

# **Litchfield Community Schools**

2024-2025

# **Student Handbook**

*Expect More and Achieve More*

Home of the Terriers

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Litchfield, Michigan 49252  
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## **MISSION STATEMENT**

Litchfield Community Schools is dedicated  
to the success of all students.

We will:

### **Partner**

With students, parents, staff, community and local industry;

### **Provide**

A safe facility and nurturing environment;

### **Educate**

Students to become empowered, self-sustaining, life-long learners.

## **VISION STATEMENT**

The Litchfield Community School will provide the community a self-sustaining, student-centered school system, assuring high achievement for all.

## **BELIEF STATEMENT**

- We believe all students have the capability to learn at their own rate.
- We believe learning is a lifelong process.
- We believe learning should be an enjoyable experience.
- We believe that student success is affected by student effort, curriculum implementation and teacher effectiveness.
- We believe in a safe environment where staff members care for all students.
- We believe in educators who make decisions that are in the best interest of the students.
- We believe in a partnership between school, parents and community.

## **STATEMENT OF NON-DISCRIMINATION**

Students, parents, employees, sources of referral of applicants for admission and Litchfield Community Schools are hereby notified that this institution does not discriminate on the basis of race, color, national origin, sex, age, or handicap in admission to, or access to, or treatment of employment in its programs and activities. Any person having inquiries concerning the Litchfield Community School's compliance with the regulations implementing Title VI, Title IX or Section 504 is directed to contact: Superintendent, Litchfield Community Schools, 210 Williams St., Litchfield, MI 49252, phone number 517-542-2388.

The Superintendent has been designated by the Litchfield Community Schools to coordinate the District's efforts to comply with the regulations implementing Title VI, Title IX and Section 504.

## DISCRIMINATION GRIEVANCE PROCEDURE

If a person believes they have a valid basis for a grievance, they shall first informally discuss the grievance with the immediate supervisor (i.e. principal, athletic director, superintendent) who shall in turn investigate the complaint and reply verbally to the person within two (2) business days. If the reply is unacceptable, the complainant may initiate formal procedures as follows:

1. The complainant shall submit a signed, written statement of grievance to the School Principal within five (5) business days from the time of the verbal reply.
2. The complainant shall submit a signed, written statement of grievance to the School Superintendent within five (5) business days from the time of the verbal reply.
3. If the complainant wishes to appeal the decision of the School Superintendent, he or she may submit a signed statement of appeal to the Board of Education within five (5) business days of receipt of the Superintendent's response. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned party(ies) within ten (10) business days of receiving the written complaint.
4. If not satisfactorily settled at this point, further appeal may be made to the Office of Civil Rights.

## SCHOOL HOURS

Doors open at 7:30am.

First period begins at 7:45am.

School dismisses at 2:45pm.

Dismissal time on half days is 11:45am.

\*Please do not send your child to school before 7:30 am. The doors will be locked with no supervision prior.

All students must exit the building by 2:55 pm, unless accompanied by staff.

Passing time between classes is 4 minutes.

## SCHOOL CLOSINGS:

If school is not in session or delayed due to bad weather conditions, an announcement will be made on the following stations:

<b>Radio Stations:</b>	<b>WCSR – Hillsdale Area</b>	<b>1340AM or 92.1FM</b>
	<b>WNWN – Coldwater Area</b>	<b>98.5FM</b>
	<b>WJKN – Spring Arbor</b>	<b>89.3FM</b>

<b>TV Stations:</b>	<b>WILX - Channel 10 &amp; WLNS - Channel 6</b>
	<b>WWMT-Channel 3 &amp; WSYM-Channel Fox 47</b>
	<b>WLAJ-Channel 3</b>

**LCS Facebook Page and website will display all school schedule modifications. \*Please do not call school personnel in regards to school closings.**

## EARLY DISMISSAL/CHANGE OF ROUTINE

For your student's safety **please send a note of explanation for early dismissal and/or change in transportation arrangement.**

Students will not be allowed to go home with another person or to an alternate designation unless specified by the parent. Anyone picking up a student prior to the end of the school day must come to the office and sign the student out. Bus notes will be given out by the school secretary. Notes must be present for both students and presented to the office by 1:00pm to honor the request.

## SAFETY DRILL PROCEDURES AND CONDUCT

Safety drills will occur at times established by the Principal. Students are required to be silent and shall comply with the directives of school officials during emergency drills, per state law. Each school shall conduct at least six (6) fire drills, two (2) tornado drills, and two (2) lock-down drills each school year. At least four (4) of the fire drills shall occur in the fall. There may be other drills at the direction of the administration. Drills will not be preceded by a warning to the students.



## **FIRE DRILLS**

When the fire horn sounds, close any open windows, turn off lights, and leave the room quickly and in an orderly manner. Exit plans are posted in every room in the school.

## **TORNADO DRILLS**

1. The passing bell will sound in short blasts.
2. Students exit their classes accompanied by the teacher in a quiet, orderly manner.
3. Students should form a line as close as possible; sit on the floor with their heads between their knees facing lockers. It may be necessary to form more than one line of students seated on the floor facing the walls in the hallways.
4. Hallways opening to the outside and rooms having outside windows should be avoided because of the “wind-tunnel” effect and flying glass.
5. Go to the designated areas when the bell sounds to indicate a tornado warning.
6. Remain quiet and do not move about.
7. Remain in areas until the All-Clear bell.

Procedures are posted in every room in the school.

## **MEDICAL / HEALTH INFORMATION**

### **ADMINISTERING MEDICATIONS TO STUDENTS**

The Litchfield Community Schools will provide for the administration of medication, both prescription and non-prescription to students, and for self-medication by students in school. All medications must be kept in the office unless documented to be with self-administered students. Medication includes both prescription and non-prescription medications and those taken by mouth, taken by inhaler, which are injected (epipen), applied as drops to the eye or nose, or applied to the skin. These procedures will be followed:

1. The student’s parent/guardian must provide the school with written permission and request to administer the medication, which should be brought to school by the parent/guardian unless other safe arrangements are necessary and possible.
2. Written instructions, which include the name of the student, name of the medication, dosage, time to be administered, route of administration and duration of administration must accompany the medication.
3. Medication will be administered by designated staff members in the presence of a second adult, except in the case of an emergency.
4. Medication will be kept in a labeled container as prepared by the pharmacy, physician or pharmaceutical company and labeled with dosage and frequency of administration.
5. Medication will be stored in a location that is kept locked with limited access except at the time of administration. A log of medication administration, by individual, will be kept. Over the counter drugs and cough drops will be treated as medicine.
6. Any errors in administering medication will be reported to the building administrator. Any adverse reactions to medication will be reported to the parent/guardian and, as necessary, 911 called.
7. Prescription and medication supply renewal is the responsibility of the parent/guardian and any medication left over at the end of the school year should be picked up by the parent/guardian or it will be disposed of in the presence of a second adult and the disposal noted in the medication log.
8. 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.
9. There must be documented and a written agreement between school and home of any administration while being transported.

## **ANIMALS IN THE CLASSROOM**

Animals can be valuable teaching aides in the school setting, but safe practices are required to reduce the risk of infection or injury. The National Association of State Public Health Veterinarians (NASPHV) had developed guidelines for the exhibition of animals in school and other settings. Schools should ensure that:

- Teachers and staff know which animals are inappropriate as residents or visitors in schools.
- Teachers and staff know which animals should not be in contact with children.
- Personnel providing animals for educational purposes are knowledgeable about animal handling and the diseases that can be transmitted between animals and people.
- Staff and students wash their hands after contact with animals, their feed, or their habitats.

For complete details and recommendations for schools, please review the NASPHV Animal Contact Compendium, Appendix 4, “Guidelines for Exhibition of Animals in School and Child-Care Settings.”

## **EMERGENCY MEDICAL AUTHORIZATION**

The student’s parent/guardian should complete the school district’s emergency medical treatment authorization form to indicate their preference of hospital, doctor, and dentist for emergency treatment. Of course, in an emergency situation the child should be transported to the nearest medical facility able to render appropriate care, regardless of parental preference. Typically, this decision is made by an EMT (emergency medical technician) or other first responder.

## **COMMUNICABLE DISEASES**

The school will observe recommendations of the Michigan Department of Community/Public Health regarding communicable diseases.

## **WHEN TO EXCLUDE A CHILD FROM SCHOOL**

Many illnesses do not require exclusion. However, children may be excluded if the illness prevents the child from participating comfortably in school activities or if there is risk of spread of harmful disease to others. Criteria include:

1. Severely ill: A child that is lethargic or less responsive, has difficulty breathing, or has a rapidly spreading rash.
2. Fever: A child with a temperature of 100.4° or greater AND behavior changes or other signs or symptoms (e.g., sore throat, rash, vomiting, or diarrhea). The child should not return until 24 hours of no fever, without the use of fever-reducing medications.
3. Diarrhea: A child has two loose or watery stools. The child should have no loose stools for 24 hours prior to returning to school. Exception: A healthcare provider has determined it is not infectious. Diarrhea may be caused by antibiotics or new foods a child has eaten. Discuss with a parent/guardian to find out if this is the likely cause.
4. Vomiting: A child that has vomited two or more times. The child should have no vomiting episodes for 24 hours prior to returning. Exception: A healthcare provider has determined it is not infectious.
5. Abdominal pain: A child with abdominal pain that continues for more than two hours or intermittent pain associated with fever or other symptoms.
6. Rash: The child with a rash AND has a fever or a change in behavior. Exclude until the rash subsides or until a healthcare provider has determined it is not infectious.
7. Skin sores: A child with weeping sores on an exposed area that cannot be covered with a waterproof dressing.
8. Certain communicable diseases: Children and staff diagnosed with certain communicable diseases may have to be excluded for a certain period of time, such as hand-foot-mouth disease.
9. If a child has been in close contact with an individual who has tested positive for Covid, they must follow the guidelines as set forth from the Local Health Department (LHD).

## **REPORTING**

Michigan Laws require schools and childcare centers to report specific diseases according to Act No. 368 of the Public Acts of 1978, which states that physicians, laboratories, primary and secondary schools, child daycares, and camps are required to report the

occurrence or suspected occurrence of any disease, condition, or infections as identified in the Michigan Department of Health and Human Services (MDHSS) CD rules to your LHS within 24 hours.

It is important for schools to report to their LHD for a number of reasons, including:

- To identify disease trends, outbreaks, and epidemics
- To enable preventative treatment and/or education
- To target prevention programs, identify care needs, and allocate resources efficiently
- To inform epidemiological practice and research
- To evaluate the success of long-term control efforts
- To assist with local, state, national, and international disease surveillance efforts

## INDIVIDUAL CASE REPORTING

The diseases highlighted in bold in the “Disease Specific Chart” below represent a subset of the diseases required to be reported on an individual case basis to your LHD. A complete list of diseases that are required to be reported in Michigan, as well as a list of LHS contact numbers can be found by going to

[https://www.michigan.gov/documents/mdch/Reportable\\_Diseases\\_Michigan\\_by\\_Pathogen\\_478489\\_7.pdf](https://www.michigan.gov/documents/mdch/Reportable_Diseases_Michigan_by_Pathogen_478489_7.pdf) . Because of the risk of rabies, animal bites should always be reported to your LHD and/or animal control within 24 hours.

The individual case report should include the following information:

- Name of the disease
- Student demographic information including: first and last names, date of birth, grade, classroom, street address along with zip code, parent's name, and phone number(s)
- The date the student was first absent
- Who the disease was identified by (e.g., healthcare provider, parent/guardian, etc)

Family Educational Rights and Privacy Act (FERPA) allows for the disclosure of personally identifiable information in connection with a health or safety emergency to public health authorities without individual or parent authorization if knowledge of the information is necessary to protect the health or safety of the student or other individuals under § 99.31 (a) (10) and §99.36 of the FERPA regulations.

## AGGREGATE REPORTING

Weekly aggregate counts of flu-like illness (also referred to as influenza-like illness), COVID and other communicable diseases are to be reported to your Local Health Department. Influenza-like illness refers to any child with a fever and a cough and/or sore throat without a known cause other than influenza. Vomiting and diarrhea alone are NOT indications of influenza or flu-like illness. Some LHDs may also require weekly aggregate counts of gastrointestinal illness, which is defined as any child with diarrhea and/or vomiting for at least 24 hours. Other diseases such as strep throat, pink eye, and head lice may also need to be reported on a weekly basis. Schools should consult their LHD for reporting requirements and how to submit communicable disease reports.

