If a student is picked up, it is expected that arrangements will be made for them to leave promptly after school. Please remember the buses also load in front of the school. To help with traffic, it is suggested that cars park on the building side of the road and not behind the buses.

Early Dismissal Days:

Friday, September 4, 2015	Friday, January 15, 2016
Monday, October 26, 2015	Friday, March 4, 2016
Wednesday, October 28, 2015	Tuesday, March 22, 2016
Wednesday, November 25, 2015	Friday, April 22, 2016
Friday, December 18, 2015	Friday, May 20, 2016 – 11:30 a.m.

Please note: Dismissal time is 1:30 on the following days with the one exception of May 20th. This date is subject to change based on the number of snow days used, but the dismissal time will remain the same.

ACADEMIC AND SUPPORT STAFF

Phone: 324-4668

Mrs. Jennifer Thompson	Principal
Ms. Paula Dal Canton	Counselor
Mrs. Shawn Hogue	Secretary
Mrs. Chris Huber	Secretary
Mr. Kurtis Land	Technology Director
Mrs. Teresa Alexander	School Nurse
Mrs. Darla Jubelt	Custodian
Mrs. Melody Cloyd	Custodian
Mr. Frank Walden	Custodian

TEAM 6

Mrs. Shannon Diveley	Language Arts
Ms. Jill Huff	Math
Mrs. Jennifer Ruschhaupt	Reading
Mrs. Jill Mitchell	Science
Mrs. Joy Adam	Social Studies
Mr. James Hannah	Special Education

TEAM 7

Mrs. Laurie Hall	Language Arts
Mrs. Jamie Oestreich	Math/Pre-Algebra
Mrs. Kim Carlile	Reading/Literature
Mr. Chris Baugher	Science
Mrs. Kelly Eldred	Social Studies
Mrs. Linda Marsh	Special Education

TEAM 8

Mrs. Jennifer Fleming	Language Arts
Mrs. Stephanie Norwood	Math/Algebra
Mrs. Amy Bouillon	Reading/Literature
Mr. Toby Baugher	Science
Ms. Susan Bennett	Social Studies
Mrs. Molly Daggett	Special Education

E-TEAM

Mrs. Jeanne Cotter	Computers
Mr. Dan Newkirk	Health
Mrs. Lori Heise	Physical Education (Girls)
Mr. Drew Logan	Physical Education (Boys)
Mr. Justin Ripley & Mr. Ed Roundcount	Expanding Horizons (6 th grade)
Ms. Linda Yurkovich	Art (7 th grade)
Mr. David Belusko	Agriculture Discovery (8 th grade)
Ms. Cassie Lord-Remmert	Chorus and Band
Mrs. Ariel Rariden	Life Skills

SUPPORT STAFF

Mrs. Kris Jones	Alternative Education Supervisor
Mrs. Connie Jarman	Educational Support Personnel
Mrs. Angie Sanders	Educational Support Personnel

ASSEMBLIES

School assemblies are held at various intervals. These include student recognition assemblies, student programs, professional assemblies, and films. Special assemblies are held for the presentation of information to the members of the student body. Courtesy at these assemblies is expected by all attending. Attentiveness, respect for the performer(s), applause when appropriate are all aspects of common courtesy. Booing, whistling, or derogatory remarks are not permitted. Any student not conducting himself/herself properly may be removed from the assembly and all future assemblies.

ATTENDANCE - ABSENCES

There are two types of absences: excused and unexcused. Excused absences include: illness, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, or other reason as approved by the principal. All other absences are considered unexcused. Pre-arranged excused absences must be approved by the principal.

The school may require documentation explaining the reason for the student's absence.

In the event of any absence, the student's parent or guardian is required to call the school before 8:00 a.m. to explain the reason for the absence. If a call has not been made to the school by 10:00 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent or guardian cannot be contacted, the student will be required to submit a signed note from the parent or guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent or guardian, the reason for an absence will be kept confidential.

By Doctor's Note: If a student is absent due to a medical or dental appointment, he/she should return to school with a written excuse that includes the date and time of the appointment and the time the student left the office. If the note excuses an absence due to illness or injury, it must include the reason for the absence and the specific dates the student is excused from school.

Appointments: Parents/guardians are encouraged to make appointments after school hours or during breaks from school. However, it may be necessary to make an appointment during the school day. Students will be excused for the time necessary for the appointment. Students with mid-morning, late morning, or afternoon appointments should be in attendance until it is time to leave school for the appointment and return as soon as possible.

School Nurse Excused Absences: There may be times when the school nurse may elect to send a child home during the school day for the following reasons:

- Vomiting
- Diarrhea
- Fever over 100.4 degrees
- Head lice
- Or other symptoms specific to illness

EXCUSED ABSENCES

In order for an absence to be excused, parents/guardians must make either written or verbal contact with the school office. **Nine** (9) days TOTAL for the entire school year of parent/guardian excused absences are allowed. Any absence past nine (9) days will require a note from a doctor.

A student who is too ill to attend school is also considered too ill to:

- Go shopping
- Attend extra-curricular school activities that same day
- Take part in any similar activity that same day
- Be on or near school grounds

Any of the above activities may result in the absence from school being changed to unexcused.

PRE-ARRANGED ABSENCES

A pre-arranged absence is an absence that is arranged ahead of time by a parent/guardian. Pre-arranged absences may be granted for the following reasons:

- Required court appearance
- Surgery or medical procedures
- Funerals
- Family trips (see section on family trips)
- Other absences as determined by administration

FAMILY TRIPS

A family trip is an absence from school in which a student takes a trip with a parent/guardian. Receiving a family trip is a privilege and is granted at the discretion of the school administrator. It is encouraged that family trips not be scheduled immediately before or after school breaks and two (2) weeks at the beginning and end of the school year. No more than three (3) family trip days will be approved in a school year. Homework requirements are the same as those of a pre-arranged absence. The following criteria are considered by administration when excusing a family trip:

- Trip is pre-arranged
- Student will be accompanied by a parent/guardian
- Student attendance including truancy, tardies, and unexcused absences
- Student grades
- Major or pending discipline issues

PRE-ARRANGED ABSENCE PROCEDURES

1. A written and signed request by the parent/guardian or parent/guardian phone call describing and discussing the need for a pre-arranged absence must be provided no less than one (1) school day before the absence. Failure to do so, may result in the absence being considered unexcused.
2. Upon approval of the pre-arranged absence the student will obtain a Pre-Arranged Absence Form from the Middle School office before the start of the school day.
3. The student will have each of his/her teachers sign it, and return the form to the office at the end of the day. The classroom teacher will determine when the make-up work is to be turned in.

Please note: a pre-arranged absence will count toward the total number of allowable days when figuring excessive absences.

UNEXCUSED ABSENCES

Any absence that does not follow the definition of an excused absence will be considered unexcused. Also, any absences that exceed the allowed nine (9) days of excused absences are considered unexcused. Parents/guardians must notify the school of their child's absence before the end of the day that the child returns to school.

MAKE-UP WORK

If a student's absence is excused, he/she will be permitted to make up any missed work, including homework and tests. The student will be permitted the same number of days as he/she was absent to turn in the make-up work. The student is responsible for obtaining assignments from his/her teachers. Students who are unexcused from school may not be allowed to make up missed work without making prior arrangements with the classroom teacher and building principal. There may also be a penalty assessed to the late work.

