SCHOOL TELEPHONE NUMBERS

LONDONDERRY MIDDLE SCHOOL		**432-6925**
FAX		432- 0714
Administrative Assistant	Ms. Laura Lambert	ext. 3276
To Report an Absence		ext. 3928
Front Office	Mrs. Janis Corcoran	ext. 3005
Back Office	Mrs. Susan Rouse	ext. 3100
Cafeteria Office		ext. 3006
Guidance Department	Ms. Debbie Conroy	ext. 3140
Library Media Center		ext. 3104, 3105
Special Education Department	Mrs. Katherine O'Regan	ext. 3001
School Nurse	Mrs. Kelly Boucher Ms. Lea Glickman	ext. 3101 ext. 3102

Administrators

Principal	Mr. Richard Zacchilli	ext. 3300
Assistant Principal	Mr. David Sutherland	ext. 3004
Assistant Principal	Mrs. Donna Dyer	ext. 3177
Curriculum Coordinator	Mrs. Anne Collacchi	ext. 3278
Special Education Program Director	Mrs. Joan Campo	ext. 3002
Superintendent of Schools	Mr. Nate Greenberg	432-6920 ext. 1102

Other Numbers

Athletic Director	Mr. Howard Sobolov	432-6941 ext. 2306
Food Service Director	Ms. Amanda Venezia	432-6948
Student Transportation of America		668-2878

Web Site Information (for school and grade level team information and sports information)

http://www.londonderry.org/lms http://www.highschoolsports.net

2015-2016 LONDONDERRY SCHOOL DISTRICT CALENDAR

AUGUST						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	NT	NT	22
23	TW	TW	TW	27	28	29
30	31					*3

SEPTEMBER						
S	M	T	W	T	F	S
		1	2	3	NS	5
6	H	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
						*20

OCTOBER						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	H	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
						*21

NOVEMBER						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	H	12	13	14
15	16	17	18	19	PC	21
22	23	24	V	H	V	28
29	30					*16

DECEMBER						
S	M	T	W	T	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	V	H	26
27	V	V	V	V		
						*17

JANUARY						
S	M	T	W	T	F	S
					H	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	H	19	20	21	22	23
24	25	26	27	28	29	30
31						*18

FEBRUARY						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	V	V	V	V	V	27
28	29					*16

MARCH						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	PC	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		*22

APRIL						
S	M	T	W	T	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	V	V	V	V	V	30
						*16

MAY						
S	M	T	W	T	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	H	31				
						*21

JUNE						
S	M	T	W	T	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		
						*10

H - Holiday
NS - No School
NT - New Teacher Workshop
PC - Parent Conference
TW - Teacher Workshop
V - Vacation

NOTES:

AUGUST
20th-21st New Teacher Workshops
24th-26th Teacher Workshop
26th Orientation Grades 1, 6, and 9
27th First day of school

SEPTEMBER
4th NO SCHOOL
7th Labor Day
LMS - Parent Nights - TBD
LHS - Parent Night - TBD
Elementary Parent Nights - TBD

OCTOBER
12th Columbus Day

NOVEMBER
11th Veteran's Day
19th Moose Hill Parent Conference**
20th Parent Conferences
25-27 Thanksgiving Break

DECEMBER
Dec. 24-Jan 1 Holiday Break

JANUARY
4th Classes Resume
18th Martin Luther King Day
PLEASE NOTE PRIMARY ELECTION DAY
TBD - Teacher Workshop Day

FEBRUARY
22-26 Winter Break

MARCH
10th** Moose Hill Only Parent Conf.
11th Parent Conf./Teacher Workshop

APRIL
April 25-April 29 Spring Break

MAY
30th Memorial Day

JUNE
28th Last Day for Students (includes 10 snow days - adjustments will be made depending on the number of school cancellations)
29th Last Day for Teachers
TBD Graduation

* Number of school days per month
** Moose Hill has 2 Parent Conf. Days

2/17/2015

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INTRODUCTION:

This handbook will serve as a guide for familiarizing students with their rights and responsibilities while attending Londonderry Middle School. It contains a description of the school's facilities and services, rules and regulations, and other information which will serve as a continuous reference during the school year.

The administration and staff wish to extend our best wishes for a very successful school year. We encourage you to inform us of any special situations or circumstances and to come to us for assistance when you need it.

LONDONDERRY MIDDLE SCHOOL'S PHILOSOPHY:

We recognize and accept all students as unique individuals in terms of needs, interests, and abilities; and to effect, in cooperation with parents or guardians, positive changes in their intellectual, physical, emotional, and social development.

It is the responsibility of Londonderry Middle School to provide an atmosphere which fosters the creative spirit, encourages positive self-esteem, increases self-confidence, and creates opportunities for decision making by its students while providing for the development of basic skills and awareness of personal needs and potentials.

In recognizing the rapid and profound physical changes in the early adolescent student, it is imperative that the curriculum offer adequate opportunities which will enable students to be aware of the health issues which are vital to a healthy lifestyle.

While students should be exposed to a variety of teaching methods that address diverse learning styles, it is essential that they develop skills in a learning-by-doing, cooperative approach. Furthermore, it is necessary that students be made aware of and exposed to acceptance of responsibility, tolerance, change, effective citizenship, and acceptable social qualities.

It is also understood that learning is a lifelong process that is not limited to school experiences. A primary purpose of the school is to provide students with the skills and attitudes necessary to actively participate in their own education which will foster constant learning throughout their lives.

The school is an integral part of the community. It is vital that there exist an active, voluntary, and cooperative effort among staff, parents, students, and the community. The lines of communication must stay open to assure the coordination of mutual efforts to help students achieve future success.

LONDONDERRY MIDDLE SCHOOL'S OBJECTIVES:

1. To expose students to a variety of teaching/learning methods

2. To provide academic programs and experiences appropriate to the needs, interests and abilities of each student

3. To provide an environment conducive to the development of a positive self-image, and respect for self and others

4. To offer opportunities for research, creative and critical thinking, and problem solving

5. To give each individual quality educational experiences which will enrich life and provide the information to become a productive, successful member of society

6. To teach students effective study habits and organizational skills

7. To expose students to potential career opportunities

8. To support reciprocal relationships among students, staff, and the local community so that there is an exchange of ideas, services, and skills

9. To provide students opportunities for participation in a wide selection of competitive, non-competitive, group and individual activities based on their interest and abilities

10. To prepare students to assume their roles as active participants in a democratic and multicultural society

11. To involve students in the development and application of school activities, programs and policies

12. To keep students informed of the current health issues in today's society

ADMINISTRATIVE ITEMS

ANNOUNCEMENTS:

Announcements will be read during A period each morning. Students should be quiet and attentive. Organizations wishing announcements read must have them approved by the advisor and submitted to the office by 2:45 p.m. the day before you wish them to be read.

Daily announcements are also printed and distributed electronically to all teachers. If you missed the details of an announcement, please ask any teacher.

CLASS AND LUNCH SCHEDULE

STUDENTS ENTER 7:50 **STARTING TIME 8:05**

Monday and Thursday

8:05 – 8:53	A
8:53 – 9:39	B
9:39 – 10:25	C
10:25 – 11:13	D
11:13 – 11:37	E
11:37 – 12:01	F
12:01 – 12:25	G
12:25 – 1:11	H
1:11 – 1:59	I
1:59 – 2:35	ASD

Tuesday, Wednesday, Friday

8:05 – 8:58	A
8:58 – 9:51	B
9:51 – 10:44	C
10:44 – 11:34	D
11:34 – 11:59	E
11:59 – 12:24	F
12:24 – 12:49	G
12:49 – 1:42	H
1:42 – 2:35	I

ENTRY/END OF DAY PROCEDURES:

Students are not permitted in the school building without authorized supervision. The supervisor must be present at the time of entry. Students may not enter the building before 7:50 a.m.; earlier than that, a pass from a teacher is required.

Students who are staying after school for extra help, clubs, sports, or other programs need to report directly to the teacher's room or locker room with their materials. Students **may not** leave the building and re-enter at a later time. It is the student's responsibility to arrange for transportation home at the end of the extra help session. Extra help sessions typically end by 3:30.

The doors to the building are locked throughout the day; therefore, no students will be allowed to re-enter the building after leaving school premises. When the library closes at 3:30 p.m., students are expected to exit the building immediately. It is the student's responsibility to arrange for their ride home to pick them up at or before 3:45 p.m**.** These arrangements should be made prior to 2:35 p.m.

EMERGENCY DRILLS AND PROCEDURES:

The signal for an emergency drill will be the ringing of the fire alarm or announcement of a lock down.

- There should be no talking as it is important that everyone hear instructions during emergencies.
- Unless other instructions are given, students should proceed in an orderly fashion along the route indicated on the fire exit sign posted in each room.
- Students are to assemble by class at designated points so that the teacher in charge can take attendance.
- The procedure to evacuate in an emergency is posted in each room. No matter which exit you use, leave the building as quickly as possible. Once outside the building, stay out of traffic lanes and at least 100 feet from the building. If your exit is blocked, go to the nearest exit available.
- Students away from their assigned classroom at the time of a fire drill should leave the building by the nearest exit and report to a teacher.

Lock Down drills are practiced to prepare students for an intruder in or around the building or a dangerous situation. Because school personnel need access to the appropriate agencies (police, fire, etc), parents are asked to please refrain from calling the school. Additionally, we request parents do not call/text their child's cell phone during emergencies and/or drills, as this could interfere with emergency procedures. To insure student safety, students will be asked to shut off all electronic devices.

Shelter in Place drills are practiced to prepare students for a natural disaster or accident. The purpose of this response is to physically protect individuals from harm or to allow for emergency personnel (ambulance) to transport anyone requiring medical attention.

Building Evacuation drills (previously called fire drills) are practiced to prepare students in the case of a fire. Students practice a quick and safe exit from the building which generally is a response to the fire alarm.

Reverse Evacuation drills allow students to practice a reverse evacuation, where they are advised to return to the building in a safe and efficient manner. This may be followed by either a lock down or shelter in place drill.

Other practice drills, as determined by the District or the LMS Emergency Response Team.

EMERGENCY BEFORE OR AFTER SCHOOL: All teachers, students, and staff present will follow administrative directions as deemed appropriate by the situation.

LOST AND FOUND:

All found items should be turned in to lost and found outside the back office or in the physical education locker rooms. Any electronic devices should be turned in to the front office. Students are urged to check regularly for lost items. Unclaimed articles will be donated to a non-profit organization at the close of each trimester.

PARKING:

Automobile parking facilities are limited at the middle school and are reserved for the use of faculty, staff, and visitors to the school. Students are not allowed to drive to school or school activities. Students are not allowed to park in the middle school parking lot.

PASSES:

Londonderry Middle School operates on a system of corridor passes. Except for between classes when students are normally passing, all students in the corridors or lavatories must have a pass from a staff member authorizing their presence. Students are expected to proceed directly to the destination specified on the pass.

SCHOOL APPROVED INSURANCE:

Student insurance is made available to all students at a reasonable charge. Complete information will be available early in the school year. If a student is enrolled in the program, accidents must be reported to the school nurse, who will assist in the completion of claim forms. NOTE: All students who participate in interscholastic athletics will be covered by the school approved insurance plan within the limits of the policy.

SCHOOL CANCELLATION - EMERGENCY CLOSING:

On those occasions due to inclement weather (or other emergency) when the regular school time schedule must be altered, please adhere to the following:

- School cancellations will be broadcast over radio stations WGIR (610 AM) and WZID (95.7 FM). Cancellations are also broadcast over WBZ TV(Channel 4 /Channel 38), WCVB TV (Channel 5), WMUR TV (Channel 9), WHDH TV (Channel 7/Channel 56), and WFXT TV (Fox 25) and Londonderry's cable Channel LEO 21. Postings will be made on the Londonderry School District Website (www.londonderry.org), on LondonderryNH.net (www.londonderrynh.net), and also on Twitter (www.twitter.com/londonderry_sch).

- Delayed openings due to bad weather will also be broadcast on the above mentioned radio and TV stations. The delay will be for one and one-half hours (90 minutes) past the regular school opening time. A period will begin at 9:35 a.m.

- Emergency closings are those times when we may have to transport students home before the regularly scheduled dismissal time. The above-mentioned radio stations will broadcast notification of such an emergency closing. High school students will be released first, followed separately by the middle and the elementary schools in approximately forty (40) minute intervals.

  Please do not call the police or fire stations regarding school cancellations or emergency closings.

We encourage all parents to develop a plan of action with their youngsters so that all students know what they should do in the event of any change in the regular school schedule. This plan could include the location of a key to the house and/or an alternative place for children to go in case of an emergency (a neighbor's or relative's home).

TELEPHONES:
Students are not to call home with their cell phones without consent from an adult. Any calls home should be done in the main office or in the classroom with permission of, and under the supervision of, an adult.

UPDATE OF RECORDS:

Any student who has a change of name, address, telephone number or guardian (i.e., marriage or move) must make this information known to the Guidance Office as soon as the change takes place.

VIDEO, AUDIO, AND PHOTOGRAPHY RELEASE INFORMATION:

From time to time, video/audio recordings and/or photographs are made of various school activities and classes which may be cablecast over the local educational access channel, LEO21, or other cable or broadcast channels and/or displayed/streamed at the District or a school Web site, through the Districts' social media accounts, on the school district FM station, WLLO-LP, or in a district/school print or electronic publication. These may also be used within the Londonderry School District.

Students may appear visually and/or be heard. On occasion, individual students or small groups of students may be featured in interviews, on-camera discussion, etc. These students may be identified by name; however only first names will be used on the screen when individual students are shown unless the district secures written permission from a parent/guardian to use a last name. Additionally, photos, student artwork, projects or performances may be displayed or shared. Student produced work (print or non-print) may be used by the district in the course of instruction, accreditation, presentation, and action research.

The Londonderry School District may also reproduce, make alterations or additions to, and may copyright the material in whole or in part. The district will notify parents/guardians on an individual basis in those instances when special education programs are involved.

Parents and students may refuse release of any or all use of these materials related to specific students, provided that a written request is received by the Superintendent of Schools, at 268C Mammoth Rd.,

Londonderry, NH 03053, by September 30th of the current school year. Additionally, parents may opt to notify the district of any change during the school year.

WITHDRAWALS FROM SCHOOL:

Students withdrawing from school should adhere to the following procedure:

1. Report to the Guidance Office and obtain a withdrawal form.
2. Parents or guardian must complete and sign the withdrawal form and return it to the Guidance Office and obtain a checkout form.
3. Return all books and materials to teachers and present the checkout form to all teachers for signature. All financial obligations must be met prior to withdrawal.
4. Complete Library/Media Center check out and check out with the Assistant Principal who will verify cleanliness of locker and complete the administrative check out.
5. Return the completed checkout form to the Guidance Office.
6. Failure to follow the withdrawal procedure may result in difficulty obtaining entrance to another school.

WORKING PAPERS:

Students who wish to obtain working papers must already have a job or the promise of employment.

Students wishing to work must request a child labor form from the employer; this request must state type of job the student will be doing and include the employer's signature and Federal ID #. Also on the form is a place for the student's social security number. The employer must fill out this form. The student must bring the completed form along with a proof of birth (copy of birth certificate or driver's license) and a copy of satisfactory academic performance or a current copy of his/her report card (available from the guidance office) to the office of the Superintendent of Schools, 268C Mammoth Road, Londonderry, NH. Working papers are issued only from the Superintendent's Office and the student must appear in person in order to obtain working papers.

ACADEMIC ITEMS

Londonderry Middle School has a well-balanced curriculum based on student needs and demands. Recognizing that all students do not have the same interests or abilities, the various programs of study seek to provide all students with the best education.

ACADEMIC INTEGRITY:

Academic honesty and personal integrity are highly valued in our middle school community. Students are expected to be honest in all of their work. Members of the school community want to foster fairness and ethical behaviors while discouraging dishonorable habits. The success of the middle school community resides in the ability of the individual to maintain his or her integrity.