## REQUESTING INFORMATION FROM PARENTS

To assist with illness reports, schools can provide suggestions to parents/guardians about what they should report regarding their child's illness. For example, “Michigan law requires that schools report the possible occurrence of communicable diseases to the local health department. To assist in this reporting, please include the illness (if known) and who diagnosed it OR a detailed description of symptoms such as vomiting, diarrhea, fever, rash, or sore throat when reporting your child's absence.” Information about illness reporting can be provided in packets to parents/guardians at the beginning of the school year.

## IMMEDIATE REPORTING OF SERIOUS OR UNUSUAL COMMUNICABLE DISEASE

In addition to reporting aggregate and individual cases, call your LHS **immediately** to report any of the following serious illnesses: measles, mumps, rubella, pertussis, *Haemophilus influenzae* Type B, meningitis, encephalitis, hepatitis, tuberculosis, COVID or any other serious or unusual communicable disease.

## IMMEDIATE REPORTING OF OUTBREAKS

All outbreaks of suspected or confirmed communicable diseases are **immediately** reportable to your Local Health Department. An outbreak is defined as any increase in a certain type of illness.

An influenza-like illness outbreak is when a school building is experiencing influenza-like illnesses among students and staff that are above a level at which would be expected at that time of year. Schools are encouraged to work with their LHD to determine influenza activity in your area.

Outbreaks of gastrointestinal illnesses are similarly defined as when the school building is experiencing gastrointestinal illnesses among students and staff that are above a level at which would be expected at that time of year. The sudden onset of vomiting and/or diarrhea in several students or staff may also suggest an outbreak is occurring. Your Local Health Department can assist in determining if a gastrointestinal illness outbreak is occurring in the school.

Even without closing a school, parents/guardians should be notified. Your LHD can assist with notification letters to parents.

## SCHOOL CLOSURES DUE TO ILLNESS

Most outbreaks of gastrointestinal or respiratory illness will not necessitate school closure. However, there are some instances where closure may be recommended for COVID-related illnesses, disinfection or other mitigation actions. Consult with your LHD for outbreak-specific recommendations. School closures due to illness should be reported immediately to your LHD regardless of whether it is an outbreak of one disease, a closure due to a variety of illnesses, or a closure due to staff illnesses.

## IMMUNIZATIONS

All students must be properly immunized at the time of registration or not later than the first day of school pursuant to Michigan Health Department regulations. A required vaccine may be waived or delayed in the following circumstances:

1. A valid medical contraindication exists to receive the vaccine. The child's physician must provide written certification of the contraindication.
2. The student's parent/guardian holds religious or philosophical beliefs against receiving a vaccination. The parent/guardian must submit a written statement before a waiver is granted.
3. The child has received at least one (1) dose of each immunizing agent and the next dose(s) are not due yet.

## LICE POLICY

Litchfield Community Schools has a "no live head lice" policy which means that students with live lice in their hair or scalp are not allowed to attend school until they have received treatment. Following treatment, a child will be allowed back into school if her/her hair is free of live lice upon re-inspection. **We recommend that you remind your child not to share personal items such as brushes, combs, or hats with other students.**

## SERVICES TO HOMEBOUND AND HOSPITALIZED STUDENTS

Homebound and hospitalized services are designed to help pupils, who are unable to attend school due to medical conditions, to keep up with their studies and to progress as far as possible given their medical conditions. Litchfield students who are unable to attend school for five or more consecutive days for medical reasons and have certification from a physician, may qualify for services. **Only licensed physicians can certify eligibility.** Within five days of when the parent notifies the building principal or superintendent of such a situation and presents a statement from a medical doctor, a certified teacher will be identified to deliver these services to the student's home. Paperwork to complete delivery of services may be obtained in the main office. Regular education pupils will receive a minimum of two 45-minute periods per week. Special education pupils with these services will receive a minimum of two non-consecutive hours of instruction per week.

## **AGE OF MAJORITY**

Although 18-year old students are recognized as adults under the Age of Majority Act, school officials are nonetheless committed to the equal treatment in application of school policies and procedures to all students. With the exceptions noted below:

- have the same privilege as their parents/guardians as it relates to access or control of their student records;
- represent themselves during disciplinary conferences and be the addressee for their grade reports;
- sign themselves out of school, with the approval of the Principal, and may verify their own absences. NOTE: All attendance standards continue to apply;
- provide reasons(s) for their absences and tardiness, but are held to the same attendance requirements as other students, including the acceptable reason(s) for an excused absence.

Eligible students who wish to assert these rights should register their intent on the appropriate form in the high school office. Until such time as the eligible student registers this intent, school officials will not apply the above exceptions to school policies and procedures.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY (FERPA)**

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when the student reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students".

Parents or eligible students have the right to inspect and review the student's educational record, to request an explanation or interpretation or interpretations of portions you do not fully understand, and to request copies or portions thereof. Request for access shall follow the procedures specified in the agency policy.

Parents or eligible students have the right to amend records if you think the record or portions thereof are inaccurate and misleading and therefore, violate their confidentiality, and your rights to a due process hearing and corresponding process shall follow the procedures established in the agency policy.

FERPA allows schools to disclose education records, without consent, to the following parties or under the following conditions:

- school officials with legitimate educational interest;
- other schools to which a student is transferring;
- specified officials for audit or evaluation purposes;
- appropriate parties in connection with financial aid to a student;
- organizations conducting certain studies for or on behalf of the school;
- to comply with a judicial order or lawfully issued subpoena;
- appropriate officials in cases of health and safety emergencies;
- state and local authorities, within a juvenile justice system, pursuant to state law.

Schools may disclose, without consent, "directory" information such as:

- Name, address and telephone number
- Date and place of birth
- Major field of study

- Participation in the school activities
- Dates of school attendance
- Honors and Awards
- Height and weight of athletes
- Photographs

Parents and eligible students may request, in writing, that the school not disclose any and all directory information about them.

For additional information, you may call Litchfield Community Schools at 517-542-2388 or write to:  
Litchfield Community Schools, 210 Williams St. Litchfield, MI, 49252 or contact:

Family Policy Compliance Office - U.S. Department of Education, 100 Maryland Avenue SW, Washington, D.C. 20202-8520  
1-800-872-5327 (voice) Individuals who use TDD may call 1-800-437-0833.

### **PESTICIDE APPLICATION NOTICE**

The school district maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact:

Litchfield Community Schools, Superintendent, 210 Williams St., Litchfield, MI 49252

Notification will be given before application of the pesticide. Prior notice is not required if there is imminent threat to health or property.

### **ASBESTOS HAZARD EMERGENCY RESPONSE ACT (AHERA) UPDATE**

Litchfield Community Schools annually completes its six-month AHERA surveillance reports for all remaining asbestos-containing building materials. These reports are required by the Environmental Protection Agency are located in the office of the building administrators for public review.

### **SMOKE-FREE ENVIRONMENT**

Litchfield Community Schools maintains a “smoke-free” environment. Thank you for not using tobacco products on school property. Tobacco products include, but are not limited to, cigarettes, cigars, smokeless tobacco, and vaporizers.

### **STUDENT PRIVACY NOTICE AND CONSENT/OPT-OUT FOR SPECIFIC ACTIVITIES**

**The Protection of Pupil Rights Amendment (PPRA) 20 USC #123h, requires the Hillsdale County Intermediate School District and Litchfield Community Schools to obtain consent or allow you to opt your child out of participating in certain school activities, including a student survey, analysis, or evaluation in an applicable program that concerns one or more of the following eight areas (protected information surveys):**

1. Political affiliations or beliefs of the student or student’s parents.
2. Mental or psychological problems of the student or student’s family.
3. Sex behaviors or attitudes.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of others with whom respondents have close family relationships.
6. Legally recognized privileged relationships, such as with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or parent/guardian.
8. Income, other than as required by law to determine program eligibility or financial assistance.

**This opt-out right also applies to the collection, disclosure, or use of student information for marketing purposes (marketing surveys) and to certain physical exams and screening. Please contact the high school office for the necessary forms for the above-mentioned requests.**

A student's parent/guardian may inspect, upon their request, any instructional material used as part of their child's educational curriculum within a reasonable time of their request.

## **TEACHER QUALIFICATIONS**

Parents may request information about the professional qualifications of the student's classroom teachers, including:

1. whether the teacher has met Michigan qualifications and licensing criteria for the grade level(s) and the subject area(s) taught;
2. whether the teacher is teaching under an emergency permit or other provisional status;
3. the bachelor's degree major(s) of the teacher, any other graduate degree or certification held by the teacher, and the field of discipline of the degree or certification;
4. whether the child is provided services by paraprofessionals, and if so, their qualifications.

## **SPECIAL EDUCATION**

Litchfield Community Schools strive to meet the learning needs of students possessing a variety of abilities and characteristics. Such diversity presents challenges to classroom teachers, special education staff, aides and administrators. These educators devise and implement programs and curricula addressing student needs within the guidelines of state and federal mandated programs.

Students who are eligible for the special education program may be serviced by district categorical programs, the teacher consultant and/or ancillary services such as occupational, physical, or speech therapy, consultant services for hearing or visually impaired, etc.

Students in special education programs who fulfill the requirements for graduation as stipulated on their Individual Educational Program (IEP) will receive a Litchfield High School diploma.

## **AT RISK STUDENTS**

Students who have not been successful academically, but who do not qualify for special education services, may be served by accommodation specific to the 504 Rehabilitation Act.

The high school At Risk Program provides accommodations or modifications for students who have difficulty in classes and who meet the guidelines set by the Michigan Department of Education. Services may include a lead teacher, a list of adaptations, tutorial help from paraprofessionals, testing assistance and bi-weekly progress reports.

## **MULTICULTURAL EDUCATION**

The major responsibility of schooling is to prepare students for effective participation in American society. Such education includes a thorough understanding of the history of the people of the world, Geography, Humanities and American History including the language of the Constitution of the United States and the Bill of Rights. Furthermore, it ensures equality of educational opportunity to all students regardless of race, gender, age, religion, language, socioeconomic status, ethnicity, national origin, background, physical, or mental condition or marital status.

## **CRISIS INTERVENTION**

The Litchfield Community Schools has an established crisis intervention plan. This plan is designed to effectively support the school community in the event of a natural disaster or tragedy. The school's administration, counseling team, instructional and support staff and members of the community serve on this committee.

## **ACCOMMODATING PERSONS WITH DISABILITIES**

Persons with disabilities will be provided an opportunity to participate in all school sponsored services, programs, or activities. Persons with disabilities having questions about accessibility or needing accommodations should contact the superintendent or building principal. Notification of the need for accommodation should occur as far in advance as possible of the school sponsored function, program or meeting.

## **SPECIAL SERVICES PERSONNEL**

Litchfield Community School uses the services of the Hillsdale County Intermediate School District. The services include Special Education Programs for speech impaired and physically impaired. The services of a psychologist are available. Litchfield Community Schools provides an Elementary Resource Room as well as Teacher Consultant Services K-12.

## **TITLE**

Litchfield Community Schools participates in the federally funded school-wide Title I Program.

## **DRUG FREE SCHOOLS POLICY**

The use, distribution, and/or manufacture of controlled substances, as defined by state and federal law, by a student on Litchfield Community School grounds, in district buildings and/or in connection with any district activity, is prohibited. Any Litchfield Community School student who violates the above policy will be subject to disciplinary action, up to and including expulsion. In addition, the student may be required to satisfactorily participate in a drug assistance or rehabilitation program approved by the Board of Education. Students who request assistance for drug counseling and/or rehabilitation shall direct their request to the Principal.

The Superintendent and/or Principal shall include in the district's student orientation packet a drug-free awareness literature, which shall include the following information:

- the dangers of drug abuse
- the district's policy of maintaining a drug-free school
- available drug counseling, rehabilitation and employee assistance program
- the penalties the Board may inflict upon students for drug abuse violations

As a reinforcement intended to support orienting students and families to drug awareness, the Superintendent may utilize the services and assistance of the local or county health departments, local or regional medical health center or other substance abuse agencies in the immediate area.

## **ATTENDANCE POLICY**

Attendance is extremely important to student success. There is a positive correlation between regular attendance and student achievement. Parents are responsible for ensuring regular and punctual attendance of students per Section 83 of the Michigan School Code. In order to assist Hillsdale County in meeting attendance requirements, the Hillsdale County Court has established a county wide Truancy policy.

Students who are quarantined based on the LHD guidelines, and participate in virtual learning while quarantined will be marked as present for virtual learning. Those students who do not meet the expectations will be marked absent.