TARDINESS

When a student arrives late for school, he/she must sign in at the office where a pass will be issued. A five-minute warning bell at 8:05 a.m. indicates that students in the building should go directly to their first hour class. When the tardy bell rings at 8:10 a.m., students not in their seats will be considered tardy. If students are late any other time during the day they must report to class. The teacher will decide if the tardy is excusable. Each teacher/team will deal with tardiness to class. Tardiness to school each trimester will be addressed in the following ways:

- 1st tardy: Verbal warning
- 2nd tardy: Lunch restrictions
- 3rd - 5th tardy: 30-60 minute (2 30-minute) detentions after school (parents notified)
- 6th - 8th tardy: Saturday School (parents notified)
- 9th - more: In-school suspension/Out of school suspension (parent meeting)

ATTENDANCE - EXCESSIVE ABSENCES AND TRUANCY

At three (3) absences (not including medicals), a letter will be sent informing parents of their child's attendance record. Another letter will be sent when the student has six (6) absences (not including medicals). All absences after nine (9) will be marked unexcused unless accompanied by a doctor's excuse. Truancy is defined as an absence without valid cause for any school day or portion thereof. In an attempt to prevent truancy, middle school students with excessive absences will be referred to and will meet with the Montgomery County Truancy Officer, who works through the Regional Office of Education. Meetings with the truant officer will take place at various times as a student accumulates unexcused absences and/or has excessive absences over the **nine (9) days for the entire school year**.

A parent or guardian who knowingly and willfully permits a child to be truant may be convicted of a Class C misdemeanor, which carries a maximum penalty of thirty (30) days in jail and/or a fine of up to \$1500.00.

ATTENDANCE - GENERAL

Students that arrive at school after 8:30 a.m. (20 minutes into the first class) will be marked unexcused for that period and any periods that follow if they arrive later.

Illinois law requires that whoever has custody or control of any child between seven (7) and seventeen (17) years of age (unless the child has already graduated from high school) shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session. Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session.

There are certain exceptions to the attendance requirement for children who: attend private school, are physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), are lawfully and necessarily employed, are between the ages of twelve (12) and fourteen (14) while in confirmation classes, have a religious

reason requiring absence, or are sixteen (16) or older and employed and enrolled in a graduation incentive program.

ATTENDANCE – PERFECT ATTENDANCE CRITERIA

To meet the criteria for perfect attendance, students are expected to be in their scheduled classroom every period (total of 9) of the day. Students participating in school-related activities, such as field trips or sporting events, are exempt.

BEHAVIOR EXPECTATIONS MATRICES

The Expectations Matrices display, but do not limit, the appropriate behavior in each of the selected settings. Students should make every effort to be aware of the expectations in each setting they visit during the course of the day. These expectations are posted throughout the school. The grounds for disciplinary action, including those described more thoroughly later in this policy, apply whenever the student’s conduct is reasonably related to school or school activities.

BEHAVIOR EXPECTATIONS MATRICES

	BE RESPECTFUL	BE RESPONSIBLE	BE SAFE
All Settings	<ul style="list-style-type: none"> ♦ Address all adults with appropriate title (Mr., Mrs., Ms.) ♦ Use appropriate language ♦ Display good manners 	<ul style="list-style-type: none"> ♦ Follow directions the 1st time given ♦ Gum is not allowed ♦ Be responsible for your actions ♦ Dress appropriately for all activities ♦ Public display of affection is not allowed ♦ Respect individual differences from all aspects 	<ul style="list-style-type: none"> ♦ Stay in supervised areas ♦ Keep hands, feet, and objects to yourself
Classroom	<ul style="list-style-type: none"> ♦ Talk at appropriate times ♦ Be kind ♦ Be positive 	<ul style="list-style-type: none"> ♦ Give your best effort ♦ Be on task ♦ Be on time and prepared ♦ Keep room and desk clean 	<ul style="list-style-type: none"> ♦ Sit in chairs properly ♦ Handle equipment properly ♦ Walk and move carefully
Hallways/ Stairs	<ul style="list-style-type: none"> ♦ Maintain personal space ♦ Use quiet voices ♦ Move to and from classes in an orderly manner so not to disturb others 	<ul style="list-style-type: none"> ♦ Have a pass with you ♦ Keep lockers clean and locked ♦ Keep moving 	<ul style="list-style-type: none"> ♦ Keep hallways clear ♦ Keep hands, feet, and other objects to yourself ♦ Move in an orderly manner (using the right side of the hallway or stairs)
Cafeteria	<ul style="list-style-type: none"> ♦ Use quiet voices ♦ Display good manners by using please and thank you and making requests in a respectful way 	<ul style="list-style-type: none"> ♦ Sit in assigned areas ♦ Keep area clean ♦ Empty trash and utensils properly ♦ Push in chairs ♦ Ask permission to leave the cafeteria 	<ul style="list-style-type: none"> ♦ Food/drink stay in the cafeteria ♦ Walk to and from lunch ♦ Do not throw your food

	BE RESPECTFUL	BE RESPONSIBLE	BE SAFE
Bus	<ul style="list-style-type: none"> ♦ Listen and respond to the bus driver, monitor, coach, etc. ♦ Maintain personal space 	<ul style="list-style-type: none"> ♦ Be on time ♦ Take care of seats and bus ♦ Keep the bus clean 	<ul style="list-style-type: none"> ♦ Use quiet voices ♦ Stay quiet at railroad tracks ♦ Keep hands, feet, and objects out of the aisles and inside the bus ♦ Sit appropriately ♦ Wait properly at bus stops
PE and Locker Room	<ul style="list-style-type: none"> ♦ Maintain personal space ♦ Use quiet voices ♦ Respect others' privacy ♦ Be kind 	<ul style="list-style-type: none"> ♦ Be on time ♦ Be prepared with assigned gym clothes and shoes every day. ♦ Use locks appropriately ♦ Give your best effort ♦ Stay on task 	<ul style="list-style-type: none"> ♦ Follow directions the first time given ♦ Use hands, feet and equipment appropriately ♦ Stay in supervised area
Offices	<ul style="list-style-type: none"> ♦ Be polite ♦ Speak clearly ♦ Be patient ♦ Wait your turn ♦ Make requests in a respectful way 	<ul style="list-style-type: none"> ♦ Sit still and in one place ♦ Have a pass ♦ Do not disrupt others by talking 	<ul style="list-style-type: none"> ♦ Keep pathways clear
Restroom	<ul style="list-style-type: none"> ♦ Use quiet voices ♦ Respect others' privacy 	<ul style="list-style-type: none"> ♦ Have a pass ♦ Keep restrooms clean ♦ Use facilities properly ♦ No vandalism allowed ♦ Flush toilets 	<ul style="list-style-type: none"> ♦ Wash hands ♦ Report accidents immediately
Before and After School	<ul style="list-style-type: none"> ♦ Treat property or equipment properly ♦ Respect others' space and property 	<ul style="list-style-type: none"> ♦ Respect school time limits (school hours 7:30-3:15) ♦ Report to cafeteria immediately upon arrival ♦ Have a purpose and a pass to be at school early, late, or in other areas 	<ul style="list-style-type: none"> ♦ Stay in supervised area
Assemblies and Field Trips	<ul style="list-style-type: none"> ♦ Use appropriate applause ♦ Sit quietly ♦ Face forward ♦ Display good manners 	<ul style="list-style-type: none"> ♦ Listen ♦ Stay in assigned areas ♦ Be punctual ♦ Be a good participant and enjoy the assembly ♦ Be a good representative of LMS 	<ul style="list-style-type: none"> ♦ Stay in assigned areas ♦ Maintain personal space ♦ Use the stairs when taking your seat in the bleachers
Extra-curricular	<ul style="list-style-type: none"> ♦ Display good sportsmanship 	<ul style="list-style-type: none"> ♦ Have rides arranged for after events ♦ Dress appropriately ♦ Support the team ♦ Remain at your seat ♦ Be a good representative of LMS 	<ul style="list-style-type: none"> ♦ Stay in supervised area

