

# Londonderry Middle School



**Student-Parent Handbook  
2022-2023**



## **SCHOOL TELEPHONE NUMBERS**

### **LONDONDERRY MIDDLE SCHOOL**

**432-6925**

FAX 432- 0714

Administrative Assistant Susan Rouse ext. 3276

To Report an Absence ext. 3928

Front Office Courtney Conomacos ext. 3005

Back Office Nissa Belanger ext. 3100

Cafeteria Office ext. 3006

School Counseling Office Debbie Conroy ext. 3278

Library Media Center ext. 3104, 3105

Special Education Department Amanda Laporte ext. 3001

School Nurse Kelly Boucher ext. 3101  
Lea Glickman ext. 3102

### **Administrators**

Principal William Van Bennekum ext. 3300

Assistant Principal David Sutherland ext. 3277

Assistant Principal Ross McLean ext. 3177

Curriculum Coordinator Meaghan Nason ext. 3140

Special Education Program Director Joan Campo ext. 3002

Superintendent of Schools Daniel Black 432-6920 ext. 1115

Co-Assistant Superintendent Gr. 6-12 Jason Parent 432-6941 ext. 2200

Co-Assistant Superintendent Gr. K-5 Paul Dutton 432-6933 ext. 4103

### **Other Numbers**

Athletic Director Howard Sobolov 432-6941 ext. 2306

Dining Services Director Krystal Connell 432-6948 ext. 2234

Student Transportation of America 668-2878

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

<http://lms.londonderry.org>

<http://lhs.londonderry.org/athletics>



## 2022-2023 LONDONDERRY SCHOOL DISTRICT CALENDAR

AUGUST							SEPTEMBER							<b>NOTES:</b> <b>AUGUST</b> 22nd - 23rd New Teacher Workshops 24th - 29th Teacher Workshops 29th Orientation grades K, 1, 6 and 9 30th First day of school
S	M	T	W	T	F	S	S	M	T	W	T	F	S	
	1	2	3	4	5	6					1	NS	3	<b>SEPTEMBER</b> 2nd No school 5th Labor Day TBD LHS - Parent Open House TBD LMS - Parent Open House TBD Elementary - Parent Open Houses
7	8	9	10	11	12	13	4	H	6	7	8	9	10	
14	15	16	17	18	19	20	11	12	13	14	15	16	17	<b>OCTOBER</b> 7th Teacher Workshops 10th Columbus Day/Indigenous Peoples' Day TBD Moose Hill - Parent Open House
21	NT	NT	TW	TW	TW	27	18	19	20	21	22	23	24	
28	TW	30	31			*2	25	26	27	28	29	30	*20	<b>NOVEMBER</b> 8th Election Day/Parent Conferences Gr. K-8 Parent Conferences Gr. 9-12 Parent Conferences AM Gr. 9-12 Teacher Workshops PM 9th **Parent Conferences Moose Hill only 11th Veterans Day 23rd - 25th Thanksgiving Break
									1	2	3	4	5	
OCTOBER							NOVEMBER							<b>NOVEMBER</b> 8th Election Day/Parent Conferences Gr. K-8 Parent Conferences Gr. 9-12 Parent Conferences AM Gr. 9-12 Teacher Workshops PM 9th **Parent Conferences Moose Hill only 11th Veterans Day 23rd - 25th Thanksgiving Break
S	M	T	W	T	F	S	S	M	T	W	T	F	S	
						1			1	2	3	4	5	<b>DECEMBER</b> 23rd - 30th Holiday Break
2	3	4	5	6	TW	8	6	7	PC	9**	10	H	12	
9	H	11	12	13	14	15	13	14	15	16	17	18	19	<b>JANUARY</b> 2nd Classes resume 16th MLK Jr. Day
16	17	18	19	20	21	22	20	21	22	NS	H	H	26	
23	24	25	26	27	28	29	27	28	29	30			*17	<b>DECEMBER</b> 23rd - 30th Holiday Break
30	31					*19								
DECEMBER							JANUARY							<b>DECEMBER</b> 23rd - 30th Holiday Break
S	M	T	W	T	F	S	S	M	T	W	T	F	S	
				1	2	3								<b>JANUARY</b> 2nd Classes resume 16th MLK Jr. Day
4	5	6	7	8	9	10	1	2	3	4	5	6	7	
11	12	13	14	15	16	17	8	9	10	11	12	13	14	<b>FEBRUARY</b> Feb. 27th - March 3rd Winter Break