Academic dishonesty undermines the character of the middle school community. An individual is academically dishonest when he or she:

- Plagiarizes – copying from any published print or electronic source, or from another student and representing it as your own
- Provides own work to another student to copy
- Gives and receives answers for a quiz, test, or any independent assignment
- Takes credit for group work when little participation or contribution has been made
- Alters grades without teacher permission

Teachers provide both collaborative and independent work. Students need to be aware of the teacher's guidelines for each type of assignment. It is the student's responsibility to seek clarification as to whether or not an assignment is independent if they are confused.

If there is confirmation that a student has plagiarized or participated in any other form of academic dishonesty, discipline may include:

- Teacher/student conference
- Phone call to parents
- Report filed with Housemaster (may include consequences – 3 demerits)
- Assignment will receive a zero

Repeated offenses will result in further disciplinary action, which could include additional demerits, in-school suspension, or out-of-school suspension.

ACADEMIC INTERVENTION PROGRAM:

The Academic Intervention Program is designed to help students who are not passing two or more of their academic classes. The program meets three times a week by grade level. Sessions are held after school. The goal of the program is to remediate the area of weakness, monitor progress in all classes, and provide a structured environment for study. Academic Intervention is recommended for students after first trimester progress reports are issued and every subsequent grade report. Students remain in the program until they achieve passing grades in all classes or until a collaborative decision is made to remove the child from the program. Many students are able to bring their grades up and are, therefore, no longer required to attend the program. Your support of the program, and your child's participation in it, can benefit your child's academic performance.

Please be reminded that if student behavior is not acceptable during AIP sessions, students may be suspended from the program.

Should you choose not to participate in this program (AIP), and your child fails, summer school will be recommended. (see page 15)

ACADEMIC SUCCESS HABITS:

We want all LMS students to experience academic success. In order to help you have a positive school experience, we have listed the following requirements:

Bring the following to each and every class:

- Pencils
- Pen
- Textbook, workbook, etc.
- Notebook
- Assignment notebook
- Completed homework

ACADEMIC SKILLS DEVELOPMENT:

Each student will be assigned to an academic skills development (ASD) section that meets Monday and Thursday for thirty-six minutes. This program will be used to review a variety of study skills techniques, as well as assist with strategies for note taking, homework completion, time management and various other strategies needed to be a successful student at LMS. Teams will, on occasion, utilize this time to address a group issue, a team project or facilitate an upcoming field trip.

COURSE CHANGES:

To add, drop, or change a class, the student's parents must talk with a guidance counselor. There must be a legitimate reason for any change. Final approval for any schedule change rests with the Principal.

GRADING:

To be credited with a satisfactory grade, a student must complete course requirements in a satisfactory manner. A student who does not do so will receive a failing grade and no credit for the course. Report cards are distributed to students shortly after the end of each marking period. Letter grades are used on report cards and represent the following levels of performance: (Grade Point Average (GPA): numerical value associated with letter grades A through F).

GRADES	GPA	POINT VALUES	GRADES	GPA	POINT VALUES	GRADES	GPA	POINT VALUES
A	4.0	93-100	C+	2.3	77-79	D-	0.7	60-62
A-	3.7	90-92	C	2.0	73-76	F	0.0	0-59
B+	3.3	87-89	C-	1.7	70-72	P	0.0	
B	3.0	83-86	D+	1.3	67-69	N	0.0	
B-	2.7	80-82	D	1.0	63-66	W	0.0	

Marking periods end and grades close on the following dates (subject to change):

First Trimester Ends:	November 19, 2015
Second Trimester Ends:	March 3, 2016
Third Trimester Ends:	Last day of school

The following criteria are used to determine report card grades: academic achievement, effort, completion of class work and homework. Students identified as educationally handicapped have appropriate curricular modifications made for them, and their grades are determined based on their individual educational plans. These grades are often formulated through a consultation process among subject area teachers, special educators, and counselors.

Report cards are issued approximately 10 days after marks close each quarter.

HONOR ROLL:

At the close of each marking period, an honor roll will be posted in the school, on the principal's office page of our website, and published in the local papers. This honor roll gives recognition to the students who have earned a high standard of achievement and who have exhibited satisfactory conduct and effort.

In order to be eligible for the honor roll, a student must carry at least four courses and must not earn any grade below a C+, nor receive an incomplete (I) in any course.

The honor roll will indicate all eligible students receiving a (GPA) of 4.0 to 3.850 with no less that a B+ (B in Accelerated math) in one listing, alphabetically by year of graduation, and those receiving a GPA of 3.849 to 3.50 with no grade less than B (B- in Accelerated Math) alphabetically by year of graduation, in another listing titles High Honors and Honors respectfully. Students who earn a GPA of 3.499 to 3.20 with no grade less than C+ (C in Accelerated Math) will receive honorable mention. Grade point averages are not rounded up when determining honor roll.

The average of Physical Education and Music combined is equal to one class when calculating the GPA.

HOMEWORK:

Londonderry Middle School introduced a comprehensive set of homework guidelines in 2003 that was reviewed by the learning community and approved by the school board. In the guidelines, the roles and responsibilities of students, parents, teachers, and administrators are stated. A matrix showing a general progression of grade level expectations regarding time spent, as well as grading procedures is given. A copy of the Homework Policy is included in this handbook.

LONDONDERRY MIDDLE SCHOOL
HOMEWORK POLICY

MISSION STATEMENT

The Londonderry Middle School Homework Policy has been established to clarify the purpose and application of homework for the benefit of Londonderry students, teachers, parents and the greater learning community, while providing a fair and successful learning experience beyond the classroom.

GENERAL GUIDELINES

- Homework will allow students to practice, prepare, extend and creatively demonstrate the skills and concepts learned in class for a meaningful purpose.

- When appropriate, homework assignments will aim to be differentiated, in order to allow for varying and adequate levels of challenge to students based upon their strengths, level of learning readiness, and individual differences.

- Completion of homework is considered part of the learning process and will be factored into the varying forms of student assessment recorded by teachers.

- By using the assignment notebook, students will help to promote personal accountability as well as home/school communication. Homework should encourage students to be accountable for their own learning in the gaining of life skills.

- Students are responsible for the daily recording, completion, and return of homework. Teachers and parents can work to support students by allowing the student's effort to be of primary importance.

ROLES AND RESPONSIBILITIES

It is expected that home and school will work together to support students in their learning at Londonderry Middle School. Outlined below are the components for the success of every student. Students, parents, teachers, and administrators share in the accountability of homework as an extension of the instruction that takes place in the classroom.

Student Responsibilities:

- Record homework in the assignment notebook completely and accurately
- Understand what the assignments are, when they are due, and how they are to be handed in
- Organize resources and personal time in order to complete the assignments on time
- Create an environment conducive to homework completion
- Communicate level of understanding of the assignment to the teachers
- Obtain work when absent from class and complete in a timely manner

Parent Responsibilities:

- Provide an environment that is conducive to uninterrupted study time
- Encourage a regular homework time and routine
- Monitor your child's homework through the use of the assignment notebook and the parent portal
- Contact your child's teacher by using the assignment notebook, by phone, or through e-mail if you have a question or concern
- Support regular classroom attendance

Teacher Responsibilities:

- Assign homework that allows students to practice, prepare, extend and creatively demonstrate the skills and concepts learned in class with a meaningful purpose
- Differentiate assignments when appropriate
- Provide clear instruction as to what is expected and when homework is due before the student leaves the classroom
- Evaluate and return homework with appropriate feedback in a timely manner
- Make every effort to coordinate assignments and long-term projects so they do not overlap on the team
- Recognize that extenuating circumstances can arise and use professional discretion to address late homework
- Communicate with parents of those students who are falling behind in the area of homework

Administrator Responsibilities

- Ensure homework guidelines are being followed by the teachers
- Review student homework support systems with teachers periodically throughout the school year
- Monitor student attendance and work with guidance department to address concerns
- Communicate with parents when needed

Grade Level Expectations

Grade 6

Students are transitioning from elementary school norms to middle school philosophy. They will be assuming responsibility and working toward accountability with respect to their role in facilitating home/school communication.

Grade 7

Students are familiar with the responsibilities and expectations regarding homework completion. They are using the study skills learned in sixth grade as they progress toward becoming independent learners.

Grade 8

Students are gaining independence and preparation for high school. They are taking initiative to clarify and complete assignments on time, in order to demonstrate readiness for high school expectations.

LMS Homework Matrix

	6th Grade (Core Subjects and Reading)	**7th Grade (Core Subjects, Reading and Foreign Language)**	**8th Grade (Core subjects, Reading and Foreign Language)**
# of Nights per week, per subject	2-3	3-4	3-5
Time spent per night	1-1 ½ hours	1 ½-2 hours	2-2 ½ hours
Late Homework	Daily homework assignments passed in on time may receive full credit, based on effort and quality.	---------->	---------->
	Homework passed in one day late will receive partial credit, based on teacher discretion.	Late homework may receive credit, based on teacher discretion.	By the end of 8th grade, students are expected to be independent students.
% of Grade	Homework will count ***15-20%*** of a students overall term grade. Teachers will determine how homework should be graded. Effort, accuracy, organization and other criteria will be considered in the assessment process.		
Independent Reading/Projects	Independent reading, projects and review of notes may be considered necessary by the teacher and expected as separate from daily homework assignments.		
PE and Music	Since PE and Music do not meet on a daily basis, their homework responsibilities are in addition to the core subject expectations.		

INTERDISCIPLINARY LEARNING TEAMS:

Our school is organized into heterogeneous groups of approximately 125 students with a team of four "core" subject teachers (English, social studies, science, and mathematics). This team of teachers has a common planning time and their rooms are near each other. They will be able to focus on students' needs; coordinate curriculum and assignments; establish consistent behavioral and academic expectations; and encourage feelings of identity and belonging among their students. The team concept may be extended to promote school-wide activities, friendly competition, and school spirit.

MAKE-UP AND AFTER-SCHOOL HELP:

Students are responsible for obtaining assignments missed during absences. For each day students are absent, they are allowed one day to submit missed work.

All teachers have either before or after school help sessions. These times are often posted on the teacher webpage and/or in their classrooms. If students are unable to stay on the scheduled day, they may make other arrangements with the teacher. It is the student's responsibility to approach the teacher to make these arrangements.

When a student is absent for three (3) or more consecutive days, a parent may call the **office** to request homework from their child's team. Please do not leave a message on the absent line for homework. Requests are processed **within 24 hours**, and materials will be available for parents to pick up from the school after that time. For absences of one or two days, students should call a classmate to obtain assignments. Many teams also post team homework on the team webpage.

Students who are staying after school for extra help need to report directly to the teacher's room with their materials. It is the student's responsibility to arrange for transportation home at the end of the extra help session. These arrangements should be made prior to 2:35 p.m. on the day the student intends to stay for help. Extra help sessions typically end by 3:30 p.m.

PHYSICAL EDUCATION REQUIREMENTS:

All students are required to take physical education. Part of a student's grade is determined by being prepared for class. Appropriate clothing is required to promote proper hygiene, allow for maximum movement in physical activity, and to provide safety to the individual. All students must have sneakers, shorts, sweatpants or wind pants, t-shirts, and a sweatshirt or sweater. Some units require different clothing based on the activity or weather. Inappropriate attire will result in the following consequences:

- The first time each trimester effects your daily grade by 2 points
- The second time and thereafter effects daily grade by 3 points

PROGRESS REPORTS AND ACADEMIC WARNINGS:

Progress reports will be posted on the parent portal (https://x2.londonderry.org) at midway through the trimester. Paper copies are available upon request and will be sent home with the student when progress reports are issued.

Academic warning letters are sent as a follow up to report cards to the parents of students who have failed English, mathematics, or at least two other subjects. Parents of students having academic difficulty are encouraged to call teachers during their preparation times (432-6925) in order to closely monitor student progress and assist in remediating problems. Parents can also arrange for a parent-teacher conference by contacting your child's guidance counselor or the subject area teacher directly.

PROMOTION:

The credit status for all students is reviewed each year at the end of the third marking period and evaluated in terms of credit earned, academic progress, and projections. Parents of students who are not to be promoted to the next grade level are notified as soon as possible. At times a definite decision on retention or promotion cannot be made until final grades are determined in June.

Students in grades six, seven, and eight must earn a total of 5.0 credits, including credits in language arts and mathematics, each year in order to be promoted to the next grade level. Students not meeting this requirement may be required to attend summer school in order to be promoted. Students in Grade 8 who do not meet promotion requirements may not be able to participate in the class trip and year-end activities which are designed to reward students who have successfully completed middle school (administrative discretion).

SUMMER SCHOOL:

In order for students to attend summer school (if funded by the Londonderry School District) and earn credit toward a certificate of completion at Londonderry Middle School, they must comply with the following guidelines and rules:

> Londonderry Middle School Students may take a summer school course for credit, if he/she failed Language Arts and/or Mathematics during the preceding school year at Londonderry Middle School. If we do not offer a summer school program, a student may choose to attend summer school in another town and parents would be responsible for all fees and transportation. We will also handle each situation on a case by case basis; with the possibility of alternative programming being available to students (i.e. virtual academy, on-line programs, etc.).

Should the student not complete a summer school program, the following will be implemented:

- Guidance and Housemaster and/or Principal will meet with parents.
- Attendance in the AIP Program for the beginning of the following school year.

TESTING:

The Londonderry School System has a comprehensive testing program that includes achievement, ability and intelligence tests. These tests serve as one means of knowing the individual students. At best, tests represent only a sampling of student knowledge, but they do help in the gathering and utilization of objective information about the student for use by counselors, parents and teachers.

Students will be informed of test dates in advance in order to encourage their attendance for testing periods. Also, we would encourage students to get plenty of rest and to eat an adequate breakfast on test days so they may perform to the best of their abilities.

STUDENT CONDUCT/RESPONSIBILITY

BUS TRANSPORTATION - STUDENT CONDUCT ON BUSES:
(Londonderry School District Policy JFCC)

For their safety, (while on school buses and while entering and exiting) students are required to obey the directions of the driver and to exhibit reasonably quiet and orderly conduct.

While at bus stops, students are required to stay off the road and to keep all their belongings off the road in order to ensure the safety of everyone.

Parents are responsible for supervision until all students enter the bus in the morning and after the students exit the bus at the regular stops at the close of the school day.

Examples of Unacceptable Conduct:

- Striking, shoving, tripping, harassing, or restraining any person on the bus
- Throwing objects of any kind on or from the bus
- Igniting any flame or causing smoke or noxious fumes
- Standing or changing seats while the bus is in motion
- Using any drug, including alcohol or tobacco
- Causing loud noises or disturbances that could distract the driver's attention from the road
- Stealing or damaging property
- Disobeying the directions of the driver (or monitor)

Dismissal from the Bus: Students whose conduct on a school bus is unacceptable may be denied the use of bus transportation by the school administration or Superintendent as per New Hampshire RSA 189:9-A. In this event, it is the parents' responsibility to see that the child is transported to and from school since **DISMISSAL FROM THE BUS SHOULD NOT BE CONSTRUED AS A DISMISSAL FROM SCHOOL.** Generally, the first offense will result in a warning to the student by the bus driver, * and on the second offense, the bus driver will seat the student at the front of the bus for five days. On the third offense, the bus driver will submit a written report to the school administrators who will issue a warning to the student, call home, and send a copy of the bus conduct report to the parents. On the fourth offense, a school administrator will speak to the student, call home, and send a formal letter along with a copy of the bus conduct report to the parents warning of a three-day bus suspension; the fifth offense is a three-day bus suspension; the sixth offense is an extended bus suspension (5-20 days); and the seventh offense will result in a bus suspension for the remainder of the school year. (*However, in **all** circumstances that constitute a safety hazard, **dismissal will be immediate** with parent notification.)

Bus Driver: It shall be the responsibility of the bus driver to report promptly any unacceptable conduct for appropriate action to the Assistant Principal or Housemasters. A school bus driver does not have the authority to remove students from a bus except at the child's bus stop or by returning the child to the school and leaving him in the custody of the building administration. If a bus driver is forced to remove a student for dangerous conduct, the driver shall forthwith report that fact with all supporting detail. If a bus driver removes any student under any other circumstances, he and his employer assume the full responsibility and liability for such action.