BEHAVIOR – MINOR AND MAJOR REFERRALS DEFINED

When students follow the aforementioned expectations, there is no need for a referral to the office. Middle school students are still discovering who they are as individuals and unfortunately, will occasionally make a poor decision. Below are examples of the types of behaviors that will result in a referral to the office. Naturally the increased severity of the student's actions brings increased consequences regardless of the number of offenses.

MINOR PROBLEM BEHAVIOR	DEFINITION
Inappropriate verbal language	Low-intensity instance of inappropriate language
Physical contact	Non-serious, but inappropriate physical contact
Defiance/Disrespect/ Non-compliance	Brief or low-intensity failure to respond to adult requests
Disruption	Low-intensity, but inappropriate disruption
Property misuse	Low-intensity misuse of property
Other	Any other problem behaviors that do not fall within the above categories

MAJOR PROBLEM BEHAVIOR	DEFINITION
Abusive/inappropriate language and/or profanity	Verbal messages that include swearing, name calling or use of words in an inappropriate way.
Alcohol	Student is in possession of or is using alcohol.
Arson	Student plans and/or participates in malicious burning of property.
Bomb threat/false alarm	Student delivers a message of possible explosive materials being on-campus, and/or pending explosion.
Cheating/Plagiarism	Student copies, borrows, or uses another's work and claims it as their own.
Combustibles	Student is in possession of substances/objects readily capable of causing bodily harm and/or property damage (matches, lighters, gasoline).
Disruption	Behavior causing an interruption to a class or activity. Disruption includes sustained loud talk; yelling or screaming, noise with materials, horseplay or roughhousing, and/or out-of-seat behavior.
Dress Code Violation	Student continually wears clothing that does not fit within the dress code guidelines practiced by the school.
Fighting/Physical aggression	Actions involving serious physical contact where injury may occur (hitting, punching, hitting with an object, kicking, hair pulling, scratching etc.).
Forgery/Theft	Student is in possession of; having passed on, or responsible for removing someone else's property or has signed a person's name without that person's permission.

MAJOR PROBLEM BEHAVIOR	DEFINITION
Harassment/Teasing/ Taunting	Student delivers disrespectful messages (verbal/nonverbal) to another person that includes threats and intimidation, obscene gestures, pictures, or written notes. Disrespectful messages include negative comments based on race, religion, gender, age and/or national origin, disabilities or other personal matters.
Lying	Student repeatedly delivers messages that are untrue and are harmful to others.
Gang, Unapproved Organization	Student is involved in mob and/or gang related activity.
Drugs	Student is in possession of or is using illegal drugs/substance imitations.
Property damage	Student deliberately impairs the usefulness of property.
Skip class/truancy	Student leaves class/school without permission or stays out of class/school without permission.
Tardy	Student is continually late to class or the start of the school day.
Tobacco	Student is in possession of or is using tobacco.
Vandalism/Property damage	Student participates in an activity that results in substantial destruction or disfigurement of property.
Weapons	Student is in possession of knives or guns (real or look-alike), or other objects readily capable of causing bodily harm.

BEHAVIOR – REFERRAL DISCIPLINE STEPS

Minors are issued by teachers and are handled either in the classroom or through the team. Discipline steps may include:

- Verbal warning
- Lunch detention
- 15-minute after school detention
- Change in seating
- Loss of passing period
- Loss of locker privileges

After a student receives 5 minors, a major referral is written and submitted to the office.

In general, major referrals submitted to the office will be handled in the following steps:

- 1st major – Loss of privilege to participate in Success Day (if not due to minors)
 - A major referral due to minors will result in a 30-minute detention
- 2nd major – 30-minute detention after school
- 3rd major – Two 30-minute detentions after school
- 4th major – Saturday school
- 5th major – Up to two days in AES (alternative educational setting)
- 6th & 7th majors – Up to five days in AES
- 8th major or more – OSS (out-of-school suspension)

Administration reserves the right to skip any steps depending on the severity of the discipline issue. Any discipline related to issues listed on pages 16-18 will result in a minimum of AES but can also include out-of-school suspension or expulsion.

BULLYING, INTIMIDATION and (SEXUAL) HARASSMENT

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important school goals.

Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a nonschool-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

Bullying includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the district complaint manager or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the district complaint manager or any staff member. Anonymous reports are also accepted by phone call or in writing.

A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

A student will not be punished for reporting bullying or supplying information, even if the school's investigation concludes that no bullying occurred. However, knowingly making a false accusation or

providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

DUE PROCESS REGULATIONS

STEP 1: The student(s) and/or parent(s) should discuss the matter with the person(s) directly responsible for the discipline matter.

STEP 2: If the problem is not resolved, the discipline matter should be referred to the principal.

STEP 3: If the discipline matter remains unresolved, it should be submitted in writing by the student and/or parent within ten (10) calendar days to the Superintendent of Schools. The discipline matter should be described as specifically and completely as possible.

STEP 4: If the issue is not satisfactorily resolved on Step 3, the decision may be appealed in writing by the student and/or parent to the School Board within five (5) calendar days from the receipt of the written response. The Board shall consider the appeal within sixty (60) days and a written response shall be given within five (5) calendar days.

CAFETERIA GUIDELINES

Students should follow the expectations for the cafeteria as defined in the matrix of the handbook. In addition, the following procedures should also be followed:

- Students will not be allowed cuts in the lunch line. If you leave the line, you must go to the end of the line upon returning.
- Upon completion of lunch, students are to go outside or remain seated in the cafeteria. They are not to be in the Middle School building or the High School building.
- No Middle School student will leave the school grounds during lunch.

Each day at LMS, students may choose from the following meals:

1. Hot lunch line #1 or line #2
2. Ala Carte
3. Grab and Go (sandwich, milk, fruit and vegetable)
4. Food Bar (salad, potato, soup etc.)

