

West Running Brook Middle School

2017-2018



West Running Brook Middle School
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Welcome to West Running Brook Middle School

On behalf of our staff, welcome (and welcome back) to West Running Brook Middle School. We are a community in which 81 teachers, counselors, assistants, specialists, custodians, food service workers, and administrators work with close to 1,000 parents and guardians in order to provide meaningful learning experiences for over 560 students. Thank you for sharing your children with us.

Students, you have a difficult job. These years are not easy but they are meaningful. You will undoubtedly change and the things around you will change as well. We are here to support you through these changes.

Parents and guardians, you also have a difficult job. These years are not easy but like they are for your children, they are indeed meaningful. School is most likely a very different place than you remember from your personal experience. I do hope that you visit, get involved, and recognize the intellectual, social, and emotional growth in your children throughout the school year.

Learning is messy. It does not happen at the same time or at the same rate of speed for all learners. This truism guides our work with your children.

There is a signature page at the end of this handbook for both parents and students to complete and return to your advisor. Together, let's learn more than a ton this year.

Sincerely,
Justin Krieger

Justin Krieger	Principal
Laurie Cloutier	Assistant Principal
Mitchell Edwards	Assistant Principal
Pauline Beland	Secretary
Dawna Sanville	Secretary

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

The Derry Cooperative School District's 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 lifelong 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.

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 student's ability to deal with and adjust to changes in the environment.

DISCRIMINATION POLICY STATEMENTS

[Derry Cooperative School District - Section A](#) *(click to open link)*

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	Dave Brown	434-2430
Derry Village School	Melanie Curran	432-1233
East Derry Elementary School	Andrew Chouinard	432-1260
Grinnell Elementary School	Caroline Sindoni	432-1238
South Range School	Michelle Cremone	432-1219
Gilbert H. Hood Middle School	Bill Fox, Melissa Lantz	432-1224
West Running Brook Middle School	Laurie Cloutier, Mitch Edwards	432-1250

The following people are District-wide coordinators:

Jessica Benson
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, 5 Post Office Square 8th Floor. Boston, MA 02109-4557.

Family Education Rights and Privacy Act (FERPA)

[Derry Cooperative School District No.1 EPS Code: KBA](#) *(click to open link)*

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 whom the rights have transferred are called eligible students.

Parents or eligible students have the right to inspect and review the student's 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> *(click to open link)*

SPECIAL SERVICES

PROGRAMS FOR STUDENTS WITH DISABILITIES

[Derry Cooperative School District No. 1 EPS Code: IHBA](#) *(click to open link)*

Special Education

[New Hampshire Procedural Safeguards Handbook](#) *(click to open link)*

[New Hampshire Rules for the Education of Children with Disability](#) *(click to open link)*

[Special Education - Frequently Asked Questions](#) *(click to open link)*

The District shall provide a free appropriate public education and necessary related services to all children with disabilities residing within the district, required under the Individuals With Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973, the Americans With Disabilities Act, and New Hampshire Law.

It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated and provided with appropriate educational services. Students may be disabled within the meaning of Section 504 of the Rehabilitation Act even though they do not require services pursuant to the IDEA.

Section 504

[Your Rights Under Section 504 of the Rehabilitation Act](#) *(click to open link)*

[Frequently Asked Questions About Section 504 and the Education of Children with Disabilities](#) *(click to open link)*

Section 504 of the Rehabilitation Act of 1973 states that no otherwise qualified student shall, solely by reason of his/her mental and/or physical disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity sponsored by the Derry Cooperative School District. This includes students who do not qualify for services under IDEIA, and who have a physical or mental impairment that substantially limits one or more major life activities. All services deemed necessary to provide a Free and Appropriate Public Education (FAPE) under Section 504 are provided without cost to parents.

Counseling Department

[Derry Cooperative School District EPS CODE: JLD](#) *(click to open link)*

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 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.

- Mr. Phil Baroody pbaroody@sau10.org *(click to open link)*
- Mrs. Cheri Haidaichuk chaidaichuk@sau10.org *(click to open link)*
- Project ME Mrs. Michelle Manseau, PhD mmanseau@sau10.org *(click to open link)*

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. Alicia Triplett 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. Additional resources can be found on the school district website under Library Services. Visit the library web page at

<https://sites.google.com/site/libderrymys/>. *(click to open link)*

Computer Use and Internet Policy

[Derry Cooperative School District #1 EPS Code: JICL Acceptable Use - Student](#) *(click to open link)*

[Derry Cooperative School District Google Apps for Education Student Permission Form](#) *(click to open link)*

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 district's Acceptable Use Policy. Teachers will send home the *Acceptable Use Policy* and the *Google Apps for Education Student Permission Form* 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.

