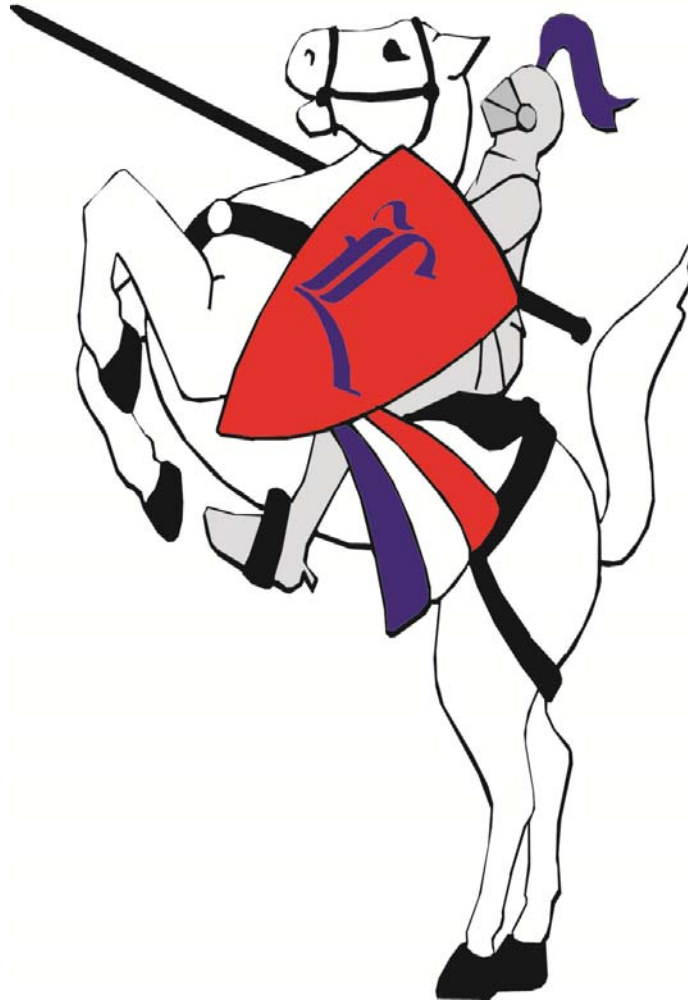


*Londonderry High School  
Home of the Lancers  
2011-2012*



*This agenda book belongs to:*

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*Cover designed by Jess Fleet*

# LONDONDERRY HIGH SCHOOL

## Telephone Extensions

*432-6941*

<b>Main Office</b>	Jay Parent, Principal	ext. 2200
	Pauline Engler, Office Assistant	ext. 2000
	Cheryl Irvin, Office Assistant	ext. 2002
<b>House I (A-Fe)</b>	Paul Dutton, Assistant Principal	ext. 2118
	Danielle Holdsworth, Office Assistant	ext. 2117
	William Prince, Guidance	ext. 2018
	Anne Bartlett, Guidance	ext. 2017
<b>House II (Ff-Mar)</b>	Arthur Psaledas, Assistant Principal	ext. 2222
	Linda Licciardi, Office Assistant	ext. 2217
	William Mitchell, Guidance	ext. 2224
	Linda Ryan, Guidance	ext. 2223
<b>House III (Mas-Pel)</b>	Greg Warren, Assistant Principal	ext. 2130
	Cindy Panarello, Office Assistant	ext. 2128
	Valerie Psoinos, Guidance	ext. 2129
<b>House IV (Pem-Z)</b>	Katie Sullivan, Assistant Principal	ext. 2527
	Elsie Carasquillo, Office Assistant	ext. 2526
	Michael Conneally, Guidance	ext. 2530
	Carolyn Ferguson-Wilson, Guidance	ext. 2523
<b>Athletic Office</b>	Howard Sobolov, Athletic Director	ext. 2306
	Cindy Maret, Office Assistant	ext. 2307
<b>Curriculum Humanities Math/Science</b>	Diane Juthe, Office Assistant	ext. 2103
	Kim Lindley-Soucy, Curriculum	ext. 2014
	Diane Malley, Curriculum	ext. 2015
<b>Main Guidance</b>	Michael Dolphin, Director	ext. 2110
	Gail Butterfield, Office Assistant	ext. 2016
	Marsha Greenwood, Office Assistant	ext. 2106
<b>Media Center</b>	Gail March	ext. 2131
	Lydia Campos	ext. 2132
	Lynn Jackson	ext. 2854
<b>Music Director</b>	Andrew Soucy	ext. 2317
<b>Nurse's Office</b>	Sheila Howley & Casee Cullen	ext. 2104
<b>Special Ed.</b>	Connie Biedrzycki, Director	ext. 2010
	Dawn Meyers, Office Assistant	ext. 2101

August 2011

Dear Students and Parents/Guardians:

To ensure that parents and students are fully informed regarding the contents of the Student Handbook, we require that both the student and a parent/guardian sign and return this tear-off sheet. These signatures indicate that parent/guardian and student have together reviewed the policies and procedures contained herein. For a full list of LHS policies, please go to our district web site.

Thank you for your assistance with this and if you have any questions please contact your students Assistant Principal. **Please return this sheet with your emergency card to LHS asap.**

---

*I have reviewed the handbook with my student and understand that he/she is expected to comply with the rules and policies outlined within.*

---

**Parent/Guardian Signature**

*I have reviewed the handbook with my parent/guardian and understand that I am expected to comply with the rules and policies outlined within.*

---

**Student Signature**

---

**Print Name**



## Londonderry High School Mission Statement



Londonderry High School, in partnership with parents and the community, provides a safe and nurturing environment with varied opportunities promoting good character, academic excellence, and responsible citizenship necessary for future success in the local and global community.

### ACADEMIC EXPECTATIONS:

Members of the Londonderry High School community .....

- Demonstrate literacy through reading, writing, thinking and speaking effectively.
- Apply critical thinking, research and problem solving skills to a changing world.
- Function as self-directed learners in a variety of learning and working environments

### CIVIC EXPECTATIONS:

Members of the Londonderry High School community.....

- Demonstrate an awareness of their individual rights and responsibilities as contributing members of the larger community.
- Exhibit school pride through support of school activities and involvement in community life.
- Model ethical and lawful behavior as responsible and accountable citizens.

### SOCIAL EXPECTATIONS:

Members of the Londonderry High School community....

- Develop positive relationships, demonstrate tolerance, and respect diversity.
- Interact cooperatively while working toward common objectives.
- Promote personal wellness and the ability to make healthy choices.

### ACADEMIC CODE OF INTEGRITY

Academic Integrity is at the foundation of any community of learners. Londonderry High School follows our Academic Code of Integrity created by students, which states:

*We, as members of the Londonderry High School community, value personal integrity and believe that all forms of cheating and/or plagiarism are not socially acceptable and will not be tolerated.*

Any violation of this Academic Code of Integrity is a failure to follow the reasonable rules of the school and will result in the following:

- A zero for the assignment for all parties involved
- Parental notification via email or phone call
- a Saturday detention for all parties involved
- Revocation/denial of membership in any honor society for that year

In addition, students need to understand that technology, including but not limited to translators, cell phones, graphing calculators, and the internet are resources and should be used responsibly. Listed below are some examples that would be considered violating our Academic Code of Integrity (these include but are not limited to):

- Copying or using other's work (homework, labs, etc) as "your" work when instructed or the expectation is to do the assignment by yourself (Both parties would be guilty).
- Discussing test material with students who have not yet taken the test.
- Using any type of illegal aide during tests and quizzes (ie "cheat sheets" or using a graphing calculator without permission)
- Using a translator to write your work in a foreign language.

### ACADEMIC RECOGNITION

Academic recognition is designed to reward students who have attained at least five quarters of high honors and honors on the honor roll. The awards criteria are as follows:

	<u>High Honors</u>	<u>Honors &amp; High Honors</u>	<u>Honors</u>
CERTIFICATE	5	6	7
LETTER "L"	7	9	10
1ST SCROLL	10	12	13
2ND SCROLL	12	14	15
3RD SCROLL	14	15	
4TH SCROLL	15		
PLAQUE	13	14	15

For example, in order to be eligible for a certificate of merit, a student would have made high honors 5 times or a combination of high honors and honors 6 times or honors 7 times. Numbers are tabulated from quarter grades only.

### Top Ten Senior Selection Process

Londonderry High School recognizes the top ten students of the graduating class for their academic achievements over seven (7) high school semesters. The top ten are determined by a weighted rank system. This is the same system used for Londonderry High School transcripts.