Although the finger scan is used in the hot lunch lines, an ID card must be used for Ala Carte, Type A Lunch and the Food Bar. In addition, students must have money on their accounts to purchase from the Ala Carte and Food Bar. *These meals are not included in the free/reduced qualifications.*

CAFETERIA ACCOUNTS

Checks written to the cafeteria will be for the purpose of purchasing lunches only. If the amount of the check leaves cash balance, the student will be given a credit for future food purchases. **Students should place money on accounts during breakfast hours only.**

It is important to keep current with lunch account balances. As accounts become low the foodservice phone dial call out system will automatically call the number to let you know. The cashiers are also instructed to monitor accounts and inform the students of low balances as necessary. You may also check your account balances through Family Access. During the year students will be expected to bring their lunch if the account continues to carry a negative balance. The cafeteria will not continuously allow students to charge lunches.

Approximately the last month of school, no charging will be permitted in the cafeteria and all negative account balances will be expected to be paid in full. If money from an account is to be refunded for any reason, we must have a written request signed by the parent or guardian.

CHAIN OF COMMAND
(Who to talk to when you have a problem)

The Litchfield School District understands that from time to time parents will have a concern for actions by the school district and/or its employees. When a concern arises, the parent should speak directly with the staff member or person most directly related to the concern. Example: a parent has a concern over their child's grade, or how the child was disciplined in a behavior situation. The first course of action is for the parent to contact the specific teacher involved in the concern. Failure to satisfactorily resolve the concern should then be referred to the building principal as the second step. If the parent is dissatisfied with the resolution at step two and wishes to appeal the decision, contact should then be made with the district superintendent. If a satisfactory resolution is not reached at step three, the parent should contact the district superintendent requesting to be placed on the agenda to speak to the Board. It is not appropriate to bypass any step in the chain of command.

Any complaint or concern brought to the Board of Education related to a specific employee and/or student shall be heard in executive session as per the school district's responsibility to comply with the legal standards of the "Right to Privacy" act. The Board reserves the right to place reasonable (as determined by the Board) time limits upon speakers wishing to address the Board.

COMMUNICATION TOOLS

Good communication is vital for student success at the middle school level. As students want and crave independence from their parents, we must help them learn to balance the added responsibility of increased school work, extra-curricular activities, and increased social events. Below are two tools the district provides to aid parents in that gradual release of responsibility; both are excellent ways to stay involved in your child's school life.

SKYWARD FAMILY ACCESS

The district provides a service to all parents called Skyward Family Access. The link to Family Access is available on the Litchfield School District home page on the right hand side. With secure access to this program, parents can stay up to date on grades, missing assignments, attendance, schedules, and cafeteria purchases for each of their children. Parents should contact the school office to receive login and password information.

SKYLERT

The school system maintains a database of telephone numbers and e-mail addresses of parents so that we can contact parents in the case of an emergency or with important information. In the case of an emergency throughout the district, the cancellation of school due to weather conditions or an emergency at an individual school, district leaders will send a message to the parents or guardians of each student. These numbers usually include the home telephone, work telephone and cell number of one or both parents.

In the case of important information that is not an emergency, district or school leaders will send a telephone message, e-mail, and/or text messages ONLY to the designated home telephone numbers of the students. These messages may include information about the distribution of report cards, progress reports or school events or their cancellation.

Please note: Parents need to update their telephone numbers and e-mail addresses with staff at the school any time they change, or they may make the changes directly in Family Access.

COMPUTER AND INTERNET USE POLICY

The Litchfield Board of Education is committed to the goal of having electronic network facilities used in a responsible, efficient, ethical, and legal manner in accordance with the mission of the Litchfield School District. Users of district facilities and equipment must acknowledge their understanding of the Network Facilities Acceptable Use Policy.

Acceptable uses of the network are activities which support teaching and learning. While the use of the electronic network may be provided by the district, the use is considered a privilege and not a right. Electronic searches should be based on acceptable educational goals and practices. No searches should be attempted without a specific teacher directed mission. While the school district can control and monitor information we place on the system, the school district is not responsible for information available from other parties, such as those on the Internet.

The district shall have the right to inspect folders and files to assure compliance with this policy. Network searching software such as Internet Explorer may only be used in supervised area with permission from the teacher or supervisor.

Failure to comply with district policy may result in a suspension or revocation of use of district electronic network facilities and/or equipment.

LAPTOPS AND TABLETS

Students will be allowed to use laptop computers and tablets (i.e. iPads, kindles, etc.) in the classroom. Occasionally students will be allowed to check out one of the devices for use at home. All school policies apply to any electronic device used outside of the school setting. A contract for school and home use will be sent home prior to student use. Before a student will be allowed to use the internet, laptops, or tablets, the contract must be signed by student and parent/guardian, and returned to school.

COUNSELING SERVICES

The goal of the school counselor is to promote the success of all Litchfield Middle School students in their academic, career, behavioral, and social/emotional development. The school counselor is available on a full-time basis to assist all LMS students.

Students are encouraged to visit the counselor's office at least one time during each school year. Some of the services provided by the school counselor include: providing individual counseling, registering and welcoming new students to LMS, communicating with parents, updating teachers, students, and parents about state tests, making schedule changes, helping students with the maturation process, working with students on attendance issues, providing support during personal crisis, and promoting positive attitudes.

Teachers and parents can make referrals to the school counselor. Parents and guardians concerned with their child's academic, career, behavioral, and social/emotional needs may call 324-4668 to speak with the counselor. Students may also refer themselves to the counselor by making an appointment and signing up in the main office. The counselor can also assist parents with referrals to outside agencies for additional help when deemed necessary.

DIRECTORY INFORMATION

Each school or the school district may release certain directory information (address, phone, etc.) regarding students, unless the parent/guardian prohibits such release. If you do not wish this information to be released, please notify the school office in writing.

DISCIPLINE - STUDENT

PROHIBITED STUDENT CONDUCT

Students may be disciplined for misconduct, including but not limited to the following:

1. Using, possessing, distributing, purchasing, or selling tobacco materials (e-cigarettes included).
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages.
3. Using, possessing, distributing, purchasing, or selling:
 - a. Any illegal drug, controlled substance, or cannabis (including marijuana and hashish).
 - b. Any anabolic steroid or performance-enhancing substance not administered under a physician's care and supervision.
 - c. Any prescription drug when not prescribed for the student by a licensed health care provider or when not used in the manner prescribed. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
 - d. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system.
 - e. "Look-alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.
 - f. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.

4. Using, possessing, controlling or transferring a firearm or "look alike," knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm.
5. Using or possessing an electronic paging device.
6. Using a cellular telephone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others. All cell phones and similar electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
7. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
8. Disobeying rules of student conduct or directives from staff members or school officials.
9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
10. Bullying, hazing or any kind of aggressive behavior or encouraging other students to engage in such behavior.
11. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.

12. Being absent without a recognized excuse.
13. Being involved with any public school fraternity, sorority, or secret society.
14. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
15. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing.
16. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
17. Sending, receiving or possessing sexually explicit or otherwise inappropriate pictures or images, commonly known as "sexting."
18. Using, purchasing, selling or possessing any performance-enhancing substance on the Illinois Association of High School Association's most current banned substance list, unless administered in accordance with a prescription.

