

Litchfield Community Schools

2025-2026



Student Handbook

Expect More and Achieve More

Home of the Terriers

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Litchfield, Michigan 49252
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2025/2026 LCS SCHOOL CALENDAR

Start Time: 7:45 End Time: 2:45 Half Day End Time: 11:45

STAFF PD: Aug. 14 & 18 8-3 FIRST DAY: August 19 NO SCHOOL: August 29 Student Days: 8 Staff Days: 10	August 2025						
	S	M	T	W	Th	F	S
						1	2
	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30
	31						

NO SCHOOL: Jan. 1, 2 & 5 STAFF PD: Jan. 5 Student Days: 19 Staff Days: 20 (106)	January 2026						
	S	M	T	W	Th	F	S
					1	2	3
	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	31

NO SCHOOL: Sept. 1 - Labor Day Sept. 22 - Fair Day STAFF PD: Sept. 22 Student Days: 20 Staff Days: 21 (31)	September 2025						
	S	M	T	W	Th	F	S
		1	2	3	4	5	6
	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30				

NO SCHOOL: 16 - Presidents' Day STAFF PD: Feb. 16 Student Days: 19 Staff Days: 20 (126)	February 2026						
	S	M	T	W	Th	F	S
	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28

HALF DAYS: Oct. 2, 3, 17 & 31 Oct. 2 - Parent Teacher Conferences 2pm-7pm END OF QUARTER 1: Oct. 17 Student Days: 23 Staff Days: 23 (54)	October 2025						
	S	M	T	W	Th	F	S
				1	2	3	4
	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30	31	

HALF DAY & END OF QUARTER 3: March 6 Parent Teacher Conferences/Literacy Night 4pm-7pm- March 12 NO SCHOOL: *March 23-27 - Spring Break Student Days: 17 Staff Days: 17 (143)	March 2026						
	S	M	T	W	Th	F	S
	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30	31				

NO SCHOOL: *Nov. 26, 27 & 28 - Thanksgiving Break Student Days: 17 Staff Days: 17 (71)	November 2025						
	S	M	T	W	Th	F	S
							1
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30						

NO SCHOOL: April 3 - Good Friday Student Days: 21 Staff Days: 21 (164)	April 2026						
	S	M	T	W	Th	F	S
				1	2	3	4
	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30		

END OF SEMESTER 1: Dec. 19 HALF DAYS: *Dec. 18 & 19 - EXAMS NO SCHOOL: Christmas Break: December 22 - January 2 Student Days: 15 Staff Days: 15 (86)	December 2025						
	S	M	T	W	Th	F	S
		1	2	3	4	5	6
	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30	31			

END OF SEMESTER 2: May 22 HALF DAYS: *MAY 21 & 22 - EXAMS MAY 31 Graduation 2:00 Student Days: 16 Staff Days: 16. (180)	May 2026						
	S	M	T	W	Th	F	S
						1	2
	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30
	31						

*Professional Development time will be counted as instructional time. August 14, 18; September 22; January 5, and February 16 will count for a total of 30 instructional hours.

*If days should need to be made up at the end of the school year, we will move our half days to the final day and the day before the final day.

2025/26 LCS Event Calendar

Updated as of 7/30/2025 - subject to some changes

August 2025

- 8/11 - First day for HS Sport Practices
- 8/12- Registration Day
- 8/12- Kindergarten Meet & Greet 6:00-7:00 pm
- 8/14 - Open House 5:30-6:30 pm
- 8/19 - First Day of School
- 8/20 - First day of Cheerleading Practice
- 8/27 - Preschool Open House 5:30-6:30 pm
- 8/28 - Mentor/Mentee Event #1
- 8/28 - Military Game (Football)

September 2025

- 8/29 & 9/1 - No school, Labor Day
- 9/2 - First Day of Preschool
- 9/10 - 6:30 Junior/Senior Parent Mtg.
- 9/12- Picture Day
- 9/17 - Fall Benchmark assessment testing Complete (NWEA, Dibels, Aimsweb)
- 9/22 - No School - Fair Day
- 9/26 - Homecoming
- 9/27 - Homecoming dance 8-10

October 2025

- 10/2 - ½ Day; Parent Teacher Conferences
2:00 - 7:00 pm
- 10/3 - ½ Day
- 10/9 - Parent's Night (Volleyball)
- 10/10 - Pink Out Game (Football)
- 10/17 - ½ Day & End of Quarter 1
- 10/17 -Parents' Night (Football)
- 10/20 - College and Career Fair
- 10/20 - First day MS Winter Sports practice
- 10/22 - Math Night
- 10/24 - Quarterly Event/Awards
- 10/27-30 - Sixth Grade Camp
- 10/31 - ½ Day
- 10/31 - Preschool Parent/Teacher Conferences

November 2025

- 11/3 - 7 - Book Fair
- 11/3,5,7 - Volleyball Districts (Hosting)
- 11/6 - Grandparents' Day 12:30 -2:30
- 11/11 - Fall Sports Award Night 6:00 pm
- 11/12 - First day of Boys Varsity Basketball
- 11/19 - First day of Girls Varsity Basketball
- 11/25 - Mentor/Mentee Event #2
- 11/26, 11/27 & 28 - No School, Thanksgiving Break

December 2025

- 12/10 - Elementary Christmas Concert 1:30 pm
- 12/18 & 19 - HS Exams, End of Semester 1
- 12/18 & 19 - ½ Day 11:45 dismissal
- 12/22 - 12/31 - No School, Christmas Break

January 2026

- 1/5 - Teacher Professional Development Day (No School)

- 1/6 - School Resumes
- 1/6 - First day of MS Girls Practice
- 1/16 - Quarterly Event/Awards
- Winter Benchmark assessment testing Complete (NWEA, DIBELS, Aimsweb)

February 2026

- 2/5 - Doughnuts with Grownups
- 2/6- Parents' Night (Varsity Boys Basketball)
- 2/10- Parents' Night (Varsity Girls Basketball)
- 2/13 - Miss Terrier
- 2/14 - Miss Terrier Dance 8:00 - 10:00 pm
- 2/16 - No School - Presidents' Day/Staff PD
- 2/23, 25, 27 - Host - Boys Basketball Districts
- 2/27 - March is Reading Month Kick off
- 2/28 - Cash Party

March 2026

- 3/6 - Half Day & End of Quarter 3
- 3/9 - First Day MS/HS Spring Sports Practice
- 3/10 - Winter Sports Award Night 6:00 pm
- 3/12- Parent/Teacher Conf. 1:30 - 5:30 pm
- 3/13 - Preschool Parent Teacher Conference
- 3/14 - Family Dance 4:00 pm - 6:00 pm
- 3/16 - 3/20 Book Fair
- 3/20 - Mentor/Mentee Event #3
- 3/20 - March is Reading Month Assembly 1:30 pm (K-5)
- 3/23 - 27 - No School, Spring Break

April 2026

- 4/2 - Quarterly Event/Awards
- 4/3 - No School - Good Friday
- 4/6 - 5/15 - Spring Testing Window
- 4/7 - 4/9 - Junior Testing Dates (SAT, WorkKeys & M-Step)
- 4/22 & 23 - Kindergarten Round-Up
- 4/25 - HS Prom 7:30-10:30

May 2026

- 5/1 - Elementary Career Day
- 5/2 - SCAA Scholar Athlete Banquet
- 5/7 - Preschool Graduation
 - Last day for preschool
- 5/8 - Buddies Game Day/Quarter 4 Event
- 5/8- Spring Benchmark assessment testing Complete (NWEA, DIBELS, Aimsweb)
- 5/13 - Last Day for Seniors
- 5/13 - Honors Night & NHS Induction - 6:30 pm
- 5/14 - Graduation Practice/Cap and Gown Pictures/Senior Walk Through (Mandatory)
- 5/14 - Senior Class Night - 6:30 pm
- 5/15- Mentor/Mentee Event #4 (Green Up Day)
- 5/21 & 22 - Half Days, HS Exams
- 5/22 - End of Semester 2
 - Last Day of School
- 5/23 - Alumni Banquet (Mandatory for Juniors & Seniors)
- 5/31 - Graduation 2:00 pm

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.