Seven (7) semesters are used to calculate final rankings because Londonderry High School's grading system is based upon final semester grades. Therefore, final rankings and GPA's for seniors are calculated after the first semester of senior year. In addition, a transfer student must attend Londonderry High School for a minimum of four (4) semesters prior to our calculation to be eligible for consideration for recognition as a top ten senior in the graduating class. A student who transfers to Londonderry High School after this time would be ineligible for this recognition; however, these students would receive an estimated weighted rank for college purposes. Their weighted cumulative grade point average in their graduating class would be accurate and reported to the student's college of destination by the Londonderry High Main Guidance Office.

### ATHLETIC PROGRAMS



#### The Interscholastic Athletic Program includes:

<u>SEASON</u>	<u>BOYS</u>	<u>GIRLS</u>
Fall	Cross Country (V) Soccer (V, JV, FR) Football (V, JV, FR) Co-ed Golf (V, JV) Co-ed Cheerleading (V, JV)	Cross Country (V) Soccer (V, JV, FR) Field Hockey (V, JV) Volleyball (V, JV)
Winter	Basketball (V, JV, FR) Indoor Track (V) Wrestling (V, JV) Co-ed Ice Hockey (V) Swimming (V)	Basketball (V, JV, FR) Gymnastics (V) Indoor Track (V) Co-ed Cheerleading (V, JV) Swimming (V)
Spring	Baseball (V, JV, FR) Outdoor Track & Field (V) Tennis (V) Lacrosse (V, JV, FR) Volleyball (V, JV)	Softball (V, JV, FR) Outdoor Track & Field (V) Tennis (V) Lacrosse (V, JV, F)

#### Co-Curricular Agreement for Students and Parents

This agreement has been designed to bring understanding between the administration, coaches and parents. We request that all participants read and

sign this agreement, indicating full knowledge of the rules, regulations, and dedicated that participation in the designated program requires. Coaches may also have an additional contract.

In order for a student to be eligible for participation in the athletic program, an athlete must meet the following NHIAA and Londonderry School District regulations.

- A. A student may not be nineteen years of age before September 1<sup>st</sup>.
- B. A student must pass five units of work during the previous quarter. For the fall, it is the spring ranking quarter of the previous school year. The determination of academic athletic eligibility is based upon report card grades and it is made only on the day the report cards are issued and not before the date.
- C. A student may not participate for more than 8 consecutive semesters.
- D. A student must pass a physical examination prior to the beginning of the athlete's high school career.
- E. You may be a member of and play on another team in the same sport. Priority must be given at all times to the high school team, its practices and its contests.

An athlete may not quit one sport and try out for another after the season has begun without mutual consent of the coaches and Athletic Director. Students must also ride to and from all athletic events on transportation provided for them by the school. Students may only be released to their parents/guardians. Any student who has been suspended or whose conduct or character is such as to reflect discredit upon the school may be declared ineligible. A student who has been injured and is seen or referred to a doctor must have a written release from the parent or physician to be reinstated. It is understood that any athlete that participates in a sport is subject to injury. All injuries must be reported to the Athletic Trainer. Completion of the sports season required to be eligible for an award. Any deviation from this will be determined by the coach, Athletic Director and Principal. Athletes are financially responsible for all uniforms and equipment issued to them. No further equipment will be issued to them until further equipment settlement is made.

To participate in a school activity, a student must be present on the day of the activity. If the activity is a non-school day, the student must be present on the last day school day prior to a non school day activity, must return to the school prior to the close of the school day. A waiver can be granted by an Assistant Principal in order to be eligible for participation in the school activity. Any action that results in the disqualification of a player from a game will be an automatic one game suspension on the next game date. There is a two game suspension for fighting. The player must meet with the Athletic Director before reinstatement.

Transfer, use or possession of any form of tobacco, alcoholic beverages, drugs, drug paraphernalia, narcotics or hallucinatory agents by athletes, is prohibited on or off the school property. Disciplinary action consistent with disciplinary code will be enacted as well as disciplinary ineligibility from the athletic program for that sport season. Should the infraction occur on School District property, or at a school related event, District Policy JFCH/JFCI states that the athlete shall be suspended from participation for a period of 180 school days. The suspension can be reduced to 90 school days upon successful completion of the Londonderry High School Alcohol/Drug Educational Intervention Program.

### Sportsmanship Policy

Fans and participants, please take note of the following guidelines regarding sportsmanship, the NHIAA, and attendance at Londonderry School District events, home or away.

- Distractions made to the field of play, whether by voice or artificial means, are prohibited. Artificial devices include, but are not limited to, **air horns, whistles, megaphones, and bells.**
- **Taunting** or actions that are intended to anger, bait, embarrass, ridicule, or demean others regardless of language are **prohibited.**

**Failure to comply with this sportsmanship policy may result in the expulsion of the offending individuals for the duration of the contest, the sports season (both home and away events), or for the remainder of the school year.**

### ATTENDANCE POLICY



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 quarter, a student may accrue up to five absences from any class before he/she will earn an administrative failure for that quarter.
  - 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 quarter (which will be calculated as one point below passing in that class), or their earned average if that is a lower grade.

3. All students who **exceed five absences** in any class during a given quarter and who have not been truant or cut classes will be able to appeal to his/her assistant principal. Copies of doctor's documentation for medical absences should be submitted to the house office.
4. It should be noted that the following absences will not count against the student in regard to the attendance policy:
  - a. Court appointments: W/Court Documentation
  - b. Religious holidays: Parent note
  - c. Bereavement: Parent note
  - d. School sponsored activity: Coach/teacher will provide rosters
  - e. Senior college visits: Completed college visit form
5. A note from a parent explaining all absences of any type must be submitted to the student's House Office.
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 five absences in any class per quarter with the expectation that all absences are for legitimate reasons.

**Absences:** Parents are expected to phone the attendance line by 7:15 a.m.

**Early Dismissal:** Notes must be turned in to the student House Office. Students must sign out at their house office prior to leaving campus.

**Appeals:** Any student who has exceeded the five-day 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 House Office within one week of the close of the quarter 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. A student who has cut a class for the second time will lose his/her parking permit for the remainder of the academic year. 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 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.** Forms are available in each house office. 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.

**College Visits:** Students are allowed five college visits during their senior year. The school must be notified of the visitation in advance and appropriate documentation is required confirm attendance.

**Out of School Suspensions:** Students who have been suspended out of school can not appeal those days. They do have the right to appeal in school suspensions to their Assistant Principal.

### **BULLYING POLICY**

**Bullying Defined:** 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 and 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 Discrimination 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.

**Reporting Procedures:** 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, assistant principal or principal.

School staff and volunteers are required to report possible incidents of bullying or cyberbullying to an 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.

**Discipline:** 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 programs and/or activities to address and prevent reoccurrence of bullying and cyberbullying behavior (RSA 193:F Pupil Safety and Violence Prevention)

#### **BUS TRANSPORTATION (District Policy JFCC)**



For their safety, students while on school busses and while entering and exiting, are required to obey the directions of the driver to exhibit reasonable, quiet, and orderly conduct. 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, or restraining any person on the bus.
- Hurling 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.
- Possessing or using any drug, including alcohol or tobacco.
- Causing loud noises or disturbances.
- Stealing or damaging property.
- Disobeying the directions of the driver (or monitor).
- Violating any school rule or the Safe Schools Act.
- Hazing.

**Dismissal from Bus:** Students whose conduct on a school bus is unacceptable may be denied the use of bus transportation by the Principal 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 DISMISSAL FROM SCHOOL.**

**CAFETERIA & FOOD CONSUMPTION**



The cafeteria is designed as a multi-purpose facility, and **is the only portion of the school where food and beverages may be consumed.** Students cannot take food/beverages out of the cafeteria during the school day. Students consuming food or beverages (other than water held in a clear container) in other portions of the building will be asked to put it away or dispose of it immediately. 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 clear away their own trays and trash. The throwing of food or any other object in the cafeteria will not be tolerated. Please be considerate of those students eating with you and those who will follow. **Students who do not display proper behavior will be removed from the cafeteria and arrangements will be made for them to eat their lunches elsewhere.**

### CHILD ABUSE AND NEGLECT

Londonderry School District Policy JHF addresses abused and neglected students and includes state law regarding reporting to proper authority's allegations and suspicions of abandonment, physical and sexual abuse or neglect. All employees of the Londonderry School District must report such allegations and suspicions or be in violation of district policy and state law. Reports are made to DCYF via phone and documented using an approved school district child abuse form and kept on file.