For purposes of these rules, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student's parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

The grounds for disciplinary action also apply whenever the student's conduct is reasonably related to school or school activities, including but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

DISCIPLINARY MEASURES

Disciplinary measures may include:

1. Disciplinary conference.
2. Withholding of privileges.
3. Seizure of contraband.
4. Suspension from school and all school activities for up to ten (10) days. A suspended student is prohibited from being on school grounds.
5. Suspension of bus riding privileges.
6. Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed two (2) calendar years. An expelled student is prohibited from being on school grounds.
7. Notifying juvenile authorities or other law enforcement whenever the conduct involves illegal drugs (controlled substances), "look-alikes," alcohol, or weapons.
8. Notifying parents/guardians.
9. Temporary removal from the classroom.

10. After-school study or Saturday study provided the student's parent/guardian has been notified.
11. Alternative Educational Setting (AES) for a period not to exceed five (5) school days.

DRESS CODE/APPEARANCE - GENERAL

Students are expected to wear clothing in a neat, clean, and well fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment.

- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Hats, coats, bandannas, sweat bands, and sun glasses may not be worn in the building during the school day.
- Hair styles, dress, and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during physical education.
- Clothing with holes, rips, tears, and clothing that is otherwise poorly fitting, showing skin and/or undergarments may not be worn at school.
- The length of shorts or skirts must be appropriate for the school environment. A good rule to follow is mid-thigh length or longer.
- Appropriate footwear must be worn at all times.
- If there is any doubt about dress and appearance, the building principal will make the final decision.
- Student whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject discipline.

DRESS CODE/APPEARANCE - PHYSICAL EDUCATION

In an effort to help control the increasing fees associated with school, the teachers are allowing a modified uniform. Their requirements are:

- Any shirt that has a Litchfield logo – must be black, white, grey, or purple
- Athletic shorts in black, white, grey, or purple
- The shirt and shorts should not have zippers or fasteners which could damage or mark mats or gym floors.
- Athletic socks
- Athletic shoes; no cleats or spikes
- Prior PE uniform if in good condition

It is strongly suggested students leave the high-priced, name-brand clothing items at home. Anything of any value should NOT be stored in the PE locker rooms.



ELECTRONIC DEVICES

Electronic devices are defined as cell phones, tablets, MP3 players, and hand-held games. Electronic devices are **strongly** discouraged at school. If a student brings an electronic device, it must be turned off once the student enters the building. No MP3 players (iPods®), electronic hand-held or blue tooth items, or items requiring an ear bud are to be used during school hours (8:10 a.m. – 3:15 p.m.) without permission. This includes passing time, lunch, and any other school-related activities during those hours. Litchfield Middle School is not responsible for lost, damaged, or stolen items.

ELECTRONIC DEVICES - DISCIPLINE

With the various functions cell phones and other electronic devices have, students are able to communicate rather discretely. Upon entering the building, students will completely turn off cell phones and place them in their lockers until school is over. Any student who uses the camera or video function of their device to take inappropriate pictures on school grounds may be subject to suspension or expulsion. Parents, as always, will be able to contact their student through the office. Any electronic device that is out or being used during the school day will be confiscated and turned in to the office. The offenses for electronic device usage in school are as follows:

- 1st offense:** Student may pick up the electronic device at the end of the day.
- 2nd offense:** Student must have a parent pick up the electronic device from the office.
- 3rd offense:** Student must have a parent pick up the electronic device from the office and a Saturday school will be assigned.
- 4th offense:** Parent will be contacted and a suggestion will be made that the electronic device stays at home. If the device is going to continue to be brought to school, the student must check it in the office first thing in the morning and check it out at the end of the day. In addition, consequences for using the device will become progressive in nature.

EXTRA-CURRICULAR ACTIVITIES

Student participation in school-sponsored extracurricular athletic activities is contingent upon the following:

- The student must meet the academic criteria set forth in the Board policy on Extracurricular and Co-Curricular Activities.
- Written permission must be given by the parent/guardian for the student's participation, giving the District full waiver of responsibility of the risks involved.
- A physician must conduct a physical examination of the student and an accompanying written statement assuring that the student's health status allows for active athletic participation must be submitted to the District.
- The student must show proof of accident insurance coverage either by a policy purchased through the District-approved insurance plan or a parent/guardian written statement that the student is covered under a family insurance plan.

The Litchfield Community Unit District #12 Athletic and Extracurricular codes are considered as part of this policy handbook. A copy of the Athletic and Extracurricular codes will be distributed to the students.

OPPORTUNITIES

Sports:

Basketball - Boys/Girls (7th & 8th gr.)
Cheerleading (7th & 8th gr.)
Cross Country (6th- 8th grade/independent)
Football (through JFL)
Pounce – the Mascot
Scholastic Bowl – Boys/Girls (6th-8th gr.)
Track and Field - Boys/Girls (6th-8th gr.)
Volleyball (7th & 8th gr.)
Wrestling (5th-8th gr.)

Activities:

Chess Club
Eco Team
Panthers Against Destructive Decisions
Rembrandt Society (7th & 8th gr.)
Student Council
Writer's Club
Yearbook

GOOD NIGHT RULE

Students that attend extracurricular events are expected to remain seated during the event. This includes any school events/games. If a student leaves the event (goes outside) or school grounds they are not permitted to re-enter that event.

ATTENDING HIGH SCHOOL EVENTS

Students will remain seated in the bleachers during Varsity, JV, and Freshman athletic events. They may be out walking around at halftime, to go to the concession stand and/or the restroom. If they are running, playing ball, or engaged in other activities, which cause disturbances, they will receive a warning. On the second infraction, they will be removed from the area.

FIELD TRIPS

School field trips take place at different times during the year. They may be educational trips by classes or reward trips at the end of the trimesters. Students should always keep in mind that they are representatives of Litchfield Middle School. Students who fail to follow expectations or school guidelines can expect to be excluded from trips. A permission slip for all trips will need to be signed at registration.

FIGHTING

Fighting is a serious offense. Litchfield Middle School will not tolerate fighting or intimidation of any kind. When a student is involved in a fight it places the safety of not only the students involved in the fight at risk, but creates an unsafe environment for everyone. Consequences for fighting will vary based on discipline history and seriousness of the event. Repeat fighting offenses will be additional out-of-school suspension days and the incident will be reported to the police.

FINES, FEES AND CHARGES; WAIVER OF STUDENT FEES

The school establishes fees and charges to fund certain school activities. Some students may be unable to pay these fees. Students will not be denied educational services or academic credit due to the inability of their parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment.

Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. As student is eligible for a fee waiver if at least one of the following prerequisites is met:

1. The student currently lives in a household that meets the free lunch or breakfast eligibility guidelines established by the federal government pursuant to the National School Lunch Act; or
2. The student or the student's family is currently receiving aid under Article IV of the Illinois Public Aid Code (Aid to Families of Dependent Children).

The building principal will give additional consideration where one or more of the following factors are present:

- An illness in the family;
- Unusual expenses such as fire, flood, storm damage, etc.;
- Seasonal employment;
- Emergency situations; or
- When one or more of the parents/guardians are involved in a work stoppage.

The building principal will notify the parent/guardian promptly as to whether the fee waiver requires has been granted or denied. Questions regarding the fee waiver application process should be addressed to the building principal.

GRADING AND PROMOTION

School report cards are issued to students on a trimester basis. For questions regarding grades, please contact the classroom teacher.

The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, performance on standardized tests and other testing. A student will not be promoted based upon age or any other social reason not related to academic performance.