18	19	20	21	22	H	24	15	H	17	18	19	20	21	
25	V	V	V	V	H	31	22	23	24	25	26	27	28	<b>MARCH</b> 13th **Parent Conferences Moose Hill only 14th Teacher Workshops
						*16	29	30	31				*21	
FEBRUARY							MARCH							<b>APRIL</b> 24th - 28th Spring Break
S	M	T	W	T	F	S	S	M	T	W	T	F	S	
			1	2	3	4				V	V	V	4	<b>APRIL</b> 24th - 28th Spring Break
5	6	7	8	9	10	11	5	6	7	8	9	10	11	
12	13	14	15	16	17	18	12	13**	TW	15	16	17	18	<b>MAY</b> 29th Memorial Day
19	20	21	22	23	24	25	19	20	21	22	23	24	25	
26	V	V				*18	26	27	28	29	30	31	1	<b>JUNE</b> 12th Last day for Moose Hill students 15th Last day for students 16th Scheduled last day for teachers 19th Juneteenth National Independence Day * Number of school days per month Possible additional days to be added pending school cancellations, max. 5
													*19	
APRIL							MAY							<b>JUNE</b> 12th Last day for Moose Hill students 15th Last day for students 16th Scheduled last day for teachers 19th Juneteenth National Independence Day * Number of school days per month Possible additional days to be added pending school cancellations, max. 5
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2	3	4	5	6	7	8		1	2	3	4	5	6	
9	10	11	12	13	14	15	7	8	9	10	11	12	13	<b>APRIL</b> 24th - 28th Spring Break
16	17	18	19	20	21	22	14	15	16	17	18	19	20	
23	V	V	V	V	V	29	21	22	23	24	25	26	27	<b>MAY</b> 29th Memorial Day
30						*15	28	H	30	31			*22	
MAY							JUNE							<b>JUNE</b> 12th Last day for Moose Hill students 15th Last day for students 16th Scheduled last day for teachers 19th Juneteenth National Independence Day * Number of school days per month Possible additional days to be added pending school cancellations, max. 5
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						1					1	2	3	<b>JUNE</b> 12th Last day for Moose Hill students 15th Last day for students 16th Scheduled last day for teachers 19th Juneteenth National Independence Day * Number of school days per month Possible additional days to be added pending school cancellations, max. 5
4	5	6	7	8	9	10	4	5	6	7	8	9	10	
11	12	13	14	15	TW	17	11	12	13	14	15	TW	17	<b>JUNE</b> 12th Last day for Moose Hill students 15th Last day for students 16th Scheduled last day for teachers 19th Juneteenth National Independence Day * Number of school days per month Possible additional days to be added pending school cancellations, max. 5
18	H	20	21	22	23	24	18	H	20	21	22	23	24	
25	26	27	28	29	30		25	26	27	28	29	30		<b>JUNE</b> 12th Last day for Moose Hill students 15th Last day for students 16th Scheduled last day for teachers 19th Juneteenth National Independence Day * Number of school days per month Possible additional days to be added pending school cancellations, max. 5
						*11							*11	

3/15/2022

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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. It is important that students accept responsibility for their learning and the challenges of persevering through hard work, effort and taking ownership of their successes and challenges. As well, it is important that students be exposed to the impact of tolerance, change, effective citizenship and acceptable social responsibility.

