

**Gilbert H. Hood Middle School**  
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[www.derry.k12.nh.us/ghh/index.php](http://www.derry.k12.nh.us/ghh/index.php)

**Student/Parent Handbook Table of Contents**

Welcome	2	Interscholastic Athletics	9
<b>Services</b>	<b>3</b>	End of the Year Activities	9
Counseling Department	3	<b>General Information</b>	<b>9</b>
Social Worker Services	3	Announcements	9
Peer Mediation	3	Monthly Newsletter	9
Library	3	Student Attendance	9
PTSA	3	Religious Holidays	9
<b>Health Services</b>	<b>3</b>	Arrival at School	9
Physical Examination/Immunization	4	Entering and Leaving	10
Medication/Inhalers/Epi-Pens	4	Morning Tardy Procedure	10
Illness	4	Early Dismissal	10
Emergency Cards	4	Bicycle/Skateboard/Scooter Use	10
Insurance	4	Lockers	10
Sick Calls Home	4	Textbooks	11
Elevator	5	Honor Roll	11
<b>Lunch Program</b>	<b>5</b>	Citizenship	11
Dining Hall	5	Telephone	11
Computerized Payment	5	Residency	11
Transferring Funds	5	Change of Address or Telephone	11
Refund Policy	6	Delay/Closing of School	11
<b>Academic Procedures</b>	<b>6</b>	Fire Evacuation	11
Grading System	6	Lock Down Drills	11
Withholding a Report Card	6	Parent/Visitor Check-In	12
Academic Integrity	6	Computer Use and Internet Policy	12
PowerSchool's Parent Portal	6	<b>General Behavior</b>	<b>12</b>
Homework	6	Student Dress	12
Homework Club	6	Backpacks	13
Progress Reports	7	Gum and Open Lid Containers	13
Parent-Student-Teacher Conference	7	Super Caffeine Drinks	13
Make-Up Work	7	Tobacco or Nicotine Products	13
Student Vacation Guidelines	7	Electronic Devices	13
Dropping Yearlong UA	7	After School Detention	13
Promotion/Retention-Summer School	8	Search and Seizure	13
<b>Extra Curricular Activities</b>	<b>8</b>	Student Suspensions	13
National Junior Honor Society	8	Due Process	13
Clubs and Organizations	8	Substitute Teachers	13
Student Council	8	<b>Discipline</b>	<b>14</b>
Dances	8	Level One Behavior	14
Keynotes	8	Level Two Behavior	14
Community Involvement Nights	8	Level Three Behavior	15
Intramural Athletics	8	Discrimination Policy Statement	16
Restricting Participation	9		

## **Welcome to Gilbert H. Hood Middle School**

The Gilbert H. Hood Middle School staff strives for students to have a positive experience during their time in middle school. We believe positive experiences come from two principles. These principles are that each student understands our community expectations and that they feel that they are members of the GHHMS community.

The student expectations are three simple guidelines:

**“Husky Pride”** means to have respect for each other and to be responsible for your well-being and the well-being of others.

**“Clean it up”** means to take care of the school by picking up after yourself and not vandalizing any part of the school.

**“Personal Space”** means to respect the space of others by walking on the correct side of the hall and not pushing or invading someone’s personal space for any reason.

More specific expectations can be found in the Academic Expectation and Procedures and Behavioral Expectation sections of this Student Handbook.

### **Being an active member of the GHH community:**

**Joining a club:** There are many clubs for students to join such as Chess Club, Drama Club, Chef Club, History Club, Student Council, Computer Club, Homework Club, School Newspaper, Art Club, Audio/Visual Club, Yearbook Staff, Jazz Band, Select Chorus, Lego Club, Book Club and Boys & Girls Respect.

**Playing a Sport:** We have intramurals throughout the school year in which various sports are played at a non-competitive level. We also have competitive sports for students to try out for such as Boys’ & Girls’ Cross Country, Boys’ & Girls’ Soccer, Girls’ Field Hockey, Cheerleading, Boys’ & Girls’ Basketball, Boys’ Baseball, Girls’ Softball, and Boys’ & Girls’ Track and Field.

**Attending Special Events:** We have many dances throughout the school year. We have a night that features local teen bands called Hoodstock. Both the band and chorus have concerts in the winter and spring. We have a dinner and a movie night, wacky faculty follies, and we also host a family game night.

We believe that each student should be involved in as many activities as they can fit into their lives. These school activities help kids to develop socially and build a feeling of belonging to a community. In the Extra Curricular Activities section of the handbook, you can find out about many opportunities students have to get involved and become a community member of Gilbert H. Hood Middle School. In addition, more information about joining these clubs is available on the daily school announcements and on our website, [www.derry.k12.nh.us/ghh/index.php](http://www.derry.k12.nh.us/ghh/index.php).

## **SERVICES**

### **Counseling Department**

The school counselors assist students with their social, emotional and academic adjustments to middle school. Should you have some concerns or conflicts that are interfering with your learning, feel free to make an appointment with your grade level counselor. The middle school years prepare adolescents to make major life decisions. Discussing their concerns with an understanding person can help most students. Your counselor is here for you, no matter how small your concern may seem to be.

If you believe that you are being abused either emotionally, physically, or verbally by either an adult or a peer, you should see your counselor or the school nurse. If you have to deal with substance abuse issues, divorce or a death in your family, please confer with your counselor. There may be other serious problems in your family or at school that you may wish to discuss. It is important you make decisions that are best for you that help ease confusion, tension and stress.

You will see the counselors in the classroom teaching about important middle school issues such as career exploration, tolerance, harassment, team building, peer pressure, drug and alcohol, bullying and self-esteem.

The Guidance Department is also responsive to students' needs by developing specialized groups as those needs arise.