**Excused Absences:** Parents may excuse their child(ren) from up to five days of school attendance by sending written documentation within 24 hours of the absence. Additional absences must be documented as follows to be excused:

1. Illness/medical reason
2. Medical Appointments
3. Observance of a religious holiday
4. Death in the family



5. Emergencies beyond the control of the family
6. Mandated court appearances
7. Extraordinary educational opportunities pre-approved by the district administrators
8. Parent or guardian's military service
9. Homelessness

#### **Consequences of Excessive Absences:**

**Unexcused Absences:** Absences which are not excused will be considered "unexcused" and subject to the following procedures as will any student who is chronically absent.

- Upon accumulation of three (3) unexcused absences or a student determined to be chronically absent, the parent(s) or guardian(s) will be contacted to make them aware of the situation and set up a meeting for consideration of an attendance plan with the family.
- After five (5) unexcused absences or continued chronic absenteeism, the parent(s) or guardian(s) will be contacted to make them aware of the continued issue with school attendance and a meeting with the truancy officer will be set up to discuss the plan for improvement of attendance.
- After seven (7) unexcused absences or continued chronic absenteeism, the parent(s) or guardian(s) will be contacted to make them aware of the continued issue and notify them the truancy office will report the case to the Probate Court for appropriate proceedings.

**Chronic Absences:** Chronic Absence is missing 10% or more of scheduled school time regardless of unexcused, excused, or disciplinary reasons.

**Tardiness:** Three (3) tardies will result in one unexcused absence as defined in the above attendance policy.

**Truancy:** Litchfield Community Schools consider school attendance of utmost importance. In accordance with State law and Hillsdale County policy regarding truancy, a petition may be filed with the Hillsdale County Juvenile Court seeking the Court to declare a student truant if the student has accumulated in *excess of 6 unexcused absences*. A parent may excuse a student's absence, however, if a student has accumulated 10 or more absences, whether or not those absences have been marked "excused", the school office will send the parent or guardian of the student a letter which states that if there are any future absences, within 10 days, the parent or guardian must provide the school office with a written and signed statement from the student's treating physician which specifies the excuse for the student on said date. (i.e., the medical condition requiring the student to stay home from school).

## **THE REVISED SCHOOL CODE (EXCERPT)**

### **Act 451 of 1976**

#### **380.1561 Compulsory attendance at public school; enrollment dates; exceptions.**

Sec. 1561.

- (1) Except as otherwise provided in this section, for a child who turned age 11 before December 1, 2009 or who entered grade 6 before 2009, the child's parent, guardian, or other person in this state having control and charge of the child shall send that child to a public school during the entire school year from the age of 6 to the child's sixteenth birthday. Except as otherwise provided in this section, for a child who turns age 11 on or after December 1, 2009 or a child who was age 11 before that date and enters grade 6 in 2009 or later, the child's parent, guardian, or other person in this state having control

and charge of the child shall send the child to a public school during the entire school year from the age of 6 to the child's eighteenth birthday.

(7) In the event that the student *does not make up this time within 2 weeks* that they are informed to be under the threshold of 9 days unexcused, and/or does not comply with **EACH** of the *mandatory parent meetings*, then students will lose privilege to being a part of all of the following:

- a. Sports teams (practice or contests of any kind) and cannot earn back during the season they are removed for any reason
- b. Student will not be able to participate and will be removed from academic-sponsored events, such as: court, clubs, assemblies, field trips, etc.

(9) In order to greater assist the productivity of each parent/guardian in the responsiveness to their child with attendance issues, a school-based systematic approach will be in place to better provide school-to-home communication of any unexcused absence on the date of the absence via Power School or other such communication systems within the district. Whether this is an automatic function or happens to be a function of an individual manually, the school will strive to have such a system in place annually for the home front and will serve as a communication tool to the home according to such attendance issues for parental awareness.

### **NEXT DAY ATTENDANCE POLICY FOR ATHLETES/NON-ATHLETES**

Students participating in away athletic events, extracurricular activities, or school-sponsored functions who return to the school building after 12:00 am midnight will be excused for periods one and two the following school day. (H.S. office must be notified by the teacher, coach, A.D., Principal, or Superintendent to make the late return official.) Students/athletes are to report to the high school office **prior** to 3<sup>rd</sup> period for attendance purposes. Exceptions to this policy will be made for extenuating circumstances e.g. bus breakdown, weather, and emergencies

### **LOG SIGN-IN**

All students who report to the school office at any time during the school/instructional day must sign in and out. If a student remains sick for more than one period they must contact their parent/guardian and be retrieved from school. Should a student repeat this absence pattern due to illness on consecutive school days their parents will be contacted to retrieve their student or authorize their return to class.

### **TARDINESS**

Tardiness interferes with learning and instruction. It is the student's responsibility to be on time to school, classes, and school activities. The expectation is that all students will be prepared for class at the sound of the bell. **A tardy will become an absence when a student is more than 10 minutes late to a class.**

**\*Students who maintain "no tardies" will be rewarded throughout the school year**

### **K-5**

Students arriving after 7:45am will be considered tardy and must report to the K-12 Office to receive a pass to class.

### **6-12**

Students in grades 6-12 who are late to class in 1<sup>st</sup>-6<sup>th</sup> hours, shall be subject to the following:

**Tardiness:** Three (3) tardies will result in lunch detention or after school detention, as well as an altered passing time plan of action.

Each semester the history of tardiness will reset and start over.

- If a student is tardy due to a school-related issue, then it is the STUDENT'S responsibility to get a note from the LCS staff member involved.

### **LATE WORK POLICY**

Late work will only be accepted until the end of unit/chapter assessment has been taken. Beyond that point, no late work will be accepted. Primarily applies to grades 5-12.

### **CODE OF CONDUCT**

The authority of the Board of Education to authorize suspension or expulsion and to make reasonable rules and regulations regarding discipline is granted by the school code and authorizes suspension accordingly.

The Superintendent, or designee, shall be responsible for documenting evidence to support any action of assigning a student discipline as well as any efforts made to solve the problem. Such documentation shall be in writing.

Assuming the responsibility granted to it by law, the Board of Education established the following categories of misconduct (while a student is under the jurisdiction of the school) as those which may result in temporary separation, suspension, or expulsion from Litchfield Community Schools. These categories are general in nature and are not deemed to be all inclusive.

A. Matters relating to private and public property.

1. Theft
2. Misuse of books, materials and equipment-school/private.
3. Defacing /vandalism of school/personal property
4. Trespassing (in a building/campus)

B. Matters pertaining to citizenship.

1. Violation of state laws, local ordinances, approved safety and fire codes; laws pertaining to civil disobedience.
2. Use of profane/obscene language, including gestures.
3. Wearing unacceptable clothing/other forms of personal appearance that interferes with the learning process
4. Engaging in unsafe/inappropriate behavior.
5. Violation of specific court orders. (e.g. no contact order, no trespass, attending school, etc.)

C. Matters pertaining to attendance/punctuality.

1. Violation of compulsory attendance laws.
2. Persistent tardiness (See tardy policy/procedures)
3. Skipping school (truancy) includes period and/or full day(s)
4. Accumulation of one or more unexcused absences (period or day).

D. Matters pertaining to the safety of others.

1. Physical aggression/assault directed at students, school employees or other adults in school/campus.
2. Engaging in behavior that is potentially unsafe e.g. running in hallways, excessive horseplay, etc.
3. Extortion/Coercion/verbal threats (direct or indirect)
4. Sexual/malicious harassment.
5. Weapon possession/use-directed at student, staff, or adult in school/campus.

E. Persistent/repetitive disobedience and/or breaking of school rules and regulations.

#### F. General misconduct – Student behavior detrimental to the normal school functioning/educational process.

**Note:** Based on the present state law and district policies/procedures, the Superintendent of Litchfield Community Schools is delegated the authority to temporarily separate or suspend (in-school and out of school) a student from school. Suspension of more than ten days is to be considered only after lesser interventions have been utilized and were unsatisfactory.

### **DISCIPLINE**

Realizing that the school's responsibility is to provide an experience that will enable each student to develop his/her potential to its fullest extent, it becomes apparent that there will often be the need to establish specific procedures and guidelines for fulfilling this responsibility.

Litchfield Community Schools firmly believes that there should be a progressive disciplinary system. It is realized that for disciplinary measures to be effective, the parents/guardians in school together must work cooperatively to correct undesired behavior. Disciplinary action will range from discussion, Referrals for social workers, community service, parent/student/staff conferences, various forms of written assignments, detention, suspension, and even expulsion. The action taken will be in the best interest of the student on a case-by-case basis. Action will become progressively more severe depending on the offense and the frequency of behavioral problems.

### **DISCIPLINARY INTERVENTION OPTIONS**

The teacher is expected to provide an initial discipline intervention as a part of their routine classroom management prior to referring the student to the administration (for most student misconduct).

Interventions contained in the code of conduct are designed to provide the administration with a range of progressive discipline steps to deal with student misconduct, excessive tardies, and trancies. The Superintendent and/or Principal has the authority to assign one or more of these interventions.

### **DISCIPLINARY PROCEDURES**

#### **SHORT-TERM SUSPENSION (1-10 Days)**

Students can be separated or suspended out of school for periods of time ranging from one to ten days depending on the nature and seriousness of their misconduct. Prior to a student's suspension their parent/guardian will be contacted and a meeting requested, when feasible. Students who are suspended are not allowed on school grounds during the duration of their suspension, and cannot attend Career Center or School-to-Work if enrolled.

#### **LONG-TERM SUSPENSION (LTS) /EXPULSION (10+ Days)**

Students assigned long-term suspension or expulsion will require Superintendent/Board of Education approval. Students who are suspended are not allowed on school grounds during the duration of their suspension, and cannot attend Career Center or School-to-Work if enrolled.

### **STUDENT TRANSPORTATION DISCIPLINE**

Student conduct on the bus is the responsibility of each individual student. The driver is in complete charge of his/her bus at all times. Referrals of misconduct will be made in writing to the Transportation Supervisor by the driver.

#### First Referral

1. Students report to the Transportation Supervisor. Conference held/student warned.

#### Second Referral

1. Students report to the Transportation Supervisor. Conference held/possible in-school consequence assigned.
2. Parents are notified/student-conferences are held. Students are suspended from riding the bus 1-2 days.

#### Third Referral

1. Student reports to the Transportation Supervisor.
2. Parents are notified.
3. Student is suspended from riding the bus for three school days.

#### Fourth Referral

1. Parent notified/ conference held. Student is suspended from riding the bus for an indefinite period of time.
2. If the suspension exceeds 10 days, the student's parent or guardian may request a hearing before the school board.

Insubordination, fighting, or any other behavior that is detrimental to the safety and well-being of passengers may result in an immediate suspension of riding privileges for a designated period of time. Students will be charged restitution for any damages done to a bus and may be referred to local law enforcement.

The Superintendent/Principal has the right to assign consequences greater than those identified in the above intervention sequence depending on the student's bus misconduct.

**Note:** District transportation from/to home is not available for students who choose to attend Litchfield Community Schools under Schools of Choice. They can, however, be transported to/from school from existing school bus stops.

### **PROGRESSIVE DISCIPLINE AND BEHAVIOR INTERVENTION**

It is important to note that the disciplinary policies outlined are progressive. Students who repeatedly violate school rules are subject to increased penalties with each offense. Because the school's function is to provide a safe, orderly environment for learning, students exhibiting gross misbehavior or excessive disciplinary referrals may be subject to exclusion from school and/or placement in an alternative or credit recovery program. Restorative practices will be considered in all discipline matters, may include serving in-school suspension prior to returning after an out of school suspension, to ensure a smooth transition back for academic purposes and peer relationships.