If you have any questions or concerns about the *Google Apps for Education* student permission form, please contact Raymond Larose, District IT Director, at 603-432-1224 or via email at rlarose@sau10.org. *(click to open link)*

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 or 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.

Student Health Service

[Derry Cooperative School District EPS CODE: JLC](#) *(click to open link)*

School Nurse - Mrs. Laura Walker

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, or an illness or injury that required hospitalization, emergency room or urgent care visit. This documentation should include instructions regarding any activity restrictions and/or accommodations that may be needed in the school setting. This includes, but is not limited to, the diagnosis of concussion, and injuries that require 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

[Derry Cooperative School District EPS CODE: JLC](#) *(click to open link)*

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.

Medication/Inhalers/Epi-pens

[Derry Cooperative School District EPS CODE: JLC](#) *(click to open link)*

[Derry Cooperative School District EPS CODE: JLCD](#) *(click to open link)*

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. 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.

Student Allergies

[Derry Cooperative School District No. 1 EPS CODE: JLCCB](#) *(click to open link)*

Building administrators and school nurses will work together to develop and implement appropriate procedures to address student allergies. While our school cannot provide a total allergen-free environment, we will work collaboratively with staff, students, and their parents / guardians to minimize the risk of severe allergic reactions at school.

[Administrative Procedures for Students with Allergies](#) *(click to open link)*

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.

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.

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 a student should be sent home due to illness.

Emergency Cards

Each student must have 1 emergency card on file, to be kept 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

[2017-2018 Student Accident Insurance Plans](#) *(click to open link)*

Lefebvre Insurance has gone "**green**". For the 2017-2018 school year all brochures and enrollment forms will be in PDF on the Derry School District's website (www.sau10.org), or click the link above. If you do not have access to a computer please call the office at 432-1250. All students participating in school athletics must be covered by medical insurance. If you currently do not have health insurance this is an affordable plan for your child provided by Lefebvre Insurance.

Elevator

Students are not permitted to use the elevator unless they have a documented medical condition that limits them from using the stairways. Students may get permission from either the school nurse or an administrator to use the elevator. Students found using the elevator without permission will be subject to appropriate disciplinary action. A \$10.00 replacement fee will be charged for any elevator keys that are not returned.

The Lunch Program

[Derry Cooperative School District #1 EPS Code: KCM](#) (click to open link)

Service Central Office - Susan A. Boroskas, Food Service Director at 432-1231 or sboroskas@sau10.org

The Cafeteria

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 patty, salad, or the Menu Choice....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, *a la carte* items 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. If you qualify for reduced priced meals, the price of your lunch will always be .40 cents and breakfast will be .30 cents. And because of new regulations, you must have at least one serving of fruit or veggie with every meal.

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, soft pretzels, juice drinks, water, ice cream treats, fruit, and fruit snacks. All of the items that we sell are considered to be "Smart Snacks" so they meet all requirements for whole grain, lower fat, no trans fat, portion size and lower sodium.

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.

We suggest that you count on a minimum of \$18.00 to \$25.00 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? We appreciate your effort to keep your student account current. 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. The student will only be allowed to charge a lunch and/or breakfast meal. New charging guidelines will be coming soon.

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 Bonnie McNaney at 437-4721, at any time to check on the status of an account.

Any questions regarding anything in the Child Nutrition Program should be directed to the Food Service Central Office -Susan A. Boroskas, Food Service Director at 432-1231 or sboroskas@sau10.org.

MySchoolBucks.com Computerized Prepayment System

No matter what food items you choose to purchase, you are strongly encouraged to use the MySchoolBucks.com 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. Parents who do not want to fund their account through this service are still encouraged to open an account so that you can check in once in awhile and see your account balance as well as what exactly your child is eating!!!

Every student will be issued an ID card with his/her picture, school ID number, a barcode and barcode number. This barcode 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.

Prepayment envelopes (we always recycle old 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 MySchoolBucks.com 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 you use your MySchoolBucks.com account to keep track of their account balances

Opening an Account

Setting up an account allows parents to check the student’s account balance and purchases as well as gives parents the opportunity to deposit money into their child’s account. To open an account please log onto MyLunchMoney.com and follow instructions.

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 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 West Running Brook School Kitchen Manager, Bonnie McNaney at 437-4721.