### COUNSELING, GUIDANCE & STUDENT SERVICES

LHS guidance staff is available to assist all students with personal, academic social and behavioral matters. While guidance staff will seek out all students to familiarize themselves with their caseload, students should feel free to make appointments with their guidance counselor for any assistance. Confidentiality is always maintained between the guidance counselor and student except when the student's personal safety is jeopardized. Students who are determined to be serious about harming themselves in any manner may be assessed internally by member so the Mental Health Response Team. Upon completion of such an assessment, the students parent/guardian will be contacted to come to school for an immediate intervention plan.

### COURSE CHANGES

All LHS students are expected to take care of any course needs in the spring semester or the summer prior to the school year. If there is computer error or a course that is on a schedule that the student did not sign up form those students will receive priority at the beginning of the school year. As the school year is up and running and a student wishes to pursue an add/drop of a semester of a full year class, they need to make an appointment with their school counselor where they will be informed on the procedure of adding/dropping classes.

### DANCES



**Only Londonderry High School students will be allowed to buy tickets for a school dance.** Student ID's are required for admittance to LHS dances. Guests are only allowed to come LHS dances during the Semi Formal Dance and Senior Prom after proper documentation has been filled out. Middle School students are not permitted to attend high school dances.

Any specific attire to be worn for the dance will be announced in advance. Students inappropriately attired will not be admitted. Admittance more than 1 ½ hours after the start of the dance will not be permitted, unless previously approved by the administration. Students are expected to enter the building as

soon as they arrive and should leave school grounds after the conclusion of the dance. Upon leaving the dance, a student may not re-enter the building. Responsible behavior is expected from all students and guests. The use of tobacco, alcoholic beverages, or drugs is not permitted. All school rules regarding student discipline and behavior apply at dances.

### **DANGEROUS WEAPONS ON SCHOOL PROPERTY**

Dangerous weapons such as, but not limited to, firearms, explosive incendiaries, martial arts weapons (as defined in RSA 159:20), clubs, billies, metallic knuckles or containers containing chemicals such as pepper gas or mace, or the use of any object as a weapon are not permitted on school property, in school vehicles or at school sponsored activities. Student violation of this policy will result in both school disciplinary action and notification of the police. Suspension or expulsion from school will result.

Simulated weapons, such as, but not limited to, cap guns, water pistols, and home made martial arts-type weapons are prohibited on school property, on school vehicles or at school sponsored activities as well, unless authorized by administration for specific use. Possession of such simulated weapons will result in a suspension of a short or long-term duration, and this policy will be enforced across all grades without regard to a student's grade or age.

In addition, any student who brings or possesses a firearm (as defined by 18 US 921) to a safe school zone will be expelled for not less than one year. This expulsion may be modified by the Superintendent upon review of the specific case in accordance with other applicable law.

### **DRESS CODE**



Appropriate dress and grooming contribute to a productive learning environment. 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 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. 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 Assistant 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.

**Regulations:** The following regulations shall apply to all regular school activities. Coaches and teachers with appropriate notice to 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 school activities.

1. T-shirts and other clothing and jewelry imprinted with words, pictures or their insignia of alcoholic beverages, tobacco or other drugs, obscenities, violent images, 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.
1. Hats, hoods, bandannas or sweatbands are not to be worn in the classroom or house offices, except for headgear worn for religious or medical reasons.
2. 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, Tube tops, Halter tops, Backless tops
  - Muscle-style tank tops
  - Pants worn below the waist
  - Shorts or skirts shorter than fingertip length
  - See-through fabrics
6. Shoes or other appropriate footwear must be worn at all times.
7. Chains, studded bracelets, belts or necklaces, and/or other items of dress which in the judgment of school administration pose a potential danger to persons and/or property, are prohibited.

#### **DUPLICATION OF ASSIGNED WORK**

Assigned work to be completed in one course (class) for credit may not be resubmitted for credit in another course (class) without the specific prior approval of the teacher(s). Work assigned in one course generally has processes and criteria specific to that course. Duplication of any previously assigned work for another course defeats the purpose of the assignment.

#### **ELIGIBILITY**

To be eligible for school activities, a student must be in good standing (not on suspension). To participate in a school activity, a student must be present on the day of the activity, and if the activity is on a non-school day, must be present on the last school day prior to the activity. Students dismissed from school on the day of an activity or on the last school day prior to a non-school

day activity, must return to school prior to the close of the school day or receive permission of the assistant principal in order to participate in the school activity.

Eligibility requirements for those co-curricular activities that involve student representation of the school as a member of a club, team or performance group, including student government, class officers and representatives, student publications or other activities, shall be the same academic and attendance requirements which apply to the interscholastic athletic program. The student must pass five units of work (five regularly scheduled 1/2 credit classes that meet 5 days a week) during the previous marking period.

Eligibility requirements for those co-curricular activities that are social or cultural in nature and do not involve student representation of the school or activities outside of the school, shall be established by the group, club or organization through its constitution and by-laws and shall be approved by the principal. No student who has been declared ineligible shall participate in any manner with activities as described above.

#### **FIELD TRIPS**

School sponsored or school approved field trips require parental permission. Funding for such excursions is incurred by the participant. Students are not to accept rides or drive or ride in private vehicles on field trips. Students are responsible for all missed work when out of a field trip.

#### **FIRE EXITS AND DRILLS**

The signal for a fire or fire drill will be the ringing of the fire alarm.

1. There should be no talking.
2. Unless other instructions are given, students should proceed along the route indicated on the fire exit sign posted in each room.
3. Students are to assemble by class at designated points so that the teacher in charge can take attendance.
4. When outside, stay out of traffic lanes and remain with your teacher.

#### **GRADING**

Report cards are distributed to students shortly after the end of each marking period and progress reports are sent home to the parent's mid-way through each term. It is the student's responsibility to take these documents home.

Letter grades are used on report cards and represent the following:

GRADE	GPV	Numerical Equivalent	AP & Honor GPV
A	4.0	93-100	5.0
A-	3.7	90-92	4.7
B+	3.3	87-89	4.3
B	3.0	83-86	4.0
B-	2.7	80-82	3.7
C+	2.3	77-79	3.3
C	2.0	73-76	3.0
C-	1.7	70-72	2.7

D+	1.3	67-69	2.3
D	1.0	63-66	2.0
D-	0.6	60-62	1.7
F	0.0	59 or Below	0.0
E (Administrative Failure)		59	0.0

Advanced Placement and Honors courses are assigned weighted grades for the purpose of grade point average calculation. The GPV for these courses is one point higher than those stated above, except in the case of an "F".

### HAZING

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 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 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.

### HAZING COMPLAINT PROCEDURE

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 extracurricular program. In addition, at least once during each season and/or once during each semester, coaches, and advisors of the extracurricular programs will review the policy.
2. When a student believes that she/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 principals(s).
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 extracurricular 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 extracurricular activity.

#### HEALTH SERVICES



The school nurses are responsible for ascertaining the health of the students in school and maintaining appropriate records. Students are urged to discuss any health problems with them. Except in cases of emergency, students must obtain a pass to the nurses' office. **Please remember that absences due to a student's presence in the nurses' office are not excused unless that student is exhibiting symptoms of illness** (i.e. fever, vomiting).

All injuries must be reported to the nurses. First aid treatment will be administered and parents notified. Periodic vision and hearing tests may also be conducted through this office.

Students and parents are requested to **inform the nurse of any particular health problems which should be a matter of record**. Emergency cards are sent home the first day of school and should be completed and returned promptly. Please update this information throughout the school year.

**Administering Medication:** Students are not allowed to bring medication to school except after having completed necessary paperwork provided by the school district. All medication brought to school by a student must be deposited with the school nurse. **Students in possession of medication outside the nurses' office will be subject to disciplinary action.** Students may carry

inhalers and Epi-pens for emergency use with proper documentation from a healthcare provider.

No internal medication may be dispensed or administered to any child or member of the school staff, by school personnel except by the school nurse or under her supervision and only then upon the written order of the physician who has examined and prescribed for a particular person. The school district attorney has indicated that a form provided by the school district should be completed by the parent/guardian and the prescribing physician prior to administering the medication. This form is distributed on the first day of school and to all new registrants or upon request.

**Guidelines and Procedures Concerning AIDS:** All children under 21 years of age have a statutory right to a free, suitable program of public education in accordance with RSA 193:1 and RSA 189:1-a. All children diagnosed as having AIDS or with clinical evidence of infection with the AIDS-associated virus (HIV) and receiving medical attention are able to attend regular classes, however:

1. Children diagnosed as having AIDS or with clinical evidence of infection with AIDS-associated virus (HIV), who are too ill to attend school, should have an appropriate alternative education plan.
2. Siblings of children diagnosed as having AIDS or with HIV may attend school without any restrictions.
3. If a child has cutaneous (skin) eruptions or weeping lesions that cannot be covered, he/she shall not attend school.
4. If the child exhibits inappropriate or irresponsible behavior which increases the likelihood of transmission he/she should not be in school. The student shall be removed from school by the Superintendent of Schools. This decision will take into account the risks to other students in that class and in that school, as well as the rights of the individual.
5. A child diagnosed as having AIDS or HIV has a somewhat greater risk of acquiring infections in the school setting and may be temporarily excluded from school for his/her own protection when there is an outbreak of a threatening communicable disease.