### **LITCHFIELD COMMUNITY SCHOOLS BEHAVIOR FLOW CHART**

*Litchfield Community Schools practices Capturing Kids Hearts, Restorative Justice and takes into account the 7 Factors for consideration when making all discipline decisions. Teachers are encouraged to practice preventative strategies in the classroom such as the use of social contracts, the 4 questions and buddy classrooms. In certain infractions, law takes precedence.*

**OBSERVE PROBLEM BEHAVIOR**  
Is it

*Teacher/Staff*



**Teacher/Staff managed  
or  
Office Managed?**



*Office Managed*

1. CKH 4 Questions
2. Buddy Classroom/Refocus Time
3. Contact Home - Document
4. Office Referral
5. Document in System

<b>Teacher/Staff Managed</b>	<b>Office Managed</b>
<b>Inappropriate Language</b> Name Calling Profanity	<b>Abusive Language</b> Racial taunting Swearing at teachers/staff
<b>Physical Contact</b> Wrestling, pushing, kicking, shoving, etc.	<b>Fighting/Physical Aggression</b> Intent to do others harm
<b>Disrespect</b> Talking back	<b>Leaving School Grounds without permission / Skipping</b>
<b>Defiance</b> Not completing work Not following class directions Walking out of class	<b>Threats or Intimidation/Bullying</b> Verbal threats of aggression towards others
<b>Observable Behaviors</b> Running in the hallway Throwing food Horse play	<b>Vandalism</b> Destruction of school or personal property
<b>Disruptive</b> Distracting others Tattling Talking over others	<b>Weapons/Dangerous Items</b> Knives, matches, lighters, bullets
<b>Property Misuse</b> "Snooping" in others materials Taking others materials	<b>Harassment</b> Verbal Sexual Cyber
<b>Dress Code Violation</b> Inappropriate language/image on clothes	<b>Dress Code Violation</b> Refusal to change or comply with rules
<b>Technology Misuse</b> Personal or school devices	<b>Cell Phone/Technology</b> Refusal to comply with rules
<b>Cheating</b> Plagiarism, copying, forgery	<b>Theft</b> Major theft = items of value
	<b>Persistent Disobedience</b> Recurring behavior

1. Conference with Admin
2. Re-Teach/Reflect Behavior
3. Determine Consequence
4. Contact Parents
5. Document in System
6. Communication to Staff

\* Each week starts a clean slate

\* Each quarter starts a clean slate

## **HANDBOOK RULES**

## **The following items are NOT allowed:**

- Hats/hoods
- Short Shorts/volleyball shorts
- Underwear hanging out of the top or bottom of shorts
- Spaghetti Strap Tank tops
- Sagging pants/shorts
- Crop/Belly tops
- Shirts that show cleavage

## **General Reminders:**

- Phones are to be on silent and placed in phone caddy
- Backpacks/purses are not permitted in classrooms.

## **CONSEQUENCES:**

1. First Offense: Warning, documented in Powerschool
2. Second Offense: Write up in Powerschool, item is sent to the office (phone/hat)
3. Third Offense: Write up in powerschool, item is sent to the office (phone/hat), and parent contact.
4. Fourth Offense: Write up in powerschool, and item is sent to the office (phone/hat) parent contacted and after school detention.
5. Further Offenses: Write up in powerschool and the item is sent to the office (phone/hat); item will then need to be turned into the office every morning and can be picked up to go home at the end of the day for a period of nine weeks.

## **EXPLANATION OF TERMS APPLYING TO THE STUDENT DISCIPLINE CODE**

(Organized by Rule Number)

Each of the behaviors described below may subject the student to disciplinary action including suspension and/or expulsion from school.

### **1. Use of drugs**

A student's use or sale of a performance-enhancing substance is a violation that will affect the student's athletic eligibility and extracurricular participation.

The Department of Community Health periodically distributes to the District the list of banned drugs based on bylaw 31.2.3.1 of the National Collegiate Athletic Association. Use of any drugs or substances appearing on this list will affect the student's athletic and extracurricular participation.

The school has a "Drug Free" zone that extends 1000 feet beyond the school boundaries as well as to any school activity and transportation. This means that any activity, possession, sale, distribution, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. Attempted sale or distribution is also prohibited. If caught, the student could be suspended or expelled and law enforcement officials may be contacted. Sale also includes the possession or sale of over-the-counter medication to another student.

The sale, distribution, possession, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs that have a negative effect on the school environment is prohibited. Attempted sale or distribution is also prohibited. This includes nonalcoholic beers and wines, and the like. Many drug abuse offenses are also felonies. Sale also includes the possession or sale of over-the-counter medication to another student.

### **2. Use of Breath-Test Instruments**

The principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever s/he has individualized reasonable suspicion to believe that a student has consumed an alcoholic beverage.

The student will be taken to a private administrative or instructional area on school property with at least one (1) other member of the teaching or administrative staff present as a witness to the test.

The purpose of the test is to determine whether or not the student has consumed an alcoholic beverage. The amount of consumption is not relevant, except where the student may need medical attention.

If the result indicates a violation of school rules as described in this handbook, the student will be disciplined in accordance with disciplinary procedures described in this handbook. If a student refuses to take the test, s/he will be advised that such denial will be considered an admission of alcohol use with the consequent discipline invoked. The student will then be given a second opportunity to take the test.

### **3. Use of tobacco**

Smoking and other tobacco uses are a danger to a student's health and to the health of others. The school prohibits the sale, distribution, use, or possession of any form of tobacco or electronic cigarettes or vapes or similar devices during school time or at any school activity. This prohibition also applies when going to and from school and at school bus stops. Violations of this rule could result in suspension or expulsion. "Use of tobacco" shall mean all uses of tobacco, including cigars, cigarettes, or pipe tobacco, chewing tobacco, snuff, or any other matter or substance that contains tobacco, in



addition to papers used to roll cigarettes and vapes. The display of unlighted cigars, cigarettes, pipes, vapes, and other "smoking" paraphernalia or tobacco products on one's person is also prohibited by this policy.

#### **4. Student disorder/demonstration**

Students will not be denied their rights to freedom of expression, but the expression may not infringe on the rights of others. Disruption of any school activity will not be allowed. If a student (or students) feels there is a need to organize some form of demonstration, s/he is encouraged to contact the Principal to discuss the proper way to plan such an activity. Students who disrupt the school may be subject to suspension or expulsion.

#### **5. Possession of a weapon**

A weapon includes, but is not limited to, firearms, guns of any type whatsoever including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons and explosives. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Criminal charges may be filed for this violation. Possession of a weapon may subject a student to expulsion and possible permanent exclusion. It makes no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed that a weapon was brought on District property by a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.

State law may require that a student be permanently expelled from school, subject to a petition for possible reinstatement if s/he brings onto or has in his/her possession on school property or at a school-related activity any of the following:

- A. any explosive, incendiary, or poison gas including bombs, grenades, rockets, missiles, mines, or device that can be converted into such a destructive item
- B. any cutting instrument consisting of a sharp blade over three (3) inches long fastened to a handle
- C. any similar object that is intended to invoke bodily harm or fear of bodily harm (e.g. air gun, blowgun, toy gun, etc.)

#### **6. Use of an object as a weapon**

Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, jewelry and so on. Intentional injury to another can be a felony and/or a cause for civil action. This violation may subject a student to expulsion.

#### **7. Knowledge of Dangerous Weapons or Threats of Violence**

Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the principal. Failure to report such knowledge may subject the student to discipline.

#### **8. Purposely setting a fire**

Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony and may subject the student to expulsion.

#### **9. Physically assaulting a staff member/student/person associated with the District**

Physical assault at school against a District employee, volunteer, or contractor which may or may not cause injury may result in charges being filed and subject the student to expulsion. Physical assault

is defined as “intentionally causing or attempting to cause physical harm to another through force or violence.”

**10. Verbally threatening a staff member/student/person associated with the District**

Verbal assault at school against a District employee, volunteer, or contractor or making bomb threats or similar threats directed at a school building, property, or a school-related activity will be considered verbal assault. Verbal threats or assault may result in suspension and expulsion. Verbal assault is a communicated intent to inflict physical or other harm on another person, with a present intent and ability to act on the threat.

**11. Extortion**

Extortion is the use of threat, intimidation, force, or deception to take, or receive something from someone else. Extortion is against the law. Violations of this rule will result in disciplinary action up to and including suspension or expulsion.

**12. Gambling**

Gambling includes casual betting, betting pools, organized-sports betting, and any other form of wagering. Students who bet on an activity in which they are involved may also be banned from that activity. Violations of this rule could result in suspension or expulsion.

**13. Falsification of school work, identification, forgery**

Forgery of hall/bus passes and excuses as well as false IDs are forms of lying and are not acceptable. Plagiarism and cheating are also forms of falsification and subject the student to academic penalties as well as disciplinary action. Violations of this rule could result in suspension or expulsion.

**14. False alarms, false reports, and bomb threats**

A false emergency alarm, report or bomb threat endangers the safety forces that are responding, the citizens of the community, and persons in the building. What may seem like a prank is a dangerous stunt. Violations of this rule could result in suspension or expulsion.

**15. Explosives**

Explosives, fireworks, and chemical-reaction objects such as smoke bombs, pipe bombs, bottle bombs, small firecrackers, and poppers are forbidden and dangerous. Violations of this rule could result in suspension or expulsion.

**16. Trespassing**

Although schools are public facilities, the law does allow the school to restrict access on school property. If a student has been removed, suspended, or expelled, the student is not allowed on school property without authorization of the Principal. In addition, students may not trespass onto school property at unauthorized times or into areas of the school determined to be inappropriate. Violations of this rule could result in suspension or expulsion.

**17. Theft**

When a student is caught stealing school or someone's property, s/he will be disciplined and may be reported to law enforcement officials. Students are encouraged not to bring anything of value to school. The school is not responsible for personal property. Theft may result in suspension or expulsion.

**18. Disobedience**

School staff is acting "in loco parentis," which means they are allowed, by law, to direct a student as would a parent. This applies to all staff, not just teachers assigned to a student. If given a reasonable direction by a staff member, the student is expected to comply. Chronic disobedience can result in expulsion.

**19. Damaging property**

Vandalism and disregard for school property will not be tolerated. Violations could result in suspension or expulsion.

**20. Persistent absence or tardiness**

Attendance laws require students to be in school all day or have a legitimate excuse. It is also important to establish consistent attendance habits in order to succeed in school and in the world-of-work. Excessive absence could lead to suspension from school.

**21. Unauthorized use of school or private property**

Students are expected to obtain permission to use any school property or any private property located on school premises. Any unauthorized use shall be subject to disciplinary action. This includes use of the internet and communication networks in a manner not sanctioned by policy and administrative guidelines. Violations of this rule could result in suspension or expulsion.

**22. Refusing to accept discipline**

The school may use informal discipline to prevent the student from being removed from school. When a student refuses to accept the usual discipline for an infraction, the refusal can result in a sterner action such as suspension or expulsion.

**23. Aiding or abetting violation of school rules**

If a student assists another student in violating any school rule, they will be disciplined and may be subject to suspension or expulsion. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.

**24. Displays of affection**

Students demonstrating affection between each other is personal and not meant for public display. This includes touching, petting, or any other contact that may be considered sexual in nature. Such behavior may result in suspension from school or possibly expulsion.

**25. CELL PHONES/ELECTRONIC DEVICES**

Students may not make or receive cell phone calls/text messages/emails/etc. during class as it interferes with the learning process. Teachers have authority to permit student use of cell phones or other personal devices for educational uses and other non-educational uses. All cell phones will be either kept in lockers or put into a cell phone case in every classroom. No cell phones during class time.

First Offense: Warning, documented in Powerschool

Second Offense: Write up in Powerschool, item is sent to the office (phone)

Third Offense: Write up in powerschool, item is sent to the office (phone), and parent contact.

Fourth Offense: Write up in powerschool, and item is sent to the office (phone) parent contacted and after school detention.

Further Offenses: Write up in powerschool and the item is sent to the office (phone); item will then need to be turned into the office every morning and can be picked up to go home at the end of the day for a period of nine weeks.

**26. SCHOOL DRESS CODE**

Personal appearance should not disrupt the educational process, call undue attention to the individual, violate federal, state and local health obscenity laws or affect the safety and welfare of the student involved and/or his/her fellow classmates. If at any time, a student's attire is a distraction to them, to others or interferes with normal classroom procedure, parents will be notified and appropriate clothing will be secured and/or the office may provide suitable clothing as needed.

School is your place of work and appropriate dress is required. Clothing, jewelry and body art considered inappropriate or a distraction to the education process will not be allowed.

Examples of unacceptable dress include:

- clothing that is revealing
- clothing intended for use as pajamas
- short-shorts, skirts and dresses, (inseam must be a 3 inch minimum).
- low necklines (the neckline can be no lower than the width of 4 fingers, laying side by side, top finger resting on the clavicle.)
- excessively long belts
- transparent or fishnet clothing
- obscene, suggestive or offensive wording or pictures, apparel that advertises or promotes alcohol, tobacco, or drugs
- tops that show bare midriffs, backs or sides or have large open armpits
- tank tops to tops with spaghetti straps (tops may be sleeveless)
- clothing intended as underwear may not be worn as outerwear or may not be visible outside or through outer garments;
- sunglasses, other than for medical reasons
- hats, bandanas, or head covering of any type( other than for medical or religious reasons)
- wallet chains
- (K-5 only) no strapless shoes
- backpacks, purses, or any additional bags or equipment inside classrooms
- any other items deemed inappropriate.