It is also understood that learning is a lifelong process, which 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 is 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 offer opportunities for student directed learning and goal setting
6. To give each individual quality educational experiences which will enrich life and provide the information to become a productive, successful member of society
7. To teach students effective study habits and organizational skills
8. To begin the process of exposing students to potential career opportunities that will aid the direction of their continuing education in high school and beyond
9. 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 begin preparing 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 found in today's society

## **ADMINISTRATIVE ITEMS**

### **ANNOUNCEMENTS:**


Announcements will be read during homeroom each morning. Students should be quiet and attentive. Organizations wishing announcements to be 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 distributed electronically to all teachers. If you missed the details of an announcement, please ask any teacher.

### **CLASS AND LUNCH SCHEDULE**

**STUDENTS ENTER 7:34**

**STARTING TIME 7:44**



## LMS DAILY SCHEDULE

### 2022-2023

TEACHER DAY: 7:29a.m. – 2:45p.m.  
STUDENT DAY: 7:44a.m. – 2:30p.m.

	A PERIOD	7:44 – 8:33
	B PERIOD	8:33 – 9:27
	C PERIOD	9:27 – 10:16
	D PERIOD	10:16 – 11:05
<u>6<sup>th</sup> Grade</u>	<u>7<sup>th</sup> Grade</u>	<u>8<sup>th</sup> Grade</u>
E Period <u>11:05 – 11:30</u> (Lunch)	E/F Period <u>11:05 – 11:59</u>	E Period <u>11:05 – 11:32</u>
F/G Period <u>11:30 – 12:24</u>	G Period <u>11:59 – 12:24</u> (Lunch)	F Period <u>11:32 – 11:57</u> (Lunch)
	H PERIOD	12:24 – 1:11
	I PERIOD	1:11 – 1:59
	STORM TIME	1:59 – 2:30

We will honor end times for all periods, including lunches.

### 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 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 the start of the school day.

### EMERGENCY DRILLS AND PROCEDURES:

The signal for an emergency drill will be the ringing of the fire alarm, announcement of a lock down, or another announcement made over the school intercom. There should be no talking as it is important that everyone hear instructions during emergencies.

**ALICE** 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 ensure 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.

**Evacuation** drills are practiced to prepare students in the case of a fire or other reason necessitating evacuation from the building. Students practice a quick and safe exit from the building.

- 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 homeroom 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 an evacuation should leave the building by the nearest exit and report to their homeroom teacher at their designated location.

**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 an additional emergency response action such as ALICE Protocol or Secure Campus.

**Other practice drills**, as determined by the District or the LMS Emergency Operations Planning 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 the lost and found outside the back office or in the physical education locker rooms. Any electronic devices should be turned in to the front or back 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.

### **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 and return directly to the classroom.

## 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:

- The following are all the media outlets that we communicate with when there is a school closing or delay:
 

LEO 21	www.londonderry.org
www.twitter.com/londonderry_sch	WBZ TV Channel 4 and Channel 38
WCVB TV Channel 5	WHDH TV Channel 7 and Channel 56
WMUR TV Channel 9	WFXT TV Fox 25
School Messenger Notification System (email or voice message)	
- School Announcement Line\*
  - \*C\*Call the District Office at 432-6920 and select 9 which is the “School Announcement Line”. There will be a recorded message regarding school cancellation or delay.
- Delayed openings due to bad weather will also be broadcast on the above mentioned media and communication outlets. The delay will be for two hours (120 minutes) past the regular school opening time. Homeroom will begin at 9:44 a.m.
- Emergency closings are those times when we may have to transport students home before the regularly scheduled dismissal time. The above-mentioned media and communication outlets will broadcast notification of such an emergency closing. It will also be posted on district and school websites as well as district Twitter accounts.

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. **Please know that student phones will be turned off the majority of the day. We ask that parents not call or text their child during the school day (7:44 a.m. – 2:30 p.m.).**

## 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 school counseling 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 6A Kitty Hawk Landing, Londonderry, NH 03053, by September 30<sup>th</sup> 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 school counseling office and obtain a withdrawal form.
2. Parents or guardians must complete and sign the withdrawal form and return it to the school counseling 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 school counseling 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, 6A Kitty Hawk Landing, Londonderry, NH 03053. Working papers are issued only from the Superintendent's Office and the student must appear in person in order to obtain working papers.

