

West Running Brook Middle School Handbook



2009-2010

West Running Brook Middle School

1 West Running Brook Lane
Derry, New Hampshire 03038

(603) 432-1250

FAX (603) 432-1243

www.derry.k12.nh.us/wrb

STATEMENT OF PHILOSOPHY

We believe our schools should function in the following ways to assist students and involve them with their community and society:

To channel students' energy towards positive and creative endeavors.

To help in broadening and developing students' interests.

To build personal character and tolerance for others through the promotion of positive values and ethics.

To guide students toward responsible, socially acceptable behaviors through disciplinary policies that are just in nature and consistent in their enforcement.

To develop rational, logical thinking based on objective observation; to develop students' abilities to think for themselves.

To coordinate the school program with the overall educational program of the community.

To meet the intellectual, social, physical, and emotional needs of the individual student.

To educate students in the workings of a democratic society and their related rights and responsibilities.

To assist students in facing differences of opinion with an open, critical mind.

To foster a positive attitude toward the continuance of a student's education.

To develop the students' ability to deal with and adjust to changes in the environment.

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WELCOME

Welcome to West Running Brook Middle School, Home of the Bears and over 680 wonderful students. Since this handbook available on our website you and your family will have handy access to our school programs and procedures and will therefore know about your school and what it offers.

The information contained in this section should be helpful to students and parents. There are many individuals who have contributed to the organization and content of this handbook including professional educators, school board members, parents and students.

We have designed an educational environment at the middle school to include a comprehensive and modern academic curriculum as well as clubs, activities and athletics that give all youngsters an opportunity to participate in co-curricular programs. Students are encouraged to become involved and participate in the numerous activities offered at West Running Brook. It is our hope as a staff that all students will find success at West Running Brook.

The middle school, in maintaining the Derry Cooperative School District philosophy, is an inclusion-based school. Students with special needs are fully included on academic teams. Support services are provided by the special education staff in the academic core classrooms. Special needs students are included, to the maximum extent within the least restrictive environment in all activities and curricula at school. In preparation for high school, all special needs students are provided with experiences that address their disabilities. Simultaneously, they are encouraged to use their abilities to the fullest extent possible.

Our goal is to ensure that your middle school experience is both positive and successful. We hope that you have a challenging and rewarding school year!

Sincerely,
Mrs. Leslie Saucier

Leslie Saucier
Lorrie Belinsky
Justin Krieger

Principal
Assistant Principal
Assistant Principal

WEST RUNNING BROOK Mission Statement

West Running Brook Middle School is like a bridge that protects, respects, and guides individual students in their physical, intellectual, social, and emotional journey from childhood to emerging adulthood.

THE DERRY COOPERATIVE SCHOOL DISTRICT Mission Statement

for school age children is to create a safe and successful learning environment for all students; one that fosters challenging situations, promotes self-worth, encourages learning as a life long activity, and produces healthy young adults who will contribute to society. The School District is committed to ensuring that students possess the academic, social, and technological skills necessary to strengthen decision making, teamwork, life skills, and relationships.

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 McCallum 432-1233
East Derry Elementary School
Cara Donati 432-1260
Grinnell Elementary School
Michael Ducharme 432-1238
South Range School
Lisa Long 432-1219
Gilbert H. Hood Middle School
Kim Hogan 432-1224
West Running Brook Middle School
Lorrie Belinsky 432-1250
Justin Krieger 432-1250

The following people are District-wide coordinators:

Mindy Schuman-Vye
Serena Levine
18 So. Main St.
Derry, NH 03038
(603) 432-1210 (603) 432-1215

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.

Family Education Rights and Privacy Act (FERPA)
The Family Educational Rights and Privacy Act is a Federal Law designed to protect the privacy of a student's educational records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student, or former students, who has reached the age of 18 or is attending any school beyond the high school level. Students and former students to who the rights have transferred are called eligible students.

Parents or eligible students have the right to inspect and review the students' education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents of eligible students have the right to request that a school correct records believed to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to

place a statement with the record commenting on the contested information in the record.

Generally, schools must have written permission from the parent or eligible student before releasing any information from a student's education record. However, the law allows schools to disclose those records, without consent, to the following parties: School employees who have a need to know;

- Other schools to which a student is transferring;
- Certain government officials in order to carry out lawful functions;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for the school;
- Accrediting organizations;
- Individuals who have obtained court orders or subpoenas;
- Persons who need to know in cases of health and safety emergencies;
- State and local authorities, within a juvenile justice system, pursuant to specific State Law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information or technical assistance, you may call (202) 260-3887 or TDD (202) 260-8956 or contact:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S. W.
Washington, D.C. 20202-4605

All FERPA information was obtained directly from <http://www.ed.gov/offices/OM/ferpa.html>

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,

students will have the opportunity to express their views before a final decision is made.

SPECIAL 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 call and make an appointment with your grade level counselor. The middle school years prepare adolescents to make major life decisions. Most students can be helped by discussing their concerns with an understanding person. Your counselors are here for all of you, no matter how small your concern may appear 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 are dealing 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 to help ease confusion, tension, and stress.