### **Peer Mediation Services**

The Peer Mediation program is a voluntary program for students in all grades, which is run and supervised by the school counselors, allowing students to work out their difficulties without any direct adult intervention. Student mediators are trained each year in conflict resolution and mediation skills that teach a peaceful resolution to difficulties with no sides taken. Any student interested in peer mediation may approach the school counselors or teachers for additional information

### **Social Worker Services**

Gilbert H. Hood has a social worker whose role is to refer students and their families to local agencies to assist in resolving personal, social, financial, and emotional difficulties that may interfere with progress in school. Our social worker also performs casework services with parents and collaborates with school staff to

gather information and to establish plans for assisting students and parents. As a liaison between home and school, our social worker's services are extremely beneficial to families and for a student's academic success.

### **Library**

The libraries at both middle schools offer a variety of services to students and staff. There is a vast selection of books in all genres for pleasure reading, as well as a large collection of nonfiction books that support the curriculum. The library's computer catalog and circulation system is web-based so that students can access middle school collections, elementary collections, and web sites that are appropriate for their information needs from school as well as from home. Nettekker, an additional source of safe informational web sites, and Ebsco, a periodical database, are also excellent sources for students. Entire classes access the library with their teachers, and individual students may use the library with a pass from a teacher. The library is open throughout the school day and remains open until 3:00 p.m. Monday through Thursday with the exception of early release and inclement weather days. An orientation for sixth grade students occurs at the beginning of the year, and research skills are taught as an integral part of each research project.

### **PTSA**

Your parents are strongly encouraged to join the Parent Teacher Student Association. Notices of meetings will be sent home in newsletters. Meetings are held usually on the third Wednesday of every month beginning at 6:30 p.m. The PTSA supports the programs at the middle school level through volunteering, fundraising and organizing activities. We encourage all family members to join the PTSA and attend our meetings and events. Membership dues are \$5.00 per person, and paying the membership fee does not commit you to volunteer. This money goes into our operating budget to be used for activities throughout the school year.

### **HEALTH SERVICES**

The Derry School District schools are staffed with a full-time registered nurse. Any student who is ill should request permission from his/her teacher prior to reporting to the nurse. Exceptions to this policy should be made in the event of an emergency. All students and parents are requested to inform the nurse of any particular health problems. These should be a

matter of record (i.e., allergic reaction to bee stings, food allergies, etc.).

Students should have a doctor's note to return to school after surgery, stitches or injuries requiring splints, slings, casts or crutches. Periodic vision, hearing and other screenings will be conducted through the nurse's office.

The school nurse uses health program activities as learning experiences to contribute to health education. Each encounter with the student is a health teaching opportunity utilized by the school nurse to teach first aid, personal hygiene, preventative health measures, etc. The school nurse also provides counseling and guidance on health matters and serves as a consultant/resource person to the school staff, students, and parents.

### **Physical Examination/Immunization**

The State of New Hampshire requires that all students have proof of immunization on file. All immunization dates must include the day, month, and year of administration. A Physical Examination completed within one year of entering Grade 1 is required. Transfer students will need a Physical Examination if one is not in their records. Physical Examinations are required to play sports in the middle school.

### **Medication Policy**

Students are not allowed to bring medicine to school. This includes cough medicine, cough drops, herbal supplements, prescription and over-the-counter medicines.

- Only medication prescribed by a physician will be administered. Physician's written authorization along with parental/guardian permission must be kept on file in the school.
- All medication must be brought to the school nurse by a parent or legal guardian. Students may not carry medication to school.
- All medicine containers must be properly labeled with the student's name, physician's name, and instructions for the administration of the medicine. (In original RX bottle). A second bottle for school use may be obtained from the pharmacy.
- New Hampshire state law allows students to carry inhalers and epi-pens while at school. If your child has either medication prescribed, and you wish for him/her to carry the medical equipment while at school, please contact the school nurse for

the necessary forms and information. In order for this change in procedure to occur, a parent/guardian and physician must sign the appropriate documentation.

- No medicine may be dispensed unless all of the above procedures have been followed.
- In the absence of the school nurse, the principal or assignee will assist the student with medication.
- Parents must make arrangements to pick up student's medications on the last day of school. Any medication not picked up by parents will be disposed of by the school nurse and administration at the close of the last day of school.

### **Illness**

When children show signs of illness, such as sore throat, fever, rashes, coughing or runny nose, it is advisable to keep them home. All communicable disease afflicting your child should be reported to the school nurse. Any student with a communicable disease requiring antibiotic treatment must remain out of school for twenty-four hours after starting therapy.

### **Emergency Cards**

Each student must have an emergency card on file in the nurse's office, which must be signed by a parent or guardian. In case of a severe emergency, the school will contact the Derry Fire and Rescue Department. **Any change in information on the emergency card must be reported immediately by a parent/guardian to the school nurse and the team leader.**

### **Insurance**

Accident insurance is available to all students and is strongly encouraged. Application forms will be distributed in September. These should be filled out by a parent and sent directly to the company if you wish to purchase insurance. The plan is available for coverage during the school day, with or without the extended dental plan. There is a separate cost for 24-hour coverage with the extended dental plan and a different cost without the dental.

### **Sick Calls Home**

Students may not use the classroom phone to call home if they are ill. They must first visit the nurse's office with a teacher's permission, and the nurse will then decide whether or not to call the student's parents.

## **Elevator**

The school elevator is a very expensive piece of equipment, and only disabled students are allowed to use it. Parents must issue a written request for their child to use the elevator for medical reasons, and this use must be authorized by either the school administration or nurse. Any student who loses an elevator key will need to pay a \$10.00 replacement fee.

## **LUNCH PROGRAM**

### **The Dining Hall**

The cafeteria at Gilbert H. Hood Middle School offers many choices for breakfast and lunch. Students can have the school lunch (\$2.35), snacks or “a la carte” items that vary in price. Breakfast is “a la carte” items. Please note that prices are subject to change.