VIDEO AND AUDIO RECORDING DEVICES ON SCHOOL BUSES

(Londonderry School District Policy JHFF)

To ensure the safety and secure environment of District students, the Londonderry School Board authorizes the use of video and audio recording devices by the District on any or all buses or other vehicles (hereinafter "bus") used to provide transportation for in-District students. This authority shall extend additionally to all vehicles owned by the District or contracted by the District for the in-district transportation of its students. The School Board authorizes the Superintendent to establish and maintain guidelines and procedures for the retention and viewing of the recordings.

Notice

The presence of video and audio recording devices on a bus shall be announced by signage displayed prominently on the bus and will indicate that the recording equipment is being used to record student behavior and that the recordings may be used in future disciplinary actions in the event of any

misconduct. The District shall provide notice of this policy annually to the students and parents in the student/parent handbooks.

Confidentiality

All recordings are considered confidential and will be viewed only on an "as needed" basis by those individuals authorized by federal and state laws and this policy.

Custody and Maintenance of Video/Audio Recordings

All recordings are the property of the Londonderry School District and shall be maintained in accordance with federal and state laws and this policy.

Storage and Retention of Video/Audio Recordings

After a recording has been made, the District's transportation carrier will retain the recording in a secure location for a period of ten (10) school days. If no request by the District for a recording is made within ten (10) school days of the recording, the District's transportation carrier shall erase and reuse the recording media. Recordings requested by an authorized District official (the superintendent or designee, building principal or designee, or the District's transportation coordinator) will be provided to and be retained by the District only pursuant to federal and state laws and this policy. The District may use recordings in discipline of students and the recordings shall be retained by the District until the final resolution of any discipline, including the time for appeal or a court ordered retention period. Recordings provided to the District not used for discipline, law enforcement or a court action, will be erased and the recording media reused at the direction of the Superintendent or designee.

Viewing and Listening of Video/Audio Recordings

Any request for viewing and listening of the recordings must be approved by the Superintendent or designee. The Superintendent or designee will determine if an individual requesting to view and listen to the recording is considered authorized pursuant to federal and state laws and this policy. A recording shall only be reviewed if there has been a report of an incident or a complaint relative to conduct on the bus. The Superintendent or designee will be responsible for maintaining a log of the date and names of all individuals who view a recording. Recordings shall be viewed by the following or others only as expressly authorized by the Superintendent or designee:

- Superintendent or designee
- Transportation Coordinator
- Students and parents of students directly involved in a particular incident or a complaint relative to conduct on the bus
- Transportation contractor official
- Building Principal or designee
- Law enforcement officers

Video and audio recordings used as part of disciplinary investigations or other proceedings shall be considered an educational record for purposes of the Family Educational Rights and Privacy Act ("FERPA"). Release of video or audio recordings will only occur pursuant to disclosure requirements of FERPA. Use of the audio portion of the tape is limited by RSA 572-A:2(k), therefore, only that portion of the audio recording which is relevant to the incident or complaint will be reviewed or released in

accordance to state and federal laws and this policy. For cases involving law enforcement or court requests to review the recordings, the Superintendent or designee will review the case and will decide on the appropriateness of the request based upon federal and state laws. The Superintendent or designee will release only a copy of the recording in accordance with state and federal laws, and the Superintendent or designee will maintain the original recording pending the outcome of the law enforcement or court action.

Legal References:
NH RSA 189: 15; 193-F: 3; and 570-A: 2 (k)
20 U.S.C. §1232g – FERPA
Adopted: May 8, 2012
Code Classification Adjustment: May 11, 2012

CAFETERIA:

The cafeteria is designed as a multi-purpose facility. At different times during the school day, it will serve as a dining hall, a large group instruction area, and an auditorium with a stage.

In the cafeteria and the multipurpose room, students are expected to be seated during lunch and to behave in an appropriate and orderly fashion. Students are reminded that it is each individual's responsibility to help maintain a clean and appropriate environment for eating. Students are expected to pick up food or papers dropped on the floor. Students will wipe tables with the sponges provided.

Students are expected to clear away their own trays and refuse. The throwing of food or any other object in the cafeteria will not be tolerated and will result in disciplinary action. Please be considerate of those students eating with you and those who will follow.

No food or drink is to be brought out of the cafeteria for any reason.

CLASSROOMS:

No students should be in a classroom without a teacher present for any reason.

CORRIDORS:

In the corridors, students are expected to proceed from class to class in an orderly fashion, keeping to the right side of the corridors. Students in corridors during class time must have a pass.

A tardy slip from a teacher is the only excuse that is acceptable for arriving late to class. Tardy slips will not be issued in the office. Discipline for tardiness to class is the responsibility of the classroom teacher. Students are expected to proceed directly to their next class. Loitering around water fountains, lockers, or in the main lobby will not be permitted.

DANCES:

All school dances are sponsored by student organizations under faculty supervision and are held in the cafeteria from 7:00 until 9:30 p.m. Dances are for seventh and eighth graders only. Parents are requested to pick up students PROMPTLY at 9:30 p.m. Students not picked up promptly may be denied the privilege of attending future dances. We do NOT encourage dating. All students should feel comfortable attending our dances alone or with a group of friends. All school rules apply during dances. NO guests

are allowed at any dances. Students will not be eligible to attend any dances if they have one or more failing grades from the previous trimester's report card.

Please note that many dances are held throughout the year that are NOT SPONSORED by the Middle School. Appropriate adult supervision is provided by the sponsoring group, however, Middle School staff and administration ARE NOT in attendance in non-school sponsored dances.

FOOD/BEVERAGES/GUM:

Food and beverages are to be consumed during the lunch periods in the cafeteria or the multi-purpose room. There is to be no food, gum, candy, or beverages in the lobby, hallways, or classrooms at any time.

PERSONAL PROPERTY:

Students are responsible for all their personal property. Students are urged not to bring large sums of money or non-academically related items to school. See our BYOD Procedures for further information regarding electronic devices.

BYOD PROCEDURES AT LONDONDERRY MIDDLE SCHOOL

The Londonderry School Board recently adopted a Bring Your Own Device (BYOD) Policy for Londonderry High School and Middle School. This policy will allow students to bring many of their own technology devise to school for use in our classrooms. Student use of personally owned devices in a classroom setting will be at the **discretion of the classroom teacher.**

We will now be incorporating the use of such items as laptops, ipads, netbooks, and cell phones with browsing capabilities for **EDUCATIONAL PURPOSES ONLY.** This includes classroom activities, communication with experts, homework, and limited high quality self-discovery activities.

Students are expected to act responsibly and thoughtfully when using technology resources as outlined in the Londonderry School District's Acceptable Use Policy. Similar to other personally owned items, the district is not liable for the loss, damage, misuse, or theft of personally owned devices brought to school. Cell phones and other electronic devices must be in the OFF position during the school day unless specifically permitted by a staff member.

This notification is to inform and guide you through the new opportunity. Please note that students are never required to bring in outside technology to school. All students will continue to be able to utilize our school equipment. No student will be left out of the instruction process.

EXPECTATIONS:

1. Students will only use appropriate technology at **teachers' discretion in a classroom setting.**
2. Students will only use appropriate educational applications on their device (i.e.: not games and/or non-school related tasks and functions).
3. Students are not to call, text message, e-mail or electronically communicate with others from their personal device, including other students, parents, guardians, friends, and family during the school day. As well, students are not permitted to record/take pictures of other students, teachers, or lessons while utilizing technology.

4. Students are permitted to access only the school's wireless network designated for use with personal devices. Students may not use any private network or cellular connection. More information will be provided to students for accessing the designated network.

Students observed using cell phones, electronic devices, etc. during non-instructional times will face the following consequences:

- On the first infraction, the phone/electronic device will be confiscated and the student will be given a written warning. The phone/electronic device will be returned to the student at the end of the school day.
- On the second infraction, the phone/electronic device will be confiscated and will only be released to the students' parent or guardian. The student will be assigned a detention for the violation.
- On the third infraction, the phone/electronic device will be confiscated and will only be released to the students' parent or guardian. The student will be assigned in-school suspension for one day.

If more infractions are to occur, a student may lose the privilege of bringing electronic devices to school for the remainder of the school year. Students may also receive more serious consequences for repeated infractions at the discretion of the administration.

SKATEBOARDS:

Students are not allowed to bring skateboards to school without special permission from the Assistant Principal, and the skateboard must be left in their office during the day. **Skateboards may not be ridden on school grounds. This policy also includes in-line skates and scooters.**

STUDENT ALCOHOL USE/DRUG ABUSE
(Londonderry School District Policy JFCH/JFCI)

Any student who violates the Londonderry District Disciplinary Code Policy (JG) for possession of alcohol and/or other drugs on school grounds shall be subject to a suspension. Additionally, students who are suspended for such violations must report to the School and Community Services Counselor upon their return to school. The following are the minimum consequences for the first of such violations:

- Internal possession – Five (5) days of out of school suspension

- Possession – Ten (10) days of out of school suspension and referral to the Superintendent of Schools for consideration of an additional ten (10) day out of school suspension

- Transfer or sale - Ten (10) days of out of school suspension and referral to the Superintendent of Schools for an additional ten (10) day out of school suspension, which may include referral to the School Board for further suspension and/or expulsion

Eligibility to participate any school-approved activity, including co-curricular activities and interscholastic athletics will be withdrawn for 180 school days from the date of the incident(s) for any student who violates any of the above infractions.

A second offense during a student's school career, which is defined as any violation of this policy occurring from the date of enrollment in the Londonderry School District through graduation, of any of the above 3 categories of offenses shall result in an immediate ten (10) day out of school suspension, a

referral to the Superintendent of Schools for an additional ten (10) day out of school suspension, and referral to the School Board for further suspension and/or expulsion.

Note: see Policy JFCL (Breathalyzer)
LONDONDERRY SCHOOL BOARD
Adopted: July 15, 2008

STUDENT SUSPENSION/EXPULSION READMISSION CONTRACT
(Londonderry School District Policy JFCH/JFCI - R)

Any student that violates the Londonderry District Disciplinary Code Policy (JG) for possession of alcohol and/or other drugs on school grounds shall be subject to a suspension. Additionally, students who are suspended for such violations must report to the School and Community Services Counselor upon their return to school.

This contract shall serve to structure the services offered to students by the School and Community Services Counselor upon their return to school.

The School and Community Services Counselor shall:

1. Conduct an initial Substance Abuse Screening with the student
2. Enroll the student in the Londonderry Middle School Alcohol/Drug Educational Intervention Program (which is held immediately after school one day per week for 8 consecutive weeks), or verify enrollment and completion of a similar program provided in the community
3. Provide the student with a recommended action plan for the next 90-day period
4. Provide a statement of services completion when the student has met the requirements of the 90-day action plan

The Student/Parent shall:

1. Participate in the services offered through the School and Community Services Counselor.
2. The Student shall attend all 8 sessions of the Alcohol/Drug Educational Intervention Program or provide written verification of enrollment in an approved program in the community and a written release of information form which authorizes direct communication between the program and the School and Community Services Counselor.
3. The Student shall participate in all recommended activities in the 90-day action plan.
4. The Parent shall provide a release of information which authorizes the School and Community Services Counselor to communicate participation in services and completion or failure to complete to the Middle School Principal and the student's parents/guardians
5. The Parent shall attend a minimum of 3 Parent Support Group sessions offered by the school district through the Safe and Drug Free School Program during the 90 day action plan.

Should a student/parent fail to abide by the requirements of this contract, he/she shall be reported to the Middle School Principal and the Superintendent of Schools for consideration of further disciplinary action

LONDONDERRY SCHOOL BOARD

Adopted: June 13, 2006
Amended: July 15, 2008

STUDENT CONDUCT: (Londonderry School District Policy JFCA)

All student behavior in Londonderry schools is based on respect and consideration for the rights of others.

All middle school and senior high students shall have the right to receive annually at the opening of school a publication listing the rules and regulations to which they are subject. These rules shall be developed cooperatively by the faculty and students, approved by the administration, and filed with the Board. Any restrictions on student behavior must be concerned with speech or action which disrupts the work of the school or interferes with the rights of other students.

Students have a responsibility to know and respect the rules and regulations of the school. Students have the further responsibility to behave in a manner appropriate to good citizenship everywhere.

STUDENT DRESS CODE: (Londonderry School District Policy JFCA)

Appropriate dress and grooming contribute to a productive learning environment. The school has a role to play in providing students with guidelines to cultivate appropriate appearance and dress standards. The appearance and dress of all students enrolled in the Londonderry School District will be neat and clean and will observe acceptable rules of modesty.

A student's attire will not be destructive to school property, will comply with the health code of the State of New Hampshire, will not create a safety issue, and will not disrupt or interfere with the educational process. Students are to wear clothes that are suitable for the school activities in which they participate. Student's clothing must not present a distraction which would be disruptive to the educational process.

Students and parents/guardians shall be informed about the school dress code at the beginning of the year and when revised. A student who violates the dress code shall be subject to appropriate disciplinary action. The Principal or designee may, upon finding that dress or attire is not in compliance with this policy, require the student to be removed from class and request that the student change their dress or attire to be in compliance with this policy prior to admission to class. In appropriate instances, parents may be contacted and requested to bring appropriate dress to school.

<u>Regulations:</u>

The following regulations shall apply to all regular school activities. Coaches and teachers with appropriate notice to the students and parents may impose more stringent dress requirements to accommodate the special needs of certain sports and/or classes. The Superintendent, Principal, or their designee may establish other reasonable dress regulations for times when students are engaged in extracurricular or other special school activities.

1. T-shirts and other clothing and jewelry imprinted with words, pictures or their insignia of alcoholic beverages or other drugs, weapons, obscenities, overt/covert sexual reference, gang identification or which advocate prejudice or harassment of religion, race, ethnicity, sexual orientation or disability are inappropriate in our school and prohibited.

2. Lingerie or pajama wear may not be worn as outer garments except for days/activities specifically approved for that purpose.

3. Hats, bandannas, or sweatbands are not to be worn in school, except for headgear worn for religious or medical reasons.

4. Clothing shall be sufficient to conceal undergarments at all times.

5. Clothing that immodestly exposes the chest, abdomen, midriff, genital area or buttocks, including but not limited to the following are prohibited:

Spaghetti straps	Backless tops
Tube tops	Halter tops
Muscle-style tank tops	See-through fabrics
Pants worn below the waist	Shorts or skirts shorter than fingertip length

Leggings may not be worn alone, however may be worn underneath appropriate length shorts or skirts

6. Shoes or other appropriate footwear must be worn at all times.

7. Chains, studded bracelets, belts, and necklaces, and/or other items of dress which in judgment of school administration pose a potential danger to persons and/or property are prohibited.

STUDENT INVOLVEMENT IN DECISION MAKING:
(Londonderry School District Policy JFB)

A primary task of the school is to create a stimulating learning climate which develops active involvement of students in their education and develops a spirit of inquiry. This climate is created when students work together cooperatively with the school's staff.

The Board believes that students should:

1. Feel free to express, without fear, their own opinions, recognizing that every right and privilege has a corresponding responsibility;
2. Be encouraged to participate in establishing course goals, in improving courses of study, and in planning classroom activities;
3. Be involved in determining school policies, rules and regulations, and in establishing penalties for infractions;
4. Be encouraged to participate in student government organizations that provide students with a concerted voice in school affairs, and to participate in a variety of extra-class activities to broaden their educational experiences;
5. At the secondary level be given the opportunity, at or near the end of each school year or semester, to participate in evaluating teachers whose classes they attended during that time;
6. Recognize that the effort to improve the school system is continuous, and that student concerns are taken seriously;
7. Recognize that any adult in the school, if approached as a friend, can be expected to cooperate in seeking ways to make the school better;
8. Be warned that even clearly worthwhile changes sometimes come only with frustrating slowness;
9. Be advised that some procedures have been established by law and are outside the control of teachers and administrators;

10. Attempt to make criticism constructively, that is, to recognize the school exists for the purpose of helping young people, and that with that goal in mind, alternatives to existing practices will be considered.

The Board recognizes that with increasing age and maturity, the level and quality of student participation will increase, but asserts that age shall be no bar to student involvement in decision making.