### **ACADEMICS**

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/or 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 Administration
- Assignment that are formative assessments may receive a zero

Repeated offenses will result in further disciplinary action, which could include 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 provide evidence of independently handling the work habits that lead to academic success, or until a collaborative decision is made to remove the child from 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.



## Grading Rubric: **Self Directed Learner**

### Competency #3: Our graduates focus on themselves through self-direction.

Focus on Themselves	<b>Novice</b> Demonstrates misconceptions of the Competency	<b>Basic</b> Demonstrates understanding of the Competency <i>with areas for growth</i>	<b>Proficient</b> Demonstrates understanding of the Competency <i>with minor areas for growth</i>	<b>Advanced</b> Models in-depth use of the Competency
<b>Self-Direction</b>  Check Box if there is insufficient evidence of applying the competency. <input type="checkbox"/>	<i>There is evidence of:</i>  <b>Misconceptions</b> of a growth mindset;  How to self-reflect;  How to persevere and take ownership of their learning;  How to improve through deliberate practice.	<i>There is evidence of:</i>  <b>Not fully</b> understanding and embodying a growth mindset;  <b>Incomplete</b> self-reflection of their learning;  <b>Inconsistent</b> perseverance and ownership of their learning;  <b>Inconsistent</b> deliberate practice to improve.	<i>With adult prompting the majority of the evidence shows:</i>  Understanding and showing a <b>Growth Mindset</b> , while using and showing the habits of;  <b>Self-Reflection</b> of their learning;  Consistent <b>perseverance and ownership</b> of their learning;  Engaging in <i>deliberate practice</i> as a means to improve.	<i>Without consistent adult prompting, there is evidence of going beyond what was expected related to:</i>  Understanding and embodying a growth mindset;  Self-reflection of their learning;  Perseverance and ownership of their learning;  Engaging in deliberate practice to improve.
Other Performance Indicators Specific to Task	Demonstrates misconceptions of:	Demonstrates understanding but with areas for growth in:	Demonstrates understanding but with minor areas for growth in:	Models understanding beyond what is taught for:

**COURSE CHANGES:**

To add, drop, or change a class, the student's parents must talk with a school 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 show evidence of mastery of content standards. These will be determined by formative and summative assessments, performance assessments, interviews, exit slips, etc. This is a change from a traditional grading system which numerically included class participation, homework completion, extra credit, etc. The overall letter grade now reports evidence of academic achievement in content standards only.

Report cards will be posted on the parent/student portal approximately 10 days after marks close each trimester. Letter grades are used on report cards to report academic achievement only 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:	December 3, 2021
Second Trimester Ends:	March 16, 2022
Third Trimester Ends:	Last day of school

In addition to mastery of content standards, students will be assessed separately on the work habit of self-direction. This skill is a foundational skill for lifelong learning and academic success.

***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 their own learning as well as in facilitating home/school communication.

**Grade 7**

Students are familiar with the responsibilities and expectations regarding their learning. 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 learning tasks on time, in order to demonstrate readiness for high school expectations.

**HONOR ROLL:**

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

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 than 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.**

**INTERDISCIPLINARY LEARNING TEAMS:**

Our school is organized into heterogeneous groups of approximately 125 students with a team of five "core" subject teachers (English, social studies, science, reading and mathematics) as well as a case manager. 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 demonstrating understanding of all learning targets missed during absences.

All teachers have either before or after school help sessions. These times are posted electronically 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 contact the team to request work. Please do not leave a message on the absent line for work. For absences of one or two days, students should call a classmate or use electronic resources such as Google Classroom or the Aspen Portal to obtain assignments.

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 2:30 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 affects 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 communicate with teachers directly in order to closely monitor student progress and assist in remediating problems. Parents can also arrange for a parent-teacher conference by contacting their child's teacher.

### **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).

### **STORM TIME**

Storm Time is an extension of RTI (Response to Instruction) that is already a part of the regular classroom experience. The goal of Storm Time is to provide additional time for intervention, support, or classroom extension for students during the school day. Storm Time meets every day for 33 minutes, 1:57 to 2:30. Students work with their homeroom teachers to create a weekly schedule that has pre-scheduled courses, student choice, and opportunities for enrichment.

