

DISCIPLINE CODE

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

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

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

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

DEMERITS

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

- Being tardy to class
- Chewing gum
- Exhibiting minor hallway misbehavior
- Wearing hats, carrying cell phones or carrying IPODS/Discmans after 7:50 a.m.
- Walking through hallways at non-passing times without a pass

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

DETENTIONS

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

Staff Member Detentions may be given for minor classroom disruptions such as:

- Inappropriate language
- Inappropriate physical contact

- Disrespect towards teacher or classmate
- Property misuse
- Defiance

Office Detentions may be given for:

- A second referral to the office
- Three unexcused tardies to school

Student with outstanding detentions may not participate in school activities including co-curricular activities; i.e., clubs, sporting events, etc.

OFFICE REFERRALS

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

1st Referral Discussion with the student and parent contact will be made.

2nd Referral Discussion with the student, parent contact will be made, and an office detention will be given.

3rd Referral Discussion with the student, parent contact will be made, an out-of-school suspension will be given and notification will be sent to the Target Team.

The following behaviors are examples of an office referral offense:

- Repeated classroom disruption, not remediated through teacher methods
- Inappropriate, abusive language and/or gestures
- Vandalism of school property or other's belongings
- Defiance/Disrespect/Insubordination
- Fighting or physical aggression
- Cheating/Forgery
- Theft
- Skipping class

Note: There are certain behaviors in which the above will not apply.

IN-SCHOOL SUSPENSION

Serious misbehavior, which deserves more than light punishment, but does not warrant a suspension, or the accumulation of five demerits within a quarter, can be punished by imposition of an In-School Suspension.

The student remains in school but is isolated from his/her classmates and is assigned schoolwork, as well as behavioral based work, designed to allow the student to reflect on his/her behavior. He/She is also denied participation in all class activities including extra-curricular activities. In-School Suspensions normally run for one to three days. Parents will be notified whenever their child is placed on an In-School Suspension.

OUT-OF-SCHOOL SUSPENSION

There are certain disciplinary problems, such as repeated fighting, violence towards another person, vandalism, gross insolence, or other forms of misbehavior, which are so serious that suspension from school may be necessary. In any major disciplinary incident, the principal will discuss the problem(s) with the parent and with the student. Students will not be permitted to make up homework or class work missed during Out-of-School Suspension. Major grades missed, however, may be made up, **but it is up to the student to make arrangements with his/her teacher(s).**

Note: The pages that follow were copied from the Litchfield School District website and may not reflect the most recent updates (if any). Please refer to the school district web pages for the original policy.

Suspension and Expulsion of Students Litchfield School District Policy Policy Code: JKD
Policy Section J- Pages 73-74

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SUSPENSION AND EXPULSION OF STUDENTS

The Litchfield School Board recognizes the following in accordance with RSA193:13:

Suspension of students

The Superintendent or designee (principals, assistant principals) is authorized to suspend pupils from school for a period not to exceed ten (10) school days for gross misconduct, or neglect, or refusal to conform to the reasonable rules of the school or district.

Suspension of a student in excess of ten (10) days

The Litchfield School Board authorizes, in writing by this policy, the Superintendent of the School District, following a hearing, to continue the suspension of a pupil for a period in excess of ten (10) school days to ensure the hearing and extended suspension is not made by the individual who suspended the pupil for the first ten (10) days. Any suspension shall be valid throughout the school districts of the state, subject to modification by the Superintendent of the school district in which the pupil seeks to enroll.

Any suspension in excess of ten (10) school days imposed by the Superintendent may be appealed to the School Board, provided that the Superintendent received an appeal in writing within ten (10) days after the issuance of the decision being appealed. The School Board shall hold a hearing on the appeal, but shall have discretion to hear evidence or to rely upon the record of a hearing conducted under the preceding paragraph. The suspension under the preceding paragraph shall be enforced while that appeal is pending, unless the School Board stays the suspension.

Expulsions

Following a hearing, any pupil may be expelled from school by the School Board for gross misconduct, or for neglect or refusal to conform to the reasonable rules of the school, or for an act of theft, destruction, or violence as defined in RSA 193-D:1; or for possession of a pellet or BB gun, rifle, or paint ball gun, and the pupil shall not attend school until restored by the School Board. Any expulsion shall be subject to review if requested prior to the start of each school year and further, any parent or guardian has the right to appeal any such expulsion by the School Board to the New Hampshire State Board of Education. Any expulsion shall be valid throughout the school districts of the state.

Any pupil who brings or possesses a firearm as defined in 921 of Title 18 of the United States Code in a Safe School Zone as defined in RSA 193-D:1 without written authorization from the Superintendent or designee shall be expelled from school by the School Board for a period of not less than twelve (12) months. The Superintendent is authorized by members of the Litchfield School Board to modify the expulsion requirements that are aforementioned on a case by case basis.

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The District shall comply with the provisions of the Individuals with Disabilities Education Act (IDEA) when disciplining students. (*See Procedures JICD-R*).

Any pupil expelled by the School Board under the provisions of the Gun-Free Schools Act of 1994 shall not be eligible to enroll in another school district in New Hampshire for the period of such expulsion. Provisions for educational services to such expelled students in an alternative setting may be considered on a case by case basis by the School Board upon the recommendation of the Superintendent.

Students who are suspended or expelled from school are prohibited from being on school grounds and from attending or participating in any school sponsored activities from the time of the notification of the suspension or expulsion through the time of their return to school. Students who are assigned out of school suspension may complete their work for credit. Students who are expelled from school for extended periods of time may not be eligible to make up missed work.

See Appendix JICD – Procedures

See Also JICD, JICK, Memorandum of Understanding, Student Handbook

Statutory Reference

RSA 193:13; 193-D:1

Title 18, Section 921 of the United States Code: Safe School Zone

Gun-Free Schools Act of 1994

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