NON-DISCRIMINATION & EQUAL EDUCATIONAL OPPORTUNITY STATEMENT

Litchfield Community Schools is committed to providing an equal educational opportunity for all students. No student shall be denied admission to school, participation in curricular or extracurricular activities, or access to student services and programs on the basis of any Protected Characteristic. This includes, but is not limited to: race, color, national origin, sex (including gender status, change of sex, gender identity, or sexual orientation), age, disability (physical, mental, emotional, or learning), religion, creed, ancestry, marital or parental status, genetic information, military status, social or economic background, or place of residence within District boundaries, as protected by applicable federal and state civil rights laws.

Litchfield Community Schools also prohibits discrimination in employment practices and in all programs and activities on the same basis. This applies to students, parents, employees, and all sources of referral for applicants.

Complaints will be investigated in accordance with the procedures outlined in **Board Policy 2260 – Nondiscrimination and Access to Equal Educational Opportunity**. Any student who makes a complaint or participates in an investigation will be protected from retaliation.

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.

For additional information or to file a formal complaint, individuals may also contact:

Superintendent/ Cristina Eyre
Litchfield Community Schools
210 Williams Street
Litchfield, MI 49252
Phone: (517) 542-2388

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.

SCHOOL CLOSINGS:

LCS Facebook Page and website will display all school schedule modifications.

***Please do not call school personnel in regards to school closings.**

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

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

TV Stations:	WILX - Channel 10 & WLNS - Channel 6
	WWMT-Channel 3 & WSYM-Channel Fox 47
	WLAJ-Channel 3

EARLY DISMISSAL & CHANGE OF ROUTINE

For your child's safety, any early dismissal or change in transportation must be communicated in writing.

- A **written note from the parent/guardian** is required for early dismissal or a change in how a student goes home.
- **Students will not be released** to anyone other than a custodial parent/guardian unless written permission has been provided by the custodial parent/guardian.
- **All early pickups** must be made through the school office. The adult must **sign the student out** in person.
- **Bus notes** must be submitted to the office **by 1:00 PM** and must include notes from the parents of **both students** involved in the change.
- No phone call for dismissal or transportation changes will be accepted after 1:00 PM except in emergencies.

SAFETY DRILL PROCEDURES

To ensure student safety, Litchfield Community Schools conducts regular emergency drills throughout the school year. These include:

- 6 Fire Drills (at least 4 in the fall)
- 2 Tornado Drills
- 2 Lockdown Drills
- Additional drills may be held at the principal's discretion.

Drills may occur without prior warning. Students are **required by law to remain silent, follow staff directions, and take all drills seriously**. Procedures for each type of drill are posted in every classroom.

Fire Drills:

- When the fire alarm sounds, **close windows, turn off lights, and exit the room quickly and quietly**.
- Follow the posted exit route and stay with your class.
- Remain calm and wait outside until staff signal the all-clear.

Tornado Drills:

- The tornado alarm will sound in **short blasts**.
- Teachers will lead students to **designated safe areas** away from windows and exterior doors.
- Sit on the floor, **head between knees**, facing lockers or interior walls.
- Remain silent and in position until the all-clear is given.

Lockdown Drills:

Standard Response Protocol (SRP)



Hold is followed by the Directive: "In Your Room or Area" and is the protocol used when hallways need to be kept clear of occupants.



Secure is followed by the Directive: "Get Inside. Lock Outside Doors" and is the protocol used to safeguard people within the building.



Lockdown is followed by "Locks, Lights, Out of Sight" and is the protocol used to secure individual rooms and keep occupants quiet and in place.



Evacuate may be followed by a location, and is used to move people from one location to a different location in or out of the building.



Shelter and state the Hazard and Safety Strategy for group and self protection.

CRISIS INTERVENTION

Litchfield Community Schools has a crisis intervention plan to support students and staff during emergencies or tragedies. The plan is managed by school administrators, counselors, staff, and community members.

MEDICAL & MEDICATION POLICY

Emergency Medical Authorization:

Parents/guardians must complete the district's Emergency Medical Authorization form, listing preferred hospital, doctor, and dentist. In an emergency, however, the student will be taken to the nearest appropriate medical facility, as determined by emergency responders.

Every student must have a completed and signed **Emergency Medical Authorization Form** on file to participate in any off-campus activity (e.g., field trips, athletics). This form is required at enrollment and updated yearly.

Medication at School:

To ensure student safety, **all medications** (prescription and non-prescription) must follow these rules:

- A **Medication Authorization Form** must be signed by a **parent/guardian**, and in some cases, a **physician**.
- Medications must be delivered to the office **by a parent/guardian** unless other arrangements are made.
- Medications must be in the **original labeled container** from the pharmacy or manufacturer.
- All medications will be stored in a **locked location** and administered by **designated staff**, with a second adult present when possible.
- **Over-the-counter medications** (including cough drops) follow the same policy as prescription medications.
- A **log** is kept for every administered medication.

Students may not carry medication unless authorized to self-administer an EpiPen or inhaler. Written documentation from a **parent and physician** is required for self-carry.

Unused or expired medications must be picked up by the parent/guardian at year-end or will be properly disposed of by staff.

Self-Administered Emergency Medications:

Students may carry and self-administer **EpiPens** and **asthma inhalers** if the following are on file:

- A physician's order
- Parent/guardian written permission
- School approval (Authorization Form)

Non-Authorized Use or Possession:

Students are not permitted to carry or use any medication not authorized. Medications found without written permission will be confiscated, and parents will be contacted. Students distributing or misusing medication will face disciplinary action.

COMMUNICABLE DISEASE CONTROL POLICY

To protect the health and safety of all students and staff, the school follows local and state health department guidelines regarding communicable diseases.

Students may be excluded from school if they:

- Are unable to participate in normal activities due to illness
- Show symptoms of a contagious disease that poses a risk to others

Students should stay home and may be sent home if they have:

- A fever of 100.4°F or higher with other symptoms (must be fever-free for 24 hours without medication before returning)
- Vomiting or diarrhea (must be symptom-free for 24 hours before returning)
- Severe lethargy, breathing difficulty, or widespread rash
- Unexplained abdominal pain lasting over 2 hours
- Rash with fever or behavior changes
- Open sores that cannot be covered

Students with certain diseases (e.g., strep throat, hand-foot-mouth disease, lice) may be temporarily excluded based on health guidelines.

Casual- and Direct-Contact Diseases:

- Students with contagious diseases (e.g., strep, lice, measles, etc.) may be isolated or sent home for the contagious period.
- For non-casual-contact diseases (e.g., HIV, Hepatitis A/B/C), a review panel including health officials will determine appropriate actions that balance health and individual rights.

Reporting & Parent Communication:

Schools are required by law to report certain illnesses to the Local Health Department (LHD) within 24 hours. Parents should report their child's illness clearly, including symptoms or diagnosis.

Outbreaks (e.g., flu, gastrointestinal illness) or serious diseases (e.g., meningitis, COVID, measles) must be reported immediately. Families will be notified when appropriate.

Communicable Disease Reporting:

Litchfield Community Schools follows Michigan law for reporting certain communicable diseases to the Local Health Department (LHD). Some illnesses must be reported individually, while others are reported in weekly totals.