STUDENT RIGHTS AND RESPONSIBILITIES (Londonderry School District Policy JF)

A student is a person, and has the inherent rights guaranteed by the Constitution of New Hampshire and of the United States. (Students are strongly urged to read those documents, particularly that section of each called the "Bill of Rights.")

As the complement of these rights, every person has the moral responsibility to avoid infringing on the rights of others. Additionally, the law requires every person between six and sixteen to be a student that is to have: the right to a free and appropriate education, the responsibility to attend school, and while attending to comply with all reasonable rules, regulations, and policies.

All middle school students shall be provided, on their first day of attendance, with a copy of a handbook which lists the school rules and regulations, and in each secondary school there shall be available a copy of the School District's policies, and copies of the Constitution of New Hampshire and the United States.

Students have the right to present complaints to teachers or administrative officials.

DISCIPLINE

DETENTION:

Detention is assigned by the classroom teacher to students who detract from the "normal" classroom management and instruction. The individual teacher is responsible for supervising his/her own detentions and will use the following procedure:

1. A written notice will be sent home at least twenty-four hours prior to the detention.

    a. The date and time of the detention and the reason for it will be stated on the notice.
    b. The parent will be informed that if the child is transported to school, the parent must provide transportation for the child after the detention.
    c. The student must return the form to the teacher signed by the parent or guardian indicating permission for the child to be detained.
    d. If the detention is not returned signed, the parent or guardian will be called by the teacher who assigned it. Failure to attend detention after this will result in disciplinary action.
    e. During detention, the student should be actively engaged either in discussion with the teacher to resolve the problem or in completion of assigned work.

2. Should a student fail to stay for an assigned teacher detention, the teacher must contact the parent. If the student again fails to attend the detention, the administration should be notified on the disciplinary referral form.

LONDONDERRY SCHOOL DISTRICT DISCIPLINARY CODE

Policy JG-R
Adopted: August 31, 1981
Amended: September 2, 2003
Amended: June 13, 2006
Amended: July 15, 2008
Amended: December 7, 2010
Amended: July 12, 2011

LEVEL I

Level I Offenses usually involve minor misbehavior on the part of the student which impedes orderly classroom procedures or interferes with the orderly operation of the school. These misbehaviors can usually be handled by an individual staff member but sometimes require the intervention of other school support personnel.

Student Offense	Procedural Responses	Disciplinary Options
• Classroom disturbance • Classroom tardiness • Cheating and lying • Abusive/obscene language • Improper behavior in hallways • Non-defiant failure to comprehend assignments or carry-out directions • Bullying/Cyberbullying/Harassment/ Sexual Harassment • Failure to follow the reasonable rules of the school	There is immediate intervention by the staff member who is supervising the student or who observed the misbehavior. Repeated misbehavior requires that contact be established with the parent(s). A conference with the parent may be arranged. Involvement of the counselor and/or administrator is appropriate. A proper and accurate record of the offense and disciplinary action is maintained by the staff member. Students are strongly encouraged to notify the administration of Bullying/Cyberbullying/ Harassment/Sexual Harassment issues at all levels of the Disciplinary Standards.	• Verbal reprimand • Special assignment • Behavior contract • Withdrawal of privileges • Teacher detention • Parental contact • Behavior modification

LEVEL II

Level II Misbehaviors are behaviors whose frequency or seriousness tends to disrupt the learning climate of the school. The infractions generally require the intervention on the administrative level . Also, included in this level are misbehaviors which do not represent a direct threat to the health and safety of others but whose educational consequences are serious enough to require corrective action on the part of administrative personnel.

Student Offense

- Continuation of unmodified/repeated Level I misbehaviors
- Disruptive classroom behavior
- Truancy, school tardiness, unauthorized presence in a restricted areas, or absence from one's assigned area (i.e. cutting class)
- Failure to sign in/out of one's assigned area
- Misuse of a pass
- Use of electronics in an unauthorized area
- Defiant failure to carry out a staff member's instruction
- Violating Dress Code Policy
- Gambling
- Using forged notes or excuses
- Improper/unauthorized use of a motor vehicle
- Refusal to identify oneself to a staff person
- Disrespectful behavior towards others
- Bullying/Cyberbullying/Harassment/ Sexual Harassment
- Intentional pushing/shoving of others
- Failure to follow the reasonable rules of the school
- Improper/misuse of electronic devices (i.e. cellphone, camera, etc)

Procedural Responses

The student is referred to the administrator for appropriate disciplinary action.

The administrator meets with the student and/or teacher and effects the most appropriate responses.

The teacher is informed of the administrator's action.

A proper and accurate record of the offenses and the disciplinary action is maintained by the administrator.

A parental contact must be made.

Students are strongly encouraged to notify the administration of Bullying/Cyberbullying/ Harassment/Sexual Harassment issues at all levels of the Disciplinary Standards.

Disciplinary Options

- Behavior modification
- Administrative detention
- Saturday detention
- In-school suspension
- Any of the preceding disciplinary options under prior Levels
- Special Assignment

LEVEL III

Acts directed against persons or property but whose consequences do not seriously endanger the health or safety of others in the school (or at any school approved activity). These acts might be considered criminal but most frequently can be handled by the disciplinary mechanism in the school. Corrective measures which the school should undertake, however, depend on the extent of the school's resources for remediating the situation in the best interests of all students.

Student Offense

- Possession of stolen property
- Failure to follow the reasonable rules of the school
- Repeated Truancies
- Stealing
- Fighting (simple)
- Threats to others
- Use of obscene or threatening language towards others
- Repeated unexcused tardiness
- Possession of tobacco
- Smoking
- Repeated absence from one's assigned area (i.e. cutting class)
- Gross misconduct
- Bullying/Cyberbullying/Harassment/ Sexual Harassment
- Failure to follow an administrator's instruction
- Unmodified/repeated Level II misconducts
- Vandalism (minor)

Procedural Responses

The administrator initiates disciplinary action by investigating the infraction and conferring with staff on the extent of the consequences.

The administrator meets with the student and confers with the parent about the student's misconduct and the resulting disciplinary action.

A proper and accurate record of offenses and disciplinary actions is maintained by the administrator.

There is restitution of property and damages.

Students are strongly encouraged to notify the administration of Bullying/Cyberbullying/ Harrassment/Sexual Harassment issues at all levels of the Disciplinary Standards.

Disciplinary Options

- In-school suspension
  Out-of-school suspension
  Short-term (1-10 days)
- Long term out-of-school suspension (greater than 10 days at the discretion of the Superintendent)
- Imposition of conditions for readmission
- Any of the preceding disciplinary options under prior Levels

LEVEL IV

Acts which result in violence to another's person or property or which pose a direct threat to the safety of others in the school (or at any school approved activity). These acts are usually criminal and are so serious that they may require administrative actions which result in the immediate removal of the student from school, the intervention of law enforcement authorities and/or action by the Londonderry School Board. New Hampshire school authorities are obligated to report clearly established criminal offenses to law enforcement authorities.

Student Offense	Procedural Responses	Disciplinary Options
• Unmodified /repeated Level III misconducts • Bomb threat • Possession/use/transfer of dangerous weapons • Assault/battery • Vandalism (major) • Sale of stolen property • Arson • Use of fireworks • Driving to endanger • Flagrant or continued failure to follow the reasonable rules of the school • Extortion • Flagrant or continued gross misconduct • Bullying/Cyberbullying/Harassment/ Sexual Harassment • Any unlawful act or criminal offense not previously stated • Possession of alcohol, drugs and drug paraphernalia ** • Refusal to submit to breathalyzer after reasonable suspicion has been established** • Under the influence of drugs or alcoholic beverages on school property or at school sponsored events (internal possession)**	The administrator verifies the offense, confers with the staff involved, and meets with the student. The student is immediately removed from the school environment. Parents are notified. Law enforcement officials are contacted. A complete and accurate report is submitted to the Superintendent for Board action. Students are strongly encouraged to notify the administration of Bullying/Cyberbullying/ Harassment/Sexual Harassment issues at all levels of the Disciplinary Standards. The student is given a full due process hearing before the Board.	• Short term out-of-school suspension (1-10 days) • Long term out-of-school suspension (greater than 10 days at the discretion of the Superintendent) • 180 school day co-curricular suspension* • Expulsion • Other Board action which results in appropriate placement • Any of the preceding disciplinary options under prior Levels • Imposition of conditions for readmission • Long term out-of-school suspension (in excess of 20 school days) by School Board *In reference to Policy JFCH-JFC ** See Policy JFCH/JFCI and Regulations (JFCH/JFCI-R) and Exhibit (JFCH/JFCI-E)

Notes: The term "drugs" as used herein shall apply to any controlled drug, as defined by RSA Chapter 318-B, that was not lawfully prescribed to or obtained by the student or students involved.

- One incident may encompass more than one offense. Example: a student leaves the building without permission, is found by a staff member and refuses to identify himself. This student may be liable for disciplinary action for both offenses.
- Students assigned to in-school suspension lose all late arrival or early dismissal privileges through the period of suspension.
- Penalties for offenses are subject to revision by the school administration as need dictates.
- Out-of-school suspensions may, where conditions warrant, be carried forward into the following school year.

DISCIPLINE POLICIES AND PROCEDURES:

All students in the middle school will abide by school policies and regulations when on school district property or when participating in any school activity, including field trips and excursions.

RESPECT IS THE CORNERSTONE OF ALL OUR INTERACTIONS AND BEHAVIORS. WE ACKNOWLEDGE THE DIGNITY AND WORTH OF ONE ANOTHER, AND STRIVE NEVER TO DIMINISH ANOTHER BY OUR CONDUCT OR OUR ATTITUDES.

All students have the right to attend school in an environment free of harassment. It is expected that all of our students will treat each other and all staff members with dignity and respect**. Specifically forbidden is any deliberate, intentional, or unintentional harassment** of a racial, ethnic, sexual, or religious nature; and **any physical, spoken, or written act** of abuse, violence, harassment, intimidation, extortion, the use of vulgarity, cursing, making remarks of a personally destructive nature toward any other person, and any restriction or prevention of free movement of an individual.

Harassment of any nature should be reported to the Guidance Counselor, Housemaster, Assistant Principal, or Principal. We will try to resolve problems at the building level. At any point, the Assistant Principal or Principal may become involved. Any parent may file a formal complaint if success is not achieved at the building level. The formal complaint should be submitted in writing to the Principal who will forward the complaint to the Superintendent.

Any student sent from class must report directly to the Housemaster's or Assistant Principal's Office and informs the office staff. A disciplinary referral form will be completed by the teacher. The student will be given the opportunity to respond. The Housemaster or Assistant Principal will take appropriate action. The form will be returned to the teacher. Hopefully, problems can be settled between the student and the teacher before the administration is involved.

DISCIPLINE – MERIT SYSTEM:

The "Merit System" has been developed by students with the cooperation and participation of the administration. It is our goal to offer a disciplinary system which contains provisions to reward students for good behavior and which will provide an alternative to the practice of detaining students after school.

We recognize that students may make occasional mistakes. The Merit System establishes procedures to curb inappropriate behavior, to reward good behavior, and to avoid undue punishment of occasional mistakes.

The Merit System is designed for use at Levels 1 and 2 of the Londonderry School District Discipline Code (LSD Policy JG). Levels 3 and 4 of the Discipline Code are punishable by immediate suspension and, therefore, are not applicable to the Merit System. The Merit System is not intended to replace teacher detention or alter teacher authority at Level 1 of the Discipline Code.

<u>Demerits:</u>

Students found to be in violation of school rules will be assigned demerits for their misbehavior. The number of demerits assigned for infractions ranges from one (1) to five (5), based upon the seriousness of the offense. Administrative action to be taken as demerits accumulate is as follows:

1 demerit	Possible Housemaster/Assistant Principal conference; no further action
2 demerits	Housemaster/Assistant Principal conference; no further action
3 demerits	Housemaster notifies parent of offenses and demerits by phone or mail
4 demerits	Housemaster notifies parent of offenses and demerits by phone or mail
5 demerits	One day in-school suspension

NOTE: PARENTS WILL ALWAYS BE CONTACTED IN CASE OF SUSPENSION.

Merits:

Merit points are assigned to reward improved student behavior, improved academic performance, and for individual acts of kindness or excellence. Each merit point earned could be used to offset one previously earned demerit if student has demerits. Students may accumulate merit points by three methods:

1. Any student who remains out of disciplinary difficulty for one month will be eligible for one (1) merit point, at the discretion of the Housemaster or Administrator.
2. Any student who demonstrates considerably improved behavior may be eligible for one (1) merit point, at the discretion of the Housemaster or Administrator.
3. Students who display consistently good behavior may accumulate up to two (2) merit points without having previously accrued demerits upon recommendation of their teachers or improved grades. Final discretion in such matters rests with the Housemaster or Administrator.

SCHOOL PROPERTY:

Damage to any equipment or to the building will be reported to the office immediately. Restitution will be required for damage to school property. Writing or otherwise marking on walls, furniture or other equipment will not be condoned. **Gum chewing is prohibited.** It results in damage to carpeting and increased maintenance problems.

Textbooks are furnished free of charge for student use and must be kept covered at all times. Students will be held financially responsible for all books and other school equipment lost, destroyed, or damaged. Report cards, and/or school records will be held at the end of the year until all financial obligations have been met or until other arrangements, satisfactory to the Principal, have been made.

STUDENT SUSPENSION: (Londonderry School District Policy JGD)

The Superintendent or written designee, on recommendation of a Principal or acting Principal, may suspend a student.

In every case of suspension, the student and his parents will be notified of the grounds, hearing and findings, as well as of the duration and place of suspension.

GROUNDS for suspension are listed under "examples" in Policy JG, Student Discipline, Page 3. Misconduct described in LEVEL II, III, and IV can result in the suspension of a student.

HEARING: Before recommending suspension of a student, the Principal or designee shall conduct at least a rudimentary hearing, which shall include at least: notification of student that the alleged violation is grounds for suspension, specification of the violation in detail, and opportunity for the student to respond.

In the event that the student denies wrongdoing or claims extenuating circumstances and the Principal or designee was not a witness, the Principal or designee shall make further inquiry. On making inquiry, or at parent request, the Principal may schedule a formal hearing. In any case, a formal hearing must be conducted before any suspension exceeds ten (10) days, and the School Board must hold a hearing and approve any before any suspension exceeds twenty (20) days. A formal hearing shall include prior notification of student and parent(s) that the student has rights to: call witnesses, cross-examine opposing witnesses, presence of counsel, a transcript of the hearing, appeal to the Board, etc.

FINDINGS: When satisfied of the facts, the Principal shall report the hearing, findings, and recommendation to the Superintendent.

DURATION: Suspensions shall be of definite duration, in most cases not to exceed five (5) school days. Any longer suspension may be appealed to the School Board, and the Superintendent shall inform the Board of any exceeding five days. A formal hearing must be conducted before any suspension exceeds ten (10) days, and the Board must approve before any exceeds twenty (20) days.

PLACE: At the Principal's discretion, the student may spend the suspension in school, in supervised studies, or away from school. This will depend on the severity of the offense. In Policy JG, Pages 3 and 4, Student Misconducts and Disciplinary Responses, there is a distinction between LEVEL II and LEVEL III. At times, staff and space limitations may also be a factor.

In a situation where a student's continued presence constitutes a real danger to persons or property, or proves to be a serious and continuing disruption of the education process, the Principal may, once a rudimentary hearing has been conducted, suspend the student for up to two school days while events proceed through inquiry, findings, recommendation, and the Principal's decision. The Principal shall so inform the parent(s) and Superintendent

RULES, REGULATIONS, AND POLICIES

The Londonderry schools operate under a set of guidelines set forth as policy by the elected members of the Londonderry School Board. The schools administration is charged with implementing and enforcing policies.

Selected policies are identified and quoted in this handbook. Complete copies of school policy manuals are available at the School District Office, Leach Library, the school Library Media Center, and in administrative offices. Students and parents are allowed free access to these documents and are encouraged to use them.

ABSENCE, TARDINESS AND DISMISSALS: (Londonderry School Policy JED-R)

Attendance in class is an essential part of the learning process. Students need to be present in order to participate as well as to complete assignments. When they are absent, there is an academic consequence. We urge all students and parents to strive for excellent attendance as that will ensure maximum scholastic performance. Accordingly, the following policy will be enacted.