A student's health condition is personal and confidential. Thus, special precautions should be taken to protect such information regarding a student's health condition in order to prevent instances of disclosure that may invade the personal privacy of the student. Only those (staff members) with a clear need to know should be informed of a student's health condition. Staff with a direct need to know of student's health will be provided with information and training concerning precautions as may be necessary.

In addition, the student or the student's parent(s)/guardian(s) with the student's permission, are the gatekeepers of information relating to the student's HIV status. They are not legally obligated to disclose this information to school personnel. In consultation with the student's personal attending physician, the student or student's parent(s)/guardian(s) may decide that certain school staff

members (such as superintendent of Schools/School Nurse, Principal) should be informed of the HIV status.

Disclosure to these individuals may be made directly by the student or parent(s)/guardian(s), when appropriate. The student's personal attending physician may make this disclosure, but in this case only with specific, informed, written consent of the student or student's parent(s) /guardian (s).

**Home Tutoring:** In the event of an extended illness or accident that prevents a student from attending school, the Londonderry School District may provide 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. To request a tutor, parents need to contact the LHS Guidance Director.

**Immunization Requirement:** In order for a student to attend LHS, he/she must be compliant with the state of NH immunization schedule. The school nurse will notify by letter parent/guardians of students who are not in compliance. Until documentary proof of acceptable immunization by a physician or health care provider is on record, the student will be conditionally enrolled. If at the end of the probationary period the nurse has not received the proof of immunization, the student will be excluded by the principal or designee. Information regarding the current immunization schedule, along with medical and religious exemptions can be found at [www.dhhs.stat.nh.us](http://www.dhhs.stat.nh.us) or the immunization program can be contacted at 603-271-4482 or 1-800-852-3345.

**Insurance:** A school approved student accident insurance plan is available to all Londonderry students at the beginning of each school year at a reasonable charge. 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. Students who participate in the high school interscholastic athletic program are covered by a district policy only for injuries that occur during practice or games. It does not cover the student during classes, school day, or between athletic seasons.

**Physical Examination Requirement:** In order for a student to attend Londonderry High School, a student must at the time of registration have either:

1. A physical examination form (dated within the last year) including immunizations and dates completed by a physician, OR
2. 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 applies to all registrations, transfer students and re-entering students.

### HOMEWORK

Students who are absent from school three consecutive school days or more should request any missed assignments directly from all classroom teachers. Students and parents should also check their class assignments through their X2 portal for daily assignments. After the third day of absence the parent may also request work from their child's house office. The house office will send out a request for work to all the teachers. The request will take 24 hours and the school work can be picked up by the parent in the house office on the following day.

### HONOR ROLL

Each term Londonderry High School posts an Honor Roll. Honor Roll recognition is based on a weighed grade point average. Honor Roll is computed as follows:

High Honors:	3.7 GPA or higher
Honor Roll:	3.2-3.6 GPA
Honorable Mention:	3.0-3.1 GPA

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 in any course. 1/4 credit classes are not included in the tabulation of honor roll.

### INTERNET ACCEPTABLE USE POLICY & THE USE OF DISTRICT TECHNOLOGY RESOURCES



The Londonderry School District provides a computer network to enhance educational opportunities for students. Students are expected to use computer resources responsibly and **for educational purposes only**. Specific details of appropriate and inappropriate use of computer resources are listed in the Acceptable Use Policy signed by all students before they use their computer accounts. **Students may not:**

- Use another person's computer account, or share passwords
- Disclose personal information about themselves or others, such as name, address, telephone number, school name, or email address on any web site (includes weblogs, discussion boards, etc.)
- Open, change or delete files that belong to others
- Install or download software of any type onto school computers

- Create, display, or print text, images or sound files that are obscene, pornographic, or degrading to others.
- "Hack" or do anything that interferes with the network
- Use email or live chat without direct supervision.
- Use computers for playing games or any other non-educational activity
- Waste resources, such as paper, ink and/or toner or clog the network with large files.

Students have no rights of privacy with regard to their use of the Londonderry School District technology resources. Students should realize that information sent through the Internet is accessible by third parties, specifically the Internet Service Provider and the School District.

The use of the technology resources is a privilege and not a right. All violations of this policy detected by the system administrator will be reported to the appropriate administrator for disciplinary action. Violations of the Acceptable Use Regulations and/or other school rules may result in the student's loss of access to the District's computer networks. In addition, disciplinary action will be taken in accordance with student discipline rules. When applicable, the District may contact law enforcement agencies.

#### LIBRARY MEDIA CENTER

Hours: Monday-Thursday 6:50 a.m. - 4:00 p.m.

Friday 6:50 a.m. – 3:30 p.m.



The Library Media Center serves as an extension of the classroom and promotes an academic environment. The primary purpose for using the LMC is to use the resources available. However, students are welcome to use the LMC as a place to study and to read for personal interest as long as there is space available. Students are expected to conduct themselves in an appropriate manner. **Students who do not display consideration for others or who misuse the resources may lose library privileges.**

**Resources:** The resources of the LMC play an integral role in supporting the curriculum at Londonderry High School, as well as promoting an appreciation of reading and developing information literacy skills. Resources include:

- Over 20,000 books, including an extensive reference collection
- Periodicals, newspapers, online subscription databases
- Audiovisual materials
- 50 computers for searching the library collection and online databases, accessing the Internet and using software programs.

Books are checked out for a two-week loan period. Other loan periods vary according to the item borrowed.

**Pass System:** Students may come to the Library Media Center to do research, to complete projects requiring computer technology, to do homework, or to read quietly. Because of limited seating, and the need to maintain an academic environment, students are required to have a pass when coming to the Library Media Center. A student may acquire a pass from their teacher, administrator or hall monitor.

Students in study hall may go to the Library Media Center after attendance is taken. The study teacher will list the students' names on a pass provided by the Library Media Center. Students will be expected to remain in the Library Media Center the entire period.

### **LOCKERS**

Lockers are the property of the Londonderry School District. Their use is for the security of student property only. When reasonable grounds are present, lockers are subject to inspection by the school administration. Lockers may not be padlocked and such padlocks will be removed without notice.

Students are cautioned that school lockers are available for their convenience, but it is possible for unauthorized entry. Secure lockers when you leave and do not give the combination to others. Students should not keep items of value in their lockers. The school is not responsible for any items taken from a student's locker or gym locker.

### **LOST AND FOUND**

All found textbooks and valuables should be turned in to the lost and found department in **the nurse's office**. Unclaimed lost and found articles will be disposed of at the end of each semester.

### **NON-DISCRIMINATION STATEMENT**

The Londonderry School District does not discriminate in policies and practices on the basis of age, race, color, religion, national origin, gender, or marital status. Inquiries concerning application of these standards may be referred to the Director of Pupil Services at 268 Mammoth Road, Londonderry, NH 03053, (603) 432-6920.

#### **Title IX Grievance Procedure:**

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

1. Contact the Building Title IX Grievance Representative for the appropriate form.
2. Complete the form for filing a Title IX Grievance and submit it to the Building IX Grievance Representative, who will attempt to settle the grievance; if not,
3. The Grievance Representative will submit the form to the Grievance committee. This committee shall consist of, all building representatives, a School Board member, a parent and the Title IX Coordinator.

4. The Grievance 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 Title IX Grievance 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.

### ORGANIZATIONS



Londonderry High 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 organizations will be faculty sponsored. The following partial list indicates various clubs and activities that are included in the co-curricular program beyond the Interscholastic Athletic Program. Teachers or students who desire to initiate an activity not listed are encouraged to contact the administration.

<b>Art Club</b>	<b>Band</b>	<b>Color Guard</b>
<b>Dance Team</b>	<b>Drama Club</b>	<b>Festival of Youth</b>
<b>Future Educators</b>	<b>Granite State Challenge</b>	<b>Lancer Spirit</b>
<b>Literary Magazine</b>	<b>National Honor Society</b>	<b>Yearbook</b>
<b>Student Council</b>	<b>Big Buddy</b>	<b>Robotics</b>

All fund raising at Londonderry High School must be approved by school administration. A calendar of student activities and other events is maintained and posted by the House II Assistant Principal.