Individual Reports

Some diseases (such as measles, mumps, pertussis, meningitis, tuberculosis, hepatitis, COVID-19, and rabies exposures) must be reported to the LHD immediately. Animal bites are reported within 24 hours.

Aggregate Reports

Weekly counts of flu-like illness, COVID-19, gastrointestinal illness, and other communicable diseases may be required.

Parent/Guardian Role:

When reporting your child's absence, please include:

- The diagnosed illness (if known) and who diagnosed it, **or**
- A description of symptoms (fever, cough, sore throat, vomiting, diarrhea, rash, etc.)

Outbreaks:

Any unusual increase in illness, including flu-like or gastrointestinal illness, is reported to the LHD. Parents/guardians will be notified if an outbreak occurs.

Bloodborne Pathogens:

If a student bleeds at school and others are exposed, parents may be asked to consent to blood testing (e.g., for HIV or Hepatitis), as allowed by law. Confidentiality will be maintained.

School Closures Due to Illness:

Most outbreaks of gastrointestinal or respiratory illness will not require school closure. However, in certain cases, closure may be recommended for disinfection or other health-related mitigation measures. Schools should consult their Local Health Department (LHD) for guidance specific to each outbreak. All illness-related school closures must be reported to the LHD immediately, whether due to a single disease outbreak, a variety of illnesses, or staff illness.

LICE POLICY

Litchfield Community Schools has a **no live lice** policy. Students with live head lice may not attend school and must receive treatment before returning. After treatment, students may return once they are **free of live lice**, as confirmed by a school re-check. To help prevent the spread of lice, students should **not share personal items** such as brushes, combs, or hats.

IMMUNIZATION POLICY

All students must be up to date on required immunizations by the time of registration or no later than the first day of school, as required by Michigan law.

A vaccine may be **waived or delayed** only if:

- A **medical contraindication** is certified in writing by a physician
- A **religious or philosophical objection** is documented through a signed waiver form
- The student is **in progress**, having received at least one dose of each required vaccine and not yet due for the next

Students without the necessary immunizations or an approved waiver may be excluded from school until they comply. Questions about immunizations or waivers should be directed to the school office or local health department.

HOMEBOUND AND HOSPITALIZED INSTRUCTION

Students who are unable to attend school for **five or more consecutive days** due to a physical or emotional medical condition may qualify for homebound or hospitalized instruction.

To request services:

- A **licensed physician** must certify the medical condition, expected duration, and the student's ability to participate in instruction.
- Parents/guardians should notify the **building principal or superintendent** and provide the physician's statement.
- Paperwork is available in the main office and must be completed for services to begin.

Instruction will be provided by a certified teacher:

- **General education students** receive at least two 45-minute sessions per week.
- **Special education students** receive at least two non-consecutive hours per week.

This service helps students stay current with their studies during recovery.

STUDENT RECORDS AND PRIVACY RIGHTS (FERPA&PPRA)

Access to Records:

Parents and eligible students (age 18 or enrolled in postsecondary education) have the right to:

- Inspect and request copies of education records.
- Request corrections to inaccurate or misleading information.
- Request a hearing if corrections are denied.

Confidentiality:

Student records are protected by federal and state laws. Confidential information (e.g., test scores, discipline records, evaluations) is only shared with authorized individuals or as permitted by law. Social security numbers are secured and destroyed when no longer needed.

Directory Information

Directory information (such as name, birthdate, honors, activities, and photos) may be shared publicly unless a parent or eligible student opts out in writing. Contact the school office to opt out.

Student Surveys & Consent (PPRA)

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.

Parents must be notified and may review or opt their child out of surveys that ask about:

- Political beliefs
- Mental health or family issues
- Sexual behavior or attitudes
- Illegal or self-incriminating behavior
- Religious beliefs
- Family income (unless required for program eligibility)
- Privileged relationships (e.g., doctor, lawyer)
- Critical evaluations of close family members

This also applies to marketing surveys and certain physical exams or screenings. Parents may review materials in advance and will be notified annually of their rights and scheduled survey activities.

Contact Information:

To access records, opt out of directory information, or ask questions, contact:

Litchfield Community Schools
210 Williams St., Litchfield, MI 49252
Phone: 517-542-2388
Or:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Ave. SW, Washington, D.C. 20202
Email: FERPA@ed.gov | PPRA@ed.gov
Website: www.ed.gov

AGE OF MAJORITY

Students who are 18 years old are legally recognized as adults. However, school policies apply equally to all students unless the student formally asserts their adult rights.

Once registered with the high school office, eligible students may:

- Access and control their own student records
- Represent themselves in disciplinary matters

- Receive their own grade reports
- Sign themselves out of school (with principal approval) and verify their own absences
- Provide reasons for absences/tardies, but must meet the same attendance standards as all students

To activate these rights, students must complete a form in the high school office. Until then, school officials will communicate with parents/guardians as usual.

MULTICULTURAL EDUCATION

Litchfield Community Schools is committed to preparing students for active participation in American society by promoting understanding of world history, geography, humanities, and U.S. history, including the Constitution and Bill of Rights. All students are guaranteed equal educational opportunities regardless of race, gender, age, religion, language, socioeconomic status, ethnicity, national origin, disability, or background.

TEACHER QUALIFICATIONS

Parents may request information about their child’s teacher, including:

- Michigan teaching certification and licensing status
- Use of any emergency or provisional teaching permits
- College degrees and subject areas
- Qualifications of any paraprofessionals working with their child.

PESTICIDE APPLICATION NOTICE

Parents/guardians may register to receive advance notice before pesticides are applied to school grounds. To be added to the notification list, contact the school. Notice will be given before application unless there is an immediate threat to health or property.

ASBESTOS NOTIFICATION (AHERA)

Litchfield Community Schools conducts required asbestos inspections every six months, as mandated by the EPA. Reports are available for public review in each building office.

SMOKE-FREE ENVIRONMENT

Litchfield Community Schools is a smoke-free campus. The use of tobacco products—including cigarettes, cigars, smokeless tobacco, and vaporizers—is not allowed on school property.

DRUG-FREE SCHOOL POLICY

Litchfield Community Schools prohibits the use, possession, distribution, or manufacture of controlled substances, as defined by state and federal law, on school grounds, in district buildings, or at any school-related activity.

Consequences

- Violations may result in disciplinary action, up to and including expulsion.
- Students may be required to participate in a Board-approved drug counseling or rehabilitation program.

Student Support

- Students seeking help for drug-related concerns should contact the Principal for information about counseling or rehabilitation services.
- The district provides drug-free awareness materials during student orientation, which include:
 - The dangers of drug abuse
 - The district's drug-free policy
 - Available counseling and rehabilitation resources
 - Possible penalties for policy violations

Community Resources

The district may work with local health departments, medical centers, or substance abuse agencies to support student and family drug-awareness efforts.

WEAPON FREE SCHOOL ZONE

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.

STUDENT SUPPORT SERVICES

Students with Disabilities:

Litchfield Community Schools complies with the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act, and the Individuals with Disabilities Education Act (IDEA). No individual will be discriminated against based on disability. Students may receive special education services or 504 accommodations based on proper evaluation and eligibility. For more information, contact the school office.

Special Education:

Students eligible for special education may receive services through district programs or the Hillsdale County Intermediate School District. Services may include speech, physical or occupational therapy, and support for hearing or vision impairments. Students who meet their Individualized Education Program (IEP) goals will receive a Litchfield High School diploma.

At-Risk Students:

Students who struggle academically but do not qualify for special education may receive support under Section 504 or through the At-Risk Program. Services may include classroom accommodations, tutorial support, testing assistance, and regular progress monitoring.