1. We suggest that you count on a minimum of \$15.00 to \$20.00 per week depending upon how often and which meals your child eats. Do you let them have seconds or double portions? Do you let them use the snack bar at the middle schools? **We appreciate your effort to keep your student account current.**
2. There will be no “charging” of snacks or extra a la carte items, including snacks, milk or juice. The student must use either their School I.D. with a non-delinquent account or cash to purchase snacks.
3. The student will only be allowed to charge a lunch meal up to a maximum amount of \$5.00. After that amount has been reached, the student will be given a lunch consisting of a cheese sandwich and milk, juice, or fruit; there will be no charge.

Middle School Child Nutrition Employees will communicate balances to students verbally in the lunch line. You can also set up a lunch account at [www.mylunchaccount.com](http://www.mylunchaccount.com) to manage your child's lunch account. All parents/guardians are encouraged to call the kitchen manager, Cindy Nusbaum, 437-1936, at any time to check on the status of an account.

Any questions regarding this policy should be directed to the Food Service Central Office - Susan A. Boroskas, Food Service Director at 432-1231.

### **WINSNAP Computerized Prepayment System**

Every student will be issued an ID card with his school ID number, a bar code and bar code number. This bar code will access your

personal account where you have deposited your prepayment. The cost of your breakfast, lunch or “a la carte” items will be deducted from your account as they are purchased by running your ID card through the bar code reader.

The prepayment envelopes will be available in the school office. Try to make your prepayments once a week in the morning when you come in for breakfast or before going to advisory. You may also prepay at the register. The total emphasis of WINSNAP is **PREPAYMENT**. Your ID card is not a charge card so please do not plan to use it as such.

If your card is lost, stolen, laundered, or unable to be read, a replacement card will be issued. There will be a \$1.00 charge to replace a lunch card. Your lunch ID card will become an important part of your life in middle school. It will also be used as a library card also. Students may not purchase anything with another student's card, and all students will be discouraged from buying items for each other. Any misuse of the card will be pursued and handled by the school administration.

If you had a balance remaining in your account from a previous year, either positive or negative, you will find that balance in your account when you first use your card in August. It is strongly suggested that the students keep track of their account balances and let parents/guardians know when it is time for a new prepayment.

### **Transferring Funds from One Child's Account to Another Child's Account**

You may transfer funds from one child's account to another child's account after all charges are paid and a written transfer request from the parent/guardian is received by the Food Service Director. At no time will any funds that have been deposited to the lunch account be given to the student in cash. The lunch program prefers that you make deposits to accounts by using a check. However, if your check bounces, you may be subject to the returned check fee (an average of \$20.00).

If there are any questions regarding school food service, please do not hesitate to call Mrs. Susan Boroskas, the District's Food Service Director, at 432-1231 for information. You may also contact the **Gilbert H. Hood Middle School Kitchen Manager, Cindy Nusbaum, at 437-1936.**

## **Refund Policy**

### **A. During the School Year**

After all charges are paid and the Food Service Director receives a written transfer request from the Parent/Guardian, any balance greater than \$4.00 will be refunded.

### **B. End of School Year**

After all charges are paid and a written request from the parent/guardian is received by the Food Service Director, then a refund will be paid to the parent/guardian by check. A balance of \$4.00 or less will result in no refund. If the student will remain in the District, all amounts will remain in the student account for use during the next school year.

## **ACADEMIC EXPECTATIONS AND PROCEDURES**

### **Grading System**

Gilbert H. Hood uses the five-letter system as a method of grading. Students are also evaluated on their class conduct and effort with teacher comments on the report card. Report cards are issued three times yearly on a trimester plan.

The letters can be interpreted to mean the following:

<b><u>A</u></b>	<b><u>89.5 - 100</u></b>
<b><u>B</u></b>	<b><u>79.5 - 89.4</u></b>
<b><u>C</u></b>	<b><u>69.5 - 79.4</u></b>
<b><u>D</u></b>	<b><u>64.5 - 69.4</u></b>
<b><u>F</u></b>	<b><u>0 - 64.4</u></b>

### **Withholding a report card**

The school has the right to hold any report card for money owed unless parents have contacted the Gilbert H. Hood Middle School Administration to establish a payment plan.

### **Academic Integrity**

All Gilbert H. Hood students are held to high levels of expectations regarding honesty about their work. When various forms of assessment are given, such as a test, homework, or class work, each student must complete his/her own work. Answers should not be shared except in those situations where cooperative groups are being used under direct teacher supervision. Any situations of academic dishonesty, which includes plagiarism, may result in communication with parents. Additional consequences, besides the parent notification may include, but are not limited to:

- Detention

- Zero on the assignment with a discussion of makeup credit
- Zero on the assignment without any makeup
- Office referral for repeated and documented offenses which may warrant a higher level of consequences

### **PowerSchool's Parent Portal**

We use a web-based student management system called PowerSchool. Because of this management system, parents and students have access to their grades by going to the website. Each student and their parents will receive a letter explaining how to log on, and they will be given a log in name and password. The teachers are required to update their grades every two weeks, so keep that in mind if you feel the grade is inaccurate at the time you view it.

### **Homework**

Homework is an integral part of the school program and may be assigned on a regular basis. The ability of students will be recognized by teachers when assigning homework. The amount of time spent on homework will vary. If you have any questions about quantity of homework, please call your child's teacher directly.

**Students are expected to complete assignments by the deadline.** It is important for students to do all assignments so the final grade is not impacted. Each team may use a more specific homework procedure that will be sent home to parents at the beginning of the year.