#### **National Honor Society**

Membership in the National Honor Society is open to sophomores, juniors, and seniors who have, by their scholarship, leadership, character, and service, met the eligibility requirements as set forth in the National Honor Society By-laws. Current eligibility, established for all new inductees beginning with the 2002/2003 school year, requires a minimum 3.75 career grade point average.

A Faculty Council has been established to receive input from the entire faculty and to select students who have successfully met all criteria for membership.

Any student who has qualified for consideration as a member of the Londonderry High School Chapter of the National Honor Society by meeting the academic criterion and was not selected as a new member may request an appeal and can submit further information to support that appeal. The National Honor Society Appeals Board will review the student's appeal and then announce any additional new members. This review shall be final and not subject to appeal.

Members who fall below the National Honor Society standards which were the basis for their selection, may be dismissed from the Society. In addition, a student who repeatedly and/or flagrantly violates school or civil law may lose their membership. Formal dismissal and appeal procedures have been established to ensure due process rights to members.

For additional information regarding selection, membership and dismissal, or the application process, please read the National Honor Society By-Laws, copies of which are available in the main office.

#### **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 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, and in administrative offices.

#### **PUBLIC COMPLAINTS (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 assistant principal, the principal, the superintendent, then the Board. Regarding school bus events, the sequence would be the assistant principal, the principal, bus coordinator, the superintendent, the Board. If the complaint arises from what seems to be a departmental practice, first inquiry would be with the curriculum coordinator; a school practice with the principal.

#### **RECOMMENDATIONS BY FACULTY**

Students who wish to have recommendations from faculty members may request up to two recommendations from teachers for application to post-

secondary schools, military service or employment. Forms for teacher recommendations are available in the guidance office. All recommendations will become part of the student file and will be forwarded upon request. No recommendation may be withdrawn from this file and only the teacher, student and guidance department staff may have access to them. Students should discuss this process with their guidance counselor prior to initiating requests for recommendations from teachers. Students are encouraged to seek out counselors for further explanation on teacher recommendations procedures here at LHS.

### SCHOOL CANCELLATIONS, DELAYS, EMERGENCY CLOSINGS



School Cancellations will be broadcast over radio stations: WGIR (610 AM dial), WDER (1230 AM dial 1230), WBZ (1030 AM dial) and WZID (95.7 FM dial). Cancellations are also broadcast over LEO 21, WMUR-TV Channel 9, WBZ TV, and Channel 4. Decisions regarding the closing or delayed opening of schools are generally not made until 5:45 AM. You are requested to look for such notices starting at 6:00 AM.

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

Delayed openings of school shall be for 90 minutes (school starts at 8:50 AM). The same method of notification described under SCHOOL CANCELLATIONS is used. Students will be attending all their classes following the delayed opening schedule. However, if the school is cancelled after a delayed opening announcement, a second notice will be given by 7:45 AM via the same media.

### SCHOOL/COMMUNITY SERVICES

The School/Community Services program will focus on assisting students, families of students, staff and community in dealing with several critical issues including: use and abuse of chemical substances, suicide intervention and treatment referral. The program is under the direct supervision of the house four assistant principal and LHS principal.

### SCHOOL PROPERTY

Having fine buildings and excellent equipment is a privilege. Damage to any of this equipment or to the building should be reported to the office immediately. Writing or otherwise marking on walls, furniture or other equipment is not expected, and will not be condoned. Punishment for this type of offense will be severe and restitution will be required.

Textbooks are furnished free of charge for your use and must be kept covered at all times. Students will be held financially responsible for books lost, destroyed, or damaged. Students with outstanding financial obligations will not be able to take their final exams until these obligations have been cleared. Diplomas will be held and parking permits will not be issued until all financial obligations have been met or until other arrangements, satisfactory to the assistant principal, have been made.

Financial responsibility for the replacement of materials, repair or replacement of equipment resulting from the use, either authorized or unauthorized, misuse or damage by a student shall belong to the student's parent/guardian or to the adult student.

#### **SECTION 504 (Rehabilitation Act 1973)**

To become eligible for services and protection against discrimination on the basis of disability under Section 504, a student must be determined, as a result of an evaluation, to have a "physical or mental impairment" that "substantially limits one or more major life activities". Questions regarding 504 plans at LHS, please contact Ms. Katie Sullivan in House 4.

The Londonderry School District does not discriminate on the basis of physical or mental disability in its policies or practices. A grievance because of alleged violation of the act shall be filed with the building administrator or the Director of Pupil Services, Londonderry School District Office, 268 Mammoth Road Londonderry, NH 03053 (432-6920).

#### **SEMESTER EXAMINATIONS**



Semester examinations are considered to be the culminating activity of all courses. They are administered at the end of the first semester in January and at the end of the school year in June. These examinations count for 1/5 (20%) of each student's semester grade in each course.

Students are expected to arrive on time and report to the testing area in advance of the bell. Students must have turned in all books to their subject area teacher on or before the FINAL examination date. In addition, they should have everything they need with them as they will not be allowed to leave the classroom until the end of the examination period. Students who are more than ten minutes late for an exam should report to their House Assistant Principal.

Students who have lost or misplaced texts should bring a check to the teacher that is made out to LHS in the amount they owe for the lost materials. Students who arrive at the exam with no text or check will be sent to their House Office to reschedule the examination.

Students who must reschedule an examination due to lost books, tardiness or absence will be assessed a penalty of 10% unless they have outside documentation from a physician, court, etc.. Students who need to reschedule an exam should report to the Guidance Director's office immediately upon their return to school. All students must receive a permission slip from the Guidance Director before any exam rescheduling will be allowed.

Students who do not have a scheduled examination during a given examination period shall have access to the Library Media Center and the Cafeteria Study Hall. No other activities will be scheduled during the hours of the semester examinations. Daily bus transportation is provided only prior to the first examination period and after the last examination period each day.

#### **SENIOR LATE ARRIVAL/EARLY RELEASE**

Seniors whose school day ends or begins with study hall(s) may apply in their House Office for Late Arrival and/or Early Release privileges. All applications must be signed by the student and the parent and submitted to the Assistant Principal for approval.

In order to qualify for this privilege, students must be in good academic and school citizenship standing.

- Inappropriate behavior will result in withdrawal of this privilege.
- Students with **late arrival** must sign in at the front door each morning.
- **Late Arrival** students who arrive before their first scheduled class must report to café/study after signing in.
- **Early Release** students must leave the building promptly after their last scheduled class and may not return until after 2:00. Students who need to remain in the building after their last class must receive permission from their Assistant Principal.
- The extension of **Early Release** and **Late Arrival** privileges does not have any impact on the granting of parking permits.
- Loitering on school property after **Early Release** may result in the withdrawal of the privilege.

#### **SEXUAL HARASSMENT**

All students have a right to attend school in an environment free of sexual harassment. The school administration disapproves of and will not tolerate sexual harassment under any circumstance.

A definition of sexual harassment may include but is not limited to the following:

- Unwelcome conduct, physical or verbal, that is derogatory to another person and is designed to demean or intimidate.
- Conduct that creates an intimidating, hostile or offensive school environment, thus interfering with a student's performance.

Students who have complaints of sexual harassment by anyone in the school are urged to report such conduct to an Assistant Principal or the School District Personnel Director.

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

- Feel free to express, without fear, their own opinions, recognizing that every right and privilege has a corresponding responsibility;
- Be encouraged to participate in establishing course goals, improving courses of study, and in planning classroom activities;
- Act in an advisory capacity whenever possible; determining school policies, rules and regulations, and in establishing penalties for infractions in matters that relate to students;
- 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;
- At the secondary level be given the opportunity, when appropriate, to participate in the informal evaluation of classes they attended during that time;
- Recognize that the effort to improve the school system is continuous and that student concerns are taken seriously;
- 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;
- Be warned that even clearly worthwhile changes sometimes come only with frustrating slowness;
- Be advised that some procedures have been established by law and are outside the control of teachers and administrators; and
- Attempt to make criticism constructively, that is, to recognize that the school exists for the purpose of helping young people, and that with that goal in mind, alternatives to existing practices will be considered.

#### **STUDENT RECORDS**

The Londonderry School Board, in compliance with the federal Family Education Rights and Privacy Act of 1974 (P.L. 93-380 and P.L. 93-568, 20 USCS Section 1232g), adopts the following policy.

**Notice of rights** Parents and eligible students shall be given annual notice of their rights by publishing a summary of them in a newspaper of general circulation during the month of August each year.