Students with Limited English Proficiency (LEP):

Students with limited English skills are provided additional instruction and support to help them gain English proficiency and participate fully in school programs and activities. For information about LEP services, contact the school office.

Accommodations for Individuals with Disabilities:

All individuals with disabilities are welcome to participate in school-sponsored activities and programs. For accessibility questions or accommodation requests, contact the superintendent or building principal as early as possible before the event.

Special Services:

In partnership with the Hillsdale County Intermediate School District, the district provides access to specialized personnel including speech therapists, psychologists, and teacher consultants (K–12). An Elementary Resource Room is also available.

Title I:

Litchfield Community Schools participates in the federally funded school-wide Title I program to support student learning.

HILLSDALE COUNTY SCHOOL ATTENDANCE POLICY

Attendance is extremely important to student success in school and in life. There are positive correlations between student attendance and achievement, as well as between student attendance and juvenile delinquency. Parents are responsible for ensuring regular and punctual attendance of their child(ren) per Section 83 of the Michigan School Code, which coincides with the compulsory education requirements found in MCL 380.1561. In order to assist Hillsdale County in meeting attendance requirements, the Hillsdale County Probate Court has established a county wide truancy policy.

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.

Excused Absences:

Parent(s), guardian(s), or legal custodian(s) may excuse their child(ren) from up to 5 days of school attendance for any reason by calling or sending written documentation within 24 hours of the absence. Parent(s), guardian(s), or legal custodian(s) may excuse their child(ren) from up to 5 additional days of school attendance by sending written documentation within 24 hours of the absence; however, each additional absence's excuse must be in writing and pertain to one of the following circumstances in order 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
- Unexcused Absences:

Unexcused Absences:

All absences that are not identified as excused absences in accordance with the above stated policy will be unexcused absences.

Chronic Absences:

Chronic Absenteeism is when a student has accumulated 10 or more absences, regardless of whether the absences have been marked excused. Once a student has accumulated 10 absences, the parent(s), guardian(s), or legal custodian(s) must provide the school office for all future absences with a written and signed statement from the student's treating physician within 24 hours, which specifically excuses the student for that day and includes the reason for the student missing school (i.e., the medical condition requiring the student to stay home from 26 © 2023 NEOLA, Inc.school). If written and signed documentation is not provided within 24 hours, the absence will be considered unexcused. Consequences of Unexcused Absences and Chronic Absences: In accordance with State of Michigan law and Hillsdale County's policy regarding truancy, a petition or complaint may be filed with the Hillsdale County Juvenile Court or the Hillsdale County District Court seeking the Court to declare a student truant if the student has accumulated greater than 10 absences.

Truancy Notifications:

The following procedure is followed regarding truancy notifications and court action for truancy violations:

- Upon accumulation of 5 unexcused absences the school will mail a letter to the parent(s), guardian(s), or legal custodian(s)' last known address' to make them aware of the situation.
- Upon accumulation of 7 excused and unexcused absences the school will mail a letter to the parent(s), guardian(s), or legal custodian(s)' last known address' to make them aware of the continued issue with school attendance. The parent(s), guardian(s), or legal custodian(s) may request a meeting with the principal and/or truancy officer to discuss attendance and formulate a plan for improvement.
- After 10 excused and unexcused absences the school will mail a letter to the parent(s), guardian(s), or legal custodian(s)' last known address' to make them aware of the continued truancy issues, which will include notification that an attendance report has been submitted to the Hillsdale County Juvenile Court's truancy officer for appropriate proceedings.

Once the Hillsdale County Juvenile Court's truancy officer determines that court involvement is required, the matter will be referred to the Hillsdale County Prosecutor if a truant child is in kindergarten through 5th grades to pursue criminal charges against the parent(s), guardian(s), or legal custodian(s), or to either the Hillsdale County Juvenile Court and/or the Hillsdale County Prosecutor if the child is in 6th grade through 12th grades.

Distance Learning and Absences:

In accordance with distance learning policies established by the Michigan Department of Education, distance learners are required to communicate with their assigned mentor/teacher two times per week. Students should respond to emails on the same day that they are received. Failure to respond to the mentor/teacher contact will result in an unexcused absence for that day. The above stated procedure titled, Consequences of Unexcused Absences and Chronic Absences, will be strictly enforced. There will be no option to excuse the mentor/teacher communication day upon midnight of the day it was required. Note: Distance learning requires internet access and electronic equipment. Absences will not be excused if the student is signed up for distance learning and is unable to access the internet or has malfunctioning electronic equipment.

Early Dismissals:

Students may not leave school early without:

- A signed note from a parent or guardian on file, or
- The parent/guardian checking the student out in person at the office.

Students will only be released to custodial parents or approved individuals with written permission.

Sign-In/Sign-Out Policy:

All students must sign in/out at the office if arriving late or leaving during the school day. Students who feel ill must be picked up by a parent or authorized contact.

Make-Up Work:

- Students with excused absences or suspensions may make up missed work within the number of absence days of returning.
- Students are responsible for obtaining assignments.
- Work missed due to truancy or unexcused absence may not be eligible for credit.

Vacations:

Family vacations during school days are discouraged. If unavoidable, notify the school in advance to arrange assignments. Vacation absences are not excused unless pre-approved. Students will need to have a form approved by their teacher/teachers for it to be excused. This must be done at least 48 hours prior to the scheduled days off.

Suspension Absences:

Absences due to suspension are authorized, but not automatically excused. Students may make up assignments and tests missed during suspension.

Athletic & Activity Participation:

Students returning from school events after midnight may be excused from 1st and 2nd periods the next day but must report by 3rd period. Staff must notify the office in advance.

Students with excessive absences may lose privileges, including:

- Participation in sports or practices
- Attendance at assemblies, field trips, or school-sponsored events

Attendance Communication:

The school will notify parents of absences through PowerSchool or other systems. Please ensure your contact information is up to date.

Perfect Attendance and Recognition:

While attendance is highly valued, Litchfield Community Schools does not issue perfect attendance awards to accommodate students with valid health-related absences. However, students with no tardies may receive recognition throughout the year.

STUDENT DISCIPLINE POLICY

Litchfield Community Schools is committed to maintaining a safe, respectful, and effective learning environment. All students are expected to behave responsibly and follow school rules. Our discipline policy is based on a progressive approach, meaning that repeated or serious behavior will result in more significant consequences. We also believe in the power of restorative practices to help students reflect on and repair harm.

Restorative Practices:

May include apologies, restitution, mediation, conflict circles, or re-entry meetings following suspension. Restorative practices such as apology letters, re-teaching, and re-entry conversations are encouraged at all levels.

Special Education Considerations:

Students with IEPs or 504 Plans will be disciplined in accordance with federal IDEA and ADA regulations. Functional behavior assessments and behavior intervention plans will be used as appropriate.

Due Process: Students have the right to know what rule was broken and explain their side. Parents will be notified for all suspensions.

Additional Information

- **Appeals:** Suspensions of more than one day may be appealed to the building principal.
- **Law Enforcement:** Certain offenses may require school officials to notify law enforcement and/or file a police report.

STUDENT DISCIPLINE CODE

The Board of Education has adopted the following Student Discipline Code. The Code includes the types of misconduct that will subject a student to disciplinary action. The Board has also adopted the list of behaviors and the terms contained in the list.

It is the school staff's responsibility to provide a safe and orderly learning environment. History has shown that certain student actions are not compatible with a safe and orderly learning environment. Discipline is within the sound discretion of the School's staff discipline and administration. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation.

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.

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.