Students are expected to cooperate with the faculty and administration concerning this policy statement. In addition, students are expected to use good judgment in dress and appearance and to respect the rights of others.

## **CAFETERIA INFORMATION**

**Litchfield Community Schools has a closed campus policy for all grades during lunch time.** There are no exceptions. Students are not allowed to leave the school grounds. This also applies to students having reached adult status. All students are encouraged to participate in the daily cafeteria program.

**NOTE: Food or beverage is NOT to be taken into classrooms unless prior arrangements are made with the cafeteria staff and/or any other staff member.**

**NOTE: POP/ENERGY DRINKS ARE NOT PERMITTED TO BE CONSUMED DURING LUNCH/SCHOOL DAY.** Pop/Energy drinks will be confiscated and may (or not) be returned to the student at the end of the school day.

Nutritious hot lunches are served daily. Free and reduced breakfasts and lunches are available to those who qualify. Students who bring their lunch from home may purchase milk. Parents must keep current in paying for their child's meals. Charges for meals are not permitted.

## **CAFETERIA EXPECTATIONS**

Behavior in the cafeteria must provide for keeping the area clean and safe. Students are expected to:

- Wait your turn in line and no shoving is allowed.
- Keep hands, feet and objects to yourself.
- Be respectful to adults and fellow students and follow directions.
- Use quiet voices while in the lunchroom.
- Throwing of food will NOT be tolerated under any circumstances.
- Dispose of all paper and milk cartons in the wastebasket.
- Consume all food in the cafeteria

- Walk—do not run.
- Do not share food.

## **CONSEQUENCES FOR MISBEHAVIOR IN THE CAFETERIA**

1. First Offense-verbal warning.
2. Second Offense-loss of recess and referral notice sent home.
3. Third offense-referral to the Principal or designee.

## **BREAKFAST AND LUNCH PRICES**

K-5 Breakfast	Free
6-12 Breakfast	Free
K-5 Lunch	Free
6-12 Lunch	Free

## **STUDENT TRANSPORTATION INFORMATION**

### **BUS REGULATIONS**

ANY INFRACTION OF BUS REGULATIONS WILL BE SUBJECT TO PUNISHMENT FROM THE DISCIPLINE CODE.

Litchfield Community Schools is proud to offer an excellent transportation program to our rural students. Riding the bus is a privilege: parents and students should respect it as such. The following expectations will help everyone enjoy a safe and reliable transportation system. **Video cameras will be in use on all buses as available.**

1. Be courteous and obedient to your bus driver.
2. Stay off the traveled roadway at all times while waiting for the bus.
3. Do not move to board the bus until it is completely stopped and the door is open.
4. Bus riders must remain seated while the bus is in motion.
5. Remain silent at railroad crossings or at the sound of an emergency vehicle.
6. Do not talk to the bus driver when the bus is in motion, except to warn of approaching danger.
7. Loud talking, shouting, profanity, throwing of objects will not be allowed.
8. Smoking, lighting of matches, lighting of lighters, and possession of alcoholic beverages or tobacco on the bus will result in disciplinary action.
9. Obtain the driver's permission before opening bus windows. No part of the body should be allowed to protrude from the window, nor is any object to be thrown out of the window.
10. Keep the bus clean, sanitary and orderly.
11. Report to the bus driver at once any damage to the bus that you observe.
12. Leave the bus only at the consent of the driver, at the front door, after the bus has come to a complete stop, except in the case of an emergency exit.
13. After leaving the bus, cross the traveled highway, if necessary, in the following manner:
  - a. When exiting, go to the front of the bus within sight of the driver and wait for the proper signal for crossing.
  - b. Upon signal from the driver, look both to the right and left and proceed across the highway in front of the bus.
  - c. When crossing the highway, walk; do not run.
14. All rules above apply to any extra-curricular bus trips.
15. Students deemed able to transmit any form of contractual illness or other such transmissible agent (such as lice, chickenpox, etc.) will not be permitted to ride the bus if deemed harmful to other students.

Parents should notify the principal in writing and get bus driver approval prior to having extra students ride or get off at stops other than normal. Parents need to furnish dates and the number of participants.

## **BUS COMPLAINTS**

A format for parents to lodge a complaint against the bus driver shall be as follows:

1. Contact the driver and discuss the problem.
2. Contact the supervisor if not satisfied with the above.
3. Contact the building principal if not satisfied with the above.
4. Contact the superintendent if not satisfied with the above.
5. Contact the Board of Education if not satisfied with the above.

## **STUDENT PICK-UP PROCEDURE**

To ensure the safety of our students, any student being picked up from school must be signed out in the K-12 office. Teachers will not release a student without a signed and dated slip from the office personnel. Students will only be released to a custodial parent(s) and adults listed on the student's emergency card. Parents must notify the office in writing of any other person(s) who are authorized to pick up their children. Office personnel may request photo identification to verify the identity of an adult wishing to pick up a child.

## **BICYCLE RIDING**

Students who ride bicycles to school are not allowed to ride on school property during school hours. Bikes will be put in racks in the morning and remain there until school is dismissed.

## **DRIVING AND PARKING LOT RULES AND REGULATIONS**

**Driving motor vehicles to school is a privilege and not a right.** Driving privileges **will** be terminated for the remainder of the school year for students who abuse the following policies:

### **PARKING**

1. Students will park vehicles in designated student parking areas. Students may park in the unpaved parking lot on the corner of East and Williams Streets. They must enter the building through the main doors.
2. The Litchfield City Council, in cooperation with the Litchfield Police Department and the Litchfield Community Schools, has designated the area around the building as restricted parking areas. These are designated as off- street parking for all school staff, salespersons and guests. No student vehicle parking is allowed in these areas. These areas include Williams St., East St. and the school service drives. There is no vehicle parking allowed at the west end of the building from 7:45 a.m. through 3:30 p.m. Violators may be ticketed or towed away.
3. Students are not permitted to loiter in the parking lot during school hours.
4. Students who violate these parking privileges may have their vehicle towed at the owner's expense.

### **DRIVING**

1. Reckless, careless or show-off driving around the school will result in loss of driving privileges for a period of time.
2. Students may only drive to and from the Branch Area Career Center, Early Middle College, or other class locations, with the written permission of their parents. No student may ride with another student unless they have written permission from their parents' and the parents of the driver. Driving to and from the Hillsdale Area Career Center is permitted through an agreement with parents and the district for extenuating circumstances only . Students are required to ride the

bus as long as transportation is provided. In emergencies, parents may be called to give their son/daughter permission to drive. However, if contact is not made, the student may not drive or be a rider.

Remember, driving privileges will be terminated if the policies are violated.

## **FIELD TRIP/OFF-SITE EDUCATIONAL EXPERIENCES**

Students learn through experiences. We encourage the education from enrichment field trips in the curriculum and consider such planned trips to be the “education for the student for the day.” Students are expected to participate with their classmates in the planned activities for the day. Parents will always be notified in advance of the trip and be required to give permission in writing. Verbal permission for field trips will not be allowed. A **limited** number of parents will be allowed to attend the field trip as chaperons. Other parents are always welcome to attend the field trip by private vehicle and pay their own admission. **Parents may transport children home from the field trip (if ending the school day) after notifying the teacher of these plans and confirming them in writing.**

## **WORK PERMITS**

The high school secretary issues work permits.

## **PARENTS (S)/GUARDIAN(S) VISITATION OF CLASSROOMS**

The central role parent(s)/guardian(s) play in the education of their children is recognized and they are encouraged to come to planned conference events, school open houses, and visitation days. Parent(s)/guardian(s) may also visit their child’s classes on other days, subject to the approval of the school Principal. Please check with the principal for regulations regarding a classroom visit.

## **SCHOOL VOLUNTEERS**

All school volunteers must complete the “Volunteer Information Form: (available in the Administration Office) and be approved by the school principal before assisting at the school. Some teachers utilize parent volunteers in the classroom. For school-wide volunteer opportunities, please contact the principal. Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination.

## **SCHEDULE CHANGES**

Class changes will be made two weeks prior to the first semester. Class changes will be allowed during the first five (5) school days of a semester for the following reasons:

- class is not academically appropriate
- class has already been taken
- student has not taken the proper prerequisite
- physical reasons
- necessary changes to enroll in a required course

A schedule change form **must** be completed, signed by teachers, and submitted ***before*** the schedule change will be approved.

## **GRADUATION REQUIREMENTS**

Senior High students are expected to make adequate progress towards graduation in order to be promoted with their class. Litchfield Community Schools will follow the Michigan Merit Curriculum High School Graduation Requirements as outlined by the Michigan Department of Education. MINIMUM requirements as follows:

5 Credits for sophomore status  
12 Credits for junior status  
18 Credits for senior status

One-half credit is awarded for each semester in every course, unless noted.

- Four years of English Language Arts \_\_\_\_\_ **4 credits**
- Four years of Math \_\_\_\_\_ **4 credits**
  - To include one year each of Algebra I, Geometry, Algebra II and an additional course the senior year, which will be Financial Literacy per State Law.
- Three years of Science \_\_\_\_\_ **3 credits**
  - To include one year each of Science 9, Biology, Chemistry
- Three years of Social Science \_\_\_\_\_ **3 credits**
  - Must include a semester of Government and Economics, and 1 year of US History/Geography and World History/Geography
- One year of world language if it is not completed prior to beginning high school **1 credit**  
*\*Two years may be required if student does not take an additional year of visual, performing art, or an approved CTE course*
- One semester of Health Education ..... **0.5 credit**
- One semester of Physical Education..... **0.5 credit**
  - The PE requirement, not credit, can be obtained through completion of a JV or Varsity sports.
- One year of visual or performing arts \_\_\_\_\_ **1 credit**
  - (Art and/or Band)
- An on-line learning experience (credit may be covered in core classes)
- Electives \_\_\_\_\_ **10+ credits**

#### TOTAL CREDITS FOR GRADUATION

	Possible	Required
2022+	28	26

#### EARLY GRADUATION

A student who, for educational and vocational reasons, wishes to graduate from high school in less time than the normal four-year grade 9-12 sequence may request permission for early graduation. The student and parent/guardian shall consult with high school administrative and/or guidance personnel in order to develop a graduation plan.

The student shall request in writing to the Board permission for early graduation with reasons supporting his/her plan and request. Examples of reasons to be given consideration are:

- Hardship circumstances;
- Vocational opportunities;
- Enlistment in the military occupations;
- College entrance.



The student and /or parent/ guardian of the student must submit a letter in support of the student's request for early graduation. This letter must accompany the student's written request to the Superintendent and then be submitted to the Board. Early graduation candidates must get Board approval at a Board meeting prior to August 31<sup>st</sup>. New school of choice candidates must get Board approval not later than the end date of the school of choice window. The student must complete all state and local graduation requirements of subjects and credit units, or their accepted equivalents, for early graduation.

Each request will be determined by the Board on the merits of the individual circumstances; one case shall not set a precedent for others.

## **ACADEMIC COURSE OFFERINGS**

All courses offered to students are listed in the course catalog for the current school year.

## **MICHIGAN VIRTUAL COURSE OFFERINGS**

The MVHS provides interactive, online high school courses taught by highly-qualified Michigan certified teachers. High school courses are offered in several different styles: flex courses are self-paced with a flexible enrollment date, but a fixed end date, and are offered in both semester and trimester length. The semester paced courses follow a "traditional" semester schedule. Michigan Virtual courses range from credit recovery to advanced placement, while meeting the standards for the Michigan Merit Curriculum. For more details for Michigan Virtual course offerings, please see the High School Principal.

## **EDMENTUM/PLATO COURSES**

High school students may earn, through Edmentum/Plato approved credit as determined by the principal/designee per master schedule and/or as circumstances may see fit (i.e.: summer school, correspondence, etc.). Online courses will be graded on a weekly basis, using a formula. Teachers monitoring online students will enter weekly grades into the gradebook. Grades will be used for eligibility purposes.

## **EARLY MIDDLE COLLEGE**

The Hillsdale County School Districts along with Jackson College have formed an Early Middle College program for the students of Hillsdale County. The current process for entrance to the Early Middle College program begins a student's sophomore year in high school. A student who is interested will first have to meet program requirements, then complete an application, and a student/parent interview. Acceptance into the program is determined by meeting eligibility requirements and through approval of the HCEMC Interview Committee. Once a student has been admitted to the program, he/she will be expected to complete all of the high school graduation requirements as well as 15 college credits. Students are also committing to a fifth year of education on the campus of Jackson College. On completion of the fifth year the student will receive his/her high school diploma as well as the HCEMC MEMCA certificate. While participating in the program all college costs will be covered by the student's home district. However, if a student fails a course, the district reserves the right to bill the student and family for the cost of the course and course materials. More information can be provided by the Early Middle College district liaison or through Jackson College. For further information, or for any questions, please contact the main office.