1. During any given trimester, a student may accrue up to five absences from any class before he/she will earn an administrative failure for that trimester.

   a. Three tardies will be counted as equal to one absence.
   b. Being more than 20 minutes late to class will be counted as equal to one absence.

2. Administrative failure will mean the awarding of an "E" for that trimester. A student in grade six or seven who has received an administrative failure may earn a grade of 65 for the trimester by completing a makeup package issued by the guidance department. Any student whose average is below a 50 may complete a failure package to earn a 59 for the trimester.

3. All students who **exceed the specified number of absences** in any class during a given trimester and who have not been truant will be able to appeal to a committee composed of the administration and the school nurse. Copies of doctor's documentation for medical absences should be submitted to the Appeals Board at this time.

4. It should be noted that the following absences will not count against the student in regard to the attendance policy:

a. Court appointments:	With Court Documentation
b. Religious holidays:	Parent note
c. Bereavement:	Parent note
d. School sponsored activity:	Coach/teacher will provide rosters
e. Doctor's appointment	Parent's note
f. *Chronic health condition	Doctor's Note

* "Chronic Health Condition" refers to a medical condition that has been documented by a physician, verified by the school, and is on file in the student's medical folder in the nurse's office.

5. A note from a parent explaining all absences of any type must be submitted within three days of a student's return to school.

6. These guidelines should not be interpreted to mean that students have allowable "cuts" or days off from school. To the contrary, these guidelines state that the school will accept no more than the specified absences in any class per trimester with the expectation that all absences are for legitimate reasons.

Absences: Parents are expected to phone the attendance line by 7:30 a.m.

Early Dismissal: Notes must be turned in to the A-period teacher. If the student arrives late, the note should be given to the secretary in the front office where the student is expected to sign in. Students must sign out in the front office prior to leaving school.

Appeals: Any student who has exceeded the specified absence limit and has not "cut" classes or been truant may file an appeal requesting a review of his/her attendance. If a student's absences include any "cutting", truancy or excessive tardiness, the appeal will automatically be denied. **Appeals, with all relevant documentation attached, must be filed in the student's grade level office within one week of the close of the trimester being appealed.**

Cuts/Truancy: Students who cut a class, or are truant may NOT make up missed work for credit; this includes tests, quizzes or labs. Please note, students who cut classes or leave school grounds will continue to be subject to disciplinary consequences in addition to academic penalties.

Planned Extended Absences: Parents are **strongly** urged to plan family trips during school vacations so as not to interfere with education. **A maximum of three school days per academic year will be allowed for family vacations**; vacation absences in excess of three days will be charged against the student's record for the purpose of the attendance policy. **The school must be notified of planned absences at least one week before the first day a student is out.** Make-up work will be given to students either before or after the absence based on what the teacher deems as most beneficial for the student.

Make-up Work: All make-up work, including tests, must be completed within one week after a student's return to school unless an alternative plan is approved by the teacher.

Londonderry School Board
1st Reading to Adopt: June 14, 2005
2nd Reading to Adopt: July 12, 2005
3rd Reading to Adopt: August 16, 2005

CORPORAL PUNISHMENT: (Londonderry School District Policy JGA)

The use of corporal punishment shall not be permitted, corporal punishment being defined as inflicting physical hurt upon a child in order to punish him or her for misconduct.

While corporal punishment is not permitted, a teacher may, when the necessity arises, use such force as is necessary to restrain a student from mounting an attack or inflicting physical abuse and injury on the teacher or other person(s). The force shall be such as to be clearly restraint and not punishment, and shall be the minimum necessary to protect the intended, or innocent, victims from harm.

DANGEROUS WEAPONS PROHIBITED: (Londonderry School Board Policy JFCJ)

In the interest of safety of all students in the Londonderry School District, students will not be allowed to carry or have in their possession while within school jurisdiction dangerous weapons or materials. Such weapons and materials, if found, are subject to immediate confiscation. In addition, any object of any nature which is used in an assault is also subject to confiscation.

Students who wish to bring weapons to school for a valid educational purpose may do so only with the advance written permission of the Principal, who is charged with establishing safety procedures, to ensure that storage and handling are carried out with appropriate and prudent precautions.

In subject areas where knives or other sharp instruments may be necessary tools, said tools will be provided by the school and are to be used only under the supervision of the instructor.

Violation of this policy may result in disciplinary action up to and including criminal prosecution.

DISCLOSURE OF DIRECTORY INFORMATION:

The Londonderry School District defines directory information as: name, address, date of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees, awards, and most recent educational institution attended. Effective September 15, 1981, the Londonderry School District will release such directory information to all external agencies and institutions upon receipt of a request for such information.

Parents and students may refuse designation of any or all of the above categories of personally identifiable information as directory information for specific students provided that a yearly written request to the effect is received by the Superintendent of Schools, 268C Mammoth Road, Londonderry, NH, 03053, by the second Friday in September. Forms are available in the Guidance Office for utilization by parents or students who do not wish any or all directory information released. See also: Student Records.

BULLYING (Londonderry School District Policy JIC)

LONDONDERRY SCHOOL DISTRICT

BULLYING AND CYBERBULLYING

(RSA 193:F Pupil Safety and Violence Prevention)

The Londonderry School Board believes that students are entitled to learn in a school environment that is safe and secure. Students are expected to conduct themselves with respect for others and in accordance with this policy and other Board policies and school rules governing student conduct. The Board will take reasonable steps to protect all students from the harmful effects of bullying and cyberbullying that occurs at school and/or that interferes with student learning and orderly school operations.

The Superintendent is responsible for implementing this policy, but may delegate specific responsibilities to administrators and others as he/she deems appropriate.

1. <u>Prohibited Conduct</u>

Students are prohibited from bullying and cyberbullying actions or communications towards other students which:

1. Occur on, or are deliver to, school property or a school sponsored activity or event on or off school property; or
2. Occur off school property or outside of a school sponsored activity or event, if the conduct interferes with a student's educational opportunities or substantially disrupts the orderly operations of the school or school sponsored activity or event.

Students are further prohibited from retaliating against or making false accusations against a victim, witness, or anyone else who in good faith provides information about an alleged act of bullying or cyberbullying.

2. <u>Definitions</u>

For the purpose of this policy, the following definitions shall apply:

1. "Bullying" means a single significant incident or a pattern of incidents involving a written, verbal or electronic communication, or a physical act or gesture, or any combination thereof, directed at another student which:
   a. Physically harms a student or damages the student's property;
   b. Causes emotional distress to a student. For the purposes of this policy, the term "emotional distress" means the distress that materially impairs the student's participation in academic or other school sponsored activities. The term "emotional distress" does not include the unpleasantness or discomfort that accompanies an unpopular viewpoint;
   c. Interferes with a student's educational environment;
   d. Creates a hostile educational environment; or
   e. Substantially disrupts the orderly operation of the school.

   "Bullying" shall also include the actions motivated by an imbalance of power based on a student's actual or perceived personal characteristics, behaviors or beliefs, or motivated by the student's association with another person based on the other person's characteristics, behaviors or beliefs if those actions cause one or more of the results in paragraphs (a) through (d) above.

   Bullying or cyberbullying of a student on the basis of sex, sexual orientation, race, color, ancestry, national origin, religion, age, marital status, familial status, pregnancy, physical or mental disability may constitute illegal discrimination under federal and/or state law. Complaints regarding such conduct may be processed through the Board's Student Discrimation and Harassment Complaint Procedure (ACA-S).
2. "Cyberbullying" means conduct defined in paragraph 1 that takes place through the use of electronic devices.
3. "Electronic devices" include but are not limited to telephones, cellular phones, computers, pagers, electronic mail, instant messaging, text messaging and websites.
4. "School property" means all real property and all physical plant and equipment used for school purposes, including public or private school buses or vans.
5. "Perpetrator" means a student who engages in bullying or cyberbullying.
6. "Victim" means a student against whom bullying or cyberbullying has been perpetrated.

3. **Disciplinary Consequences and Intervention Programs**

Administrators have the discretion to determine appropriate disciplinary consequences and/or interventions for violations of this policy based upon the relevant facts and circumstances in a particular case, including but not limited to the age and maturity of the students involved; the type and frequency of the behavior; a student's willingness to cooperate in the investigation and correct behavior; and the student's prior disciplinary record.

Disciplinary consequences may include detention, suspension or expulsion from school. In addition, students may be required to participate in education programs, mediation, counseling and/or other behavior programs and/or activities to address and prevent reoccurrence of bullying and cyberbullying behavior (RSA 193:F Pupil Safety and Violence Prevention).

4. **Reporting Bullying and Cyberbullying**

Students who are subjected to bullying and cyberbullying, or who observe bullying/cyberbullying by or against other students are strongly encouraged to report it to their teacher, guidance counselor, housemaster, assistant principal or principal.

School staff and volunteers are required to report possible incidents of bullying or cyberbullying to a housemaster, assistant principal or principal as soon as practicable. Parents and other adults are also encouraged to report any concerns about possible bullying or cyberbullying of students to the student's housemaster, assistant principal or principal.

5. **Report Handling and Investigation**

1. The housemaster, assistant principal, or principal shall notify the parents/guardians of the alleged victim(s) and perpetrator(s) that a bullying/cyberbullying report has been made within 48 hours of the report and in accordance with applicable privacy laws. However, the housemaster, assistant principal, or principal may request a waiver of this parent notification requirement from the Superintendent or his/her designee. The Superintendent or his/her designee may waive parent/guardian notification at this stage of the procedure if he/she determines this to be in the best interest of the victim(s) and/or the perpetrator(s). Any such waiver of the parent notification requirement shall be made in writing.

2. An investigation of the bullying/cyberbullying report will be initiated by the housemaster, assistant principal, or principal within five school days.

a. The alleged perpertrator(s) will be provided the opportunity to be heard as part of the investigation.
b. Privacy rights of all parties shall be maintained in accordance with applicable laws.
c. The housemaster, assistant principal, or principal shall keep a written record of the investigation process.
d. The housemaster, assistant principal, or principal may take interim remedial measures to reduce the risk of further bullying/cyberbullying, retaliation and/or to provide assistance to the alleged victim while the investigation is pending.
e. The housemaster, assistant principal, or principal shall consult with the Superintendent or his/her designee as appropriate concerning the investigation and any remedial measures or assistance provided.
f. The investigation shall be completed within 21 school days of receipt of the report, if practicable. The Superintendent may grant, in writing, an extension of time to complete the investigation of up to 7 additional days (school days) if necessary. The Superintendent or his/her designee shall notify all parties involved of any such extension.
g. If the housemaster, assistant principal, or principal substantiates the bullying/cyberbullying report, he/she shall, in consultation with the Superintendent or his/her designee will determine what remedial and/or disciplinary actions should be taken against the perpetrator(s) and determine what further assistance should be provided the victim (s), if any.
h. The housemaster, assistant principal, or principal shall inform the victim(s), the perpetrator(s), and their parent/guardians in writing of the results of the investigation and any remedies and/or assistance provided by the school, including strategies for protecting students from retaliation. Such communication shall be provided within 10 school days after the investigation has been completed. Such communication shall be in compliance with applicable privacy laws.

6. **Training**

1. The school administration shall provide appropriate training on this policy for school employees, regular school volunteers and any employee of companies contracted to provide services directly to students. The purpose of this training is to prevent bullying/cyberbullying if

possible, and to educate staff on how to properly identify, respond to, and report incidents of bullying and cyberbullying.

2. The school administration shall provide age-appropriate education programs for students and parents regarding this policy, bullying/cyberbullying prevention, how to identify, respond to, and report bullying/cyberbullying.

   All training and education programs shall be initially approved by the Superintendent or his/her designee. The building principal is responsible for scheduling the required training and education programs each year.

7. **Annual Report to New Hampshire Department of Education**

   The Superintendent shall prepare and submit an annual report of substantiated bullying/cyberbullying incidents of the form provided by the New Hampshire Department of Education. Such reports shall not contain personally identifiable information regarding students.

8. **Immunity**

   Any employee of the school unit or contract company, regular school volunteer, student or parent/guardian shall be immune from civil liability for good faith conduct arising out of or pertaining to the reporting, investigation, finding, and the development or implementation of any recommended response under this policy.

9. **Policy Dissemination**

   This policy shall be posted on the District website and included in the student and employee handbooks. It shall also be provided to employees of any company contracted to provide services directly to students. The policy may also be disseminated by other means as determined by the Superintendent.

Statutory and Regulatory References

Legal References:	NH RSA 193-F: 2-F: 10
Cross Reference:	Bullying may constitute sexual harassment in which case it Shall be subject to the School District Policy – ACA-S

Londonderry School Board
Adopted: February 13, 2001
Amended: March 29, 2005
Amended: December 7, 2010

HAZING (Londonderry School District Policy JICFA)

It is the policy of the Londonderry School District that no student or employee of the District shall participate in or be members of any secret fraternity or secret organization that is in any degree related to the school or to a school activity. No student organization or any person associated with any organization sanctioned by the School Board shall engage or participate in hazing.

For the purposes of this policy, hazing is defined as an activity which recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization sanctioned or authorized by the School Board.

"Endanger the physical health" shall include, but is not limited to, any brutality of a physical nature, such as:

- whipping
- beating
- branding
- forced calisthenics
- exposure to the elements
- forced consumption of any food, alcoholic beverage, drug or controlled dangerous substance
- or any forced physical activity which could adversely affect the physical health or safety of the individual

"Endanger the mental health" shall include any activity, except those activities authorized by law, which would subject the individual to extreme mental stress, such as:

- prolonged sleep deprivation
- forced prolonged exclusion from social contact which could result in extreme embarrassment
- or any other forced activity which could adversely affect the mental health or dignity of the individual

Any hazing activity, upon which the initiation or admission into or affiliation with an organization sanctioned or authorized by the School Board is conditioned, directly or indirectly, shall be presumed to be a forced activity, even if the student willingly participates in such activity.

Examples of behavior that could be considered hazing include being forced to:

1. Destroy or steal property
2. Be tied up, taped or confined in a small space
3. Be paddled, whipped, beaten, kicked or beat up others
4. Do embarrassing, painful or dangerous acts
5. Be kidnapped or transported and abandoned
6. Consume spicy or disgusting concoctions
7. Be deprived of sleep, food or hygiene
8. Engage in or simulate sexual acts
9. Participate in drinking contests
10. Be tattooed or pierced

This policy is not intended to deprive School District authorities from taking necessary and appropriate disciplinary action toward any student or employee. Students or employees who violate this policy will be subject to disciplinary action which may include expulsion for student sand employment termination for employees.

A copy of this policy will be furnished to each student and teacher in the School District.

Statutory & Regulatory References:
RSA 631:7

LONDONDERRY SCHOOL BOARD

Adopted: November 30, 2004

HAZING COMPLAINT PROCEDURE (Londonderry School District Policy JICFA-R)

1. Administrators, Athletic Coaches, Co-Curricular Advisors will address and review the Hazing Policy and procedure at the start of each season and the initial meeting of each school sponsored extra/co-curricular program. In addition, at least once during each season and/or once during each semester, coaches and advisors of the extra/co-curricular programs will review the policy.
2. When a student believes that s/he has been subject to hazing, the student shall promptly report the incident, orally (and have that reduced to writing) or in writing, to the building principal and/or assistant principal.

3. The principal and/or the assistant principal shall conduct a timely, impartial, thorough and comprehensive investigation of the alleged hazing.

4. The principal and/or assistant principal shall prepare a written report summarizing the investigation and recommending disposition of the complaint. Copies of the confidential report shall be provided to the complainant, the accused and others directly involved, as appropriate. A confirmed report of hazing will be reported to the Police Department.

5. If the investigation results in a substantiated finding of hazing, the principal shall recommend appropriate disciplinary action, as circumstances warrant, in accordance with the Code of Conduct. Additionally, the accused may be subject to disciplinary action by the coach or sponsor, up to and including removal from the activity.

6. Every student who participates in a sport or extra/co-curricular activity must sign and return the Hazing Policy (JICFA) and accompanying procedure (JICFA-R) prior to the start of the first practice or first meeting of the extra/co-curricular activity.