**Homework assignments are listed online in the "section description" section of Parent Portal. To see these upcoming assignments, log in and then click on your child's grade.**

### **Homework Club**

The Homework Club is an after school program designed to assist students who are having difficulty completing homework or need general assistance with assigned work. This is a teacher-supervised program offered to any student who would like to take advantage of extra help and have a quiet place to study after school. Many students who take advantage of Homework Club improve their homework grades and benefit from their involvement.

The program runs from the middle of September through early June, Monday through Thursday, from **2:00 p.m. to 3:00 p.m.** Please consult

Gilbert H. Hood Middle School newsletters' monthly calendar of events to verify the dates that Homework Club will not be held. Parents are responsible for providing transportation from the Homework Club at 3:00 p.m.

Please understand that students may not leave Homework Club before 3:00 p.m. unless they have a parent note. This parent note may be a general one indicating that permission is given for their child to be released early only if homework is completed. Please understand that, even if released early, students will not be allowed to remain in the building or on school premises. They are to go directly home after being released. Students who are continually disruptive may lose access to Homework Club and face disciplinary action. Students are required to bring a novel or periodical to Homework Club in case they complete work early.

### **Progress Reports**

Communication between the home and school is essential to student success. At the start of the school year, you will be issued parent and student login information to access our online student information system called PowerSchool. Once logged in to the secure website, you can view your child's grades and attendance for each class. You can also request email notifications of this information. At specific checkpoints throughout the year, your child's advisor will confirm that you have been able to access your child's grades. If you do not have online access, please contact your child's advisor to request printed copies of progress reports. If you need your username or password, or if you have any additional questions about this process, please contact your child's advisor. If you have specific questions pertaining to an assignment or a grade, please contact your child's teacher directly via email or phone.

### **Parent-Student-Teacher Conferences**

Each November we set aside time to conduct school conferences. This is a time for students to share important information regarding their progress at school. Although this conference is facilitated by each student's advisor, the student takes a lead role in sharing artifacts from classes, academic and social-emotional goals, test data, as well as other pieces of information. Students work with their advisors to plan for this conference in advance. Information will be sent

home regarding scheduling a conference with your child's advisor.

### **Make-Up Work**

Students should strive for an excellent attendance record in order to avoid the complexities of make-up work. If you are absent from school, then you are responsible for making up all work. Normally, a maximum of three days will be allowed to make up work following an absence.

If a student is absent for more than one day, a parent may request assignments on the second day from the main office. The assignments will then be ready 24 hours after the request has been made to the office. If a request is made, please be sure to pick the work up on the day it is scheduled to be ready.

### **Student Vacation Guidelines**

It is essential that students attend school regularly to obtain the most consistent education possible. Since situations may arise where families choose to take vacations resulting in students missing school, the following guidelines will be applied. Parents may petition the school principal to have up to 5 absences listed as excused due to family obligations. These requests must be submitted in writing (email is OK) before the scheduled absences. In addition, parents may request work missed by contacting teachers in advance. This work will be due upon the day the student returns.

### **Procedure for Dropping a Yearlong Unified Arts Class**

If a student, teacher, or parent would like a child to be permanently removed from a yearlong Unified Arts class, the following steps must be followed unless approved by an administrator.

1. Conversation between parent(s), student, and UA teacher in which a success plan is discussed and implemented.
2. Conversation between parent(s), student, UA teacher, academic team teachers and a guidance counselor in which a success plan is reviewed and modified.
3. Meeting between parent(s), student, UA teacher, and administration in which a decision is made.

**All decisions to remove a student must be made prior to the start of the 2<sup>nd</sup> trimester.** There are several reasons for this:

1. Participation in yearlong UA classes is optional.
2. Class sizes are limited, and therefore, other students interested in a yearlong course may have been left out.
3. Moving a student during the school year is disruptive to both the sending and receiving class.
4. UA class schedules are determined based on predetermined class lists. Changes to these lists may cause over population of some classes.

### **Promotion/Retention-Summer School**

Students who fail one or more subject(s) are required to attend summer school in order to advance to the next grade. An approximate fee of \$150 per subject will be charged to students for summer courses. This fee is subject to an increase for the summer of 2012. Additional information about summer school will be given to students and parents in the spring. The principal has the final decision concerning the future status of any student.

### **EXTRA CURRICULAR ACTIVITIES**

We would like students to become active members of the GHHMS community. Getting involved in a school activity or club can foster a positive middle school experiences. So please get involved and come to events, join a club or play a sport. Please be aware that extra curricular activities are posted in our announcements throughout the school year. The announcements can be accessed on line at [www.derry.k12.nh.us/ghh/index.php](http://www.derry.k12.nh.us/ghh/index.php). **There is a link to GHH athletic information on the GHH website.**

### **National Junior Honor Society**

The Gilbert H. Hood chapter of the National Junior Honor Society (NJHS) was established and chartered in the 1998-1999 academic year. This co-curricular activity was established to promote appropriate recognition for students who illustrate outstanding accomplishments in the areas of scholarship, service, character, citizenship, and leadership. Membership is an honor awarded by the school, not a right to which students are entitled. NJHS plays an integral part in the GHHMS community. It is involved in many activities such as hosting the Senior Citizen Spring Dance, food drives, community service projects, and assisting in school events as needed. For information about NJHS and the selection process please contact

the staff advisor for the National Junior Honor Society.

### **Clubs and Organizations**

Clubs are organized to provide a wide variety of experiences and skills used to strengthen connections between students and their learning community. Clubs that may be offered include: Chess Club, Drama Club, Chef Club, Travel Club, Computer Club, Homework Club, School Newspaper, Art Club, Audio/Visual Club, Yearbook Staff, Jazz Band, Select Chorus, Lego Club, Book Club Photo Club and Boys & Girls Respect.

### **Student Council**

The Student Council is made up of members from grades 6-8. The student body selects delegates in the fall. Their purpose is to establish and direct various student activities, encourage positive student-faculty relationships, and promote the general welfare of the school.