## **CAREER CENTER**

Hillsdale Area Career Center is offered for students of junior or senior status. A student with fewer than 12 credits going into junior year, and a senior with fewer than 18 credits going into senior year, will require approval from the Administrative Team in order to attend Career Center. Cases will be examined on an individual basis.

Career Center students are expected to attend the Career Center according to their calendar schedule, unless Litchfield closes for weather or illness. We will provide transportation on the half days, but days we are not scheduled at all, we will not be able to provide transportation.

## **POST-SECONDARY ENROLLMENT OPTIONS (DUAL ENROLLMENT)**

**Effective April 1, 1996, Public Act 160 created the Post-Secondary Enrollment Options Act which directs school districts to assist students in paying tuition and fees for courses to Michigan public or private colleges or universities, if all of the following conditions are met:**

- Enrollment in grade 9, 10, 11 or 12
- Meet the requirements for an endorsed diploma in all three subject areas of the Michigan High School communication skills, mathematics and sciences and meet the requirements under Public Act 594 of 2004 Legal Ref.: MCL 388.513, 388.514, 388.1621b; a student in grade 12 is eligible for courses in the subject area in which he or she has earned endorsements, computer science or foreign language courses not offered by the school and fine arts programs as permitted by the district.
- Enrolled in both the school district and post-secondary institution during the local school districts' regular academic year and must be enrolled in at least one high school class.
- The district cannot offer college courses. An exception to this could occur if the Board of Education determines that a scheduling conflict exists, which is beyond the student's control.
- College courses cannot be a hobby, craft, or recreation course or in the subject area of physical education, theology, divinity, or religious education.
- Students will determine at the time of registration whether the college course will be accepted for college credit, high school credit or both.
- Dual enrollment grades are not weighted.
- Students who wish to Dual Enroll must meet with their parents and principal to review school district policies and complete the necessary forms. This must be done 20 days prior to the start of a new term at the college.

The Litchfield Community School district will pay the lesser of:

- The actual charge for tuition, mandatory course fees, materials fees and registration fees, or:
- The state portion of the student's foundation allowance, adjusted to the proportion of the school year they attend the post-secondary institution.
- Withdrawal from a class by the student after the college withdrawal deadline will result in the student reimbursing the Litchfield Community Schools for full tuition and any fees paid by the district at the beginning of the term before the end of the semester.

## **TESTING AND GRADING**

### **TESTING OUT POLICY STATEMENT**

The Board of Education of the Litchfield Community Schools acknowledges that some pupils may have acquired knowledge or skills at levels that would allow them to demonstrate a reasonable degree of mastery without taking specified courses. Further, Sections 1279b and 1279e of the School Code of Michigan have been amended to allow students to request an opportunity to demonstrate such mastery, either through a written examination, written papers, projects, portfolios, or other comparable assessments. It is the intent of the Board to extend to all pupils the opportunity to demonstrate mastery in the range of courses offered at Litchfield Community Schools, and to allow for the most efficient and effective use of instructional time.

The following policy statements will apply:

- This policy will apply equally to all students at Litchfield Community Schools (K-12).
- No grade may be earned by testing out of a course: the notation pass/fail will apply.
- Successful completion of the test will result in credit being awarded, with a minimum grade of C+.

#### Testing Out Process:

1. To be eligible to “test out” of a class for the upcoming school year, a student must complete a Testing Out Application during the time frame specified by the building principal. An application will be provided to interested students.
2. Each year the course syllabus and course objective for each class will be available for review by students who are considering testing out of class(es). The date by which this information will be available shall be included in the letter of explanation to parents and students.
3. Students will have access to textbooks, supplementary course material and other materials that will be of assistance to them in preparing for the assessment.
4. A testing window in August and December will be established each year and communicated to students in the letter of explanation.
5. A parental signature will be required on the student application.
6. Students requesting the opportunity to “test out” will be given, in conjunction with the application, a listing of the materials used in the course, and a description of the assessments(s) used as the criteria for demonstrating a C+ level of mastery of the outcomes for the course.

### **STANDARDIZED TESTING**

Students and parents/guardians should be aware that students in grades 3-9 and 11, will take standardized tests. Parents are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school’s ability to continue to prove its success in the state’s standardized tests. Parents can assist their students to improve their performance by doing the following:

- Encourage students to work hard and study throughout the year;
- Ensure students get a good night’s sleep the night before exams;
- Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein;
- Remind and emphasize to students the importance of good performance on standardized testing;
- Ensure students are on time and prepared for the test, with appropriate materials, including number 2 pencils;
- Teach students the importance of honesty and ethics during the performance of these and other tests;
- Encourage students to relax on testing day.

### **WEIGHTED CREDIT GRADING**

Selected courses are “weighted”. This means that students who take these classes qualify for an extra 0.5 value when determining their Grade Point Averages (GPA) for final class rank, honor cords and Valedictorian and Salutatorian. It appears with the un-weighted GPA and current class rank on a transcript. Students may request a transcript at any time. Both weighted and unweighted

are reported to employers and colleges when a transcript is requested. This benefits students who apply for scholarships and opportunities where either GPA can be used.

### **WEIGHTED CLASSES (as offered)**

- Creative Writing
- British Literature
- Anatomy
- Physics
- Accelerated Algebra
- Accelerated Algebra/Geometry
- Trigonometry\*
- Calculus
- Pre-Calculus\*
- HCEMC Courses
- Dual Enrolled courses

### **COLLEGE COURSES (Through HCEMC or approval of dual enrollment guidelines)**

A course taken at an accredited college approved by administration, the credit earned for that course will equal half of the number of credits at LHS. For instance, a three credit college course will be equivalent to 1.5 high school credits.

### **REPORT CARDS**

Report cards will be issued after each nine-week period. Cards will be marked with the following grades:

<b>A</b>	Superior	<b>F</b>	Failure
<b>B</b>		Good	<b>NC</b> No Credit
<b>C</b>	Average		<b>I</b> Incomplete
<b>D</b>		Poor	<b>P</b> Pass
<b>D-</b>	Very Poor		<b>W</b> Withdrawal

Progress reports may be mailed to parents mid-way through each quarter, if requested.

### **SEMESTER EXAM/ GRADE GUIDELINES**

- Exams or final projects are given at the end of each semester in grades 8-12.
- Students receiving an “A” grade for the semester and who have two absences or less during that semester, may opt out of taking a quarter exam at teacher’s discretion.
- A student who receives an Incomplete (I) grade will have 10 school days to remove the incomplete. At this point, if there is no change, the incomplete grade will be changed to an “F” grade. Exceptions may be made during extenuating circumstances.

The following method will be used for computing semester averages:

Grade Scale	Semester Weighting
92.5 - 100 A	45% 1 <sup>st</sup> marking period
89.5- 92.49 A-	45% 2 <sup>nd</sup> marking period
86.5 - 89.49 B+	10% semester exam/projects
82.5 - 86.49 B	(2 quarterly exams/projects together, 10%)
79.5 - 82.49 B-	
76.5. - 79.49 C+	
72.5 - 76.49 C	
69.5 - 72.49 C-	
66.5 - 69.49 D+	
62.5 - 66.49 D	
60.0. - 62.49 D-	
59.99 - F	

Weighted class grade point average change. - Will impact Accelerated Algebra this year and any EMC or Dual Enrollment.

**AP/Honors/College**

A 5.0
A-4.7
B+ 4.3
B 4.0
B- 3.7
C+ 3.3
C 3.0
C- 2.7
D+ 2.3
D 2.0
D- 1.7
F 1.0 (must have a 50% or higher to earn the 1.0; otherwise, it will be 0)

**Regular**

A 4.0
A- 3.7
B+ 3.3
B 3.0
B- 2.7
C+2.3
C 2.0
C- 1.7
D+ 1.3
D 1.0
D- .7
F 0

## **ACADEMIC HONORS**

### **HONOR ROLL**

Students must take at least four classes which are graded (A-F). Career Center programs count as classes and those grades are included when computing the Honor Roll. The Honor Roll will be compiled for each quarter into an “All As”, As and Bs,

### **HONOR AWARDS PROGRAM**

To be eligible for the Honor Awards Program, a student must be on the 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> quarter marking period Honor Roll and/or be receiving special awards or recognition.

### **MIDDLE SCHOOL HONORS**

- All A’s Medal – All A’s in graded classes
- Honor Roll Medal—First 3 quarters on the Honor Roll

### **HIGH SCHOOL HONORS**

- All A’s Medal – All A’s in graded classes
- Honor Roll Medal – First 3 quarters on the Honor Roll
- 4-year Medallion – Honor Roll on all making periods through 3<sup>rd</sup> quarter of senior year
- Academic Letter – 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> grade- a 3.2 overall for first three quarter marking periods.
- 1<sup>st</sup> year – Letter, 2<sup>nd</sup> year – Silver Medal, 3<sup>rd</sup> year - Gold Medal
- A grade earned of “D” or lower will automatically disqualify being on the honor roll.

### **GRADUATION HONORS**

- Valedictorian and Salutatorian Awards
- Academic Honors (Red and White Cords, 3.5 GPA determined after the first 7.5 semesters with weighted GPS)
- National Honor Society (Blue and Gold Cords, must be a member)
- Local Scholarships
- Area Scholarships
- State Scholarships
- DAR Award
- Top Five - Each year graduating students from Litchfield Community Schools will receive honors of various recognition. Five students with the highest-grade point average calculated at the end of the first semester of their senior year, will be recognized as Litchfield Community Schools "top five" who will receive special recognition during graduation in the spring.

### **DEPARTMENTAL HONORS (which MAY be awarded)**

- Art
- Computer Applications

- English
- Mathematics
- Music
- Physical Education (Male and Female)
- Science
- Social Studies
- World Language

## **GRADUATION CEREMONY**

Senior participation in the graduation ceremony is a privilege, not a right. Misbehavior or unresolved obligations, such as, but not limited to, outstanding fees, etc. may result in non-participation in the graduation ceremony. Students who lack more than one credit for graduation may not walk unless they make an appeal to the Principal and it is granted. Proper attire for the graduation ceremony will be as follows:

- Males
  - Dress and/or casual slacks (NO JEANS)
  - Dress shirt and tie (recommended)
  - Dress shoes/socks
- Females
  - Light colored dress or blouse with a skirt or dress pants
  - Dress shoes

## **ATHLETICS**

Prior to the beginning of the school year or an athletic season, the Athletic Director will distribute athletic rules and eligibility to all students who go out for a sport. Violation of the student code of conduct may result in temporary or permanent suspension from athletic competition, team, or other extracurricular activities. Entering their senior year, the top five students will receive an Athletic Pass for the home games.

Student athletes are expected to participate in the bigger, faster, stronger program. Exceptions will be made only with the discretion of the building principal in collaboration with the schedule and athletic departments.

## **STUDENT ORGANIZATIONS**

There are many student organizations and extra-curricular activities for LCS students. Please contact the K-12 office for more information. Students involved in extracurricular activities **MUST BE RELEASED BY 10:00 p.m.** Meetings should be held at Litchfield School unless the sponsor receives prior approval of the Principal.

## **ASSEMBLIES**

Persons not attending an assembly will receive the same penalty as skipping a class. Students who do not display appropriate behavior during assemblies are subject to discipline procedures.

## **SCHOOL DANCES**

### **High School dances will be for students in grades 9-12**

Attendance at school-sponsored dances is a privilege. All school rules, including the school's discipline code and dress code are in effect during school-sponsored dances.

- Guest sign-up sheet is in the high school office. Please sign up your guest before 2:00 p.m. on Wednesday before the dance.
- Each student is limited to one guest per dance. The Litchfield student is responsible for his/her guest's actions.

- Dances must end by 11:00 p.m. with the building cleared by the general student body by 11:05 and clean-up crew by 11:30 p.m. Exception to this is the Junior-Senior Prom.
- The class advisor(s) and at least four other adults must chaperone all dances.
- Any students or guests who display inappropriate behavior will be asked to leave the dance and may not attend the next dance.
- Students or guests who leave the building MAY NOT return.
- Only 9-12 grade students no older than 20 years of age from other schools may attend Prom. They must be accompanied by either an LCS Junior or Senior.

### **Middle School activities will only be for Litchfield Community School students in grades 6-8**

- Dances must end by 9:00pm with the building cleared by 9:30pm.
- Students may not leave the building until picked up and are signed out by a parent/guardian.