### **SUMMER SCHOOL:**

Any student who failed language arts, mathematics and/or reading during the preceding school year at Londonderry Middle School may be required to attend summer school. If the summer school course(s) is not completed, the following shall be implemented:

- School counselors and/or administration will contact the parents.

- Attendance in the AIP Program may be required the following school year.
- Students may be required to take an additional or replacement course.

## **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**

<https://londonderry.org/common/pages/DisplayFile.aspx?itemId=339079>

### **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 garbage dropped on the floor.

Students are expected to clear away their own trays and garbage. 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.

### **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.

### **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 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 devices 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 now incorporate 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.

This notification is to inform and guide you through this 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:**

- Students will only use appropriate technology for educational purposes only.
- Students will only use appropriate educational applications on their device (i.e.: not games and/or non-school related tasks and functions).
- **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.
- 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.
- Parents should contact the office if there is a need to contact their child. Parents should not contact their child through their personal devices during the school day (7:44 a.m. – 2:30 p.m.).

Students' use of electronic devices that does not follow the BYOD procedures or expectations will result in the following consequences:

- On the first infraction, the phone/electronic device will be confiscated, and the student will be given a written warning to be signed by a parent or guardian. 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 student's 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 student's parent or guardian. Students will be required to turn their phones in to the office where they will be kept throughout the day. They may pick them up at the end of each school day.

If more infractions 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 expectation also includes in-line skates and scooters.

### **STUDENT ALCOHOL USE/DRUG ABUSE**

<https://londonderry.org/common/pages/DisplayFile.aspx?itemId=22494771>

## **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:**

<https://londonderry.org/common/pages/DisplayFile.aspx?itemId=339011>

#### **STUDENT INVOLVEMENT IN DECISION MAKING:**

<https://londonderry.org/common/pages/DisplayFile.aspx?itemId=339003>

#### **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. The teacher will contact the parent prior to the detention to communicate the reason as well as confirming the child has a means for getting home.

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**

<https://londonderry.org/common/pages/DisplayFile.aspx?itemId=25458282>

#### **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 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 School Counselor, 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 Assistant Principal's office and inform the office staff. A disciplinary referral form will be completed by the teacher. The student will be given the opportunity to respond. The 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 – DEMERIT SYSTEM:**

The Demerit System has been developed by students with the cooperation and participation of the administration. It is our goal to offer a disciplinary system which recognizes the developmental level of our adolescent students.

We recognize that students may make occasional mistakes. The Demerit System establishes procedures to curb inappropriate behavior.

The Demerit 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 Demerit System. The Demerit System is not intended to replace teacher detention or alter teacher authority at Level 1 of the Discipline Code.

#### Demerits:

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. The accumulation of five (5) demerits in a school year may result in one (1) day of in-school suspension.

### **SCHOOL PROPERTY:**

Having clean and suitable buildings, excellent equipment and fields is a privilege. Damage to any equipment or to the building, fields, and grounds should 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, and is subject to disciplinary action.

## **STUDENT FINANCIAL RESPONSIBILITY**

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. Students will also be held responsible for all other financial obligations such as dining service outstanding balance, and any uncollected fees and penalties. Students with outstanding financial obligations will not be able to participate in end of the year activities, and 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 with 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 school's 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 as well as on the school district webpage. Students and parents are allowed free access to these documents and are encouraged to use them.

### **ABSENCE, TARDINESS AND DISMISSALS:**

<https://londonderry.org/common/pages/DisplayFile.aspx?itemId=338993>

### **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, 6A Kitty Hawk Landing, 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**