### **Dances**

Dances are reserved for Gilbert H. Hood students only. Dances will be held from 6:30-9:00 p.m. Students are expected to be picked up promptly by parents at 9:00 p.m. A student can lose the privilege to attend dances due to poor school behavior.

### **Keynotes**

Each year the school performs a play or musical in which many students participate. It is run by our Keynotes organization which includes both students and parents working together in many capacities such as set design, lighting, music, costuming, makeup, and of course the actors. Please contact the school if you have any questions.

### **Community Involvement Nights**

There are several planned evening events for parents to attend with their child/children. They are Dinner and a Movie night, Faculty Follies, Game Night, the play, band and chorus concerts.

### **Intramural Athletics**

An intramural program is offered to all students so that they may experience fun participating with fellow classmates. Our school may offer basketball, indoor hockey, soccer and volleyball. New sports may be added depending on student and teacher interest. **Proof of insurance is required for each participant.**

### **Restricting Participation**

Gilbert H. Hood Middle School wants students to be involved in many activities. Participating will help students feel a sense of community, and that will strengthen our positive school environment. Students will be expected to follow all behavioral expectations during extracurricular activities as they are expected to during the school day. If a child has been suspended in or out of school, they may not participate in an after school activity during the days suspended. The school administrators may remove a student from participating if they have not met an appropriate level of academic or behavioral expectations.

### **Interscholastic Athletics**

The following sports are offered at Gilbert H. Hood: Boys' & Girls' Cross Country, Boys' & Girls' Soccer, Girls' Field Hockey, Cheerleading, Boys' & Girls' Basketball, Boys' Baseball, Girls' Softball, and Boys' & Girls' Track and Field.

A student wishing to participate in the interscholastic/intramural program must complete the following:

- A. Signed consent for the student's participation from the parent/guardian.
- B. Signed consent that the parent/guardian will assume financial responsibility in the case of injury to his/her child. **Proof of insurance is required for each student participating in interscholastic sports and Ski Club.**
- C. Each student must successfully pass a physical exam and complete a physical examination form provided by the Gilbert H. Hood Middle School Athletic Department prior to playing, practicing, or trying out for a sport. Forms are available in the school office. This eligibility shall be good for the entire time a student attends Gilbert H. Hood. The physical form must be completed by the student's own physician prior to any participation in the sport, including tryouts.
- D. All athletic forms must be turned in to the coach by the designated date.

### **End Of Year Activities**

Grade levels and teams organize a variety of end of year activities. Attendance at these activities is a privilege for all students. Therefore, students should be aware that choices regarding academics or behavior will play an integral part in whether or not they attend the end of year activities. If they are

removed, parents will be notified by administration and/or teachers.

### **GENERAL INFORMATION**

#### **Announcements**

Announcements will be available on-line at the GHHMS website,

[www.derry.k12.nh.us/ghh/index.php](http://www.derry.k12.nh.us/ghh/index.php)

They are read each morning during advisory period. Please listen carefully to the announcements as they may involve an activity in which you are interested or involved.

#### **Monthly Newsletter**

The monthly news letter is posted on the website,

<http://www.derry.k12.nh.us/ghh/index.php>

Hard copies of the newsletter will be available for you in the GHHMS main office.

#### **Student Attendance**

Students need to attend school every day. State Law (RSA 193:1) is clear on this point. It is the responsibility of the parents to see that their child attends school regularly. Our staff is willing to work with families to ensure regular attendance.

If a student is absent from school, parents must call Gilbert H. Hood (432-1224) to report the absence. Attendance of each student is reviewed weekly and parents are informed of unusually high absenteeism. Upon return to school, students should remember to bring a parent and/or doctor note. If the student was absent more than 3 consecutive days, a doctor's note is required.

#### **Religious Holidays**

The Derry School District will make every attempt to be sensitive to all religious faiths. We will make every attempt to avoid scheduling events that fall on religious holidays. Observance of religious holidays is an excused absence from school providing the advisor is informed through a note. If you have any concerns about this issue, please notify your child's advisor.

#### **Arrival At School**

There is no adult supervision at school for any student prior to 7:00 a.m. Therefore, no students should arrive at school before 7:00 a.m. Once on school grounds, no student may leave the premises. Consequences will be given to any student leaving the premises during the school

day. Upon arrival, students will report to the Dining Hall.

### **Entering and Leaving**

- A. After entering the building, all students will first go to the dining hall. When the bell rings they will proceed to their locker and then directly to their advisory.
- B. At dismissal (1:50 p.m.) everyone will leave through the designated exits.
- C. Walkers, bike riders and skate boarders should not be in bus dismissal areas.
- D. Since elementary schools are still in session, no one will be permitted to “cut through” their grounds (including playgrounds) on the way home.
- E. Students must leave the building immediately at the close of school unless they have a scheduled activity or have been assigned detention. No students are allowed to stay after school unless they have supervision from a staff member.
- F. All students must be picked up promptly at the end of any activity or detention. All school rules and regulations apply to any student remaining after school and on school grounds.

**Morning Tardy Procedure** All students are required to report to their advisory on time for attendance to be taken (7:15 a.m.). The final bell at 7:15 a.m. rings to signify that all students should be in their advisory. If they are not, they are considered tardy and will be sent to the office for a pass. Tardiness is considered excused when the parent has called to report it, sent the student in with a note, or has accompanied their child into school to sign him/her in.

Any student who is marked “Tardy - Unexcused” will be issued a detention. The detention slip the student is issued asks for the parent to acknowledge the detention or ask that it be excused. The detention slip must be returned to the office the next day with a parent signature.

### **Early Dismissal from School**

- A. Bring a note from home containing the necessary information to be dismissed from school.
- B. Report to the office with the note during advisory with your advisor’s permission.
- C. Parents must come into the school to sign their child out of school.
- D. Students are never to leave the school building or school property under any

circumstances without notifying the office. Consequences will be given for students who choose to break this rule.