## **STUDENTS' RIGHTS AND RESPONSIBILITIES**

While it is recognized that student's responsibilities, as indicated in this document, are a vital part of the school and the community it serves, it is also important to note that every student has personal as well as legal rights on issues pertaining to school related matters. Included in these rights are:

- The elements of due process may be guaranteed to students in grievances and disciplinary proceedings.
- The freedom to express unpopular opinions in a classroom environment shall be recognized as long as **it does not disrupt the educational process.**
- Students who are married or become pregnant shall be allowed to continue their education at Litchfield Community Schools. Pregnant students shall be allowed to participate in all activities as long as a physician determines it would not be harmful to their health.

## **STUDENT/PARENT RESPONSIBILITIES**

**The school law of the State of Michigan grants to the teacher and administrator powers to control and discipline in carrying out the educational process.** To make the discipline measures effective and to provide a good learning attitude on behalf of the student, the student and parents must accept the responsibility for discipline also.

### **The following are the responsibilities of the student and parent:**

As a student you have the responsibility to:

- Respect the rights and viewpoints of other students.
- Attend school regularly and arrive in classes on time.
- Do all assignments to the best of your ability.
- Care for and respect school property and the property of others.
- Work cooperatively with all members of the Litchfield Community School's educational family to ensure an environment conducive to learning.
- Participate in the development of school rules.
- Adhere to all school rules during the school day and at all extracurricular activities.

**As a parent/guardian you have a responsibility to:**



- Teach your student that school is a place to learn, and promote a positive attitude towards the school and staff.
- Show your student that you have an interest in their schooling and that you place a high value on his/her education.
- See that your student is in school every day.
- Discuss the school rules with your student.
- Teach your student to maintain good citizenship and personal behavior while in route to and from school, at all times attending school or when attending or participating in school activities.
- Teach your student to respect the rights and viewpoints of other students and school personnel.
- Work cooperatively with the school personnel in resolving discipline problems. Assist the staff to help your child.

## **BULLYING, INTIMIDATION & HARASSMENT**

Policy #8260

### **LITCHFIELD COMMUNITY SCHOOLS ANTI-BULLYING POLICY – “Matt’s Safe School Law”**

It is the policy of the Litchfield Community Schools to provide a safe educational environment for all students. Bullying of a student at school is strictly prohibited. This policy shall be interpreted and enforced to protect all students and to equally prohibit bullying without regard to its subject matter or motivating animus.

#### **A. Prohibited Conduct.**

1. **Bullying.** Bullying of a student at school is strictly prohibited. For the purposes of this policy, “bullying” shall be defined as:

Any written, verbal, or physical act, or any electronic communication, that is intended or that a reasonable person would know is likely to harm one or more students either directly or indirectly by doing any of the following:

- a. Substantially interfering with educational opportunities, benefits, or programs of one or more students;
  - b. Adversely affecting a student’s ability to participate in or benefit from the District’s educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
  - c. Having an actual and substantial detrimental effect on a student’s physical or mental health; or
  - d. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.
2. **Retaliation/False Accusation.** Retaliation against a target of bullying, anyone reported bullying, a witness, or another person with reliable information about an act of bullying is strictly prohibited. Any false accusations are strictly prohibited.

- B. **Reporting an Incident.** If a student, staff member, or other individual believes there has been an incident of bullying in violation of this policy, s/he shall promptly report such incident to the appropriate principal or designee, or the Responsible School Official(s), as defined below.

A report may be made in person, via telephone, or in writing (including electronic transmissions). If an incident of bullying is reported to a staff member who is not the appropriate principal or designee, or a Responsible School Official, the staff member shall promptly report the incident to one or more of the aforementioned individuals.

- C. **Investigation.** All reported allegations of a policy violation or related complaint about bullying shall be promptly and thoroughly investigated by the building principal or designee. A description of each reported incident, along with all

investigation materials and conclusions reached by the principal or designee shall be documented and filed separately with similar materials in the District's central administrative office.

- D. Notice to Parent/Guardian.** If the principal or designee determines that an incident of bullying has occurred, s/he shall promptly provide phone or email and written notification of the same to the parent/guardian of the victim of the bullying and the parent/guardian of the perpetrator of the bullying.
- E. Annual Reports.** At least annually, the building principal or designee, or the Responsible School Official shall report all verified incidents of bullying and the resulting consequences, including any disciplinary action or referrals, to the Board of Education. The annual Board report may be given in writing, in person at a regular Board meeting, or as otherwise requested by the Board of Education.
- F. Responsible School Official.** The Superintendent ("Responsible School Official") shall be responsible for ensuring the proper implementation of this policy throughout the District. The foregoing appointment shall not reduce or eliminate the duties and responsibilities of a principal or designee as described in this policy.
- G. Posting/Publication of Policy.** Notice of this policy will be annually discussed with students and incorporated into the teacher, student, and parent/guardian handbooks. The Responsible School Official shall also periodically arrange or otherwise provide educational programs for students and parents/guardians on preventing, identifying, responding to, and reporting incidents of bullying and cyber-bullying. The Responsible School Official may arrange for classroom teachers to address the foregoing issues within the classroom curriculum.

#### **H. Definitions**

1. "At school" means in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises. "At school" also includes any conduct using a *telecommunications access device* or *telecommunications service provider* that occurs off school premises if the device or provider is owned by or under the District's control.
2. "Telecommunications Access Device" means that term as defined in Section 219a of the Michigan Penal Code, 1931 PA 328, MCL 750.219a, as may be amended from time to time. As of January 2012, "Telecommunication Access Device" is defined to mean any of the following:
  - a. Any instrument, device, card, plate, code, telephone number, account number, personal identification number, electronic serial number, mobile identification number, counterfeit number, or financial transaction device defined in MCL 750.157m (*e.g.*, an electronic funds transfer card, a credit card, a debit card, a point-of-sale card, or any other instrument or means of access to a credit deposit or proprietary account) that alone or with another device can acquire, transmit, intercept, provide, receive, use, or otherwise facilitate the use, acquisition, interception, provision, reception, and transmission of any telecommunications service.
  - b. Any type of instrument, device, machine, equipment, technology, or software that facilitates telecommunications or which is capable of transmitting, acquiring, intercepting, decrypting, or receiving any telephonic, electronic, data, internet access, audio, video, microwave, or radio transmissions, signals, telecommunications, or services, including the receipt, acquisition, interception, transmission, retransmission or decryption of all telecommunications, transmissions, signals, or services provided by or through any cable television, fiber optic, telephone, satellite, microwave, data transmission, radio, internet based or wireless distribution network, system, or facility, or any part, accessory, or component, including any computer circuit, security module, smart card, software, computer chip, pager, cellular telephone, personal communications device, transponder, receiver, modem, electronic mechanism or other component, accessory, or part of any other device that is capable of facilitating the interception, transmission, retransmission, decryption, acquisition, or reception of any telecommunications, transmissions, signals, or services.
3. "Telecommunications Service Provider" means that term as defined in Section 219a of the Michigan Penal Code, *supra*, as may be amended from time to time. As of January 2012, "Telecommunications Service Provider" is defined to mean any of the following:

- a. A person or entity providing a telecommunications service, whether directly or indirectly as a reseller, including, but not limited to, a cellular, paging, or other wireless communications company or other person or entity which, for a fee, supplies the facility, cell site, mobile telephone switching office, or other equipment or telecommunications service.
- b. A person or entity owning or operating any fiber optic, cable television, satellite, internet based, telephone, wireless, microwave, data transmission or radio distribution system, network, or facility.
- c. A person or entity providing any telecommunications service directly or indirectly by or through any distribution systems, networks, or facilities.

## **ONLINE HARASSMENT AND/OR CYBER-BULLYING**

The use of web pages, web sites (Tic Toc, Snapchat, Twitter, Facebook, etc.) or e-mailings shall not be used for the creation or distribution of any disruption, sensitive or offensive messages including comments about race, gender, hair color, disabilities, age, sexual orientation, pornography, religious beliefs and practice, political beliefs, or national origin. If a student engages in any of these activities, the district will attempt to meet the burden that the expression was either a “true threat” or caused- or was reasonably expected to cause-a “material and substantial disruption” to the school environment.

Violation of this policy will result in loss of privileges/technology privileges/computer usage and may result in other disciplinary or legal actions including restitution. The penalty...confront the student, involve the student’s parents, notify the Internet service provider, contact law enforcement, and up to and including suspension and/or expulsion.

## **SEXUAL HARASSMENT POLICY**

The Litchfield School Board has established policy and procedure for dealing with sexual harassment and intimidation. The policy states that “the Board shall maintain an environment in the district for all employees and students that is free from discriminatory and/or sexual insult, intimidation, or harassment.”

Any incident of discriminatory and/or sexual insult, intimidation, or harassment, in any form, shall promptly be reported by the student to the building principal or counselor.

Students or employees of the school who may engage in discriminatory and/or sexual insult, intimidation or harassment shall be disciplined and counseled to refrain from such conduct. Disciplinary procedures will be followed according to established policies.

## **WEAPON FREE SCHOOL ZONE POLICY**

### **Definitions:**

Weapon or dangerous weapon includes, but is not limited to the following: gun, revolver, pistol, knife, iron bar, chains or brass knuckles.

Weapon Free School Zone means school property and/or vehicle used by the school to transport students to or from school property or events.

School property means a building, playing field, or property used for school purposes to impart instruction to children or used for functions and events sponsored by a school, except a building used primarily for adult education or college extension courses.

Firearm means (a) a weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by an explosion, or by gas or air; (b) the frame or receiver of any such weapon; (c) any firearm which will or may readily be converted to expel a projectile by the action of an explosive or other propellant. For purposes of application and enforcement of the policy, a B-B gun is considered to be a “firearm”.

The Board of Education of Litchfield Community Schools, as both an employer and a Public School District, is concerned with and interested in protecting the health, safety, and welfare of students, employees, and visitors. The Board recognizes that school

buildings, facilities, vehicles, grounds and other school property are best utilized in the educational process free of individuals possessing weapons and/or dangerous weapons and threats to physical wellbeing and safety.

Accordingly, the Board of Education of Litchfield Community Schools may permanently expel a student from attending school in the School District, if the student possesses a weapon in a weapon free school zone. Such expulsion is mandatory, unless the student establishes, in a clear and convincing manner, at least one of the following:

- That the object or instrument possessed by the student was not possessed for use as a weapon, or for direct or indirect delivery to another person for use as a weapon
- The weapon was not knowingly possessed by the student
- The student did not know of or have reason to know that the object or instrument possessed by the student constituted a weapon or dangerous weapon
- That the weapon was possessed by the student at the suggestion, request, or direction of, or with the express permission of school or police authorities

Expulsions mandated under this policy shall be imposed in accordance with the policies and procedures for student discipline as established by the School District and as set forth in the Student Handbook or other appropriate documents.

### **LIABILITY OF PARENTS FOR STUDENT MISCONDUCT**

Under Michigan law, parents having custody of a child under age 18 are liable for the student's willful damage or theft of school or private property. The Board of Education or owner of property can bring a civil action against the parents to recover compensatory damages. Any person(s) who has been willfully and maliciously assaulted by a minor may file to recover compensatory damages from the parent/guardian.

### **SEARCH AND SEIZURE**

Lockers, desks, and storage areas are provided as a convenience for use by Litchfield ELEM/MS/HS students. However, the ownership of these areas is maintained by the school, and they are subject to inspection at any time. Illegal items, unauthorized materials, or other items determined to be a threat to the safety or security of others may be seized by school authorities. To further maintain order and discipline in the school and on school property and to protect the safety and welfare of students and school personnel, school authorities or their designees may search automobiles parked on school property and may seize any illegal, unauthorized or contraband materials discovered in the search.

A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action. A student's person and/or personal effects, including but not limited to a purse, book bag, and athletic bag may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. If a search yields illegal or contraband materials, such findings will be turned over to proper legal authorities and parents will be notified.

### **STUDENT INTERROGATION**

1. Prior to interviews of minor students by the police, the building principal will make every effort to contact the parent or legal guardian for permission. An administrator or counselor will remain in the interview.
2. Students shall not be permitted to leave the school with an officer unless parent/guardian permission has been granted, a warrant has been issued and presented to the principal, or the student is to be taken directly into custody for the purpose of being charged with an unlawful act.
3. Law enforcement officers from communities outside the Litchfield Community School District with warrants, shall be requested to ask the local police department for courtesy assistance when serving warrants on school property.
4. Law enforcement officers, court officials or others should not be permitted to interrupt normal school activities in their investigative activities, except in cases of immediate threat to safety or security. Children's Services, with the permission of the principal, shall have permission to speak to students when deemed necessary for the safety and welfare of the child.