LONDONDERRY SCHOOL BOARD

Adopted: November 30, 2004

I, _____, have read and understand the Londonderry
Signature of Student

School District Hazing Policy JICFA and Hazing Complaint Procedure JICFA-R.

I, _____, have read and understand the Londonderry
Signature of Parent

School District Hazing Policy JICFA and Hazing Complaint Procedure JICFA-R.

INTERNET ACCEPTABLE USE REGULATIONS AND AGREEMENT:

IIAE

LONDONDERRY SCHOOL DISTRICT
Digital Technology/Electronic Media Acceptable Use Policy: (DT/EM-AUP)

For purposes of this policy, **"users and groups"** refers to Londonderry School District employees, students, contracted service personnel, community members, guests, organizations and any volunteers working within the District or schools.

For purposes of this policy, **"DT/EM-AUP"** refers to the Londonderry School District **Digital Technology/Electronic Media Acceptable Use Policy** and **"DT/EM"** refers to **Digital Technology/Electronic Media**

The responsibility of all users and groups is to familiarize themself with and abide by the rules of this DT/EM-AUP, the Student Handbook and all other applicable school policies. The Londonderry School District encourages the use of DT/EM for completing educational assignments and professional responsibilities. The primary purpose of providing access to DT/EM within the District is to support the educational goals and objectives outlined in the Londonderry School District Strategic Plan. The following DT/EM-AUP applies **to all users and groups**, who use the District's DT/EM. Any violation of the terms spelled out below may result in loss of access to the District's DT/EM and/or disciplinary/legal action.

I. Introduction

Pursuant to New Hampshire Revised Statutes Annotated 194:3-d, this DT/EM-AUP shall serve as a statement on the appropriate use of the various "DT/EM" available to all authorized **users and groups** of the Londonderry School District including, but not limited to, the Londonderry School District computers, network, tablets, phones, electronic mail system (e-mail), website (homepage) and Internet access. It is the Londonderry School District's goal to enhance educational excellence with the assistance of these technology resources. It is expected that all digital technology users will respect the rights of others, and will act in a way that reflects proper ethical and legal standards at all times.

A. The Internet

The Internet, and the World Wide Web, is a vast information network that links individuals, computers, networks and databases throughout the world. The Internet has the potential to serve as an invaluable resource because it allows immediate access to and download of educational materials found at universities and colleges, government agencies and departments, non-profit organizations, private businesses and companies, and even private residences. **All users and groups** should be aware that the Internet's power to access limitless resources also includes information or material that lacks educational value and can be inaccurate, controversial, objectionable, offensive, defamatory and even illegal. The Londonderry School District does not condone the use of such materials at any time and prohibits the use of the Londonderry School District technology resources for these purposes.

The Londonderry School District uses a technology protection measure that blocks or filters Internet access to some Internet sites that are not in accordance with District policy. The technology protection measure may be disabled by appropriate personnel upon request from staff for research purposes to access a site with legitimate educational value with that is wrongly blocked by the technology protection measure. Appropriate personnel will monitor use of the Internet to ensure enforcement of the policy yet, it is technologically impossible for the Londonderry School District or any district staff member to adequately filter or control the quality or content of the information available on the Internet while still retaining a meaningful connection to it. Therefore, **all users**

and groups will be held responsible for ensuring that their activities adhere to the District's DT/EM-AUP and to generally accept educational standards as outlined in other applicable district policies.

The Internet also provides interactive communication technologies, such as e-mail, news groups, list servers, instant chat rooms, podcasts, wikis, blogs and discussion groups. While these interactive technologies hold great potential for the learning process, they are also very disruptive if improperly utilized. **All users and groups** using Londonderry School District Internet access to participate in these interactive technologies without an educational purpose will be subject to disciplinary action.

Clearly, the Londonderry School District Internet access can serve as a means for improving, extending and enriching teaching and learning in the Londonderry School District. Thus, the Londonderry School District firmly believes that the educational benefits to staff and students from access to the Internet, in the form of information resources and opportunities for collaboration or interaction, far exceed the disadvantages.

B. Londonderry School District Web Presence

The Londonderry School District's presence on the Internet has been established to communicate the happenings of the Londonderry School District with staff, students, parents, community members and the world. The District's Website **(www.londonderry.org)** is intended to convey general information about the Districts' schools, events, curricula or programs of study, and policies and procedures. All information or material must be professional, ethical and meet the standards required of other district publications. As such, it is not a forum for regularly hosting publications for non-Londonderry School District events or organizations. The District uniformly prohibits unauthorized hyperlinks from its sections to other websites. Any unauthorized hyperlink to the School District or schools section is a violation of this policy, subject to disciplinary action.

All users and groups who wish to post information on or attach web pages to the District's website sections must complete and submit to the District a signed copy of the Web Acceptable Use Policy Agreement Form. If the proposed Web Acceptable Use Policy Agreement Form is approved by the Londonderry School District, then the information of the student or organization will be subject to review to ensure compliance with the District's Digital Technology/Electronic Media Acceptable Use Policy and any other applicable District policies, as well as copyright laws. **All users and groups** understand that the Web Acceptable Use Policy Agreement Form is a contract. As part of this contract, the Londonderry School District reserves the right to at any time, without advance notice to **all users and groups** to monitor, access, modify, remove, review, and/or retrieve the subject, content, and appropriateness of any and all information stored or transmitted on the District's sections of the Londonderry Website, hyperlinks or web pages attached to these sections. Original **user and group** work that is posted will be protected by copyright laws and the District will act as an intermediary for any request for permission to use and/or publish student work.

In order to maintain the safety of the Londonderry School District students, student work or materials, pictures of students, and any such other information that would allow for the identification of students, will only be allowed after the receipt of written permission from students and their parent(s) or guardian(s). All information about students posted will comply with the District's policy on student records, the Federal Family Education Rights and Privacy Act, and any other applicable state or federal law.

The creator of any District web page is responsible for ensuring that the information contained therein is of the highest editorial standard (spelling, punctuation, grammar, style, et cetera). The information should be factually accurate and current. If errors are observed, the Director of Technology, principal or designated school personnel should be contacted to make the necessary corrections.

All teacher and staff professional websites must reflect the high educational standards of the Londonderry School District. There may be no links from a teacher's or staff member's professional website to his or her

personal website or to other websites of a non-educational nature except with permission from the Building Principal, the Director of Technology, the Superintendent of Schools or his/her designee.

All links from a School's website to sites outside the Londonderry School District network must be approved by the Director of Technology, the Building Principal or his/her designee. At all times, there must be a good faith effort to verify the authenticity of material posted on the District's websites.

II. Definition and Purpose

"Digital Technology" is any device that creates, transmits, or accesses digital information, whether connected to the network or used in a stand-alone situation. "Digital information" or "Electronic Media" is any data created, transmitted, or accessed by digital technology.

"Educational" refers to the process of teaching and learning that is tied to the curriculum of the Londonderry School District or the Common Core State Standards.

The Londonderry Public Schools provides access to its data network and Internet portal (the "network") **all users and groups**. This network includes all hardware used to deliver and receive data, as well as all software instrumental in viewing and working with data over the network. Any computer – **whether purchased by the District or owned by the individual –** that is connected to our network at any time is considered part of the network and, thus, is subject to the terms of the Londonderry School District Digital Technology/Electronic Media Acceptable Use Policy.

III. District Limitation of Liability

The Londonderry School District makes no warranties of any kind; either expressed or implied that the functions or the services provided by or through its network will be error free or without defect.

The District will not be responsible for any damages users may suffer, including but not limited to; loss of data or interruptions in service, personal, physical, psychological and/or monetary damages.

The District is not responsible for the accuracy or quality of the information obtained through or stored on the network.

The District will not be responsible for the unauthorized financial obligations arising through the use of the network.

IV. Due Process

While on the network, the user agrees to take full responsibility for his or her actions. The Londonderry School District will not be held liable for the actions of anyone connecting through our network. Therefore, **all users and groups** shall assume full responsibility – legal, financial, or otherwise – for their use of the network.

Violations of the DT/EM-AUP can carry serious consequences and could result in the immediate suspension of the user's privileges. The Administration and/or the town, county, state or federal authorities may take further disciplinary action. Disciplinary actions will be tailored to meet specific concerns related to the violation. These disciplinary actions may include suspension/termination of employment or student disciplinary action which may result in suspension or expulsion.

Any questions, suspicions, or allegations concerning adherence to the Digital Technology/Electronic Media Acceptable Use Policy should be brought to the attention of the Director of Technology, Building Principal, or the Superintendent of Schools.

V. Search and Seizure

The network and all devices (except those purchased personally by the user) attached to it are the Property of the Londonderry School District; therefore these storage systems and the devices are subject to inspection by the administration at any time. District-owned computers, whether attached to the network or not, are subject to inspection by the administration at any time. System users should expect limited privacy regarding the contents of their files stored on the network.

An individual search will be conducted if there is suspicion that a user has violated the DT/EM-AUP or the law. The nature of the investigation will be in relation to the context of the nature of the alleged violation.

VI. Responsibilities

The Londonderry School District technology resources are provided for **all users and groups** to conduct research, gather information and communicate with others for educational purposes. The Londonderry School District technology resources shall not be utilized for personal, commercial or other non-educational purposes. General school rules for behavior and communications apply to **all users and groups** when using the Londonderry School District technology resources as outlined in the Student Handbook. Acknowledging that the potential for abuse of network resources exists, **all users and groups** and **(**parents/guardians of those who are minors) must sign the Londonderry School District DT/EM-AUP Agreement Form prior to accessing the Londonderry School District technology resources. All **users and groups** and (parents/guardians of who are minors) shall assume full liability, whether legal, financial or otherwise, for students' actions when using the Londonderry School District technology resources. Similarly, outside of school, parents and guardians bear responsibility for the appropriate guidance of their children on the Internet, as they do with other information sources such as television, telephones, movies, radio or other potentially offensive media.

Responsible use of the Londonderry School District technology resources includes, but is not limited to, the following:

i. Not interfering with the normal and proper operation of the Londonderry School District computers, network, e-mail system, website or Internet access;
ii. **All users and groups** will not use the Londonderry School Districts' digital technology to defame, slander or libel any person.
iii. No Cyberbullying, which is the use by one or more students using electronic technology which includes but not limited to: devices and equipment such as cell phones, computers, and tablets as well as communication tools including social media sites, text messages, chats, and websites and/or assumes the identity of another person, that (a) causes physical or emotional harm to the victim or damage to the victim's property; (b) places the victim in reasonable fear of harm to themself or of damage to their property; (c) creates a hostile environment at school for the victim; (d) infringes on the rights of the victim at school; or (e) materially and substantially disrupts the education process or the orderly operation of the school.
iv. Not conducting themselves in ways that are harmful or deliberately offensive to others;
v. Not using the technology resources for illegal purposes;
vi. Not using school technology or network resources in "hacking" attempts or attempts to otherwise compromise system security.
vii. Not using electronic mail, chat rooms or other forms of direct electronic communication unless in a supervised environment;
viii. Not disclosing personal information such as name, school, address, personal email address, and telephone number outside of the school network other than to access school approved educational resources;
ix. Not changing files that do not belong to the user;
x. Not storing or transferring unnecessarily large files;

xi. Not creating, transferring or otherwise using any text, image, movie or sound recording that contains pornography, profanity, obscenity or language that offends or tends to degrade others;
xii. Not attempting to install any software on the computers;
xiii. Not sharing personal passwords or personal information with others;
xiv. Not leaving personal files open or leaving computer sessions unattended;
xv. Logging onto the network and using only your account
xvi. Immediately notifying a parent or guardian, classroom teacher, principal or appropriate District employee if others are trying to contact them for unlawful or suspicious activities.

VII. E-mail

All e-mail created by an employee of a government unit is a public record. Any member of the public may request copies of e-mail. Please note that even deleted messages are subject to disclosure because they are required to be backed up in our archives.

Users should consider e-mail messages to be equivalent to letters sent on official letterhead and therefore should be written in a professional and courteous tone. Tone is often difficult to discern in electronic communication and thus should not be regarded as a replacement for face to face communication.

Faculty, staff, or students must not subscribe to mass electronic mailings (e.g. “chain letters”, “jokes of the day”, “horoscopes”, “trivia”, et cetera). Mass mailings take up valuable network space that should be used for educational purposes. If a faculty member joins a professional (educational) listserv, it is requested that he/she subscribe in digest form. Please contact the listserv administrator or a member of the IT Department for instructions on how to accomplish this.

Students are not allowed to access non-school email accounts, including chat and instant messaging. In the event that students are given e-mail accounts through the Londonderry School District, all e-mail rules stated in this DT/EM-AUP apply.

Email accounts issued by the Londonderry School District may not be used to bully, harass, or threaten an individual or organization; accounts will not be used to send chain letters, viruses, or hoaxes to other students, faculty, or individuals.

All user and group email accounts are filtered for language and content; any email that contains inappropriate language or content will not be delivered and appropriate disciplinary action will be taken. Disciplinary actions will be tailored to meet specific concerns related to the violation.

VIII. Privilege

The use of the Londonderry School District technology resources is a privilege and not a right. The Londonderry School District technology resources are only provided for educational purposes to **all users and groups**, and shall not constitute a public forum.

Behaviors and activities that shall result in appropriate disciplinary action include, but are not limited to:

i. Using the technology resources for commercial, financial and/or personal gain, including solicitation and business of any nature;
ii. Using the technology resources for political lobbying, except as expressly allowed, during a school activity;
iii. Using the technology resources for promoting, supporting or celebrating religion or religious institutions;
iv. Using profanity, vulgarity, obscenity or other language which tends to be offensive or tends to degrade others;

v. Accessing, viewing, storing or transferring profanity, vulgarity, obscene, sexually explicit or pornographic materials;
vi. Sending hate mail, anonymous messages or threatening messages;
vii. Sending "chain" type letters and unsolicited bulk mails (spamming);
viii. Using harassing, racial, sexist or discriminatory remarks and other antisocial behaviors;
ix. Using e-mail, news groups, list servers, instant chat rooms and discussion groups for non-educational purposes;
x. Wasting limited resources, including paper;
xi. Using invasive software such as "viruses", "worms" and other detrimental activities;
xii. Using encryption or security measures to avoid monitoring or review in the ordinary course of business or routine maintenance by the system administrator or District staff;
xiii. Attempting to log-on to the network as the system administrator;
xiv. Using someone else's password;
xv. Misrepresenting oneself as another user;
xvi. Trespassing in another's folders, work, files or e-mails;
xvii. Revealing personal information about others;
xviii. Infiltrating, disrupting or interfering with others' use of the Londonderry School District technology resources or infiltrating, disrupting or interfering with others' use of outside computing systems or networks;
xix. Intentionally infringing upon the intellectual property rights of others in computer programs or electronic information, including plagiarism and/or unauthorized use or reproduction;
xx. Transferring, utilizing or storing material in violation of copyright laws or license agreements;
xxi. Involvement in any activity prohibited by law or School District policy;
xxii. Creating hyperlinks between the Londonderry School District sections of the Londonderry Website and other Internet sites;
xxiii. Off school premises computer use, web page creation and Internet access for the purpose of disrupting the learning process by any of the means listed above.

Use of the District's technology resources for any altruistic or charitable purpose must be approved in advance by the District. The Londonderry School District reserves the right to add and include additional behaviors and activities that can result in appropriate disciplinary action.

IX. Intentional Violations

The District is aware that violations of this policy may occur under circumstances where **all users and groups** are involuntarily routed to sites containing inappropriate information or material. Accordingly, disciplinary action under this policy shall only result from willful and intentional violations of this policy. Notwithstanding, the District reserves the right to discipline any **user and group** for violations of this policy where it is apparent that the **user and group** knew, or should have known, that violations of this policy were likely to occur as a result of the actions, or inactions, of the **user and group** in question.
Should a violation of the DT/EM-AUP occur, disciplinary actions **shall result in, but is not limited to, one or more of the following:**

i. Restriction, suspension or revocation of access privileges;
ii. Removal from a class activity;
iii. Removal from a course;
iv. Removal from an extracurricular activity;
v. Detention, suspension or expulsion;
vi. Referral to the appropriate legal authorities for possible criminal prosecution;
vii. Civil liability.