- Matters relating to private and public property.
 - Theft
 - Misuse of books, materials and equipment-school/private.
 - Defacing /vandalism of school/personal property
 - Trespassing (in a building/campus)
- Matters pertaining to citizenship.
 - Violation of state laws, local ordinances, approved safety and fire codes; laws pertaining to civil disobedience.
 - Use of profane/obscene language, including gestures.
 - Wearing unacceptable clothing/other forms of personal appearance that interferes with the learning process
 - Engaging in unsafe/inappropriate behavior.
 - Violation of specific court orders. (e.g. no contact order, no trespass, attending school, etc.)
- Matters pertaining to attendance/punctuality.
 - Violation of compulsory attendance laws.
 - Persistent tardiness (See tardy policy/procedures)
 - Skipping school (truancy) includes period and/or full day(s)
 - Accumulation of one or more unexcused absences (period or day).
- Matters pertaining to the safety of others.
 - Physical aggression/assault directed at students, school employees or other adults in school/campus.
 - Engaging in behavior that is potentially unsafe e.g. running in hallways, excessive horseplay, etc.
 - Extortion/Coercion/verbal threats (direct or indirect)
 - Sexual/malicious harassment.
 - 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.

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.

BULLYING, INTIMIDATION & HARASSMENT

Policy #8260 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.

Prohibited Conduct

- **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:
 - Substantially interfering with educational opportunities, benefits, or programs of one or more students;
 - 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;
 - Having an actual and substantial detrimental effect on a student’s physical or mental health; or
 - Causing substantial disruption in, or substantial interference with, the orderly operation of the school.
- **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.
- **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.
- **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.
- **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.

- **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.
- **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.
- **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.
- **Definitions**
 - “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.
 - “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:
 - 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.
 - 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.

- “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 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.
 - 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.
 - 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.

DRESS CODE POLICY

The purpose of the dress code is to maintain a safe and respectful learning environment.

General Rules:

- Clothing must cover all undergarments and private areas at all times when standing, sitting, bending, or moving.
- Shorts and skirts must extend at least 5 inches from the top of the inner leg seam when worn.
- Tops must have straps (2" minimum) and cover the chest, back, and midriff.
- Footwear is required at all times; no slippers or shoes with wheels.
- Shorts and skirts must extend at least 5 inches from the top of the inner leg seam when worn.
- Elementary Students K-6 must have shoes that have a back.

Prohibited Items:

- Clothing with obscene, vulgar, or offensive language or images.
- Items advertising, promoting, or implying drugs, alcohol, tobacco, weapons, sexual innuendos, racial slurs, violence, etc.
- See-through or transparent clothing without appropriate layers underneath.
- Hats, hoods, and sunglasses are not allowed inside the building.
- Chains, spikes, or accessories that could be used as weapons.
- Spaghetti-strap or off-the-shoulder/open-back tank tops/shirts/blouses; athletic tank tops with wide underarm openings
- Volleyball shorts/spandex shorts
- Bags and purses are not permitted in the classrooms.

Enforcement:

- Students may be asked to change, cover up, or call home for appropriate clothing.
- Repeat violations may result in progressive discipline.

CELL PHONE POLICY

Students must place their cell phones in the classroom phone caddy upon entering each class. Phones will remain there for the entire class period. No phone use is allowed during class time, including texting, calling, gaming, or social media. Phones may be retrieved at the end of class. Refusal to follow this policy will result in progressive disciplinary action.

Prohibited Uses:

- Using cell phones to take, record, or share audio, photos, or video without permission.
- Using devices in areas where privacy is expected (locker rooms, restrooms, etc.).

- Accessing blocked websites or engaging in inappropriate, threatening, harassing, obscene, or discriminatory communication.
- Sexting or possessing sexual content in any form.
- Cheating, sharing test information, or other academic dishonesty.

Progressive Consequences:

- First Offense: Verbal warning and reminder of policy; phone returned at the end of class.
- Second Offense: Phone turned in to the office and must be picked up by a parent/guardian.
- Third Offense: Phone turned in to the office and must be picked up by a parent/guardian. Must check phone in and out at the office for the remainder of the week.
- Fourth Offense: Office referral; must check phone in and out at the office for the remainder of the marking period.

Severe or repeated violations may result in skipping steps in the progression.

Prohibited Uses:

- Using cell phones to take, record, or share audio, photos, or video without permission.
- Using devices in areas where privacy is expected (locker rooms, restrooms, etc.).
- Accessing blocked websites or engaging in inappropriate, threatening, harassing, obscene, or discriminatory communication.
- Sexting or possessing sexual content in any form.
- Cheating, sharing test information, or other academic dishonesty.

WATER BOTTLE POLICY

Students may bring clear, reusable water bottles to school to stay hydrated throughout the day.

- Only clear bottles are permitted so contents are visible.
- Bottles must contain water only—no flavored drinks, water flavoring/enhancers, sports drinks, or soda.
- Water bottles should have secure lids to prevent spills.
- Bottles may be used in classrooms at the teacher’s discretion and should not cause disruption.
- Students are responsible for cleaning and maintaining their bottles.

Violation of this policy may result in loss of the privilege to have a water bottle at school.

TECHNOLOGY POLICY

Litchfield Community Schools provides technology, including district-issued devices, to support student learning. Use of these devices is a privilege, not a right.

Students and parents/guardians must sign the District Acceptable Use Policy (AUP) before receiving a device.

Device Expectations:

- Devices must be used for educational purposes and in accordance with district, school, and classroom rules.
- District-provided cases must remain on devices at all times.

- Devices should be stored safely when not in use.
- Photos, videos, and recordings may only be taken for academic purposes and with the consent of those involved.
- Devices must remain at school unless otherwise approved by staff.

Digital Citizenship:

- Communicate respectfully and responsibly in all online interactions.
- Use only approved websites, apps, and tools.
- Protect your personal information and respect the privacy of others.
- Report inappropriate or unsafe online activity to a staff member immediately.

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.

If you have a planned absence on an exam day, the exam must be taken before the exam date.

CAFETERIA POLICY

Closed Campus:

Litchfield Community Schools maintains a **closed campus** during lunch for all students, including those 18 years or older. Students are **not permitted to leave school grounds** during the lunch period. All students are encouraged to participate in the school’s cafeteria program.

Meals and Pricing:

Nutritious hot lunches and breakfasts are served daily. Free meals are available to all students for the 2024–2025 school year. Students who bring lunch from home may purchase milk.

Meal charges:

Parents are expected to keep student accounts current if additional items are purchased. Meal charges are not allowed.

Food & Drink Guidelines:

- Food and beverages may not be taken into classrooms without prior permission from cafeteria staff or a teacher.
- Pop and energy drinks are not allowed during the school day, including lunch. These items will be confiscated and may not be returned.
- All food must be consumed in the cafeteria.
- Do not share food with other students (for health and allergy safety).

Cafeteria Expectations:

To keep the cafeteria clean, safe, and enjoyable for everyone, students are expected to:

- Wait their turn in line—no cutting or pushing.
- Keep hands, feet, and objects to themselves.

- Speak respectfully to staff and peers; follow adult directions.
- Use quiet, indoor voices.
- Walk at all times—no running.
- Throwing food is never acceptable.
- Clean up after themselves and use trash cans for waste.

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 student 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 the 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.

BEHAVIOR AND DISCIPLINE

Behavior Expectations (Grades K–5):

Elementary students are learning how to act respectfully and responsibly in a school community. Teachers and staff will model expectations and provide positive reinforcement.

Students are expected to:

- Follow directions from all adults
- Use kind words and safe hands
- Stay in assigned areas and keep learning spaces clean
- Walk in hallways and use indoor voices
- Keep hands, feet, and objects to themselves
- Respect classmates, adults, and school property
- Use materials and devices appropriately
- Ask for help when they need it

Disciplinary Consequences (Grades K–5):

Consequences are designed to correct behavior and help the student learn and grow. Students are given chances to reflect and fix mistakes. Staff will consider the student's age, intent, prior behavior, and needs.