**Request for inspection** To exercise their right to inspect and review educational records, parents and eligible students shall address a request to do so in writing to the principal or his/her designee in the school where the student attends or has last attended. Such inspection and review shall take place during regular school hours; or if during vacation periods, at reasonable times not including weekends or holidays.

**Copies of records** Single copies of educational records which the parents or eligible students are entitled to inspect will be provided, on request, free of charge. Additional copies will be provided at a cost of ten cents (\$.10) per page. The principal or his/her designee in the school where the student attends shall make a written list identifying the records of which copies have been provided, with dates, as well as the person to whom supplied, and shall place such list in the student's file.

**Records maintained** The school district will maintain records for each student in the following categories: directory information, academic records, results of standardized and individual tests taken by the student, individual educational programs and recommendations prepared by a district placement team, attendance and enrollment data, and health records provided by the parent or generated by the school in accordance with laws of the State of New Hampshire. The principal or his/her designee in the school where the student attends shall be responsible for the maintenance of these records. The following schedule of retention of these records will be observed:

- a. Permanent records will be maintained in either paper or electronic form for a minimum of fifty (50) years. At least one of these copies shall be kept in a fireproof file. Permanent records shall include the following:
  1. Academic transcripts.
  2. Attendance records.
  3. Progress reports.
  4. Standardized test scores.
  5. Significant incident reports.
- b. Non-permanent records shall be maintained no less than one year after program completion/graduation. Non-permanent records include:
  1. Examples of student work product.
  2. Early release forms.
  3. Parental permission slips.
  4. Health and physical/immunization records.
- c. The disposition of paper records shall be recorded to include the method and date of said disposition.
- d. Special Education records shall be maintained no less than six (6) years after program completion/graduation.
- e. All other student records may be destroyed after program completion.

**Disclosure of records** In accordance with 20 USCS Section 12329(b)(1)(A), personally identifiable records of students, other than directory information, will not be disclosed by the school district without prior written consent of the parent or eligible student, except as permitted by law and in accordance with the Londonderry School District's Confidentiality Policy.

**Records of disclosure** The Londonderry School District shall maintain a written record of each disclosure of student records, except directory information. The record of disclosure shall indicate the parties who have requested or obtained disclosure of student records. This record of disclosures may be inspected by the parent, or eligible student, the principal who is responsible for the custody of the records, and for the purpose of auditing the record keeping procedures by legitimate State and Federal officers. A written record of such inspections shall also be maintained.

**Amendment of records** Having inspected the education records of the students, the parent, or eligible student, 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. In the event that the district decides to refuse the request to amend, the School District shall so inform the parent, or the eligible student, and shall advise said person of his/her rights to a hearing.

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

#### **SEARCH OF STUDENTS** **(District Policy JIH-R)**

The superintendent, building administrator, teacher, or other personnel of the school authorized by the principal 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 gender of 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 1 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, switchblades, 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.

**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.

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 is 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. References: NH Constitution, Pt.2, Art. 19, State v. Drake, 139 NH 662 (195) Appendix JIH-R

### STUDENT USE OF VEHICLES



The parking of vehicles, including motorcycles, by students on school district property during the school day shall be considered to be a privilege. All such vehicles shall be registered through the school office, shall have a valid parking permit prominently displayed on the vehicle and shall be parked in student designated parking areas only. Motorcycle drivers and riders, regardless of age, are required to wear a helmet while riding on school district property.

The parking of student vehicles in non-designated areas such as fire safety lanes, delivery ways, the lawns or grass, restricted areas and other non-designated areas; or failure to comply with the rules of normal driver courtesy including speeding and endangering the safety of others; or loitering in vehicles or in a parking area shall lead to revocation of this privilege.

Students must apply for parking privileges on an annual basis. Student parking privileges are not transferable to another student except for short term emergency situations approved by the Principal. In the event that parking for students is limited due to a lack of parking spaces to meet student requests, parking privileges will be assigned according to a point system as follows:

- Students will be given points for their status in school: Seniors-10 points, Juniors-5 points, Sophomores-1 point
- Students will earn two points for each of the following items: sports (2 points for each season), Class Officers, Executive Board Members for school organizations, Color Guard Captain, Drum Major, students in the top 10% of their class, students attending Alvirne or MST vocational programs, students with an internship scheduled during the school day
- Students will earn one point for participation in any other recognized club or school activity, including but not limited to: Art Club, Class Reps, Color Guard, Drama Club, Granite State Challenge, NHS, Festival for Youth, Future Educators, Literary Magazine, Marching Band, Math Team, Newspaper, Poetry Society, Radio Club, SADD, Student Council, US FIRST (robotics), Venture Club, Yearbook, etc.

- Students will earn one point for a proficient or advanced score on each section (Mathematics, Language Arts, etc.) of the state testing requirement.

The team of Assistant Principals will meet to make a decision regarding permits for any student with a discipline history that includes repeated class cuts, truancy, and/or out-of-school suspensions.

Students who are granted a parking permit will receive normal consequences for their first class cut or truancy, but will lose their parking permit for the remainder of the school year if there is a second offense.

In no case may a student, regardless of age, drive to or from field trips, athletic contests, or other activities for which transportation is arranged by the school or school organization. This includes the use of student drivers for "errands" for the school or school personnel.

**Medical Issues:** Any student who is issued a handicap permit (temporary or permanent) by the State of NH based on the recommendation of a doctor will automatically be granted a Londonderry High School parking permit upon providing appropriate documentation.

**Late applications will not be considered unless all applications turned in on time have been satisfied, unless otherwise approved by the Principal.**

**Parking Regulations:** Vehicles without parking stickers or which are illegally parked will be subject to towing at the owner's expense. In addition to loss of parking privilege, violators may be subject to disciplinary action.

### SUMMER SCHOOL

In order for Londonderry High School to recognize a summer school credit, the students must have their designated summer school course approved IN ADVANCE. Summer high school courses carry a maximum Pass/Fail credit value of 1/2 credit each. A Londonderry High School student may take a summer school course for credit if he/she failed that same course. Londonderry High School will not typically recognize courses taken at other summer schools for other purposes. All summer school questions/concerns should be directed to House Three.

### TELEPHONES



**Office Telephones:** Students are not permitted to use office telephones unless they have a pass from their teacher to their house office or if they are in between classes. LHS encourages parents to contact their child's house office if they need to get a message to them during school hours.

**Cellular Phones:** The uses of cellular phones are not permitted during any academic times though out the school day. **Students who use or display their cell phone will be subject to disciplinary action by their Assistant Principal.**

#### **TESTING**

All 11<sup>th</sup> grade students participate in the New England Common Assessment Program testing program, as well as all 9<sup>th</sup> graders participate in Iowa testing. Failure to meaningfully participate in any state or federally mandated testing programs may result in student discipline. Some students participate in the College Board testing program (PSAT, SAT, Advanced Placement Testing) that are offered during the school year. The results of any and all of these tests are then shared with the students to maximize the learning process and plan for the future.

#### **TOBACCO USE/SMOKING**

According to New Hampshire state law (RSA 155:66), smoking is prohibited on school property by any and all individuals.

Student smoking anywhere in school or on School District property before, during or after school is a violation of this law as well as of School District Policies JG and JGD and is a suspendable offense. In addition, under State of New Hampshire law (RSA 78:12-b, 11) it is unlawful for anyone under age 18 to purchase, use or possess tobacco products. The school administration shall consider smoking to be: holding a lighted cigarette, disposing of a lighted cigarette, inhaling or exhaling smoke, holding a cigarette in the process of being lit.

**Students acting as lookouts and guards for smokers will be considered accessories to the violation and thus abetting the offense. They will be subject to disciplinary action.**

#### **TRUANCY**

Truancy is defined as any unexcused absence from class or school. Any absence that has not been excused for any reasons listed in JED-R (elementary, middle or high school) will be considered an unexcused absence. Truancy and continued unexcused absences, including tardiness, will result in disciplinary action under The Disciplinary Code, Londonderry School District Policy JG

In addition, truancy may result in zero credit for all work missed.

Ten half days of unexcused absence during a school year constitutes habitual truancy. A half day is defined as a student missing more than two hours of instructional time and less than three and one-half hours of instructional time.

Any absence over three and one-half hours of instructional time shall be considered a full-day absence.

### WITHDRAWALS FROM SCHOOL

No student can withdraw from school under the age of 18(Senate Bill 18, July 2009). Any student who is 18 and has not graduated must see the Guidance Director to discuss the reasons for school withdrawal. Upon approval, the student completes withdrawal from and returns all textbooks and pays any financial debt. All school records remain at LHS.