X. Privacy

All users and groups have no rights of privacy with regard to their use of the Londonderry School District technology resources, which include but not limited to the Londonderry School District computers, network, electronic mail system (e-mail), and District sections of the Londonderry Website and Internet access. The Londonderry School District retains ownership and possessory control of its technology resources. The District does not guarantee, and **all users and groups** should not have any expectation of; confidentiality, privacy, security or ownership of the content of any information accessed, sent, received, created or stored thereon. **All users and groups** should realize that electronic communications and other information sent through the Internet are accessible by third parties, specifically the Internet Service Provider.

The Londonderry School District technology resources are maintained and managed by a network administrator in such a way as to insure its availability and reliability in performing the Londonderry School District educational mission. **All users and groups** are advised that the District's technology resources are treated as a shared filing system, which means that in the ordinary course of business, pursuit of educational purposes, routine maintenance, or in the course of an investigation to protect the health, welfare and safety of the District, its staff and students, a network administrator or other authorized District staff member may, at any time, without advance notice to **all users and groups**, monitor, access, modify, remove, review, retrieve, and/or disclose the subject, content and appropriateness of any and all information stored or transmitted on District technology resources, including information that may have been deleted but still exists on the system. **All users and groups** are put on notice that deleted files or messages are never completely removed and may be retrieved or restored. **All users and groups** should not save their personal work on computer hard drives or the network, but rather should use a personal storage device for saving their work. **All users and groups** shall frequently delete old files. During routine maintenance the network administrator may delete files stored on any of the Londonderry School District technology resources.

The District makes no warranties of any kind, whether express or implied, for the technology services it is providing. While the Londonderry School District will make every effort to preserve data, the responsibility for it lies with the students. The District will not be held responsible for any damages a student may suffer, including but not limited to, loss of data resulting from delays, non-deliveries, misdeliveries or service interruption caused by its own negligence or student errors or omissions. The District specifically denies any responsibility for the accuracy or quality of information obtained through its technology resources. **All users and groups** must fully understand that the use of any information obtained through the Internet is at their own risk.

The Londonderry School District reserves the right to record all Internet addresses and electronic communications accessed by **all users and groups**. Likewise, the District has the right to determine what information is posted on its website and it will routinely monitor all technology resources in order to maintain their integrity and to ensure compliance with this policy. Any and all violations of this policy detected by the network administrator will be reported to the School Principal or appropriate District Administrator for disciplinary action.

XI. Personal Computers

Faculty, staff and student personal computers may be configured for the Londonderry School Districts' network with approval from the Director of Technology. Personal computers are not the property of the Londonderry School District and will not be serviced by the Technology Department. Personal computers must have up-to-date virus protection software in order to be placed on the District's network.

XII. Copyrighted and Other Proprietary Materials

It is the intent of the Londonderry School District to adhere to the provisions of the U.S. Copyright Act, the license agreements and/or policy statements contained in software packages used by the District. All **users and groups** shall be responsible for respecting the copyright and proprietary interest of any materials accessed through the Londonderry School District technology resources. **All users and groups** may not duplicate copyrighted materials, graphics or software, including school owned software, without permission from the copyright holder, unless the use falls within the legal parameters of the Fair Use Doctrine, whether for personal use or for the use of others. The improper duplication or use of copyrighted materials is a violation of this policy and is subject to disciplinary action, as well as possible civil liability and criminal prosecution.

XIII. Complaints

If violations of this policy occur, **all users and groups** shall inform the classroom teacher, School Principal or appropriate District Administrator. The classroom teacher, school principal or appropriate District employee shall document all complaints in writing. Every effort will be made to protect the anonymity of the reporting person, but it cannot always be guaranteed. The School Principal or appropriate District Administrator shall conduct an investigation of the complaint and shall report any disciplinary action taken.
Students who are disciplined as a result of this policy have the same appeal procedure as any disciplinary action, which is through the School Principal or appropriate District Administrator, the Superintendent and the School Board.

LONDONDERRY SCHOOL BOARD
Adopted: January 22, 2002
Amended: September 7, 2004
Amended: May 6, 2008
Adopted: October 22, 2013 10

LONDONDERRY SCHOOL DISTRICT
DIGITAL TECHNOLOGY/ELECTRONIC MEDIA ACCEPTABLE USE POLICY
AGREEMENT FORM

THE FOLLOWING MUST BE COMPLETED BY **ALL USERS AND GROUPS**,
PRIOR TO ANY USE OF TECHNOLOGY RESOURCES.

1. I acknowledge that I have received, read and fully understand the Londonderry School District's Digital Technology/Electronic Media Acceptable Use Policy.
2. I agree to use the District's technology resources, such as the District's computers, network, electronic mail service, website and Internet web access, for educational purposes only.
3. I understand that any violation of the Digital Technology/Electronic Media Acceptable Use Policy may result in the restriction, suspension or cancellation of access privileges, and may result in other disciplinary action, civil liability or criminal prosecution by the appropriate authorities.
4. I agree to immediately report any misuse of the District's technology resources to the classroom teacher, School Principal or appropriate District Administrator.
5. I acknowledge that the use of the District's technology resources is entirely at my own risk.
6. I hereby release, indemnify and hold harmless the Londonderry School District, its staff and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my use of the District technology resources.
7. I certify that the information contained in this form is true and accurate.

Signature: _____ Date: _____
Name: _____
(Please print)

THE FOLLOWING MUST BE COMPLETED BY THE PARENT/GUARDIAN OF ALL STUDENTS UNDER THE AGE OF 18 PRIOR TO ANY USE OF TECHNOLOGY RESOURCES

As the parent/guardian of _____, I acknowledge that I have received, read and fully understand and I have discussed and explained the Londonderry School District Digital Technology/Electronic Media Acceptable Use Policy to my child. I have emphasized to my child the importance of following this policy for reasons of his/her own personal safety and the safety of others and understand that I allow my child to use the District's technology resources at his/her own risk and at my own risk.

Parent/Guardian Signature: _____ Date: _____
Home Address: _____
Home Phone Number: _____

LONDONDERRY SCHOOL BOARD
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INTERROGATIONS AND SEARCHES: (Londonderry School District Policy JIH)

STUDENT SEARCHES AND THEIR PROPERTY

A student is subject to search by district staff if reasonable grounds exist to suspect that evidence of a violation of the law or school rules will be uncovered. School staff shall report a student's suspicious activity to the principal prior to initiating a search, except in emergency situations.

ESTABLISHING REASONABLE GROUNDS

The following review of the basis for search should occur before conducting a search:

A. Identify
   1. the student's suspicious conduct, behavior or activity
   2. the source of the information and
   3. the reliability of the source of information.

B. If suspicion could be confirmed, would such conduct be a violation of the law or school rules?

C. Is the student likely to possess or have concealed any item, material or substance which is itself prohibited or which would be evidence of a violation of the law or school rule?

CONDUCTING THE SEARCH

If the principal or his designee determines that reasonable grounds exist to search a student's clothing, personal effects, desk, locker, assigned storage area or automobile, the search shall be conducted as follows:

A. If evidence of criminal activity is suspected to be present, and prosecution by civil authorities will be recommended if confirmed by the search, consult law enforcement officials regarding the appropriateness of a search by a law enforcement officer.
B. If evidence of violation of a school rule is suspected, and if that is confirmed by the search, the matter will be handled solely as a student discipline action. The principal or designee will proceed to search by asking the student to remove all items from pocket(s), purse(s), handbags, backpacks, gym bags, etc.
C. If the student refused to cooperate in a personal search, the student should be held until the student's parents or guardian is available to consent to the search. If a parent or guardian cannot be reached in a reasonable time, the principal may conduct the search without the student's consent.

LOCKER SEARCHES

Lockers, desks, and storage areas are the property of the school district. When assigned a locker, desk or storage area, a student shall be responsible for its proper care. A student may be subject to a fine for any willful damage to school property. Students are encouraged to keep their assigned lockers closed and locked.
A student's locker, desk, or storage area may be searched by district staff if reasonable grounds exist to suspect that evidence of a violation of the law or school rules will be uncovered. School staff shall report a

student's suspicious activity to the principal prior to initiating a search, except in emergency situations when the risk of harm to students or staff demands immediate action.

Building principals should refer to these procedures for conducting searches of students and their property for guidance in establishing whether a search is reasonable under the circumstance.

Principals may search all lockers, desks, or storage areas without prior notice given to students and without reasonable suspicion that the search will yield evidence of any particular student's violation of the law or school rules.

Administrative inspections, or health and welfare inspections, may be conducted at any time for the purpose of locating misplaced library books, textbooks, or other school property or to ensure that all lockers, desks, or storage areas are being kept clean and free from potential health or safety hazards. Periodic inspections of lockers will reinforce the district's ownership of lockers and the minimal expectation of privacy students have regarding the contents of their lockers.

During a search of all student lockers, if the school official conducting the search discovers any container within the locker which may conceal contraband, the container may be searched according to the district's procedures governing searches of students and their property. A "container" for the purpose of this policy may include, but is not limited to: an article of clothing, a handbag, purse, backpack, gym bag, or any other item within which contraband material may be concealed.

SEARCHES OF STUDENTS

In accordance with policy JIH, searches shall be conducted under the following circumstances:

The Superintendent, building administrators, or other authorized personnel may detain and search any student or students on the premises of the public schools, or while attending, or while in transit to, any event or function sponsored or authorized by the school under the following conditions:

1. When any authorized person has reasonable suspicion that the student may have on the student's person or property alcohol, dangerous weapons, electronic paging devices, controlled dangerous substances as defined by law, stolen property if the property in question is reasonably suspected to have been taken from a student, a school employee, or the school during school activities, or any other items which have been or may reasonably be disruptive of school operations or in violation of student discipline rules and applicable provisions of the student handbook.

2. School lockers and school desks are the property of the school, not the student. The users of lockers, desks, and other storage areas or compartments have no reasonable expectation of privacy from school employees as to the contents of those areas. Lockers, desks, and other storage areas, or compartments may be subjected to searches at any time with or without reasonable suspicion. Students are not to use any school area or property to contain anything that should not be at school. Students shall not exchange lockers or desks or use any lockers or desks other than those assigned to them by the principal.

3. Authorized personnel may search a student whenever the student consents to such a search. However, consent obtained through threats or coercion is not considered to be freely and voluntarily given.

4. Authorized personnel conducting a search shall have authority to detain the student or students and to preserve any contraband seized.

5. Any searches of students as outlined herein will be conducted by the authorized person who is the same sex as the person being searched.

6. Strip searches are forbidden. No clothing except cold weather outer garments will be removed before or during a search.

7. Items that may be seized during a lawful search – in addition to those mentioned in paragraph one above – shall include, but not be limited to any item, object, instrument, or material commonly recognized as unlawful or prohibited. For example: prescription or non-prescription medicines, switchblade, knives, brass knuckles, Billy clubs, and pornographic literature are commonly recognizable as unlawful or prohibited items. Such items, or any other items which may pose a threat to a student, the student body, or other school personnel, shall be seized, identified as to ownership, if possible, and held for release to proper authority.

NON-DISCRIMINATION STATEMENT:

The Londonderry School District does not discriminate on the basis of sex, race, creed, color or national origin in its educational programs or activities, including admissions and employment. Additionally, it is the policy of the Londonderry School Board to maintain a learning and work environment that is free of sexual harassment. Policies are available for the review by parents and students at the individual school buildings and the Superintendent's office. The Director of Personnel has been designated to handle inquiries regarding the nondiscrimination policies in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975. All inquiries should be directed to the Director of Personnel, Londonderry School District, 268C Mammoth Road, Londonderry, NH 03053, (603) 432-6920. In addition, no discrimination against any person with a disability will knowingly be permitted in any of the programs and practices in the school district. A grievance because of alleged violation of the act shall be filed with the Building Administrator or the Section 504 Coordinator: Mrs. Wendy Hastings, Assistant Principal, Londonderry Middle School, 313 Mammoth Road, Londonderry, (603) 432-6925 ext. 3004 (Section 504, Rehabilitation Act 1973.)

DISCRIMINATION PROCEDURE:

If you feel you have been discriminated against, the following procedure is to be used:

1. Contact the building Principal in writing detailing your complaint.
2. The building Principal will attempt to settle the complaint, if not,
3. The Principal will submit the complaint to a Committee. This Committee shall consist of representatives appointed by the Title IX Coordinator (Director of Personnel) in consultation with the Superintendent.
4. The Committee will set a date for a hearing and notify all interested parties.
5. The Committee will hear testimony from all interested parties and the complainant.
6. In executive session, the Committee will decide the disposition of the case. It will complete a report and it will schedule a meeting with the complainant to notify him/her of its decision.
7. A meeting with the complainant is held.
8. Notification of appeal procedure is given.

PUBLIC COMPLAINTS: (Londonderry School District Policy KL)

The School Board recognizes its obligation to be available to the public. It also believes that an individual's complaint can often be most quickly corrected if taken up with the lowest authority able to react to the problem. If unsatisfied at that level, the individual may, of course, take the complaint further.

For example: In cases of complaints regarding classroom events, individuals are urged to take up complaints first with the teacher, then if not satisfied successively, with the Housemaster, the Assistant Principal, the Principal, the Superintendent, the Board.

Since only the Board can change or make exceptions in district wide policies, such cases would be taken directly to the Board. (See Policy BDDC on agenda preparation and Policy BDDH on public participation at Board meetings.) Inquiries as to the most appropriate place to initiate a complaint may be made of Board members, the Superintendent's Office, or any staff person.

SAFE SCHOOLS ACT:

It is the intention of the Londonderry Police Department and the Londonderry School District to work in a joint, cooperative effort to provide a safe and healthy school environment for the students, staff, and visitors. We intend to do this in compliance with New Hampshire RSA 193-D, Safe School Zones, as amended.

The following information pertains to the Safe Schools Act:

- Any pupil may be expelled from school by the local 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 or rifle, and the pupil shall not attend school until restored by the local 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 local board to the 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 section 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 local school board for a period of not less than 12 months.

DEFINITIONS:

I. "Act of theft, destruction, or violence" means an act set forth in the following statutes regardless of the age of the perpetrator:

   a. Homicide under RSA 630
   b. (1) Any first or second degree assault under RSA 631
      (2) Any simple assault under RSA 631:2-a
   c. Any felonious or aggravated felonious sexual assault under RSA 632-A
   d. Criminal mischief under RSA 634:2
   e. Unlawful possession or sale of a firearm or other dangerous weapon under RSA 159
   f. Arson under RSA 634:1
   g. Burglary under RSA 635

h. Robbery under RSA 636
i. Theft under RSA 637
j. Illegal sale or possession of a controlled drug under RSA 318-B

II. "Safe school zone" means an area inclusive of any school property or school buses.

III. "School" means any public or private elementary, secondary, or secondary vocational-technical school in New Hampshire. It shall not include home schools under RSA193-A.

IV. "School employee" means any school administrator, teacher, or other employee of any public or private school, school district, school department, or school administrative unit, or any person providing or performing continuing contract services for any public or private school, school district, school department, or school administrative unit.

V. "School property" means all real property, physical plant and equipment used for school purposes, including but not limited to school playgrounds and buses, whether public or private.

VI. "School purposes" means school-sponsored programs, including but not limited to educational or extra-curricular activities.

SMOKING:

All public schools in the State of New Hampshire are smoke free facilities. **Note:** New Hampshire law prohibits smoking, purchase or possession of tobacco products by minors.

STUDENT GIFTS AND SOLICITATIONS: (Londonderry School District Policy JL)

Students shall be discouraged from collecting money, setting aside funds, or purchasing gifts for faculty members. Students can best express their appreciation to faculty by letter of appreciation and by congenial working relationships.
Solicitation of funds from students in the Londonderry Public Schools is permitted only when recommended by the Principal(s) and approved by the Superintendent of Schools.

STUDENT RECORDS:

Highlights of Londonderry School District Policy JO follow:

1. Parents wishing to inspect student records must file a written request to do so with the Principal. Such inspection shall take place during regular school hours or at reasonable times during vacation periods but not during weekends or holidays.