<https://londonderry.org/common/pages/DisplayFile.aspx?itemId=339083>

## **HAZING**

<https://londonderry.org/common/pages/DisplayFile.aspx?itemId=22494765>

### ***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:**

<https://londonderry.org/common/pages/DisplayFile.aspx?itemId=338922>

### **INTERROGATIONS AND SEARCHES:**

<https://londonderry.org/common/pages/DisplayFile.aspx?itemId=22494767>

### **NON-DISCRIMINATION STATEMENT:**

Discrimination against and harassment of students because of sex, race, religion, color, age, marital status, familial status, physical or mental disability, national origin, ancestry, economic status or sexual orientation are prohibited. Complaints alleging discrimination or harassment of students be addressed through the Board's Student Discrimination, Harassment, and Sexual Harassment and Complaint Procedure (ACA-S). This complaint procedure is available on the district's website and is available in each school building and the Superintendent's Office. Any individual who believes a student has been discriminated against or harassed should report his/her concern to William Van Bennekum, principal or David Sutherland, assistant principal, who can assist in submitting such a complaint.

The School's Title IX Coordinator for student matters is Kimberly Carpinone, Director of Pupil Services and can be reached at 432-6920 extension 1113 or [kcarpinone@londonderry.org](mailto:kcarpinone@londonderry.org). The Director of Pupil Services has been designated as the District's Title IX Coordinator. The Director of Pupil Services is also designated to handle inquiries regarding the District's non-discrimination policies.

### **PUBLIC COMPLAINTS:**

<https://londonderry.org/common/pages/DisplayFile.aspx?itemId=339166>

### **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 RSA 193-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 and e-cigarette 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:**

<https://londonderry.org/common/pages/DisplayFile.aspx?itemId=9605028>

#### **VISITORS TO THE SCHOOLS:**

<https://londonderry.org/common/pages/DisplayFile.aspx?itemId=339162>

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

<https://londonderry.org/common/pages/DisplayFile.aspx?itemId=339127>

## **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. This also applies to athletic events starting on or after 4:00 p.m.

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	Media Club
Book Club	Music Production
Chess/Brain Games	Pop Stars
Color Guard and Majorettes	Recycling Club
Computer Club	Political Club
CPR/Babysitting Club	Respect (Boys and Girls)
Destination Imagination	School Newspaper
Drama Club – I and II	Science, Engineering and Technology Club
Health and Wellness Club	Show Choir
Jazz Band	Strategy Games Club Student Council
Literary Club	Student Council
Marching Band	Yearbook
Math Club	

### **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 in school for at least half the day, 3 hours and 25 minutes. If the activity is on Saturday, the student must be present for at least half the day on the preceding Friday.

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 third trimester marking term. (Exception: incoming 6<sup>th</sup> graders start with a clean slate.) 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 assistant principal. The contract will include weekly check-ins with the assistant principal during the season. 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.

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 1<sup>st</sup> of the year the student entered the middle school. (If you are unable to comply with the March 1<sup>st</sup> date, please call the Nurse’s Office to discuss other options.)

Current examination dates for the 2021-2022 school year are as follows:

- Grade 6 – physical examination done after 3/1/21
- Grade 7 – physical examination done after 3/1/20
- Grade 8 – physical examination done after 3/1/19

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: **LIGHTNING BOLT**

School Team Name: **STORM**

The Interscholastic Athletic Program includes:

**SEASON**

Fall	Cross Country; Soccer; Field Hockey; Volleyball; Football
Winter	Basketball; Cheerleading; Wrestling
Spring	Baseball; Softball; Track & Field; Golf; Lacrosse

**SERVICES**

**COUNSELING, AND SPECIAL SERVICES:**

Members of the School Counseling Office 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. School counselors 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 School Counseling Office when desiring a conference with a student's teachers. The School Counseling Office 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, <https://www.dhhs.nh.gov> under the Public Health tab. The following are immunization requirements effective for this upcoming school year.

**Tdap** (Combined Tetanus, Diphtheria and Pertussis Vaccines) – One dose of Tdap is required for entry into 7<sup>th</sup> grade.

**VARIVAX** All students K-9, shall have received two valid doses of varicella vaccine or laboratory confirmation of chicken pox disease.

\*\* 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 7:15 a.m. to 3:30 p.m. and Friday from 7:15 a.m. to 2:45 p.m. The Library Media Center closes at 2:45 p.m. prior to all school vacations and at dismissal time on the last day of school.**