- Grade 6 Melissa Olson
- Grade 7 Cherie Haidaichuk
- Grade 8 Phil Baroody
- All Grades Ms. Deb Boniface
- Project ME Mr. Mike Auger

Social Worker Services

West Running Brook, South Range and Grinnell Schools share a social worker, whose role is to assist students and their families in resolving personal, social 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 students.

Social Worker: Ms. Maryanne Taylor (432-1250)

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. Nettrekker, 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 3:30 P.M. Monday through Thursday with the exception of early release, inclement weather and staff meeting 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.

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 document or ask for assistance with the content

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. Parents should be aware of the ability to call your home Internet provider if your child receives/sends any inappropriate or threatening computer correspondence. 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. Since our priority is to encourage responsible use of technology for all students, safe and responsible use of resources is necessary at all times.

Health Services

School Nurse

Mrs. Cathryn Thomopoulos

Nurse Phone: 421-0074

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 first grade is required. Transfer students will need a Physical Examination if one is not in their records.

Students entering the sixth grade are required to provide documentation of Varicella (chickenpox) disease or immunization, if they have not had the disease. All children entering the seventh grade are required to have had a second dose of the measles vaccine, preferably as an MMR. If your child has had this booster shot, please send in written verification from your doctor to the school nurse as soon as possible.

Medication/Inhalers/Epi-pens

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. The 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. This guideline serves as a protection for all students.

Fresh air is beneficial to growing children; however, they will not be outside for long periods during inclement or extremely cold weather. Generally speaking, if a child is too ill to partake in a recess of physical activity, he/she is too ill to attend school. An exception to this would require a doctor's note to excuse these activities.

All communicable diseases afflicting students 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.

LUNCH PROGRAM

Head Lice

Please inform the school nurse if your child has head lice so that the health issue may be contained. Any child can have head lice. The Derry School District has a NIT FREE guideline. After being properly treated, the child will be checked by the school nurse to determine whether he/she may return to the classroom. Generally, children may return to school twenty-four hours after treatment.

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.**

Insurance

Accident insurance is available to all students and is strongly encouraged. Application forms will be distributed to students 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.

Telephone

Students may not use the classroom phone or their cell 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 \$5.00 replacement fee.

The Lunch Room

The cafeteria at West Running Brook Middle School offers many more choices than what appears in the published district menu. On any given day, you may choose a hamburger, hot dog, chicken burger, locally baked pizza, salad, tuna sub, or the Menu Choice...hmm, what is it today? Maybe spaghetti and meat sauce or a baked potato with broccoli and cheese! The list seems endless, and the kitchen manager has great flexibility in the varieties offered to you. After you choose your entree, there will still be lots of fruits, veggies, breads and rolls, soup, "a la carte" items and maybe a dessert to entice you to buy a full nutritious lunch. Every item offered is also available to you individually at an "a la carte" price. If you are extra hungry you may choose two hamburgers along with milk, an apple and veggie sticks. You will be charged for one lunch at the meal price and the extra burger at the a la carte price. Please note that prices are subject to change.

There is also a snack bar at West Running Brook. The items available at the snack bar are not part of the regular lunch but are an addition to it and may include chips, snack cakes, soft pretzels, juice drinks, water, ice cream treats, fruit, and fruit snacks. The list goes on and on!

All items are priced on an individual "a la carte" listing. The student must use either their ID card or cash to make purchases at the snack bar.

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 in any school at any time for any reason.
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. This should make it easier for you to keep track of your student account. If it seems that the amount in your student account will be depleted before the next notice (in two weeks), then a new prepayment should be sent in as soon as possible. All parents/guardians are encouraged to call the kitchen manager, Diane Fisher 437-4721, 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

No matter what food items you choose to purchase, you are strongly encouraged to use the SNAP prepayment/POS system. It helps us keep better track of your money, what you are eating, and helps guarantee full confidentiality and anonymity for students receiving free or reduced meals.

Every student will be issued an ID card with his/her picture, 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 cafeteria. Try to make your prepayments once a week, in the morning before going to advisory or when you come in for breakfast. 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.

When you purchase a full lunch, you must use your ID card or number, even if you are going to pay for your lunch with cash. Present your ID card to the cashier at the end of the service line. The amount of your purchase will be automatically deducted from your account balance or you may pay for your lunch in cash.

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 and a dance ID card among other things. Please be careful to safeguard your ID card at all times! Any misuse of the card will be pursued and handled by the school administration.

Students may purchase one reimbursable lunch and one reimbursable breakfast each day. If a second lunch or breakfast is purchased, then "a la carte" prices will be charged. Students may not purchase anything with another student's card, and all students will be discouraged from buying items for each other. Cash is always accepted for all purchases.

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 the Food Service Director receives a written transfer request from the parent/guardian.

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 \$25.00).

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 West Running Brook School Kitchen Manager, Diane Fisher, at 437-4721.

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.

purchased by the West Running Brook and the West Running Brook PTSA.