## **RECORDATION AND REFERRAL**

All expulsions pursuant to this policy shall be entered and preserved on the student's permanent record. This information shall be disseminated, as part of a student's permanent record, to any other public or private (primary or secondary) school where the expelled students seeks to enroll and where this District is requested, or otherwise required, to forward or release records to that institution. The School district shall immediately report any incident involving the possession of a weapon or dangerous weapon on school property, in writing to the student's parents or legal guardian (if the individual is not emancipated) and to the local law enforcement agency.

The School District shall, within three days of expulsion, refer the expelled student to the appropriate County Department of Social Services or County Community Health Agency. The School District shall also notify the individual's parent or legal guardian, unless the student is 18 years old or otherwise legally emancipated, of the referral. The School District shall report to a local law enforcement agency any individual whose conduct is believed to have violated state or federal laws establishing weapon-free school zones.

## **PETITIONS FOR REINSTATEMENT**

Students expelled pursuant to this school's policies or their parent or legal guardian (if the student is not emancipated) may petition the Board of the School District for reinstatement to school. An individual expelled for possessing a firearm or threatening another person with a dangerous weapon who was in grade 5 or below when expelled may petition for reinstatement at any time after the expiration of 60 school days subsequent to the days of expulsion. Individuals enrolled in grade 5 or below at the time of expulsion and who were expelled for a reason other than possessing a firearm or threatening another person with a dangerous weapon, may petition for reinstatement at any time after the date of the expulsion. Individuals who were in grade 6 or above at the time of expulsion may petition for reinstatement at any time after the expiration or 150 school days subsequent to the date of expulsion.

The School District will make available the proper forms to those who wish to petition for reinstatement. The petitioner shall provide an authorization and release for the Board of Education and its designated committee to request, receive and review all student records and student record information maintained by any public or private school which the petitioning student has attended. If such records are already in the possession of this District, the parent/guardian or student (if emancipated) shall furnish written authorization for review of the same by the committee and Board of Education members.

Upon receipt of a petition for reinstatement, the District shall do the following:

1. Not later than 10 school days after receiving a petition for reinstatement, the School Board shall appoint a committee to review the petition and any supporting information submitted by the parent or legal guardian (if expelled student is not emancipated) or from the expelled student
2. The committee shall consist of two School Board members, one school administrator, one teacher and one parent of a student attending this School District.
3. The Superintendent of the School District may prepare and submit for consideration by the committee information concerning the circumstances of the expulsion and any factors mitigating for or against reinstatement.
4. not later than 10 school days after all members are appointed, the committee shall review the petition and any supporting information, including any information provided by the School District, and shall submit a recommendation to the School Board on the issue of reinstatement
5. The recommendation of the committee shall be for unconditional reinstatement, for conditional reinstatement, or against reinstatement, and shall be accompanied by an explanation of the reasons for the recommendation and of any recommended conditions for reinstatement.
6. The Superintendent shall be allowed to attend the meeting of the committee appointed by this Board of Education when considering petitions for reinstatement.

## **CRITERIA FOR REINSTATEMENT**

The designated committee and this Board of Education shall consider at least the following factors when a petition for reinstatement is submitted:

- whether the reinstatement would create a risk of harm to other students or school personnel
- whether reinstatement would create a risk of School District or individual liability for the School Board or School District personnel
- the age and maturity of the individual
- the individual's school record before the incident that caused the expulsion
- the individual's attitude concerning the incident that caused the expulsion
- the individual's behavior since expulsion and the prospects of remediation of the individual
- the degree of cooperation and support from the individual's parent or guardian (if the petition was filed by a parent or guardian) as well as any support which may be expected from a parent or guardian, if the expelled student is reinstated

Petitions for reinstatement from students expelled by the Board of Education of another school district shall not be processed if that student has not first submitted a petition for reinstatement to the expelling Board. This School District will only consider reinstatement, to the extent of the law, upon receiving written verification of the denial of the student's petition for reinstatement by the expelling Board.

## **CONDITIONS OF REINSTATEMENT**

The School Board may require an expelled student and/or if the petition was filed by a parent or legal guardian, the parent or legal guardian, to agree in writing to specific conditions before reinstating the student. These conditions may include, but are not limited to:

- signing a behavior contract
- participation in or completion of an Anger Management Program or other appropriate counseling (at the expelled student's expense)
- periodic progress reviews
- specific immediate consequences for failure to abide by any conditions of reinstatement

## **REINSTATEMENT**

When a district decides to reinstate an expelled student, individuals who were in grades 5 or below at the time of the expulsion and who were expelled for possessing a firearm or threatening another person with a dangerous weapon shall not be reinstated before the expiration of 90 school days subsequent to the date of expulsion, unless a longer period of expulsion is required pursuant to the Federal Gun Free Schools Act.

For students in grade 6 or above who have violated the Federal Gun Free Schools Act and who are accordingly subject to mandatory one-year expulsion, the Superintendent may submit his or her own recommendation to the Board of Education in conjunction with the designated committee's recommendation, to modify the one-year expulsion requirement (on a case-by-case basis) to a period of time not less than 90 school days.

Individuals in grade 5 or below at the time of expulsion who were expelled for a reason other than expiration of 10 school days subsequent to the date of expulsion. Individuals in grade 6 or above at the time of the expulsion shall not be reinstated before the expiration of 180 school days (one legal school year) after the date of expulsion.

## **PARENT/TEACHER CONFERENCES**

Parent-Teacher Conferences are held each fall and spring to discuss your child's progress in school. Conferences are held in October and February. Parents are asked to contact their child's teacher at any time to schedule a conference if a concern should arise. Parents are requested and encouraged to discuss the progress reports with their children.

## **CURRICULAR AREAS**

Litchfield Community Schools offers a complete educational program to all students. Included in the curriculum are the following skill and subject areas: Reading, Writing, Speaking/Listening, Math, Social Studies, Science, Fine Arts, Computer Instruction and Physical Education. Instruction will be based on the current curricular requirements of the State of Michigan. Parents can view these state requirements at [www.michigan.gov/mde](http://www.michigan.gov/mde).

## **PARENT/TEACHER ORGANIZATION**

The Litchfield Community School has an active Parent-Teacher Organization. Their purpose is to support students, teachers and programs. An example of a PTO sponsored activity is Grandparents Day. Meetings are held throughout the year. All parents are encouraged to attend. Announcements of these meetings will be sent home with students and appear in our newsletter.

## **LITCHFIELD CHARACTER GOALS**

At Litchfield Elementary School we value respect and responsibility. To assist students in becoming good citizens, teachers first get to know each of their children as well as they can. Rules are established and maintained throughout the year. Our staff recognizes that all children are unique. When a problem arises, the staff will use varied approaches. In many cases, teachers will identify the behavior problem for the child, ask the child to think about his/her behavior, and ask the child to evaluate his/her choice of behavior.

## **STUDENT MANAGEMENT PLAN**

At Litchfield Elementary School students are expected to demonstrate RESPECT and RESPONSIBILITY.

### **Respectful children are:**

- Children who treat others with kindness, tolerance and understanding.
- Children who treat adults with consideration, patience and kindness.
- Children who treat property with care, honesty and good judgment.

### **Children showing responsibility are:**

- Children who make good use of the schoolwork time.
- Children who do homework when it is assigned.
- Children who attend school regularly and stay home when ill.
- Children who take care of belongings.
- Children who follow the directions of those in charge of them.

- Children who demonstrate self-control.

## **STUDENT EXPECTATIONS**

Students at Litchfield Elementary will be informed of and successfully follow these expectations:

- Students will listen and follow directions the first time they are given.
- Students will maintain a reasonable noise level in the classroom and building.
- Students will be prepared for class and hand in all work completed and on time.
- Students will keep hands, feet and objects to themselves.
- Students will understand that swearing, name-calling, teasing, obscene gestures and misbehavior will not be tolerated.
- Students will show respect for all students, teachers and the person in charge.
- Students will show respect for school and personal property.
- Students will walk quietly in and around the building.
- Students will observe all playground and lunchroom rules.
- Students will follow all safety rules.

## **PLAYGROUND EXPECTATIONS**

Children are expected to know and follow playground expectations. If children choose not to meet these expectations, consequences will be determined by the discipline procedure and conduct code. Teachers may keep students in the room if their work is not finished at recess time.

- Students are to go to the restroom and get a drink before coming out for recess.
- Students need to get what they need before leaving the building. They must have permission from the supervisor or paraprofessional to go back inside the building.
- Students will not leave the playground without permission and a pass from the supervisor.
- Elementary students are not to go near the sidewalks and fence to talk to anyone.
- No standing in or jumping out of swings is allowed. Be careful to stay clear of the swings when they are in use and do not run between them.
- Students need to slide down the slide in a sitting position and facing forward.
- Students may not leave the playground to retrieve a ball until they have a supervisor's permission. Only one student will be allowed to get the ball.
- Students must play appropriately and safely.. If fighting occurs, everyone involved will be taken to the principal.
- Students are not to eat on the playground. It presents a choking hazard.
- Radios, CD players, IPODS, headphones, electronic games, rollerblades, skateboards and toys are not permitted on the playground. Banned items will be confiscated and returned only to parents.



- Students need to dress appropriately for the weather. If the supervisors decide that clothing is not appropriate for the day, the student will be sent inside. Calls for appropriate clothing will be made at the teacher's discretion.
- Students will use softballs when playing catch. No baseballs or bats are allowed.
- No tackle football is allowed on the playground.

## **ELEMENTARY COATS AND WEATHER INFORMATION**

All elementary children's boots, coats and snow pants should be labeled with the child's name. If your child has lost an article of clothing, they should check the Lost & Found which is located in the Commons. Please encourage your child to place any article of clothing, etc. that they may find in the Lost & Found.

During the winter months children do go outside unless the temperature and/or wind chill is below 20 degrees Fahrenheit. We urge parents to send their children with mittens, hats, scarves, boots and a warm coat. Parents should keep in mind our rapidly changing weather conditions when sending students to school.

## **SCHOOL SUPPLIES AND TEXTBOOKS**

The school furnishes paper, pencils, crayons, rulers, scissors, paste and planners in limited quantities. Students may, however, bring their own supplies if they wish. Students are to respect all materials loaned to them by the school. If a student destroys or damages these materials, a replacement fee will be assessed.

## **HOMEWORK**

Students may expect a certain amount of homework each night. Older students may receive more homework than younger students. Parents are urged to see that their child has an adequate place and time to complete homework.

## **DAILY FOLDERS**

During the school year all Elementary students will be bringing home DAILY Folders. These folders contain homework assignments; work done in class, messages from teachers, newsletters, announcements and other important information. Please look for these folders each day. It is imperative that each student return their DAILY Folder to their teacher on the next school day.

## **SCHOOL PARTIES**

Class parties are held for Halloween, Christmas, Valentine's Day, or as permission is granted. Individual classroom teachers will make specific arrangements with parent volunteers.

## **ONE-TO-ONE TECHNOLOGY AT LCS (iPads and chromebooks)**

One-to-one technology is a privilege. In order to use this privilege students and parents/guardians must abide by certain rules:

- (1) Students will be issued an iPad K-2 and a chromebook (3-12) only after signing an Acceptable Use Policy agreement.
- (2) Devices are expected to be utilized in class following the district, school, and classroom social contract.

(3) Damage / Loss - Students / Guardian will be responsible for the complete cost of repair or replacement to any device damaged or lost.

### **General Student Expectations**

- The District Acceptable Use Policy (AUP) must be signed and followed.
- Devices should most always be kept in a safe place.
- District provided cases must remain on devices at all times.
- Devices may never be loaned to another student.
- Keep a passcode on your device at all times, unless directed to remove by staff (*Grades 3-12 Only*).
- Pictures/recordings on the devices should be taken only for academic purposes.
- Consent must be given prior to capturing photos or videos of other people.
- Devices are not to leave the building without the permission from the classroom teacher or administration.
- Damaged or lost devices must be reported to your teacher or other staff member immediately.
- Students will be responsible for replacing lost/stolen devices.
- Students must pay the cost for any repairs to their device that are not caused by normal wear/tear/manufacturing defects.
- Bring your **charged device** to classes every day.
- Protect your passwords.
- Turn off distracting alerts and notifications.
- Stay engaged with class lessons and activities.
- Keep all digital interactions relevant and respectful.
- Give your full attention to others when they are speaking.
- Create a positive digital footprint.
- Students missing their device may not be loaned any other technology devices.