Possible Responses:

- Verbal redirection or reminder
- Visual or non-verbal cues
- Think sheet or reflection activity
- Loss of classroom privilege
- Recess detention
- After school detention
- Parent/guardian contact or conference
- Time out in another classroom ("buddy room")
- Referral to counselor or behavior specialist
- Restitution (cleaning, apologizing, replacing items)

- In-school suspension (ISS)
- Out-of-school suspension (OSS) for serious or repeated offenses
- Behavior support plan

Supporting Positive Behavior:

Teachers and staff will:

- Teach and model expectations regularly
- Praise and reinforce appropriate behaviors
- Use classroom routines to build structure
- Communicate with families about concerns or progress
- Partner with support staff (social worker, counselor, principal) when needed

PLAYGROUND EXPECTATIONS

Students are expected to follow all playground rules to ensure safety and respect for others. Misbehavior may result in consequences under the school's discipline policy.

General Expectations:

- Use the restroom and get a drink *before* going outside.
- Bring all needed items with you; permission is required to re-enter the building.
- Do not leave the playground without a supervisor's permission and a pass.
- Stay away from fences and sidewalks; no talking to people outside the school grounds.
- No eating on the playground (choking hazard).
- Dress appropriately for the weather; staff may require a student to go inside or call home if clothing is unsuitable.

Equipment Rules:

- Sit and slide down feet-first.
- No standing in or jumping out of swings; stay clear of swings in use.
- Only softballs may be used for catch—no baseballs or bats.
- No tackle football allowed.
- Do not retrieve balls without supervisor approval (only one student at a time).

Behavior:

- Play safely and respectfully.
- Fighting will result in all involved being referred to the principal.
- Inappropriate clothing may result in students being sent inside (teachers may call home for proper attire).

Prohibited Items:

- Radios, headphones, iPods, games, toys, skateboards, rollerblades, and similar items are not allowed. Confiscated items will be returned to parents only.

MIDDLE & HIGH SCHOOL (GRADES 6-12)

Behavior Expectations:

Students in grades 6–12 are expected to demonstrate increasing levels of maturity and responsibility. They are accountable for their actions both in and out of the classroom. Staff will support students in developing appropriate behaviors through teaching, modeling, and structured intervention.

Students are expected to:

- Attend all classes regularly and on time
- Follow directions from all school staff
- Use respectful language and appropriate behavior
- Maintain academic honesty
- Use school technology appropriately
- Treat others with kindness and respect
- Keep hands, feet, and objects to self
- Represent the school positively during events and activities

Disciplinary Consequences (Grades 6–12):

Consequences are determined based on the severity, frequency, and context of the behavior. Administrators may also consider the student’s disciplinary history and any special circumstances.

Examples of Possible Consequences:

- Verbal warning or redirection
- Conference with staff or administrator
- Detention (before/after school or during lunch)
- Written reflection or behavior contract
- Parent/guardian contact or meeting
- Temporary removal from class
- Loss of privileges (events, parking, technology, athletics)
- In-school suspension (ISS)
- Out-of-school suspension (OSS)
- Referral to counseling, social work, or conflict resolution
- Law enforcement referral (for illegal activity)
- Recommendation for long-term suspension or expulsion

BEHAVIOR TIERS AND EXAMPLE OF PROGRESSIVE DISCIPLINE

Tier 1 – Minor Behaviors

Typically handled by the classroom teacher; focus on reteaching and minor consequences.

Examples:

- Disruption of learning
- Mild disrespect / noncompliance
- Off-task behavior
- Inappropriate language (mild)
- Dress code violations
- Cell phone misuse

Progressive Consequences:

- 1st Offense – Loss of privilege in class
- 2nd Offense – Lunch detention
- 3rd Offense – After-school detention
- Further Offenses – Office referral; ISS

Tier 2 – Moderate Behaviors

Require office involvement and may include more serious disruption or defiance.

Examples:

- Repeated Tier 1 behaviors
- Moderate disrespect / defiance
- Inappropriate language (directed at others)
- Minor vandalism / property misuse
- Skipping class

Progressive Consequences:

- 1st Offense – Lunch detention
- 2nd Offense – After-school detention
- 3rd Offense – ISS
- Further Offenses – OSS (1–3 days)

Tier 3 – Major Behaviors

Serious violations of school rules or safety; may skip steps.

Examples:

- Fighting / physical aggression
- Bullying / harassment
- Vandalism / theft
- Possession of prohibited items
- Severe disrespect / insubordination
- Leaving campus without permission

Progressive Consequences:

- 1st Offense – After-school detention or ISS
- 2nd Offense – ISS
- 3rd Offense – OSS (1–5 days)
- Further Offenses – OSS (up to 10 days); possible recommendation for expulsion

Tier 4 – Severe

Immediate safety concerns or violations of law.

Examples:

- Weapon possession
- Drugs / alcohol
- Assault
- Threats of violence
- Arson

Progressive Consequences:

- 1st Offense – OSS (5–10 days); possible police involvement
- 2nd Offense – OSS; possible expulsion

Disclaimer:

The administration and staff of Litchfield Community Schools reserve the right to adjust disciplinary action based on the severity, frequency, and context of the behavior. This serves as a guideline, not a guarantee of specific consequences.

IN-SCHOOL SUSPENSION/DETENTION RULES

- Students must be working on assigned classroom work or educational activities for the entire time in-school.
- Students will not use technology unless approved by teacher and ISS staff.
- Students will not be issued any hall passes.
- One bathroom pass in the a.m. and p.m. for full day ISS.
- Students will not be allowed to talk to peers.
- Students will not be allowed to eat lunch in the cafeteria.
- Students must remain seated at all times. (No exceptions)
- Any student who refuses to do assigned work during ISS or who continually disrupts the ISS room will be placed OSS.
- Any violations will result in more time assigned to in-school and or possibly OSS.

TRANSPORTATION

Litchfield Community Schools is committed to providing safe, reliable transportation for all eligible students. Whether riding the bus, biking, or driving to school, students are expected to follow all transportation rules. Transportation is a privilege, not a right, and violations may result in disciplinary action.

Bus Transportation:

Riding the bus is a privilege. All school rules apply on the bus, and misconduct will result in disciplinary action. Video cameras may be used on buses.

Students must:

- Obey the driver at all times.
- Stay off the road while waiting for the bus.
- Board only when the bus is fully stopped.
- Remain seated while the bus is in motion.
- Stay silent at railroad crossings and near emergency vehicles.
- Use respectful, quiet voices—no shouting or profanity.
- Keep all body parts and objects inside the bus.
- Keep the bus clean and free of damage.
- Get off only at assigned stops unless prior approval is given.
- Cross in front of the bus only after the driver signals and it's safe.

Prohibited on the Bus:

- Throwing objects
- Tobacco, alcohol, matches, lighters, or vaping devices
- Opening windows without permission

- Sharing or passing items out the window
- Possession of contagious conditions (e.g., lice, chickenpox)

Transportation Discipline:

Bus riders are expected to follow school behavior rules while on the bus.

Misconduct may result in:

- Warning and conference
- Assigned seating
- Temporary or permanent loss of bus privileges
- Restitution for damages
- Suspension or referral for serious incidents

Alternate Stops:

Parents must submit a written request (with dates and student names) and get approval from the office and bus driver for any changes in pick-up/drop-off locations or for extra riders.