ACADEMIC PROCEDURES

Grading System

West Running Brook uses the five-letter system as a method of grading. The letters can be interpreted to mean the following:

A - Excellent	89.5 -100
B - Above Average	79.5 - 89.4
C - Average	69.5 - 79.4
D - Below Average	64.5 - 69.4
F - Failure	0 - 64.4

Students are also evaluated on their class conduct and effort with a number system of 1,2,3 or 4. The conduct and effort grades can be interpreted to mean the following:

- 1 - Excellent
- 2 - Good
- 3 - Fair
- 4 – Unsatisfactory

On the report card, teachers also include comments regarding students' performance. Report cards are issued three times yearly on a trimester plan.

The school has the right to hold any report card for money owed to the school unless parents have contacted the West Running Brook Middle School Administration to establish a payment plan. Please feel free to call an administrator if you need to arrange a payment plan.

Homework

Homework is an integral part of the school program and may be assigned on a regular basis. 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 complete all assignments so the final grade is not impacted. Each team may use a more specific homework policy that will be sent home to parents at the beginning of the year.

Homeworkknow.com

Homeworkknow.com may be accessed to assist in homework verification, however homeworkknow.com is not a replacement for students' mandatory assignment books. Use of assignment books is mandatory, and a \$5.00 replacement fee will be charged if any student loses the original book

Parent Portal

Parents and students can electronically access grades throughout the school year. The website location is: <https://pssis.derry.k12.nh.us/public/> Please contact an administrator if you need your login and password to access. Grades are updated every two weeks.

WRBMS Web Page

For information about your school or to catch up on current events in the community, the West Running Brook Middle School Web page can help you out. Here you will find links to your grade level team, library news and links, sports events and important forms for tryouts, or to email a teacher.

Please visit our webpage:

<http://www.derry.k12.nh.us/wrb>

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. Students and parents should consult with respective teachers to ensure clear expectations and procedures to implement regarding missing work.

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 West Running Brook Middle School students attend school regularly to obtain the most consistent education possible. Since situations may arise where families choose to take vacations at a certain time of year resulting in students missing school, the following guidelines will be applied. If students miss school as a result of a vacation of three or more days, parents/guardians must inform the team leader of the vacation through a written note and request work to be done during vacation at least five school days before students leave. This requested work will be due upon the day of students' return.

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

Assistance with School Work

Students and parents should be aware that the major reason students fail a course is because many homework and classroom assignments are not completed. It is advantageous to develop a positive attitude about completing all work. Students who find that they are not doing as well in their schoolwork as they should are urged to make arrangements with their teacher for additional help. Middle School work continues to increase in complexity and as a result, students are encouraged to advocate for assistance when needed. Please communicate with the Team Leader to discuss procedures for securing increased assistance with school work.

Progress Reports

Progress Reports are an important means of communication among teachers, students, and parents. These reports will be issued two times during each trimester for all classes. Please refer to the progress report calendar sent home in the opening day packet and the weekly newsletter, Friday Focus, for progress report dates. Progress reports should not be considered as a final grade for the trimester, but rather as an indicator of students' success and target areas needing improvement. After reviewing progress reports with your child, please feel free to call your child's advisor or team leader if you have any questions. All progress report cover sheets must be returned to either your child's advisor or designated team teacher with a parent/guardian signature by the assigned date. Consequences for not following this guideline will be determined by the team.

Academic Integrity

All West Running Brook 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, including plagiarism, will include 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

Parent/Visitor Check-In

All parents must be buzzed in and report to the office before proceeding to any part of the building. Visitors will be required to wear an identification sticker. These practices are intended to ensure the safety of all our students and staff.

Friday Focus

Friday Focus will be emailed to parents and guardians each Friday. News and information about happenings and upcoming events are included in this weekly email.

Parent-Teacher Conferences

In November, appointments are scheduled so that parents may visit the school and meet with teachers. However, parents are encouraged to call or email teachers if they have any questions during the year or to schedule an appointment with the team.

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. A minimum fee of \$140.00 per subject will be charged to students for summer courses. This fee is subject to an increase for the summer of 2009. 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.

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. It is important to remember that your substitute teacher is a guest of the school as well as the representative of the regular teacher. 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 an administrator.

Text Books

- A. Be sure that you know where your books are at all times. You are loaned books when the school year begins. You and your parents must sign for these books, and comment on the condition of each. Consequently, you and your parents are responsible for payment if they are lost or damaged. This applies to library books as well.
- B. All students and parents are required to complete a book condition form on every text book.
- C. The office will collect money from you after your teacher issues a bill for the replacement cost of the book.
- D. The following assessment schedule will be in effect:
- E. New books: for the first three years from the date of purchase, students will be billed 100% of the school discount catalog price for the book. If the book is more than three years old, the student will be expected to pay 80% of the school discount price. Book prices range from \$6.00 - \$60.00 per book.
- F. All debts strongly are strongly requested to be cleared each trimester before report cards are distributed. Parents are asked to call the building administration to arrange any possible payment plan to clear all debts.
- G. 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 one C+ or C in all subjects.

Citizenship

Appropriate behavior and effort are encouraged and 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.