   Parent shall mean a student's father, mother, or guardian, or person or agency legally authorized to act on behalf of the child in place of or in conjunction with the father, mother, or guardian. The term as used shall include a divorced or separated parent, subject to any written agreement between parents or court order governing the rights of such parent that is brought to the attention of the Principal.

2. Single copies of records will be made available to parents free of charge. Additional copies are five cents per page. Records will be kept in the student's file of all copies made, when made, and to who provided.

3. Records are maintained for each student in the following categories: directory information, academic records, standardized and individual testing, individual education plans, and pupil placement team recommendations, attendance and enrollment data, and health records. The school Principal is responsible for the maintenance of these records.

4. Personally identifiable records other than directory information will not be disclosed without prior written consent of the parent except as permitted by law.

5. The Principal shall make a written record of the disclosure of all student information, except directory information, and such record will be kept in the student's file. This record of disclosure is also available for inspection by the parent. A record of inspection will also be kept.

6. Amendment of Records - The parent may request that the records be amended in respect to information alleged to be inaccurate, misleading or in violation of the privacy rights of the student. Such request shall be in writing, dated, and addressed to the Principal.

   In the event that the School District decided to refuse the request to amend, the Principal shall inform the parent and shall advise said person of his/her rights to a hearing in compliance with the law.

   Destruction of records: As a general rule, all student records except the permanent record (student grade transcripts) will be destroyed within five years after the student graduates or otherwise withdraws from school. The permanent record will be retained by the school for a minimum of 50 years. Copies of records may be requested prior to their destruction.

   Please see Londonderry School District Policy JO for the full text of the policy.

VISITORS TO THE SCHOOLS: (Londonderry School District Policy KK)

The School Board encourages visits by citizens, taxpayers, and parents to all of our school buildings. For the protection of the children, employees, and property, all visitors to schools shall report their presence to the front office and will wear a visitor’s badge while in the building.

Administrative Note: Student visitors from other schools or visitors under school age are not allowed without the prior permission of the administration. We discourage visiting for social reasons. Students are cautioned not to bring visitors without prior approval as these visitors will not be admitted.

WAIVER OF STUDENT EXPENSES: (Londonderry School District Policy JNA)

Whenever a school-sponsored activity requires the expenditure of money by a student or a student's family, it shall be the policy of the Londonderry School District that personal or family hardship not prevent the participation of a student who would otherwise qualify.

The Administration shall have the responsibility of making known this policy and the existence of funds to implement it. Funds will be allocated on the basis of need while maintaining the privacy of the student and his or her family. This policy shall apply to a school sponsored activity whether it be a direct part of, a supplement to, or an extension of the school program. Students should advise the Housemaster or Assistant Principal if they believe that they qualify under the provisions of this policy. All inquiries will be kept confidential.

CO-CURRICULAR ACTIVITIES

Our student activities offer many opportunities for participation. These programs exist for the benefit of students, and we encourage you to become active participants in teams, clubs, or organizations which interest you.

ORGANIZATIONS AND ACTIVITIES

GENERAL INFORMATION:

Londonderry Middle School strives to provide a wide variety of organizations and activities to provide outlets and opportunities for the diverse talents and interests of the student body. Activities may be added as students indicate a serious interest in new areas. All activities and organizations will be faculty sponsored.

We ask parents to pick up students promptly at the end of co-curricular activities (generally between 3:30 and 4:00 p.m.). We have limited resources to supervise students who are on school grounds after a sponsored activity is over. The school building doors will be locked at 4:00 p.m.

Students are expected to take their bus home, unless they are staying after school for a supervised activity or extra help with a teacher. Students may not "hang out" at school without a reason for being here; this includes going to the library unless the student has the intention of working on a project or other assigned work quietly.

Eligibility for these programs will be at the discretion of the club or activity advisor. Students who have one or more failing grades from the previous trimester may not be eligible to participate in activities.

The following partial list indicates various clubs and activities that are planned to be included in the co-curricular program beyond the Interscholastic Athletic Program. The amount of student interest and participation, as well as the availability and interest of faculty members will be considered as these activities become operational. Teachers or students who desire to initiate an activity not listed are encouraged to contact the administration.

Art Club
Chess/Brain Games
Color Guard
Computer Club
CPR Club
Destination Imagination
Media Club
Music Production
Respect (Boys and Girls)
School Newspaper
Science Club
Science Fiction Club

Drama Club – I and II	Show Choir
Health and Wellness Club	Student Council
Jazz Band	Yearbook
Marching Band	Political Club

STUDENT GOVERNMENT: (Londonderry School District Policy JFBS)

Student Council members have traditionally taken a leadership role in planning and implementing student activities, promoting school spirit, and participating in community service projects. All students are encouraged to join the Council.

The board SANCTIONS and recommends the organization of student government bodies (Student Council) in the secondary schools.

Student government shall be of the students, by the students, for the students, representing all students in the school in communication with the administration and in the organization of student activities.

Members to student councils shall be elected democratically, the rights and responsibilities of the Council shall be clearly set forth.

A faculty advisor and an alternate to the Student Council will be elected by the board acting on nominations voted by the students. The alternate will serve in the absence of the advisor and the stipend will be divided on a pro rata basis.

ELIGIBILITY:

To be eligible for school activities, a student must be in good standing - that is, not on suspension (in or out of school) during the day of the after-school activity. To participate in a school activity, a student must be present by 8:05 a.m. on the day of the activity, and if the activity is on Saturday, must be present in school on the preceding Friday. Students dismissed from any part of the day must obtain permission from the Assistant Principal in order to be eligible to participate in school activities on that day or the following Saturday.

Students who violate policy JFCH/JFCI regarding possession, use and/or transfer of drugs or alcohol will lose their eligibility to participate in co-curricular activities for 180 school days.

INTERSCHOLASTIC ATHLETIC PROGRAM:

The Interscholastic Athletic Program offers students a wide variety of activities and opportunities to represent Londonderry Middle School in competition with other schools.

The Interscholastic Athletic Program shall follow school policy, league regulations and directives of the New Hampshire Interscholastic Athletic Association.

Eligibility rules apply to boys and girls in all activities. An ineligible student shall not be a member of any athletic squad. (See Eligibility above.)

Students' eligibility to participate in middle school athletics is determined by grades on trimester report cards. In order to be a member of an athletic team, students must be passing all classes during the previous

marking period. Students who wish to participate in a fall sport must pass all classes during the previous fourth quarter marking term. (Exception: incoming 6th graders start with a clean slate.) Eligibility begins or ends with the distribution of the trimester report card. If a student receives no more than one failing grade, the student will be allowed to participate provided that he/she has met with and signed a contract provided by the athletic director. The student will be required to fill out a weekly progress report for the remainder of the trimester. Each teacher would rate the student on behavior, effort, and work completed (i.e.: 4-Outstanding, 3-Satisfactory, 2-Borderline, 1-Unsatisfactory). The report is then submitted back to the athletic director by the date stated. No student may participate on or after the date specified until the report is turned in. Should the student receive more than one unsatisfactory comment, then he/she would become immediately ineligible until the distribution of the next trimester report card. (It is then up to the discretion of the coach whether or not to let the student rejoin the team should the student become eligible again.) Any exceptions to the above policy must be made in writing to the administration and must include notice of any extenuating circumstances. The Administration will then determine whether or not to grant eligibility.

Students are responsible to school first. A student who acts in an inappropriate manner, or who fails to keep up with his/her class work, may be placed on an eligibility report and would follow all the requirements listed above.

Members of a school team are not allowed to miss a school practice or competition to compete with an "out of school team." Whenever a conflict arises between the school team practice/competition and an out of school practice/competition on the same day, the school team practice/competition must be honored by the student-athlete.

A student with a prolonged illness or sustained injury must have written permission from the parent and physician to engage in athletics.

A student who cannot account for the equipment issued to him/her will receive neither further equipment nor his /her report card until settlement is made.
Prior to participation in a sport or try-out, students must have all paperwork turned in to the coach or athletic director. This includes an eligibility form, risk acknowledgement form, medical history form, and an emergency information form. Unless any information changes, these forms are good for the entire school year. If a student filled out the forms for a previous sport, then he/she need only fill out an athletic permission form.

It is the responsibility of the parent/guardian to speak with coaches regarding health issues or concerns.

REQUIREMENTS FOR SPORTS PARTICIPATION:

Physical Examinations:

If your child wishes to try out for any athletic team at LMS, including cheerleading, he or she must have a current physical exam on file in their health record. A physical examination is considered current if done after March 1st of the year the student entered the middle school. (If you are unable to comply with the March 1st date, please call the Nurse's Office to discuss other options.)

Current examination dates for the 2015-2016 school year are as follows:

Grade 6 – physical examination done after 3/1/15
Grade 7 – physical examination done after 3/1/14

Grade 8 – physical examination done after 3/1/13

Exams meeting this criteria will satisfy sports participation requirements for the duration of sports participation at LMS. A copy of this exam must be on file in the student's health record before tryouts begin.

An exception to any of the above eligibility requirements may only be determined at the discretion of the athletic director.

A student who has participated in any school sport will not be permitted to engage in another school sport until the season's schedule for that sport has been completed.

School Name: **LONDONDERRY MIDDLE SCHOOL**

School Colors**:** **RED, WHITE,** and **BLUE**

School Logo: **LIGHTENING BOLT**

School Team Name: **STORM**

The Interscholastic Athletic Program includes:

SEASON	
Fall	Cross Country (B & G); Soccer (B & G); Field Hockey
Winter	Basketball (B & G); Cheerleading; Volleyball (Co-ed); Wrestling (B & G)
Spring	Baseball; Softball; Track & Field (B & G); Golf

SERVICES

COUNSELING, GUIDANCE AND SPECIAL SERVICES:

Members of the Guidance Department are available for counseling throughout the school day. Counseling is the process by which a student is helped to understand one's self in relation to the developing and changing world. Students have the opportunity to express their ideas, feelings, goals, and concerns and to explore alternative courses of action through individual and group counseling.

An important part of this process may include conferences with parents and teachers. Personal problems, academic progress and selection of high school courses often necessitate conferences that bring together the school, parent, and student. Guidance personnel are available to assist in this process.

Counselors will also work with students and other staff members to aid in career awareness. Parents are encouraged to contact the Guidance Office when desiring a conference with a student's teachers. The Guidance Department will maintain a bulletin board where items of general information, interest and importance are posted. Specific information about particular schools and careers will be provided upon request.

Appropriate educational programs will be devised and monitored for students identified as having special educational needs. Concerned individuals should contact the Special Education Program Director for information on these special services.

HEALTH SERVICES:

The primary role of the school nurse is to support student learning. The nurse accomplishes this by implementing strategies that promote student and staff health and safety. The school nurse takes a leadership role in serving as the coordinator of all school health programs. Students are encouraged to discuss any health problems with the school nurse. The nurse's office is open during school hours. Parents may contact the nurse (432-6925 ext. 3101 or ext. 3102) with any questions about their child's health or to report any changes in a student's health history. Students and parents are requested to inform the nurse of any particular health concerns. Students with physical handicaps (either temporary or permanent) that require them to use the elevator should see the nurse to obtain an elevator pass.

All injuries must be reported to the school nurse immediately. Except in the case of emergency, students must obtain a pass to the nurse.

It is the responsibility of the parent/guardian to speak with coaches regarding health issues or concerns.

MEDICATIONS AT SCHOOL:

In order for medications to be given at school, the following shall occur:

1. There must be a written authorization from the licensed prescriber on file in the student's health record. This authorization shall contain the following:
    a. student's name
    b. name and signature of the licensed prescriber
    c. name, route, and dosage of each required medication
    d. frequency and time of medication administration or assistance
    e. diagnosis and any other medical conditions requiring medication, if not a violation of confidentiality or if not contrary to the request of the parent or guardian to keep confidential
    f. specific recommendation for administration
    g. any specific side effects, contraindications and adverse reactions to be observed.

2. There must also be a written authorization by the parent or guardian to administer all medications.

3. **STUDENTS ARE NOT ALLOWED TO BRING MEDICATION TO SCHOOL.** A parent, guardian or parent/guardian designated responsible adult shall deliver all prescription medication to the school nurse or other designated school personnel. The school nurse will make arrangements (if necessary) for prescription medication to be delivered either before or after school hours. The prescription medication shall be in a pharmacy or manufacturer labeled container.

ILLNESS OR COMMUNICABLE DISEASES:

Please do not send your child to school if they have been ill with a fever or vomiting within the last 24 hours.

If your child has been diagnosed with a communicable disease, such as chicken pox, please inform the school nurse. It is very important that some students notify their doctor of any exposure.

IMMUNIZATIONS: The State of New Hampshire Department of Health and Human Services, Division of Public Health Services has amended the immunization requirements for school enrollment. A complete list of required immunizations can be found on the State of NH website, www.dhhs.nh.state.us under the Public Health tab. The following are new immunization requirements effective for this upcoming school year (2012-2013).

T**dap** (Combined Tetanus, Diphtheria and Pertussis Vaccines) – All students 11 years of age or older must have a one-time dose of a Tetanus, diphtheria, acellular pertussis (Tdap) vaccine, except if the child has a medical contraindication to pertussis vaccine in which case the child shall receive Tetanus diphtheria toxoid (Td) vaccine. If a child turns 11 years of age on or after the first day of school, they are required to have Tdap vaccine prior to the first day of the *next* school year.

VARIVAX or PROQUAD – All students must have two (2) doses of varivax vaccine or documentation of immunity by confirming laboratory test. History of disease as reported by parent or health care provider is acceptable for 4th grade through 12th grade.

** New Hampshire State Law requires written documentation of these vaccines be in the school nurse's office **prior to the first day of the school year.**

MEDICAL RELEASE:

If the student sustains an injury that requires exclusion from participating in physical education and/or sports for any length of time, the student must present a physician's statement. Upon return to participation, a physician's statement must clearly define any restrictions as needed.

HEALTH SCREENINGS:

Students receive periodic screenings for vision, hearing, height, weight and blood pressure. Parents are notified of any abnormal finding and referred for follow up with a physician.

PHYSICAL EXAMINATION REQUIREMENT:

In order for a student to attend Londonderry Middle School, a student must at the time of registration have either:

1. A physical examination form including immunizations and dates completed by a physician. The physical examination must have been completed within one year prior to the date of registration.

OR

2. Give the date for a scheduled appointment (within 30 days of registration) including the name and telephone number of the physician. The information will be verified by the school.

This procedure applies to all new registrations and transfer students. If the physical exam is not completed within 30 days of the student's first day in school, the principal may prohibit the child's attendance in school.

HOME TUTORING:

In the event of an extended illness or accident that prevents a student from attending school, the Londonderry School District will usually provide home tutoring during the period of absence. It should be noted by parents and teachers that home tutoring is designed as a bridge between the student's departure and return. It is virtually impossible for a student to complete course requirements with only home tutoring. A doctor's written statement verifying the student's inability to attend school is required prior to any home tutoring. The school nurse may make periodic home visits to students receiving tutoring.

LIBRARY MEDIA SERVICES:

The Library Media Program is the keystone in the teaching and learning process for our students.

The mission of the Library Media Center Program is to ensure that students and staff are effective and ethical users of information and ideas. The program seeks to carry out this mission by:

- Providing intellectual and physical access to the Library Media Center.
- Instructing students on locating, using, and evaluating a variety of library resources.
- Working in partnership with teachers to plan, develop, implement, and evaluate instructional units which meet the school district's objectives and benchmarks.

The Library Media Center supports instruction by providing staff and students a variety of resources which include books (both print and electronic), periodicals, videos, online databases and instructional devices. These resources are used to meet the needs of the curriculum and personal reading enjoyment. The Library Media Specialists work collaboratively with teachers to design learning experiences which meet the diverse needs of individual students and whole class instruction.

Students may use the library before or after school to do homework, to work on computer projects, to do research for a school project, or to read.

The Library Media Center is open Monday to Thursday from 7:30 a.m. to 3:30 p.m. and Friday from 7:30 a.m. to 3:00 p.m. The Library Media Center closes at 2:35 prior to all school vacations and at dismissal time on the last day of school.