### **Student Bicycle/Skateboard/Scooters Use**

All students who ride their bicycle to school must park their bicycles in the bicycle rack and lock their bikes to the rack. Skateboards must be kept in a locker or stored in a team teacher’s classroom for the day. Helmets should be worn according to state law. Due to dangers of traffic around the school, skateboards, bicycles, or scooters cannot be ridden on school property. Students must walk with the item once they reach the school’s property.

**In order to bring a skateboard on a school bus, the skateboard must be put in a large bag that covers the entire skateboard.**

### **Lockers**

Every student is assigned an individual locker. Sixth grade lockers have built-in combination locks. Seventh and Eighth grade lockers do not include a lock. Students are required to provide their own combination locks (no key locks.) The combination must be given to your child’s team leader. Students are strongly encouraged to keep their personal belongings in their locked lockers at all times. The school cannot be responsible for items lost or stolen that were not properly stored.

- A. It is suggested that no money or valuables be kept in the lockers.
- B. Students are responsible for their own property and should not give their locker combination to any other student. Students are responsible for the contents of their own locker.
- C. Students are permitted to go to their lockers at the times designated by their teams.
- D. All coats and inclement weather clothes will be kept in student lockers during school hours.
- E. All school backpacks/large purses must be kept in lockers until dismissal.
- F. All items left behind at school are placed in our lost and found. The lost and found items not claimed are periodically donated to charity.
- G. Lockers are the property of the Derry School District and are subject to inspection whenever necessary and appropriate.
- H. If you are assigned a locker without a combination lock, you may bring your

own **combination** lock. You must give the combination to your team leader before you will be allowed to put it on your locker.

### **Textbooks**

- A. Be sure that you know where your books are at all times. You are loaned books when the school year begins. Consequently, you and your parents are responsible for payment if they are lost or damaged. This applies to library books as well.
- B. The office will collect money from you after your teacher issues a bill for the replacement cost of the book.
- C. All debts must be cleared by the end of the school year before report cards are distributed. Parents are asked to call the building administration to arrange any possible payment plan to clear all debts.
- D. All debts of eighth grade students are strongly requested to be cleared in order to attend any end of year field trips or activities.

### **Honor Roll**

- A. A student eligible for high honors must attain a minimum of A's in all subjects.
- B. Students eligible for the honor roll must attain a minimum of B's in all subjects.
- C. A student eligible for honorable mention must attain A's or B's and not more than one C+ or C in all subjects.

### **Citizenship**

Appropriate behavior and effort are rewarded at school. We encourage and reward outstanding school citizenship using the following guidelines:

- A. School citizenship includes behavior, attitude, effort and initiative.
- B. Students who excel in citizenship will receive recognition. A list of outstanding school citizens will be published in local newspapers, along with the honor roll list, at the close of each marking period.
- C. A student must receive a "1" in conduct and effort in all subjects in order to earn citizenship recognition.

### **Telephone**

Telephones in the office are only for school business and emergencies. Since it is disruptive to call a student out of class for a message or to speak with his or her parent, please refrain from calling the office and leaving messages for

students except in emergency situations. For all after school activities, students may use the phone in the main office or the phone of the advisor in charge of the sport or club.

### **Residency**

The Derry School District's aggressive residency policy seeks to recover lost tuition and legal fees, which ultimately reduces your tax obligation to support public schools. We appreciate your cooperation in this matter. You must provide, for purposes of identifying your legal residence, your street address including street number and apartment/duplex designation with the number and/or letter. You may include a post office box for mailing purposes but not as a replacement for your actual street address.

### **Change of Address or Telephone**

If your address, home phone number, work phone number or cell phone number change during the school year, please contact the school at 432-1224 and inform the office staff of the change. We use the AlertNow system to notify parents of important school information such as emergency notification delays, early releases due to weather or other important information. Without accurate phone numbers, you will not get the information.

### **Delay/Closing of School**

Parents will be notified using the AlertNow system if school is closed. Channel 6, our local cable station, will also announce the closing. You can also call the school at 432-1224 and a recorded message will inform you if school is closed due to weather. Please do not call the fire or police departments.

### **Fire Evacuation Drills**

Evacuation drills are regularly practiced. Exits are posted in each room. Students will exit single file from all rooms. There is to be no running or talking during this time. As students and staff leave the building, there are designated assembly areas for each grade level. Students must remain with their class at all times. Once outside, students should remain silent and look to your teacher for further instructions.

### **Lock Down Drills**

Lock down drills are periodically conducted to review appropriate procedures and to prepare students and staff for an emergency situation. Students are expected to take these drills seriously and follow their teacher's directions and instructions throughout the entire drill.

### **Parent/Visitor Check-In**

All parents and visitors must be buzzed in at the front doors, which are locked after the arrival of students. Once in the building, they must report to the office. Any visitor who will be in the hallways will be required to wear an identification sticker. If a visitor does not have a visitor sticker, they will be asked to report back to the office by the staff. These practices are intended to ensure the safety of all our students and staff.

### **Computer Use and Internet Policy**

The Internet will be accessible in each classroom for support of assigned projects. Students will be allowed to access the Internet only after being sponsored by a teacher, completing an orientation program, and having written parental permission through the Acceptable Use Policy. Teachers will send home **Acceptable Use Policy** permission slips for parents to review and sign annually. Students and parents must understand the rules, responsibilities, and regulations of this policy or ask for assistance with the content. Please refer to the Derry School District Internet Policy (INT).