EXTRA CURRICULAR ACTIVITIES

1. Interscholastic Athletics

The following sports are offered at West Running Brook: Boys' & Girls' Cross Country, Boys' & Girls' Soccer, Girls' Field Hockey, Cheerleading, Boys' & Girls' Basketball, Boys' Baseball, Girls' Softball, and Boys' & Girls' Track and Field. For potential changes to programming, please contact the Athletic Director.

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

- ✓ Signed consent for the student's participation from the parent/guardian.
- ✓ 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.
- ✓ Each student must successfully pass a physical exam and complete a physical examination form provided by the West Running Brook Middle School Athletic Department prior to playing, practicing, or trying out for a sport. Forms are available in the school office and on the website. This eligibility shall be good for the entire time a student attends West Running Brook. The physical form must be completed by the student's own physician prior to any participation in the sport, including tryouts.
- ✓ All athletic forms must be turned in to the coach by the designated date.

2. Intramural Athletics

An intramural program is offered to all students so that they may learn skills and experience fun while participating with fellow classmates. Our school may offer coed 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.

3. 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, School Newspaper, Art Club, Yearbook, Jazz Band, Select Chorus, Ski Club, Lego Club, and Boys & Girls Respect. A student may not join both a winter sport (basketball, cheerleading) and the Ski Club at the same time. Only one of these activities is permitted per season. Once a season begins, a student cannot switch activities. Ski Club has been available for all West Running Brook students but is not a school district sponsored event.

4. Student Council

The Student Council is made up of members from grades 6-8 chosen by their peers during fall elections. Their purpose is to establish and direct various student activities, encourage positive student-faculty relationships, and promote the general welfare of the school.

5. Dances

Dances are reserved for West Running Brook students only. Tickets are sold during student's lunch periods starting on the Wednesday before the Friday night dance. Students who purchase a ticket and attend the dance must be eligible according to the requirements explained in the "Student Eligibility" section. Dances will be held from 6:00-8:30 p.m. Students will not be permitted to enter the dance without a parent after 6:15 p.m. Additionally, school rules apply at dances, including appropriate dress and cell phone/gum procedures. Students are to be picked up by parents at 8:30 p.m. Students who are not picked up by 8:45 p.m. may not be permitted to attend the next scheduled dance.

6. Behavior At Extra-Curricular Activities (School and District Sponsored Events)

At all extracurricular activities, including school and district wide school sponsored events not held at WRBMS, behavior will follow school rules of courtesy, respect and personal and group safety. Good sportsmanship is the expectation at all athletic activities.

- A. Students will be required to dress appropriately for each social activity. Dress guidelines are the same for social activities as they are during the school day.
- B. Rules that apply during the school day shall be in effect at all extra-curricular activities/school and district-sponsored events. This includes, but is not limited to, any smoking, profanity, fighting or harassment.
- C. Students involved in after school activities are not to return to the building during or after the activity without permission from a coach, club advisor, or teacher. Students should go to lockers and gather all necessary things at the close of school. At the conclusion of any activity, all students are to leave the building immediately and in an orderly fashion.
- D. Remember that attending and participating in extracurricular activities/school and district sponsored events is a privilege. Your behavior should reflect your respect for this privilege. Students who behave inappropriately will be removed from the activity and parents will be called. Depending on the degree of inappropriate behavior, students may receive consequences, and attendance at future extracurricular activities/school and district events may be limited. Inappropriate behavior at these activities/events is subject to school and/or police consequences.
- E. Students must be eligible to attend any after school or evening activity.

Student Eligibility

High expectations are held for all students in every class. Students at West Running Brook Middle School must meet the following eligibility requirements in order to participate in or attend after school activities including clubs, PTSA or team/school sponsored afternoon or evening events, athletics, intramural sports, and dances. Please refer to guidelines about student suspensions since suspended students are not allowed to either attend or participate in after school or evening activities or events. Ineligible students may attend the Sunrise Club.

- A. Any student who fails one (1) subject or earns one four (4) in either conduct or

- effort on their report card will become ineligible.
- B. A student may petition for eligibility immediately following designation of ineligibility. The eligibility petition process is outlined below to provide a clear explanation of the student's responsibility in the process.
Step One: The student gets the petition for eligibility from his/her team leader. This form provides an update of current grades and behaviors and indicates whether or not a student is displaying appropriate behavior and effort and earning satisfactory grades in all subject areas.
Step Two: The student gathers the signatures from his/her team teachers current Unified Arts teachers, and advisor indicating that the student is currently passing and exhibiting appropriate effort and conduct.
- C. Step Three: The student brings the completed petition form to the main office and gives it to an administrator. The progress of students who have regained their eligibility will continue to be monitored by the team. If a student is placed back on the ineligibility list, the student will not be able to petition again for the remainder of the activity or trimester.
- D. Ski Club Eligibility Guidelines - All students will be eligible to attend Ski Club since the cost is nonrefundable. However, if a Ski Club student becomes ineligible after the December report card, then the team and administration will review subsequent student progress to ensure successful completion of the course. Questions pertaining to Ski Club eligibility will be coordinated through building administration.
- E. Dances - Dances are reserved for West Running Brook students only. Students who purchase a ticket and attend the dance must be eligible according to the requirements explained in this "Student Eligibility" section. Exceptions to this guideline will include suspensions (see page 29). Dances will be held 6:00 - 8:30pm. Students are expected to be picked up promptly by parents at 8:30pm. Please arrange for transportation and designate the accurate pick up time before the dance with your child since it is critical that all students be picked up on time.
- F. If an ineligible student shows up at a West Running Brook event, including dances, then he/she will be retained until parents/guardians can be contacted, and additional consequences may result for that student. Parents/guardians must pick up the student as soon as possible.
- G. Exceptions to this eligibility policy will include violations of the Derry School District's Alcohol Use/Drug Abuse by Students Policy, Pupil Safety and Violence Prevention Policy, Sexual Harassment Policy and Safe School Zone Policy, copies of which are found in the back of this handbook. Building administration then reserves the right to suspend a student from extracurricular activities for a longer period of time, including the remainder of the school year.