Bus Complaints:

Parents with concerns about the bus or driver should:

1. First, speak with the bus driver.
2. If unresolved, contact the transportation supervisor.
3. Next, contact the building principal/superintendent.
4. Lastly, concerns may be directed to the Board of Education.

Student Driving & Parking (Grades 9–12):

Driving to school is a privilege. Violating driving or parking rules may result in the loss of privileges, vehicle towing (at owner's expense), or additional consequences.

Parking Rules:

- Students must park in designated student areas (e.g., the unpaved lot at East & Williams Streets).
- Students must enter the school through the main doors.
- No student parking is allowed in staff, guest, or service areas.
- Street parking on Williams, East, or near the building is prohibited from 7:45 AM to 3:30 PM.
- No loitering in the parking lot during school hours.

Driving Rules:

- Reckless or show-off driving is prohibited and will result in loss of driving privileges.
- Students may only drive to off-campus programs (e.g., Career Center) with written parent and school permission.
- Students may not ride with other student drivers without signed permission from both families.
- When school transportation is provided to events or programs, students are expected to ride the bus unless permission is granted in advance.

Bicycle Policy:

- Bicycles must be parked in the racks upon arrival.
- Bicycles may not be ridden on school property during school hours.
- Litchfield Community Schools is not responsible for lost, stolen, or damaged bicycles.

STUDENT PICK-UP PROCEDURE

To ensure student safety, all students must be signed out through the K–12 office. Teachers may only release students with an office-issued slip.

- Only custodial parents/guardians and adults listed on the emergency contact form may pick up students.
- Written notice is required to authorize another adult to pick up a student.
- Office staff may request a photo ID to confirm identity.

FIELD TRIP & OFF-SITE EDUCATIONAL EXPERIENCE POLICY

Litchfield Community Schools believes that students learn through experience, and field trips are a valuable part of the educational program. These trips are considered part of the regular school day, and student participation is expected.

- Field trips are education-based and planned in advance.
- Written parental permission is required for each trip. Verbal permission will not be accepted.
- Students without a signed permission form may not attend and will remain at school.

Chaperones:

- A limited number of parents/guardians may be selected as official chaperones.
 - Pass a background check completed by the school,
 - Cover their own admission costs,
 - Follow all school rules and field trip expectations.

Student Behavior:

- All school rules apply during field trips.
- Students are expected to follow adult instructions, represent the school respectfully, and stay with their group at all times.

Early Pick-Up from Field Trips:

- If a field trip ends the school day, parents may transport their child home only if written notice is given in advance and confirmed with the teacher.

WORK PERMITS

The high school secretary issues work permits.

PARENT/GUARDIAN CLASSROOM VISITATION

Litchfield Community Schools recognizes and values the important role parents and guardians play in their child's education. Families are encouraged to attend school events such as conferences, open houses, and designated visitation days.

Parents/guardians may also request to visit their child's classroom during the school day. All classroom visits must be approved in advance by the principal to ensure minimal disruption to the learning environment. Please contact the school office or building principal for procedures and guidelines related to classroom visits.

VOLUNTEERS

All volunteers must complete a Volunteer Information Form (available in the administration office) and be approved by the principal before assisting at school.

Volunteers must:

- Check in at the main office
- Wear a visitor badge while on campus
- Coordinate with the teacher or principal for classroom or school-wide opportunities

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."

ATHLETICS

Litchfield Community Schools offers a variety of athletic programs for eligible students. Participation in athletics is a privilege and requires compliance with academic, behavioral, and training expectations.

Eligibility & Expectations

- Students must meet MHSAA and school eligibility requirements.
- Violation of the Student Code of Conduct or athletic rules may result in suspension or removal from a team or activity.
- Use of performance-enhancing substances is strictly prohibited and will affect eligibility.
- Student athletes are encouraged to participate in the Bigger, Faster, Stronger program unless excused by the principal and athletic department.

- The top five seniors (at the start of the year based on the last school year cumulative GPA) academically will receive an Athletic Pass for free admission to home games.

Health & Safety:

- All athletes must follow concussion protocols as required by state law and the MHSAA.
- Practices and games will follow heat and humidity guidelines set by MHSAA to prevent heat-related illness.

More Information:

More details about available sports, eligibility, and rules are provided in the Athletic Handbook or contact the Athletic Director.

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 an appropriate number of 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.

PARENT/TEACHER CONFERENCES

Parent-Teacher Conferences are held each fall to discuss your child's progress in school. 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.

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.

COATS AND WEATHER GUIDELINES

All coats, boots, and snow pants should be labeled with your child's name. Lost items can be found in the Lost & Found located in the Commons. Students go outside for recess unless the temperature or wind chill is below 20°F. Please ensure students are dressed appropriately for the weather with coats, hats, mittens, scarves, and boots. Michigan weather can change quickly, so prepare accordingly.

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.

SCHOOL PARTIES

Class parties are held as permission is granted. Individual classroom teachers will make specific arrangements with parent volunteers.

USE OF TELEPHONES

Office telephones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call.

Telephones are available to students when necessary. Students are not to use telephones to call to receive permission to leave school. Office personnel will initiate all calls on behalf of a student seeking permission to leave school.

SCHEDULING AND ASSIGNMENT

Elementary School:

Elementary students are assigned to classrooms and programs by the principal, based on academic needs and available resources. Any questions or concerns about a student's classroom placement should be directed to the building principal.

Middle & High School:

Students receive class schedules at the beginning of the school year or upon enrollment. Schedules are based on academic needs, graduation requirements, and available class space. Students are expected to follow their assigned schedule at all times. Any changes must be approved in advance.

Students may be denied enrollment in certain courses due to:

- Full class sections,
- Lack of prerequisite courses,
- Ineligibility for the course based on prior academic performance.

Schedule Changes (Grades 6–12):

Class changes will be permitted for the following reasons only:

- The class is not academically appropriate.
- The student has already taken and passed the course.
- The student has not met the prerequisite.
- The class must be changed due to health or physical limitations.
- The student needs to enroll in a required course.

Schedule Change Timeline:

- Changes may be requested up to two weeks before the semester begins.
- During the semester, changes are allowed only during the first five (5) school days.

Process:

A Schedule Change Request Form must be completed and signed by the necessary teachers. The form must be submitted to the office or counseling department before any changes are approved.

GRADUATION REQUIREMENTS

Litchfield Community Schools follows the Michigan Merit Curriculum for high school graduation, as required by the Michigan Department of Education. Students must make steady progress to be promoted with their class.

Michigan Merit Curriculum:

English Language Arts (ELA) — 4 Credits

- Proficiency in State Content Standards for ELA (4 credits)

Mathematics — 4 Credits

- Proficiency in State Content Standards for Mathematics (3 credits); and
- Proficiency in district-approved 4th Mathematics credit options (1 credit) (Students MUST have a math experience in their final year of high school.)

Online Learning Experience

- Course, Learning, or Integrated Learning Experience.

Personal Finance — ½ Credit (Effective with students entering 8th grade in 2023)

- Proficiency in State Content Standards for Personal Finance

Physical Education & Health — 1 Credit

- Proficiency in State Content Standards for Physical Education and Health (1 credit); or
- Proficiency with State Content Standards for Health (1/2 credit)

Science — 3 Credits

- Proficiency in State Content Standards for Science (3 credits); or
- Proficiency in some State Content Standards for Science (2 credits) and completion of a department-approved formal Career and Technical Education (CTE) program (1 credit).

Social Studies — 3 Credits

- Proficiency in State Content Standards for Social Studies (3 credits).

Visual, Performing, and Applied Arts — 1 Credit

- Proficiency in State Content Standards for Visual, Performing, and Applied Arts (1 credit).