The use of computers and the Internet is a privilege, not a right, and inappropriate or unacceptable use may result in immediate cancellation of that privilege. Students must realize that if the rules are violated, their school access will be canceled and appropriate consequences may be given, including detention and/or suspensions. **Please discuss with your child the serious nature of comments made through e-mails and chat rooms, as well as possible consequences and potential police involvement.**

### **BEHAVIORAL EXPECTATIONS**

Gilbert H. Hood Middle School utilizes three simple guidelines to promote a positive school environment.

**“Husky Pride”** means to have respect for each other and to be responsible for your well-being and the well being of others.

**“Clean it up”** means to take care of the school by picking up after yourself and not vandalizing any part of the school.

**“Personal Space”** means to respect the space of others by walking on the correct side of the hall and not pushing or invading someone’s personal space for any reason.

### **Student Dress**

The emphasis on dress at school is on cleanliness and good judgment. The staff will determine the appropriateness of student dress. Students who choose not to follow the dress guidelines must call their parents for a change of clothes or accept clothes from the school nurse or office. It is important to remember that administration will make the final decision on the appropriateness of a student’s attire.

The following are examples of inappropriate dress and will not be allowed at school:

1. Tank tops that do not cover bra straps, crop tops, midriffs, backless tops, spaghetti strap tops (straps on sleeveless tops must be at least 1” in width) or tops that are too revealing
2. All under garments, bras, and boxers must be covered at all times.
3. Shorts and skirts of inappropriate length  
Shorts and skirts should be longer than where the student’s fingertips hit his/her thigh when the arm is held at the student’s side.  
Short skirts or shorts must meet the fingertip requirement with or without leggings on under them.
4. Pants that lace up the sides or have excessive holes, pajama bottoms, boxers are not allowed.
5. Shorts/undergarments worn as outerwear.
6. Pants must be worn at the waistline.
7. Wearing a hat, cap, or hood in the building
8. Hanging suspenders and long chains
9. Bandanas and kerchiefs, headbands can be worn only to hold hair back.
10. Clothing that denotes illegal substances, ethnic or sexual connotations, obscenity, violence, is offensive to others, or is distracting
11. Jewelry accessories that may be used to endanger others such as, but not limited to, wallet chains, oversized chain accessories, spiked or studded necklaces, collars, and bracelets
12. Displaying anything referencing violence, illegal substances, or otherwise inappropriate
13. Shoes/sneakers with retractable wheels are not allowed at school or any school event.  
If footwear becomes either a safety concern or distraction, parents will be notified, and students will be required to change their footwear.
14. Jackets, vests, and coats intended to be worn outside are not permissible to be worn in school during the day. Polar fleece that is designed to be worn indoors is permissible.

**Backpacks or Book Bags**

Students are not allowed to carry either backpacks or book bags/large purses throughout the school day. Backpacks must remain in a student's locked locker.

**Gum and Open Liquid Containers**

Gum chewing is not permitted in school. Open containers containing drinks such as, but not limited to, coffee, tea, soda, shakes, and sports drinks, should not be brought to school. Drinks for lunch should be brought, unopened, in their original containers.

**Super Caffeine Drinks or shots**

Students will not be allowed to consume any drink that is designed to add additional caffeine. If a student has this type of drink or shot at school, a staff member will confiscate it.

**Tobacco or Nicotine Products**

Students are not allowed any tobacco product, matches or lighters. In addition to that they are not allowed to have any product designed to deliver nicotine of any kind.

**Electronic Devices**

The school is not responsible for lost or stolen electronic devices including, but not limited to, cell phones, i-pods, or electronic games. We strongly recommend that students do not bring any electronic devices to school. I-Pods, cell phones and/or any other electronic device should be turned off and locked up in the student's locker. If an electronic device is seen or heard by any staff member during the school day, the staff member will take it away. If this happens, a parent must pick up the piece of equipment at the office.

**After School Detention**

It is a serious violation not to report after school when directed to do so by the office or a teacher. Students will be given advance notice to report after school. A detention form will be issued, and a student must have his/her parents sign or a parent phone call will be placed regarding the detention for parents to plan for transportation.

Students will be excused from reporting after school only if there is an emergency situation at home and their parent discusses this with the individual who issued the detention.

**Search and Seizure**

The administration reserves the right, under the law, to search students and their property. Maintaining a safe environment is our first priority.

**Student Suspensions**

As a community, we strive to maintain a safe and comfortable school environment for all students. When a student chooses to behave in a way that violates School Board or handbook regulations, disciplinary action may result in either an out-of-school suspension or an in-school suspension.

Any student who is suspended (either in or out of school) will not be allowed to participate in any after school or evening activities or events on the day the suspension is issued and the during the suspension. If school is canceled for any reason or if the student is absent, the suspension will be in effect the following day.

**Due Process**

The administration respects the rights of students and feels everyone should have an opportunity to respond to an accusation. In the case of disciplinary matters, particularly suspension offenses, students will have the opportunity to express their views before a final decision is made.

**Substitute Teachers**

There are occasions during the year when substitute teachers will be needed in your classroom. Care is taken to provide you with a substitute teacher who is qualified to carry out the work of the class. There should be no disruption of the regular class routine when a substitute teacher is present. Courteous behavior and cooperation are expected of students at all times. Substitute teachers will report student behavior during the school day either to the team leader or to the administration.

## DISCIPLINE

Discipline issues are categorized into levels of behavior. These levels are designed to provide an appropriate response for the infraction that occurs. The staff at Gilbert H. Hood Middle School strives to provide a safe and caring environment. Responses to a student’s misbehavior are considered an opportunity for the student to learn from the experience and facilitate making better choices in the future. Each incident is investigated to achieve the best understanding of the circumstances surrounding the incident. Parent/guardian input and communication is an integral part of understanding a situation. You can contact the school whenever you have a concern or would like further discussion about the situation that occurred.