GRADING SCALE AND GRADE REPORTS

Grade cards are issued to students and parents at the end of each trimester (12 weeks). It is the student's responsibility to deliver the grades to his/her parent/guardian. The following scale is used in issuing grades:

A	Excellent	(94-100%)
B	Good	(86-93%)
C	Average	(77-85%)
D	Poor	(70-76%)
F	Failure	(Below 70%)
I	Incomplete	(work due)

Progress Reports will be sent during the midpoint of each trimester. Please remember that there are times when a student is passing at mid-term but is failing at the end of the grading period. Parents are encouraged to communicate with his/her child, teachers, and by checking the Family Access to keep updated on their child's grades.

GRADE PROMOTION

Litchfield Middle School believes students must set goals and work hard to achieve them. Setting expectations for students is a responsibility of the school in order to prepare them for every year of their education. Together with the help of parents, teachers, students, and other staff members all students should be able to achieve good grades they can be proud of. It is expected that parents and students will cooperate and attend the extra programs when the student is in jeopardy of not passing classes. Students with an Individual Education Plan who do not meet their written goals will be considered for retention or another appropriate program which may better meet their individual needs.

The teachers will monitor student progress throughout the year. At the end of the trimesters, letters will be sent to students who are not passing or are close to receiving a failing grade. At the end of the year when promotion is being considered, a matrix/rubric will be completed so that all information can be taken into consideration when making a promotion decision. If a parent is interested in seeing the matrix/rubric, they may contact the office for a copy. **It is expected that students not have any failing grades at the trimester of each class to be promoted.**

HONOR ROLL

The honor roll is announced at the end of each trimester. To be placed on honor roll, a student must:

1. Earn at least an A/B average in all subjects taken including exploratory classes,
2. Not have any referrals that result in OSS (Out of School Suspension),
3. Not have more than 3 tardies to school for the trimester, and
4. Not have any minor or major referrals for cheating.

ACADEMIC DISHONESTY/PLAGIARISM/CHEATING

As educators at Litchfield Middle School we promote academic honesty. **Students are expected to complete their own original work.** Therefore, credit will only be assigned to those students who submit their own original work.

Academic dishonesty is defined as, but not limited to, the following:

- Plagiarism – using another person’s ideas, expressions, or writings as one’s own without giving them credit
- Cheating including but not limited to:
 - Cheat sheets for tests or quizzes
 - Copying another person’s work and turning it in as their own work
 - Using notes or technology without permission and turning it in as their own work
 - Telling other students what is on tests or quizzes
 - Allowing others to copy their own work
 - Completing an assignment for another student

Students who are academically dishonest will be subjected to one or more of the following consequences: (*required)

- *A major or minor issued
- *Loss of honor roll status
- *Parent notification
- Student required to re-do the assignment with full, partial or no credit, depending on the circumstances as determined by the teacher/administrator
- Loss of credit (partial or whole) for assignment, quiz or test
- Conference with parents, student, teachers, and/or administrator

HEAD LICE

The school will observe recommendation of the Illinois Department of Public Health regarding head lice.

1. Parents are required to notify the school nurse if they suspect their child has head lice.
2. Students who have lice or eggs (nits) will be sent home following notification of parent/guardian.
3. The school will provide written instructions to parent or guardian regarding appropriate treatment for the infestations.
4. A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school to be checked by the school nurse or building principal and the child is determined to be free of the head lice and eggs (nits). Infested children are prohibited from riding the bus to school to be checked for head lice.

5. Maximum of two (2) consecutive days will be excused due to head lice (i.e. the days can not fall over a weekend or holiday break).

IMMUNIZATION, HEALTH, EYE, AND DENTAL EXAMINATIONS

REQUIRED PHYSICALS AND IMMUNIZATIONS

A physical examination form must be completed prior to entrance into pre-school, kindergarten, sixth grade, and ninth grade. Students participating in any school sponsored sports activity (6th-8th grade) also **must** have a yearly physical.

All students must have proper immunization on file by the **1st day of the current school year** or will not be allowed to attend school.

Failure to comply with the above requirements by the first day of school of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. New students who register mid-term shall have thirty (30) days following registration to comply with the health examination and immunization regulations. If a medical reason prevents a student from receiving a required immunization by the first day of school, the student must present, by the first day, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

Please note: *Out-of-state forms are only accepted for students transferring into Illinois schools for the first time. The exam must have been completed within one year prior to the date of entry into an Illinois school and must cover all "required" elements as listed on the Certificate of Child Health Examination Form.*

EYE EXAMINATION

All students entering Kindergarten or an Illinois school for the first time must present proof before October 15th of the current school year of an eye examination performed within one year prior to entry of Kindergarten or the school. Failure to present proof by October 15th, allows the school to hold the student's report card until the student presents: (1) of a completed eye examination, or (2) that an eye examination will take place within sixty (60) days after October 15th.

Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an exam has been administered within the previous twelve (12) months. Eighth (8th) graders at LMS will be given a vision screening by the school nurse. Special Education students are given a vision screening yearly.

DENTAL EXAMINATION

All children entering Kindergarten and the second (2nd) and sixth (6th) grades must present proof of having been examined by a licensed dentist before May 15th of the current school year. Failure to present proof allows the school to hold the child's report card until the student presents: (1) of a completed dental examination, or (2) that a dental examination will take place within sixty (60) days after May 15th. Forms are available in the school office.

EXEMPTIONS

A student will be exempted from the above requirements for:

1. Religious or medical grounds if the student's parent/guardian presents to the building principal a signed statement explaining the objection annually with a list of objected vaccines;
2. Health examination or immunization requirements on medical grounds if a physician provides written verification;

3. Eye examination requirement if the student's parent/guardian shows an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
4. Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

INSURANCE

You may choose from two plans:

1. FULL TIME COVERAGE protects your child 24 hours a day for all covered accidents all year (until the end of the policy year) at home, at camp, and on vacations.
2. SCHOOL TIME COVERAGE protects your child the entire school day during school session; during supervised church or religious services while school is in session; and while participating in other school sponsored activities requiring the attendance of the student (not as a spectator). This coverage protects your student while traveling directly to or from the student's home premises and school; or, to attend or participate in any of the above activities. Forms are available at each school.

LOCKERS

Lockers and combinations are issued to students at the beginning of the year by the Principal's office. Your locker should be kept locked at all times. No attempt shall be made to jam or otherwise prevent any locker from locking as intended. Students are cautioned from telling their combinations to each other or they cannot expect their property to be safe. Students shall only use their assigned locker. Damage caused by misuse of tape, etc., will be charged to the student responsible. Any locker malfunction should be reported to the office. Students may use their lockers after 8:00 a.m. in the mornings, after school is dismissed in the afternoon, and during passing time. Students may not visit their lockers any other time unless they have special permission. The administration reserves the right to check any locker when deemed necessary.

MEDIA CENTER

The media center (IMC) is available to students from 7:30 a.m. – 3:30 p.m. It is closed daily from 11:23 a.m.-11:58 a.m.