**Any student that is transferring to another high school must go to main guidance and discuss the process with the guidance director of LHS.**

### VIDEO/AUDIO RELEASE NOTICE



From time to time, audio/video tapes are made of various school activities and classes which may be broadcast over the local educational access channel, or otherwise broadcast over radio, loudspeakers, etc.. These tapes may also be used within the Londonderry School District.

Students may appear visually and/or be heard. On occasion, individual 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. Additionally, student artwork, music, projects or performances may be taped.

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 tapes related to specific students, provided that a written request is received by the Superintendent of Schools, 268 Mammoth Road, Londonderry, NH 03053 by September 30th of the current school year.

### VISITORS TO THE SCHOOLS

All visitors must sign in and out at the front desk and state the purpose of their visit as they enter and leave the building. Adult visitors and graduated alumni will be directed to their destination. Unless they are representing their own school in an official capacity or are here for another purpose that has been cleared in advanced through the administration, student visitors are not permitted at Londonderry High School.

### YEARBOOK POLICY

#### **Senior Portraits:**

All senior portraits shall be of the student only with a traditional indoor or outdoor background. No props, instruments, pets, athletic equipment, hobby

items, or vehicles shall be allowed in the photographs. Clothing shall be modest and free of slogans and/or political expressions and such clothing shall be in conformance with the School District's dress code. Photographs of seniors engaged in non-School District sponsored sporting events (only Olympic or NHIAA sanctioned events qualify) may be submitted for inclusion on the community sports page.

**Senior Messages:**

All senior messages shall be free of personal attacks, abusive language, racial epithets, vulgar comments, sexual innuendo, and all other speech that is inconsistent with the shared community values of the Londonderry School District.

## LONDONDERRY HIGH SCHOOL DISCIPLINE



The administration of Londonderry High School implements disciplinary action with the following goals in mind:

- To support the efforts of teachers in providing a safe, secure environment that is conducive to learning.
- To deter students from acting out or behaving in a socially unacceptable manner by helping them recognize the impact of their actions and take responsibility for those actions thereby better preparing them for life beyond high school.
- To identify students who have personal issues that are preventing them from fully taking part in their educations and to assist them in accepting and receiving treatment/support in partnership with parents and community resources.

### *BEHAVIORAL STANDARDS AND CONSEQUENCES*

Though every situation is dealt with individually, the administration strives to administer discipline in a way that is even-handed and fair. Violations of the student disciplinary code are divided into four classes:

**Level I Offenses** will generally be dealt with through in-school disciplinary action such as teacher detentions and other teacher-initiated strategies.

**Level II & III** will generally require more severe disciplinary actions such as Sat. detention, in-and out-of school suspensions issued by building administrators.

**Level IV Offenses** are of an extremely serious nature and generally will warrant short or long term suspensions and/or expulsions by the Londonderry School Board. **Each Level III offense in excess of six in any school year will be considered a level IV offense of failure to follow the reasonable rules of the school and may subject the students to discipline, up to and including expulsion.**

By implementing these Standards, the District can provide a safe environment which is consistently maintained throughout the school by all teachers and administrators. All students subject to disciplinary procedures will be afforded due process, and all disciplinary actions will conform to RSA 193:13, the IDEA, Section 504 of the Rehabilitation Act, and policies of the Londonderry School Board. An explanation of disciplinary consequences is provided below.

## CONSEQUENCES

**Teacher Detention:** May be assigned by the classroom teacher to students who detract from the normal classroom management and instruction (Level I category). Parents will be notified at least 24 hours prior to the detention. The duration of teacher initiated after school detentions are at the discretion of the classroom teacher, generally not to exceed an hour.

**Administrative After-School Detention:** May be assigned to students for non-classroom incidents described in Level I or II of the behavior chart or because of ongoing classroom behavior issues. Parents will be notified at least 24 hours prior to detention. The duration of the administrative after-school detention will generally not exceed one hour.

**Administrative Saturday Morning Detention:** May be assigned to students for infractions noted in Level II of the Behavior Standards Chart. Parents will be notified at least 24 hours prior. The duration is three hours.

**In-School Suspension:** The removal of a student from regular classes by an administrator for misconduct identified in Levels II & III.

**Short Term Out of School Suspension:** The removal of a student by the Superintendent, or a representative designated in writing by the Superintendent, for a period of time not to exceed 10 school days for misconduct identified in Level III and IV of the Behavior Standards. Short-term suspensions are not appealable to the Londonderry School Board.

**Long Term Suspension:** The removal of a student from school for a period in excess of 10 school days. Only the School Board or representative designated in writing by the school board is authorized, following a hearing, to continue the suspension of a pupil in excess of 10 days. The School Board's designee may be the Superintendent or any individual, but may not be the individual who suspended the pupil for the first 10 days.

**Expulsion:** Any pupil may be expelled from school by the School Board for gross misconduct, or for neglect or refusal to conform to the reasonable rules of the school or for an act of theft, destruction, or violence (Level IV of the Behavior Standards as defined in RSA 193- D 1\*) or for possession of a pellet gun or BB gun or rifle. The pupil shall not attend school until restored by the School Board. Any expulsions shall be subject to review if requested prior to the start of each school year. Further, any parent or guardian has the right to appeal any expulsion by the School Board to the State Board of Education.

**PROCEDURES GOVERNING STUDENT SUSPENSION**  
**(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:** Grounds for suspension are listed under "examples" in Policy JG, Student Discipline. 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 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 exceed 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, "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 educational process, the Principal or designee 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 Principals decision. The principal will inform the parent and superintendent.

***The following Policies and Procedures are followed and administered by the administration at LHS. For a full list of all school district policies please contact the building principal or log on to our school district web site.***

**STUDENT ALCOHOL USE/DRUG ABUSE (JFCH/JFCI)**

The Londonderry School District recognizes that the use, possession, or transfer of prohibited substances such as alcohol, drugs, or drug paraphernalia is illegal, poses a threat to the health and safety of individuals, and that rehabilitation through counseling has been successful in dealing with this issue. The Londonderry School District will not tolerate the possession, solicitation, use, or transfer of alcohol or prohibited drugs, real or counterfeit, or drug paraphernalia at any time on school district property, or at any school approved activity, or in any school vehicle while such vehicle is being used to transport students to or from school, or to or from any school approved activity.

Any student who has consumed or used alcohol or drugs on or off school district property and is found to be on school district property, or at any school approved activity, shall immediately be reported to a school administrator or designated school person in charge. Trained administrators may administer breathalyzer tests to students in accordance with the Londonderry School District's Breathalyzer Policy JFCL.

The student shall be isolated and cared for by the school nurse or other designated person until a parent or other responsible adult can take charge of the student. The police shall be notified. If by the close of school or at the end of the activity no responsible adult has taken charge of the student, the student shall be surrendered to the custody of the police.

Any student who violates this policy shall be suspended from school for a period of not less than five school days, shall be reported to the police and the Superintendent of Schools, may be required to attend a formal hearing with the Principal, may be required to attend a formal hearing with the School Board together with the student's parents/guardians, may be suspended from co-curricular activities for a period not to exceed 180 days, and may be suspended from school for twenty days or excluded from school as provided by Policy JGD: STUDENT SUSPENSION.

Students who violate this policy must report to the School and Community Service Counselor (at the secondary level) or to a guidance counselor upon their return to school.

The Assistant Principal shall report the number of students who have violated this policy to the School Board, in open session, on a semester basis.

Any students who find themselves involved in substance abuse and desire assistance in dealing with substance abuse or abuse issues may refer

themselves, without policy violation, to the School and Community Service Counselor, a guidance counselor, a school nurse, or an administrator.

Note: Students who bring any medication to school, prescription or non-prescription, must report to the school nurse or building administrator upon entering the school. Procedures for handling these medications will be developed by the school nurse with the approval of the building principal. (See Policy JHCD: ADMINISTERING MEDICATION TO STUDENTS)

The Londonderry School District recognizes that representing the school and participating in any school approved activity, including co-curricular activities and interscholastic athletics, is a privilege. Eligibility to participate will be withdrawn for 180 school days from the date of the incident(s) for any students who violate this policy.

However, a student may apply for reinstatement of eligibility after 90 school days under the following conditions:

1. The student participates in a recognized out-patient or in-patient substance abuse treatment counseling or rehabilitation program;
2. The parents or adult student sign a release to provide necessary information to school officials to assure that on-going counseling is occurring;
3. Reports by the agency, through the parents or adult student, are provided to the designated school official every 20 school days;
4. The student applies in writing to the principal for reinstatement of eligibility;
5. Should counseling cease before the end of the 90 school days, reinstatement of eligibility to participate in school approved activities and the co-curricular program will not be given until 180 school days after eligibility was withdrawn.