### Level One Behaviors

The classroom teacher or the team typically manages these behaviors. They are minor violations of the school rules and can result in one or more of the following responses: a student-teacher discussion, a parent or guardian phone call, student/administrator discussion, having an item taken away, having his/her seat moved to an isolated location in the classroom, removal from the class for a period of time, eating lunch on team or in the office, or an after school detention (30-60 minutes). This is not a complete list of responses. There are many natural consequences that can apply to various behavioral situations.

Possible level one behaviors include but are not limited to the following:

Inappropriate Language	Horseplay	Misuse of a hall pass
Dress code (see pg 12)	Classroom disruptions	Throwing objects
Disrespect towards a teacher	Misuse of school or other’s property	Skipping teacher detentions
Chewing Gum (see pg13)	Being late for class	Failing to clean up
Wearing a hat	Having a phone/electronic item in class (see pg 13)	Having excessively caffeinated drink
Teasing that is minimal and not intended to cause emotional harm to another student	Shirt, button, or item that displays violence or an illegal substance, or derogatory comment	Being out of the team area with out permission or being in a section of the building without a legitimate purpose

### Level Two Behaviors

These behaviors are managed by the school’s administration, however, the team may initially manage some of the behaviors before being referred to the administration. These are more significant violations of school rules, disruptions to the educational environment, or behaviors that are defiant towards the staff. These violations can result in one or more of the following responses: Parent or guardian phone calls, student/administrator discussion, a request for a parent-teacher-student meeting, after school detention (1 hour), administrator detention (2 hours), bus suspensions, in-school suspensions, out-of-school suspensions or a behavioral plan may be developed. This is not a complete list of responses. There are many natural consequences that can apply to various behavioral situations.

Possible level two behaviors include but are not limited to the following:

Repeated and/or significant classroom disruptions	Skipping classes	Internet policy violations
Skipping an administrator/office detention	Vandalism – financial restitution is expected	Misuse of school or other’s property
Repeated disrespect towards a teacher	Bus offenses	Forgery of a parent or teacher’s signature
Drawing inappropriate, violent, or sexual pictures	Profanity or inappropriate gestures or actions such as, but not limited to, pulling someone’s pants down	Inappropriate use of phone, cameras, recording devices of any kind.

Truancy or excessive tardiness	Physical altercations- pushing, hitting, slapping, pinching	Verbally aggressive fights or conflicts
Displays of anger or tantrums such as yelling, swearing, banging items, throwing items, slamming doors, punching walls or locker, etc.	Sexual language including name calling using words such as “gay”, “fag”, “lesbian”, “homo” or any discriminating words due to someone’s size, race or ethnicity.	Repeatedly being out of the team area without permission or being in a section of the building without a legitimate purpose
Being disruptive while on a day of in-school suspension	Leaving school without permission.	

### Level Three Behaviors

The school administrators manage these behaviors. These are very significant behaviors that disrupt the operation of school or violate public law. These behaviors most often result in out-of-school suspensions and, on occasion, in-school suspension. Most of the below behaviors are reported to the Derry Police Department.

Sexual Harassment/Assault	Bullying-verbal, physical, or cyber bullying	Assaulting another person
Physically fighting	Possession or use of alcohol	Possession of drugs or drug paraphernalia and/or the use of drugs
Being under the influence of drugs or alcohol	Possession of or use of tobacco products of any kind including matches or lighters	Being in possession of weapons, knives (including a pocket knife), guns, stink bombs, fire crackers, bullets, shell casings, or imitation explosive devices or any other item that can be or is intended to be used as a weapon
Being in possession of or passing on any medicines such as, but not limited to, pain relievers, herbal supplements, diet pills, inhalers, or anything in pill, liquid, or powder form, or imitations of a drug	Displays of anger or tantrums such as yelling, swearing, banging items, throwing items, slamming doors, punching walls or locker, etc.	Fraudulent and or inflammatory statements about and/or toward the staff
Threatening gesture, threatening language, or written threats to harm another person or the facility.	Swearing directed towards a staff member	Sexual exposure
Internet policy violations of a sexual or violent nature	Vandalism – financial restitution is expected	Theft of money or property

## DISCRIMINATION POLICY STATEMENTS

It is the policy of the Derry Cooperative School District not to discriminate on the basis of sex in its educational program, activities, or employment policies as required by Title IX of the 1972 Educational Amendments. Inquiries, complaints or grievances regarding compliance with Title IX may be directed to the office of the Superintendent of Schools, 18 South Main St., Tel. No. 432-1210 or to the Office for Civil Rights, Department of Health, Education, and Welfare, Washington, D.C.

### NOTICE OF NONDISCRIMINATION

The Derry Cooperative School District does not discriminate on the basis of race, color, national origin, age, sex, or disability in admission to, access to, treatment in, or employment in its programs and activities.

Any student, parent on behalf of their child, or employee who believes that he or she has a disability and thinks that accommodations are necessary to afford an equal opportunity for success, should contact their school Section 504 coordinator listed on this page for further information.

The following assistant principals have been designated to handle inquiries regarding the nondiscrimination policies:

Barka Elementary School	Stephanie Pike	434-2430
Derry Village School	Chris Mc Callum	432-1233
East Derry Elementary School	Cara Donati	432-1260
Grinnell Elementary School	Jeff Haines	432-1238
South Range School	Lisa Long	432-1219
Gilbert H. Hood Middle School	Joe Crawford	432-1224
West Running Brook Middle School	Lorrie Belinsky	432-1250

The following people are District-wide coordinators:

Mindy Schuman-Vye 18 So. Main St. Derry, NH 03038 (603)432-1210	Linda A. Digney 18 So. Main St. Derry, NH 03038 (603) 432-1215
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Inquiries concerning the application of nondiscrimination policies may be referred to the Regional Director, Office for Civil Rights, U.S. Department of Education, J.W. McCormack, P.O. C.H., Room 701, Boston, MA 02109-4557.