A collection of books, magazines and newspapers are intended to supplement the curriculum. Reading for pleasure is always encouraged. Students may borrow up to three (3) books for three-week duration and can renew items three (3) times. Students assume financial responsibility for lost or damaged items. The fine for damaged or lost materials is the replacement cost of the identical item. Overdue fines are \$.05/day not to exceed the replacement cost of the item.

Students in the media center shall be engaged in research or quiet study. Computers are available for student use. To use the Internet, an Acceptable Use Policy Form shall be on file in the office. E-mails, games, downloading, visiting inappropriate sites and the changing of settings shall not be permitted. Students unable to abide by these expectations shall have their computer or library privileges limited or suspended.

MEDICINE – ADMINISTRATION OF

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a *Student Medical Authorization Form*.

No school or district employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent/guardian. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure.

A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for immediate use at the student's discretion, provided the student's parent/guardian has completed and signed an Authorization for Student Self-Medication Form. The school and district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must agree to indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or asthma inhaler, or the storage of any medication by school personnel.

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

LEGAL REF: 105 ILCS 5/10-20.14b and 5/10-22.21b.

All medications dispensed in the schools shall be prescribed by an Illinois licensed prescriber. Students who require medication during the school day may bring the medication to school following these guidelines.

- A. A written order for the medication must be obtained from the student's licensed prescriber. The order shall include possible side effects and other information recommended by the Illinois Department of Public Health and the Illinois State Board of Education.
- B. Medication must be brought to the school in the original package or appropriately labeled container.
- C. Prescription drugs shall display:
 1. Student's name
 2. Prescription number
 3. Medication name/dosage
 4. Administration route or other direction
 5. Date and refill
 6. Licensed prescriber's name
 7. Pharmacy name, address and phone number
 8. Name or initials of pharmacist
- D. Non-prescription drugs shall be brought to school and stored with the manufacturer's original label indicating the ingredients and the student's name affixed to the container.
- E. The parent(s)/guardian(s) will be responsible at the end of the treatment regimen for removing from the school any unused medication which was prescribed for their child. If the parent(s)/guardian(s) do not pick up the medication by the end of the school year, the school nurse will discard the medication in the presence of a witness.

STUDENT MEDICAL AUTHORIZATION

No school personnel shall administer to any student, nor shall any student possess or consume any prescription or non-prescription medication until a completed and signed School Medication Authorization Form (written form) is filed. This form shall be completed annually by the student's parent(s)/guardian(s) and physician and shall be on file at the school building which the child attends. This form shall be filed prior to dispensation of any medication to a student and the form shall specify the times at which the medication must be dispensed and the appropriate dosage.

PUBLIC NOTIFICATIONS

ANNUAL WRITTEN NOTIFICATION ACCESSING PUBLIC BENEFITS AND RELEASING PERSONALLY IDENTIFIABLE INFORMATION TO THE ILLINOIS MEDICAID PROGRAM

The federal special education law, the Individuals with Disabilities Education Improvement Act 2004 (IDEA), specifies each State's obligation to develop agreements with non-educational public agencies to ensure that all services necessary to provide a free appropriate public education (FAPE) are provided to children with disabilities at no cost to the parent. This includes the State Medicaid agency. School districts are permitted to seek payment from public insurance programs (Medicaid) for some services provided at school.

Under the Family Education Rights and Privacy Act (FERPA), your consent is required for the school system to release information about your child to the Illinois Department of Community of Health program in order to access your or your child's public benefits. You are entitled to have a copy of any information the school system releases to the state Medicaid program.

If you have previously given consent for LCUSD #12 to access your or your child's public benefits and to release information needed to access Illinois Medicaid funding for services provided through your child's individualized education program (IEP), the school district may release: your child's name and Social Security Number; your child's date of birth; your child's IEP documentation including evaluations; the dates and times services are provided to your child at school; reports of your child's progress, including therapist notes, progress notes and report cards.

Your child will continue to receive all required IEP services at no cost to you. Reimbursed services provided by the LCUD #12 Exceptional Children Program do not limit coverage, change eligibility, affect benefits, or count against visit or funding limits in Medicaid programs in which your child is enrolled.

You may revoke your consent at any time. Revoking your parental consent does not change the school district's responsibility to provide all required IEP services at no cost. You may ask questions about this program or revoke your consent at any time by contacting the Superintendent.

PESTICIDE APPLICATION NOTIFICATION PROGRAM

This notice is to inform building occupants of the potential hazard and locations of asbestos containing materials. It has been determined by the Illinois Department of Public Health and the United States Environmental Protection Agency that asbestos is a potential health hazard and precautions should be taken to avoid disturbing any asbestos containing materials.

Material containing asbestos has been found in the following school buildings: Litchfield Middle School

Any evidence of disturbance or change in condition will be documented in the Management Plan as required by law. Cleaning and maintenance personnel who recognize the danger of asbestos are taking special precautions during their work to properly guard against disturbance of the asbestos containing materials. All asbestos containing material is inspected and evaluated

periodically and additional measures will be taken when needed to protect the health of building occupants.

In 1999 the Illinois General Assembly passed laws requiring that public schools notify parents/guardians and school employees at least 48 hours prior to any pesticide applications on school property. The term "pesticide" includes insecticides, herbicides, rodenticides and fungicides. The notification requirement is antimicrobial agents (such as disinfectants, sanitizers or deodorizers), insecticide baits, and rodenticide baits.

Litchfield Community Unit School District No. 12 has therefore established a registry of people who wish to be notified. To be included in this registry, please request the form from your child's school of attendance. When the form is completed, return it to the school. Any other questions you may have regarding the District's pest management practices may also be directed to Mark Hunt, at 324-2157 ext 6144.

SCHEDULE CHANGES

From time to time, it may be necessary to alter a student's schedule. Such alterations may occur if:

1. school personnel believe a change is necessary to balance numbers, boy/girl ratios, or personalities. In this event, every effort is taken to minimize the disruption to the student. This can occur for any class.
2. a student and/or parent wishes for the student to be removed from or added to band and/or chorus. In this case, the change will not take place until the current trimester has been completed. For dropping band or chorus, a drop slip must also be completed prior to the change.

SEARCH AND SEIZURE

To maintain order and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" include school liaison police officers.

School Property and Equipment as well as Personal Effects Left There by Students

School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

The Superintendent may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

STUDENTS

School authorities may search a student or the student's personal effects in the student's possession (such as purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the District's student conduct rules. The search itself must be conducted in a manner that is reasonably related to its objectives and not excessively intrusive in light of the student's age and sex, and the nature of the infraction. When feasible, the search should be conducted as follows:

- outside the view of others, including students;
- in the presence of a school administrator or adult witness; and
- by a certificated employee or liaison police officer of the same sex as the student.

Immediately following a search, a written report shall be made by the school authority that conducted the search, and given to the Superintendent.

SEIZURE OF PROPERTY

If a search produces evidence that the student has violated or is violating the law or the District's policies or rules, such evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

STUDENT PICTURES

ID CARDS

All students will have pictures taken at the beginning of the school year or within three (3) days of registering. The pictures are for ID cards. Students are required to have their cards with them for certain items in the cafeteria. Replacement cost for lost ID cards is \$5.00 and can be purchased in the main office.

PUBLISHING

At certain times throughout the year, students' pictures may be published in local newspapers or on our school website. *If you do not wish pictures of your child to be published, please notify the school office in writing.* The name or information regarding students will not be published with pictures on our website.