7. Boys & Girls' Club Middle School Program

The Boys & Girls' Club of Greater Derry offers an after school program which consists of a homework hour with a reward system for those who complete it each day, homework help from staff, computer technology, arts and crafts, tournaments, karate, wrestling, fitness, intramural sports, Smart Moves (a drug/alcohol awareness program), fantasy baseball, special field trips, and much more. The after school program provides a friendly, interactive, and safe environment for middle school students to be in while their parents are at work. In order to participate in these programs students and a parent/guardian must attend a brief orientation and pay the membership fee for the entire school year. The Boys & Girls' Club offers a bus after school to the Boys & Girls' Club at 2:00 pm and 3:40 pm. West Running Brook students must be involved in a WRB after school activity to take the second bus. Students may not leave West Running Brook and then return to take the later shuttle. If you are interested in joining, or if you have any questions, feel free to contact the Boys & Girls' Club at 434-6695.

8. PTSA

Parents and student reps are strongly encouraged to join the Parent Teacher Student Association. Meetings are held the third Wednesday of every month beginning at 7:00 pm. The PTSA supports the programs at the middle school level through volunteering, fundraising, and organizing activities.

STUDENT EXPECTATIONS

Announcements will be read by your advisor during advisory period. Please listen carefully to the announcements as they may involve an activity in which you are interested or involved.

Students will conduct themselves in an orderly, courteous, and sensible manner. A West Running Brook student respects the rights and property of other people just as he/she expects his/her own rights and property to be considered. Students should take pride in their school and help to maintain its excellent condition.

Student Dress

The emphasis on dress at school is on cleanliness and good judgment. The staff will determine the appropriateness of student attire. Students who choose not to follow the dress guidelines must call their parents for a change of clothes or accept one 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:

- hanging suspenders, backpack purses, hats, bandanas and kerchiefs; headbands can be worn only to hold hair back
- tank tops, crop tops, midriffs, halter tops, spaghetti strap tops, or tops too revealing (Straps on sleeveless tops must be at least 2" in width.)
- clothing or accessories that denotes illegal substances, ethnic or sexual connotations, obscenity, violence or is offensive to others
- shorts, skirts, and pants of inappropriate length ("fingertip length"), or pants that lace up the sides, pajamas, boxer shorts/undergarments as outerwear
- 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.

Safety demands that students wear practical and safe footwear. Sneakers or shoes with wheels or retractable wheels are not acceptable at school, and students will not be allowed to wear this footwear in school or at school events. Footwear must be safe at all times. If footwear becomes either a safety concern or distraction, parents will be notified and students will be required to change

their footwear. Jackets, vests, and coats intended to be worn outside are not permissible to be worn in school during the day. Polar fleece designed to be worn indoors is permissible. Students are not allowed to carry either backpacks or backpack/large purses throughout the school day. Backpacks must remain in a student's locker.

For your child's health and safety in physical education classes, the following clothing guidelines apply:

Students must bring a complete change of clothes appropriate for each activity in addition to the clothes worn to school. Shorts, t-shirts, wind pants or sweat pants are suggested for physical education classes. Students must have sneakers, not of the platform variety, for each class. A detailed handout will be given to students at the beginning of each trimester.

Telephone

Telephones in the office are only for school business and emergencies. You may use this phone only after written permission has been obtained from your teacher or verbal permission is provided from an office staff member. Since it is difficult 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.

Electronic Devices

The use of cell phones is strictly prohibited in the school building. All cell phones must remain in the student's locker until 1:50 pm and not used until students are outside of the building at dismissal. All electronic devices including cell phones and iPods/music devices, and earphones are to be stored in your locker during the day at your own risk. All cell phones should be shut off and kept in the student's locker at all times during the day.

Gum/Open Liquid Containers

Gum chewing is not permitted in school. Open containers contain drinks such as, but not limited to: coffee, tea, soda, shakes should not be brought to school. Drinks for lunch should be brought, unopened, in their original containers. Please refer to your Team Handbook regarding water in the classrooms and water transported from lunch back to class.

Student Bicycle/Skateboard Use

All students who ride their bicycle to school must:

- A. Park their bicycles in the bicycle rack and lock their bikes to the rack.
- B. Students are encouraged to register their bicycle with the Derry Police Department.
- C. Students are encouraged to wear helmets according to state law.
- D. Students who wish to ride skateboards or scooters must sign a consent form each year and abide by the above rules.