The Principal shall be the sole person responsible for the eligibility of students for participation in school activities and the co-curricular programs including interscholastic athletics. (See Policies: JG, JGD, and JHCD.)

#### **STUDENT ALCOHOL USE/DRUG ABUSE** **(JFCH/JFCI-R)**

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.

**STUDENT SUSPENSION/EXPULSION READMISSION CONTRACT**  
**(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 High 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 High 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 High School Principal and the Superintendent of Schools for consideration of further disciplinary action

#### **BREATHALYZER POLICY**

1. Students that have consumed alcohol or are in possession of alcohol pose a direct safety risk to themselves, staff, other students, and the community-at-large.
2. In order to ensure a safe environment for all students, staff and the community-at-large, the Londonderry School Board authorizes trained Building Principals and Assistant Principals to administer breathalyzer<sup>1</sup> tests to High School students while on school property. The purpose of this policy is to authorize the use of the breathalyzer for cause when reasonable suspicion exists. It is not the intent of this policy to authorize the use of the breathalyzer for random or wholesale testing on school property.
3. Building Principals and Assistant Principals may administer a breathalyzer test to any student provided that there is "reasonable suspicion" that the student has consumed alcohol or is in possession of alcohol.
4. Building Principals and Assistant Principals administering such tests shall be trained by competent professionals to effectively and accurately administer the breathalyzer tests. A positive reading when taken into consideration with all other relevant information shall be sufficient to substantiate a violation of school district policy.
5. Reasonable suspicion may be satisfied by conduct including, but not limited to, physical impairment, unusual behavior, blood shot or glassy eyes, odor of alcoholic beverages or on the basis of any other behavior or information that provides a reasonable suspicion that the student has consumed alcohol or is in possession of alcohol.
6. In the event a District Administrator does administer a breathalyzer test, a report shall be prepared indicating the outcome of the test, as well as

those factors that formed the basis for the finding that a reasonable suspicion existed that the student has consumed alcohol or is in possession of alcohol.

7. The School Board will be notified in the semester discipline report of the use of the breathalyzer test.
8. Any student who refuses to take a breathalyzer test, after reasonable suspicion has been formed and the student has been advised of the consequences of such a refusal, may be disciplined as a Level IV offense as set forth in Londonderry School District Policy JG-R.
9. For the purposes of this policy, "school property" shall include, but shall not be limited to, school buildings, buses, gymnasiums, facilities rented and/or leased by the School District, other facilities or premises utilized for school-sponsored activities and/or events, classrooms, hallways, libraries, cafeterias, bathrooms, locker rooms, athletic fields, and all parking areas, lawns and roadways utilized or otherwise associated therewith.

#### Use Of Breathalyzer (JFCL-R)

The Principal and/or Assistant Principals at the high school will be trained in the use and administration of the breathalyzer in accordance with the guidelines of the manufacturer of the breathalyzer.<sup>1</sup> The Principal and/or Assistant Principals will be assigned the responsibility of being the coordinator for their building to ensure proper training, documentation and calibration of the use of the breathalyzer.

The breathalyzer will be used only after reasonable suspicion has been formed that a student has consumed alcohol or is in possession of alcohol, and the student involved denies the use or possession.

The student will be asked by the administrator to consent to the use of the breathalyzer. If the student refuses the request, he/she will be informed that the refusal to consent to the breathalyzer is a Level IV offense under the Londonderry School District's discipline policies. After being so informed, the student will be asked once again to consent to the breath test. Since reasonable suspicion has been established, failure to consent with knowledge of the consequences shall result in imposition of discipline consistent with Londonderry School District's discipline policies relative to Level IV offenses.

If the test results are positive and student still denies use or possession, the student shall be offered a second test that shall take place no less than fifteen minutes after the first.

If the initial test results are negative, the administration may choose to administer the test a second time no less than fifteen minutes after the first.

If, based on the totality of circumstances, it is determined that the student is under the influence or is in possession of alcohol, disciplinary action will be taken in accordance with Londonderry School District disciplinary policies relative to Level IV offenses.

If it is concluded that the student is under the influence of alcohol, the student will be released to the parent or parent designee. If a student's parent or parent designee cannot be reached or is unable to respond, law enforcement will be notified for the safety and well-being of the student.

In any case of the use of a breathalyzer, parents will be notified of its use and results.

<sup>1</sup>The term "breathalyzer" shall include portable Personal Breath Test (PBT), AlcoBlow, Intoxilyzer or other reliable and commercially available mechanism.

#### **Student Suspension Due to Alcohol Use/Drug Abuse:**

Students who violate this policy must report to the School and Community Services Counselor at the secondary level or to a guidance counselor at the elementary level upon their return to school. The Superintendent shall report to the School Board on a semester basis, in open session, the number of students who have violated this policy. Any students who find themselves involved in substance abuse and desire assistance in dealing with substance use or abuse issues may refer themselves, without policy violation, to the School and Community Services Counselor, a guidance counselor, a school nurse or an administrator.

**Note: Students who bring any medication to school, prescription or non-prescription, must report to the school nurse or building administrator upon entering school.**

The Londonderry School District recognizes that representing the school and participating in any school approved activity including co-curricular activities and interscholastic athletics is a privilege and eligibility to participate will be withdrawn for 180 school days from the date of the incident(s) for any students who violate this policy. However, a student may apply for reinstatement of eligibility after 90 school days under the following conditions:

1. Participation by the student in a recognized out-patient or in-patient substance abuse treatment counseling or rehabilitation program.
2. The parents or adult student sign a release to provide necessary information to school officials to assure that on-going counseling is occurring.
3. Reports by the agency, through the parents or adult student, be provided to the designated school official every 20 school days.
4. The student applies in writing to the principal for reinstatement of eligibility.
5. Should counseling cease before the end of the 90 school days, reinstatement of eligibility to participate in school approved activities and the co-curricular program will not be given until 180 school days after eligibility was withdrawn.

# 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.

<b>STUDENT OFFENSE</b>	<b>PROCEDURAL RESPONSES</b>	<b>DISCIPLINARY OPTIONS</b>
Classroom disturbance Classroom tardiness Cheating and lying Abusive/obscene language Improper behavior in hallways Non-defiant failure to comprehend assignments or carry-out directions Failure to follow the reasonable rules of the school Bullying	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.	Verbal reprimand Special assignment Behavior contract Withdrawal of privileges Teacher detention Parental contact Administrative detention

## 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.

<b>STUDENT OFFENSE</b>	<b>PROCEDURAL RESPONSES</b>	<b>DISCIPLINARY OPTIONS</b>
Continuation of unmodified/repeated Level I misbehaviors Disruptive classroom behavior Truancy, school tardiness, unauthorized presence in a restricted area, 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 toward others Harassment/Sexual Harassment Intentional pushing/shoving of others Failure to follow the reasonable rules of the school Bullying	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	Behavior modification Administrative detention Saturday detention In-school suspension Any of the preceding disciplinary options under prior Levels

## 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 remediation the situation in the best interests of all students.

STUDENT OFFENSE	PROCEDURAL RESPONSES	DISCIPLINARY OPTIONS
Possession of stolen property	The administrator initiates disciplinary action by investigating the infraction and conferring with staff on the extent of the consequences	In-school suspension out-of-school suspension Short-term (1 -10 days)  Long-term (greater than 10 days at the discretion of the Superintendent) out-of-school suspension
Failure to follow the reasonable rules		
Repeated Truancies		
Stealing		
Fighting (simple)		
Threats to others		
Use of obscene or threatening language towards others	The administrator meets with the student and confers with the parent about the student's misconduct and the resulting disciplinary action	Imposition of conditions for readmission
Repeated unexcused tardiness		
Possession of Tobacco		
Smoking		
Repeated absence from one's assigned area (i.e. cutting class)	A proper and accurate record of offenses and disciplinary actions is maintained by the administrator.	Any of the preceding disciplinary options under prior Levels
Gross misconduct		
Harassment/Sexual Harassment		
Failure to follow an administrator's instruction		
Unmodified/repeated Level II misconducts		
Vandalism (minor)	There is restitution of property and damages	
Bullying	B	

## 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 board of school directors. New Hampshire school authorities are obligated to report clearly establish criminal offenses to law enforcement authorities.

<b>STUDENT OFFENSE</b>	<b>PROCEDURAL RESPONSES</b>	<b>DISCIPLINARY OPTIONS</b>
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 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)** Transfer or sale of alcohol and/or drugs**	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 The student is given a full due process hearing before the Board	Short-term (I - 10 days) out-of-school suspension Long-term (greater than 10 days at the discretion of the Superintendent) out-of-school suspension  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 (less than 180 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)