STUDENT RECORDS

School student records are confidential and information from them will not be released other than as provided by law.

The school and district routinely discloses "directory" type information without consent. Directory information is limited to: name, address, gender, grade level, birth date and place, parents' names and address; academic awards, degrees and honors; information in relation to school-sponsored activities, organizations, and athletics; major field of study; and period of attendance at the school. ***Any parent/guardian or eligible student (student 18 or older) may prohibit the release of directory information by delivering a written request to the building principal.***

State and Federal law gives parents and eligible students certain rights with respect to their student records. These rights are:

1. The right to inspect and copy the student's education records within fifteen (15) school days of the day the school receives a request for access. There may be a small charge for copies, not to exceed \$.35 per page. This fee will be waived for those unable to afford such cost.
2. The right to request the amendment of the portion student's education record that the parent/guardian or eligible student believes is inaccurate, misleading, irrelevant, or improper.
3. The right to permit disclosure of personally identifiable information contained in the student's education records, except in certain circumstances. Disclosure is permitted without consent in the case of directory information and to school officials with legitimate educational or administrative interests. Disclosure is also permitted without consent to:

any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student; and in other cases permitted by law.

4. The right to complain to the U.S. Department of Education if the school or district fails to comply with the above. Federal officials can be contacted at:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue. SW
Washington, D.C. 20202-4605

SUCCESS DAY PARTICIPATION

At the end of each trimester students at LMS are rewarded with special activities if they meet the requirements for Success Day. Past activities have included extra time in inflatables, attending the movies, attending a dance, a school picnic, or talent show. Success is defined as the student does not have:

- Three (3) or more minors
- One (1) major referral to the office
- Any outstanding athletic equipment/uniforms
- Unexcused absences (number allowed determined by grade level teams)
- Missing assignments (number allowed determined by grade level teams)
- Trimester grade in classes (letter grade determined by grade level teams)

TEXTBOOKS

Litchfield Middle School will provide all students with appropriate textbooks or materials necessary for daily class work. Any book (text or reading) issued to a student that is lost or destroyed will be replaced by the student at replacement cost. The classroom teacher will provide a list of students to the office who must replace a lost or damaged book.

TRANSPORTATION – BUS

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the building principal or district transportation director.

While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building principal.

Parents will be informed of any and all inappropriate student behavior on a bus. Parents are encouraged to discuss bus safety and appropriate behavior with their children before the beginning of the school year and regularly during the year.

In the interest of the student's safety and in compliance with State law, students are expected to observe the following rules:

1. Choose a seat and sit in it immediately upon entering the bus. Do not stand in the entrance or in the aisle. Driver may also assign seats.

2. Do not move from one seat to another while on the bus.
3. Keep all parts of the body and all objects inside the bus.
4. Loud conversation, singing, boisterous conduct, unnecessary noise or profanity is not allowed.
5. Enter and exit the bus only when the bus is fully stopped.
6. All school rules apply while on the bus, at a bus stop, or waiting for the bus.
7. Use emergency door only in an emergency.
8. In the event of emergency, stay on the bus and await instructions from the bus driver.
9. Good behavior and behavior that will not distract the bus driver from operating the bus safely is required. Crowding, pushing, scuffling, and other needless commotion are grounds for disciplinary action.
10. Do not open windows.
11. Keep the bus neat and clean.
12. Athletic footwear equipped with cleats or spikes are not allowed on the bus.
13. Inappropriate behavior will be reported to school authorities and failure to observe safety rules may result in suspension from bus services.
14. Be waiting at your bus stop on time.
15. Never tamper with, damage, or deface anything in or on the bus, or any of the bus or school equipment.
16. Keep book bags, books, packages, coats, and other objects out of the aisles. Keep all body parts clear of the aisles when seated.
17. Eating is not permitted on the bus.
18. Parents will be liable for any defacing or damage students do to the bus.
19. Animals will not be transported on the bus.
20. Weapons of any kind will not be transported.

Students may be suspended from riding the school bus for up to ten (10) consecutive school days for engaging in gross disobedience or misconduct. If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the school board may suspend the student from riding the school bus for a period in excess of ten (10) days for safety reasons. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

Video and audio cameras may be active on buses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus.

For questions regarding school transportation issues, contact: Mr. Mark Hunt (324-2157)

BUS DISCIPLINE PLAN

Discipline for infractions on the bus will be handled by the building principal in conjunction with the transportation director.

USE OF VIDEO CAMERAS ON SCHOOL BUSES

See *Video and Audio Monitoring Systems* elsewhere in the handbook.

If a student is in violation of the bus rules a referral will be written by the bus driver and given to the building administrator for disciplinary action. The bus is an extension of the classroom and consequences will range from detention time to suspension from school and/or loss of bus privileges. Parents will receive a copy of the referral and will be contacted if behavior does not improve.

TRANSPORTATION - OTHER

BICYCLES

All bicycles must be parked when you arrive at school. Please use the Middle School bike rack located by the front doors. The school will not be responsible for bicycles parked at school. Bicycles should be locked.

WALKERS

Please exit through the front door immediately after dismissal. Do not use the back doors as elementary students are transferring buses.

CAR

Please park on the street in the front of the building. Due to the change in dismissal times, a greater number of buses will be parked behind the building. Elementary students will be transferring buses at the back of the building and minimal traffic, both foot and vehicle, would be appreciated.

LEAVING SCHOOL

It is expected that students will leave school grounds immediately after dismissal. Parents/guardians that pick students up should make every effort to be here at the 3:15 p.m. dismissal time. Students that walk, or ride skateboards/scooters/bikes should begin leaving when dismissed. If they are waiting for friends or sibling, an attempt to begin walking needs to be made. Lastly, once school is dismissed and students are outside they should not be freely moving in and out of the building unless supervised by an adult.

VIDEO & AUDIO MONITORING SYSTEMS

A video and/or audio monitoring system may be in use on school busses and a video monitoring system may be in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel.

VISITORS

All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school.

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

VOLUNTEERS

There are a number of ways that parents can be involved at the middle school. Parents assist in classrooms, the library, the office, and with special activities.

Parents who are interested in volunteering should make arrangements by contacting the appropriate teacher and/or the building principal. The District requires all volunteers to complete a *Volunteer Packet*. The packet contains information regarding our Electronic Use Agreement, Sexual Harassment Policy, and a *Waiver Liability Form*. All volunteers must also be fingerprinted prior to working in the schools. **Whether you are volunteering in a classroom, the office, library, for a field trip, or for a one-time event, the District must have your completed application on file.** Applications received this school year will be valid July 1, 2015 through June 30, 2016.

OTHER CONSIDERATIONS

The Handbook reflects the current policies and practices of Litchfield Middle School. The Administration reserves the right and obligation to change or amend this handbook when necessary. It is impossible to list every possible infraction that could occur during a school year, but a good attempt has been made to inform students of school policy. Violations occurring, which are not part of the handbook, will be handled individually and fairly, and an effort will be made to use similar discipline for comparable offenses listed in this handbook.

A complete list of district policies can be found at www.litchfieldpanthers.org under the Meet-Board of Education tab.