Lockers

- A. It is suggested that no sum of 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 or leave lockers "ready to open".
- C. Students are permitted to go to their lockers at the times designated by their team teachers.
- D. All coats and inclement weather clothes will be kept in student lockers during school hours. Students are not permitted to wear coats or hats inside the building at any time.
- E. All student backpacks/large purses must be kept in their locker until dismissal. Any violation of this guideline will be subject to a team/school consequence.
- F. All items left behind at school are placed in our lost and found. The lost and found items are stored and periodically given to Goodwill.
- G. Lockers are the property of the Derry School District and are subject to inspection if the situation determines this is necessary and appropriate.

Hall Passes

It is important for safety reasons that the location of students is known at all times. Any student given permission to leave the classroom will receive a pass with his/her name, destination, and time on it or he/she will be required to sign out through a designated system. Parents should notify the school nurse if there are any difficulties regarding either your child's use of the restroom or moving from one class to another. Students must sign out in the classroom to use the bathroom. Students may not use the bathroom without signing out or receiving verbal permission from a staff member.

Arrival at School

There is no adult supervision at school for any student prior to 7:15 am. Therefore, no students should arrive at school before 7:15 am since they will not be supervised either inside or outside of the building. Once on school grounds, no student may leave the premises. Any student leaving the premises during the school day will be suspended from school. On inclement days (rain, snow and frigid temperatures) students will report to their team areas.

Entering and Leaving

- A. After entering the building, students will first proceed to their locker.
- B. At dismissal (1:50 pm) everyone will leave through the designated exits.
- C. Walkers or bike riders should not be in bus dismissal areas or in the school or gym lobbies.
- 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. All students must be picked up promptly at the end of any activity or detention unless prior arrangements have been made with the Boys and Girls' Club. All school rules and regulations apply to any student remaining after school or at a school or district sponsored activity.

Student Attendance

We believe that in order to experience all of the educational opportunities that West Running Brook Middle School offers, 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. All students are required to report to their advisory on time for attendance to be taken (7:35 am). Perfect Attendance for the year means that a student has attended school 100% each school day. If a student is dismissed and then returns to school, the student will not qualify for the Perfect Attendance Award given at the end of the school year. If a student is absent from school, parents must call West Running Brook (432-1250) to confirm the absence. Attendance of each

student is reviewed monthly and parents are informed of unusually high absenteeism. Upon return to school, students should follow this procedure:

Bring a signed note from your parent/guardian stating your full name, reason for the absence and the date(s) absent, to your designated team teacher on the first day you return. Your team will keep a record of your absences and your returned absence notes.

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.

Morning Tardy Procedure

- A. At 7:35 am, any student not in their advisory is considered tardy. If students arrive **after 7:35am**, they must report directly to the office for a tardy pass.
- B. Late passes issued by the office will be marked "Excused" (note received) or "Unexcused" (no note). Students who are unexcused will may be issued a detention by the office. If a note justifying the tardiness is brought in the following day, then the detention will not have to be served.
- C. If a student is unexcused more than three times, he/she may receive a morning detention 6:30-7:30 am.
- D. If you know in advance that you will be late to school, please bring a note with you. The note should contain the following: date, reason for tardiness, student's full name, approximate time of arrival and parent/guardian signature.

Dismissal

- A. Bring a note from home containing the necessary information to be dismissed from school.
- B. Report to the office with the note upon entry to the building.
- 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 guideline.

Lawns

Please use the sidewalks or driveways to enter or leave school grounds. Cutting across the grass will hurt the appearance of your school. Furthermore, the courtyard appearance has been improved with flower beds and stones. The throwing or kicking of these stones or destroying these improvements will not be tolerated. In order to meet our goal of improving our school landscaping, we need your cooperation and support!

Change of Address or Telephone

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 identification number for mailing purposes but not as a replacement for your actual street address. The truant officer will be sent to any street address whose residency is in question.

Delay/Closing of School

Parents will be notified using our new alert system, Alert Now. Parents wanting to be notified regarding emergency and/or important school announcements, must notify the office using the information provided in the opening day packet. If school is closed because of a storm, there will be three blasts of the fire signal at 6:30 a.m. and at 11:00 a.m. Radio stations WDER, WKBR, and WGIR will announce the closing.

Channel 6 on local cable will also announce the closing. The snow phone number is 432-1210. Please do not call West Running Brook, the fire or police departments.

Fire Evacuation

Fire evacuations are to be taken seriously. 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 you leave the building,

move away from the building to allow others to exit. Be sure to remain with your class/advisor at all times. Once outside, students should remain silent and look to your advisor for further instructions.

Lock Down Drills

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

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 one-day advance notice to report after school. A special form will be issued and a student must have his/her parents sign the form that evening so it can be returned the following day. This allows time 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 staff member who issued the detention. A transportation problem is not a valid excuse for failure to report.

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 Suspension/In-school Suspension

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. Students who are 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(s) of the suspension.

If school is canceled for any reason or if the student is absent, the suspension/in-school suspension will be in effect the following day.