World Language — 2 Credits

- Formal coursework or an equivalent learning experience in Grades K-12 (2 credits); or
- Formal coursework or an equivalent learning experience in Grades K-12 (1 credit) and completion

of a department-approved formal CTE program; or an additional visual, performing, and applied arts credit (1 credit).

Early Graduation:

Students may apply for early graduation if they have valid educational or vocational reasons. To qualify:

1. Meet all graduation requirements.
2. Submit a written request to the Superintendent and Board of Education by August 31.
3. Include a parent/guardian support letter.

Reasons for consideration may include:

- College admission
- Military enlistment
- Career or vocational opportunities
- Personal hardship

Each request is reviewed on an individual basis and does not set a precedent for future cases.

EMC and Dual Enrollment:

For Academic Courses offered including EMC and Dual Enrollment refer to Course Handbook

Career Center:

Litchfield juniors and seniors may attend the Hillsdale Area Career Center for specialized career and technical training.

Eligibility:

- Juniors must have at least 12 credits; seniors must have 18 credits.
Students below these thresholds must receive approval from the Administrative Team.

Attendance & Transportation:

- Students must follow the Career Center's calendar, unless Litchfield closes due to weather or illness.
- Transportation is provided on half days.

TESTING, GRADING, AND ASSESSMENT

Standardized Testing:

Students in grades 3–9 and 11 will take state-mandated assessments. Juniors take the Michigan Merit Exam (MME), which includes:

- ACT (used for college admission)
- WorkKeys
- Michigan assessments in Math, Science, and Social Studies

Test preparation tips for families:

- Ensure students get good sleep and eat a protein-rich breakfast
- Arrive on time with required materials
- Encourage effort, honesty, and a calm mindset

Classroom Assessment:

Teachers use various assessments to measure academic progress and assign grades. Exams or final projects may be given at the end of each semester (grades 8–12).

Semester Exam Exemptions:

Students with an "A" average and two or fewer absences may be exempt from exams, subject to teacher approval.

Incomplete Grades:

Students have 10 school days to resolve an incomplete grade. After that, the grade converts to an F, unless extenuating circumstances apply.

Report Cards:

Report Cards are issued at the end of each nine-week period. Midterm progress reports are available upon request.

Grade Scale & Semester Weighting:

Percentage	Letter Grade	GPA (Regular)
92.5–100	A	4.0
89.5–92.49	A–	3.7
86.5–89.49	B+	3.3
82.5–86.49	B	3.0
79.5–82.49	B–	2.7
76.5–79.49	C+	2.3
72.5–76.49	C	2.0
69.5–72.49	C–	1.7
66.5–69.49	D+	1.3
62.5–66.49	D	1.0
60.0–62.49	D–	0.7
Below 60	F	0.0

Semester Grades:

- 45% = 1st marking period
- 45% = 2nd marking period
- 10% = Final exam/project

Weighted GPA:

For Honors, EMC, Dual Enrollment, and AP Students earn extra GPA points in approved weighted courses.

Letter	Weighted GPA
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 ($\geq 50\%$)	1.0
F ($< 50\%$)	0.0

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 Courses Include:

EMC, Dual Enrollment, and approved college courses

Testing Out:

In accordance with Michigan law, Litchfield Community Schools allows students (K–12) to earn credit for a course by demonstrating mastery of its content without taking the class. Mastery may be shown through exams, papers, projects, portfolios, or other approved assessments.

- Credit is awarded as Pass/Fail; no letter grade is given.
- A minimum mastery level of C+ is required to earn credit.
- Applications must be submitted within the timeframe set by the principal; parental signature is required.
- Course syllabi, objectives, and a list of required materials will be provided to students considering testing out.
- Students will have access to textbooks and other materials to prepare.
- Testing windows are held in August and December; dates will be communicated annually.
- A description of the assessment and mastery criteria will be provided with the application.

College & Career Testing:

- The ACT/PLAN is available to sophomores as a preparatory college exam. Interested students should contact the principal in the fall.
- Additional assessments may be given to monitor academic progress or identify vocational interests.
- Families will be notified about required evaluations, and parental consent is honored per district policy.

AWARDS AND HONORS

Academic Honors:**Honor Roll**

- Students must be enrolled in at least four graded (A–F) classes to qualify.
- Career Center grades are included.
- Compiled each quarter with the following categories:
 - All As
 - As and Bs
- Any grade of D or lower disqualifies a student from the Honor Roll.

Honor Awards Program:

To qualify, students must be on the 1st, 2nd, and 3rd quarter Honor Roll or receive other special awards.

Middle School Awards

- All A Medal – All As in all graded classes
- Honor Roll Medal – On Honor Roll for the first three quarters

High School Awards:

- All A Medal – All A in all graded classes
- Honor Roll Medal – On Honor Roll for the first three quarters
- 4-Year Medallion – On Honor Roll every marking period through 3rd quarter of senior year
- Academic Letter – 3.2 GPA for first three quarters in 10th, 11th, or 12th grade:
 - 1st Year – Academic Letter
 - 2nd Year – Silver Medal
 - 3rd Year – Gold Medal

Graduation Honors:

- Valedictorian / Salutatorian
- Academic Honors – Red & White Cords for GPA of 3.5 or higher after 7.5 semesters (weighted GPA)
- National Honor Society – Blue & Gold Cords (active members only)
- Top Five – Seniors with the top five GPAs after the first semester of senior year receive special recognition at graduation.
- Scholarships & Awards – Local, area, and state scholarships; DAR Award
- Departmental Honors - may be awarded as well

STUDENT, PARENT, AND SCHOOL RESPONSIBILITIES

Litchfield Community Schools is committed to providing a safe, respectful, and inclusive learning environment. Students, parents/guardians, and staff share the responsibility of supporting student learning, maintaining discipline, and fostering positive school relationships.

Student Responsibilities

- Arrive on time, prepared to learn, and participate in school activities.
- Attend school regularly and follow the Student Code of Conduct.
- Respect the rights, property, and viewpoints of others.
- Complete assignments to the best of your ability.
- Care for school property and work cooperatively with staff and classmates.
- Follow all school rules during the school day and at extracurricular activities.
- Seek help from staff when needed and contribute to a positive learning environment.

Student Rights

- Due process in all disciplinary actions.
- Freedom to express opinions that do not disrupt learning.
- Continued education and participation in school activities for married or pregnant students unless medically advised otherwise.
- Adult students (18+) must follow all school rules and are encouraged to involve parents in their education if living at home.

Parent/Guardian Responsibilities

- Encourage regular attendance and a positive attitude toward school.
- Show interest in your student's education and communicate high expectations for learning and behavior.
- Discuss and support school rules and model good citizenship.
- Work cooperatively with school personnel to resolve problems and support your child's success.

Communication

- Parents/guardians have the right to receive updates on their child's progress and are encouraged to maintain open communication with the school to support student achievement.

Litchfield Community Schools
2025–2026 Student Handbook Acknowledgement Form

We have reviewed and received a copy of the 2025–2026 Litchfield Community Schools Student Handbook. We understand that it contains important information about school policies, procedures, expectations, and student responsibilities.

We agree to follow the rules and guidelines outlined in the handbook.

Student Name(s) & Grade(s):

Student Name: _____ Grade: _____

Student Signature: _____ Date: _____

Student Name: _____ Grade: _____

Student Signature: _____ Date: _____

Student Name: _____ Grade: _____

Student Signature: _____ Date: _____

Parent/Guardian Name(s) & Signature(s):

Parent/Guardian Name: _____

Signature: _____ Date: _____

Parent/Guardian Name: _____

Signature: _____ Date: _____

Return this signed form to the school office by: September 26th, 2025

Thank you for your cooperation in helping us maintain a safe, respectful, and successful school environment.