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 students' choices do not improve despite frequent conversations and repeated consequences including detentions and suspensions, there is a pattern indicating that academic and/or behavioral expectations are not being followed. Students place themselves in a position of not attending these activities. Parents will be notified by administration and/or teachers in such cases.

THE WEST RUNNING BROOK CHAPTER OF THE NATIONAL JUNIOR HONOR SOCIETY

The West Running Brook Chapter of the National Junior Honor Society was established and chartered in the 1998-1999 academic year. Our first Induction ceremony was held on May 4, 1999 with 69 students being inducted into membership. This co-curricular activity was established to promote positive recognition and involvement for students who illustrate outstanding accomplishments in the areas of scholarship, service, character, citizenship, and leadership. Membership is an honor awarded by the school. Current advisors are Ms. Deborah Boniface, Ms. Patricia Fuller, and Ms. Glenda Schubert.

OVERVIEW OF THE SELECTION PROCESS

STEP ONE: SCHOLARSHIP

The initial selection of students is determined by the average of the previous year's final grades. To make the initial selection, a student must have an (A-) or better average. Students who make the initial selection will receive a letter, a Candidate Information Form, and directions for completing the form. This initial letter does not guarantee selection into the National Junior Honor Society but is a step in the process. Certainly, you should be proud to have attained a high grade average.

STEP TWO: THE CANDIDATE INFORMATION PACKET

Students who wish to be considered further for membership in the National Junior Honor Society must submit a completed Candidate Information Packet to the National Junior Honor Society Advisors within the time frame specified in the directions. Submission of the packet is not a guarantee of selection but advances you further in the process.

STEP THREE: CHARACTER, SERVICE, CITIZENSHIP, AND LEADERSHIP

Our Faculty Selection Committee will read and consider each Candidate Information form received. Since character, service, citizenship, and leadership are important components of the National Junior

Honor Society, all your responses will be given very careful consideration. The Faculty Selection Committee will ask the team and Unified Arts teachers for input. They will consider effort, attitude, cooperation, and continued high grades during this current year. The Faculty Selection Committee will ask the school's administration for input. Your self-discipline is important. Please understand that discipline issues such as detentions and suspensions will be considered.

STEP FOUR: OFFICIAL NOTIFICATION:
Each student who submits a Candidate Information Form for consideration will receive a letter from the NJHS Advisors informing him or her whether or not they are being offered membership in our West Running Brook Chapter of the National Junior Honor Society.

Students who are offered membership will be invited, along with their families, to a formal induction ceremony and reception.

West Running Brook Middle School Learning and Behavioral Expectations

West Running Brook Middle School requires behavior standards to ensure a safe educational environment for all students and staff. For all students to maximize their learning potential, West Running Brook students, staff and parents are committed to the following beliefs which create a positive school culture.

1, Be Prompt and Prepared

- Arrive on time
- Bring necessary materials to all classes
- Complete and hand in all assignments on the date they are due

2. Display a Positive Attitude for Learning

- Focus on the designated task
- Actively participate in class
- Allow others to focus on teaching and learning

3. Respect Others' Rights and Human Differences

- Use appropriate language
- Listen to peers
- Demonstrate respect for others' opinions and heritage
- Create a safe climate that does not tolerate bullying, harassment or violence

4. Respect Authority

- Listen to teachers, administrators, staff, and other adults in the building
- Follow adults' directions and expectations
- Accept responsibility for behavior and learning

5. Respect Property

- Respect building facilities and others' belongings
- Be responsible for personal belongings

Throughout the year, conversations are held with all students regarding these learning and behavioral expectations. Teachers, administrators, staff, parents, and students work as a team to model and discuss our commitment to these beliefs.

Students whose choices do not meet the outlined learning and behavioral expectations will receive consequences in a variety of ways, depending on the severity and/or pattern of behavior. Examples of behavioral infractions and corresponding consequences have been categorized into four levels. These examples are provided only as a framework for understanding the progressive nature of behavior and consequences. Therefore, the school and school district are not limited to issuing consequences only for the infractions listed. Any single infraction may result in moving directly to a level other than is designated. Our goal is to make students aware that school can be a rewarding experience if they make positive and responsible choices.

Level 1

Level one offenses are typically handled at the team level. Potential consequences include phone calls to parent/guardian, a student-teacher conference, in-team suspension, after-school detention, team meeting, lunch restriction, in-school suspension, removal from class and/or a behavior plan.

School-wide behaviors such as...

- inappropriate language/sound
- chewing gum
- wearing a hat
- failure to cleanup
- littering
- being out-of-team area
- loitering
- horseplay
- defiance
- cheating
- late for class
- displaying buttons referencing violence or substances
- carrying an iPod or similar music device/earphones
- profanity
- spitting
- misuse of a pass

Classroom behaviors such as...

- disrespect towards another student
- disruptive behavior
- a dress code violation
- being late for class
- misuse of class time
- throwing objects
- teasing others
- cheating

Level 2

Level two offenses are reported to the office. Potential consequences include a 2 hour administrative detention, in-school suspension, parent meeting, and/or a student behavior plan.

- Inappropriate conversations/gestures
- skipped class
- skipped class detention
- harassment(involving verbal or written comments)
- disrespect towards school staff
- bus offenses
- forging of a parent/guardian/school official's signature
- violent or sexually explicit drawings, pictures, or notes
- repeated detentions
- profanity
- misuse of spray perfume, cologne, or aerosol spray
- Internet use policy violation

Level 3

Level three offenses are reported to the office. Potential consequences include a 2 hour administrative detention, in-school suspension, out of school suspension, parent meeting, and/or a student behavior plan.

- forging of a parent/guardian/school official's signature
- violent or sexually explicit drawings, pictures, or notes
- repeated detentions
- vandalism
- bullying
- misuse of spray perfume, cologne, or aerosol spray
- skipped office detentions
- truancy and excessive tardiness
- disrespect towards school staff
- repeated use of profanities
- unsafe behavior/pushing/punching/hitting/kicking
- harassment, sexual harassment including, but not limited to gestures of a sexual nature; physical contacts; specific name calling is also part of this category and includes but is not limited to the following examples: "fag", "gay", "lesbian", "homo", etc.
- School district policy GBAA derogatory comments (directed at another's gender, race, ethnicity)
- vandalism
- Internet use policy violation
- leaving school ground
- use of cell phone or text messaging during school hours (7:15 am -1:50 PM)

Level 4

Level four offenses are reported to the office. Potential consequences include out-of-school suspensions, parent meeting, and/or a student behavior plan, and any consequence noted in Derry School District's policies.

- bullying
- harassment, sexual harassment including, but not limited to gestures of a sexual nature; physical contacts; specific name calling is also part of this category and includes but is not limited to the following examples: "fag", "gay", "lesbian", etc.
- School district policy GBAA derogatory comments (directed at another's gender, race, ethnicity)
- repeated in-school suspensions
- theft
- assault/fighting (Spitting on someone is considered an assault.)
- vandalism (financial restitution will be expected)
- School district policy JFCH/JFCI drug/alcohol possession, use, or intent to buy, sell, or transfer medicine, drugs, alcohol or tobacco products, drug paraphernalia, and medicines such as pain relievers, herbal supplements, diet pills, inhalers, or anything in pill, liquid, or powder form, or imitations of a drug. (Products which contain alcohol as an ingredient, including but not limited to, breath drops, breath sprays, mouth wash, cough syrup, etc. are included in this policy.)
- School district policy JFCJ possession of weapons (including firecrackers, stink bombs, bullets, shells, casings, explosive devices or imitations of explosive devices, or devices used to shock or harm others)
- inappropriate language directed at a school personnel
- any threat (verbal or written) directed toward school personnel, student, or towards building safety
- sexually exposing oneself
- trespassing
- Internet use policy violation

The following policies will be included in the opening day packet:

Safe School Zone, Alcohol Use/Drug Abuse by Students, Sexual Harassment, Pupil Safety and Violence Prevention (Bullying), Tobacco Use/Possession by Students, Smoking by Students, Internet Use Policy, Student Conduct on School Buses

School Bus Safety Regulations

Riding the school bus is a privilege; therefore you should remember the following:

- A. The school bus driver is in complete charge of the school bus and the students. The driver shall be responsible to the school administration and shall have the same authority in maintaining discipline as a teacher in the classroom under the supervision of the School Board and the Superintendent of schools.
- B. Any unnecessary talking with, or disturbances toward, the school bus operator is not allowed.
- C. While ordinary conversation between students is permitted, loud, vulgar, and other inappropriate language will not be tolerated.
- D. Possession of, or use of, drugs or alcohol; smoking, fighting and vandalism are very serious offenses and will not be permitted in the school bus.
- E. The center aisle will be kept free at all times. Backpacks, books and other bundles carried by students shall be kept on the seats or in a place designated by the school bus operator. Paper or other objects may not be thrown on the floor, out of the windows, or at other students.
- F. Students shall go to the rear of the bus when getting on unless assigned to a seat near the front of the bus by the driver.
- G. The rear emergency door shall be used only in case of an emergency.
- H. All students must be seated while the bus is in motion.
- I. Emergency changes (even if only for one day) in the bus assignment must first be cleared through the assistant principal's office. In such cases a note from home must be brought to the office during advisory and a bus pass must be obtained in the office.
- J. Skateboards, scooters, skis, golf clubs and other objects too large to fit in a regular sized school bag will not be allowed on the bus. Any sporting equipment such as baseball bats and field hockey sticks must be carried in appropriate sport bags.
- K. Students should show common sense when bringing large projects to school. Projects should neither hinder driver's vision nor displace seating of another student. Parents are welcome to leave a project in the main office prior to the school day with the understanding that the student will come to the office on his/her own to pick it up. We are unable to interrupt class to call a student to the office.
- L. Any acts of vandalism/graffiti may require financial restitution by the student(s) involved.
- M. Any violation of the above safety rules designated by the Derry School Board will be reported to the school authorities who may forbid the offender temporarily or permanently to ride on the school bus.
- N. In addition to the loss of bus privileges, students may be expected to attend classes on proper bus safety and behavior