Refund Policy Send a Request to the Food Service Director. You have a choice to Donate unused balances to be used to pay balances of students who may need some help...You may

transfer your balance to another student...or you may request a refund. No balances for 8th graders move with them to Pinkerton Academy. You must request a refund from us and then open a new account for Pinkerton.

Wellness - Healthy Choices / Beverages

[Derry Cooperative School District No. 1 EPS Code: JLCF](#) *(click to open link)*

School District Policy JLCF states that "all beverages on school campus or at school sponsored activities should adhere to the established guidelines for sugar content, caffeine, sodium, and fat." Therefore, students should refrain from bringing and consuming energy drinks such as Red Bull, 5-hour Energy, Monster, etc. or beverages with high sugar content or caffeine such as soda and other soft drinks at West Running Brook.

ACADEMIC PROCEDURES

Grading System

[Derry Cooperative School District #1 EPS Code: IKA](#) *(click to open link)*

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

Honor Roll

- A student eligible for **high honors** must attain a minimum of A's in all subjects.
- Students eligible for the **honor roll** must attain a minimum of B's in all subjects.
- A student eligible for **honorable mention** must attain A's or B's and one C+ or C in all subjects.

Performance Key for Effort and Conduct

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 are interpreted to mean the following:

- 4** – Exceeds expectations
- 3** – Meets expectations
- 2** – Progressing towards expectations
- 1** – Not making acceptable progress towards expectations

Citizenship

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

School citizenship includes behavior, attitude, effort and initiative. 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. **A student must receive a "4" in conduct and effort in all subjects in order to earn citizenship recognition.**

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 contact an administrator if you need to arrange a payment plan.

Practice / Reinforcement (Homework)

[Derry Cooperative School District No. 1 EPS Code: IKB](#) *(click to open link)*

[Derry Cooperative School District No. 1 EPS Code: IKB-R](#) *(click to open link)*

Practice / Reinforcement is an integral part of the school program and may be assigned on a regular basis. The amount of time spent on Practice / Reinforcement will vary. If you have any questions about quantity of homework, please contact 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.

Students and parents should be aware that the reinforcement provided by many homework and classroom assignments is crucial to student achievement. 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 schoolwork.

Plagiarism / Academic Integrity

[Derry Cooperative School District #1 EPS Code: JICL](#) *(click to open link)*

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. Our primary focus is on student learning; it is important that students learn that academic dishonesty is wrong. The expectation is that students redo their assignment.

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. 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 through the team leader. 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. You are encouraged to check on Parent Portal for assignments and/or contact your child's teachers.

Promotion/Retention-Summer School

[Derry Cooperative School District No. 1 EPS Code: IKE](#) *(click to open link)*

Students who fail one or more core subject(s) may be required to attend summer school in order to advance to the next grade. Communication about summer school will be given to students and parents in the spring if they are in danger of failing. The principal has the final decision concerning the future status of any student.

School Web Page

Please visit our webpage: <http://wrb.sau10.org/> *(click to open link)*

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.

Parent Portal

powerschool.sau10.org/public/home.html *(click to open link)*

Parents and students can electronically access grades throughout the school year. Please contact Nancy Hoffman at nhoffman@sau10.org. *(click to open link)* if you need your login and password to access. Grades are updated every two weeks at a minimum.

PowerSchool is our school's web-based student information system. PowerSchool allows parents to become more involved in their children's education. With PowerSchool, parents may accomplish the following online:

- Access up-to-date student performance data,
- Communicate with teachers,
- Track assignments and attendance, and
- Receive automated progress reports via email daily, weekly, or monthly

Students may also log into PowerSchool to view their grades, assignments, and attendance data. Automated progress reports are not available through student accounts.

Account access information will be given at the start of the school year if you do not already have access. A Handbook for PowerSchool can be found later in this document as well as on-line.

Your frequent access to the West Running Brook website and PowerSchool is crucial. If you have questions about your child's coursework, homework, and/or projects, please e-mail your child's teacher directly. All school e-mail addresses are the staff member's first name initial, last name@sau10.org (for example, Jane Smith would be jsmith@sau10.org).

Daily Announcements

<http://wrb.sau10.org/> *(click to open link)*

powerschool.sau10.org/public/home.html *(click to open link)*

Daily Announcements are read to students during Advisory each morning. Daily Announcements may also be found on our school website www.sau10.org as well as PowerSchool. Students are asked to listen carefully to all announcements as they may involve an activity in which s/he is interested in.

Parent-Teacher-Student Conferences

In December, our school community takes the time to reflect upon student learning. This is a time for both teachers and students to share important information regarding progress at school. Although this conference is facilitated by each student's advisor, it is the student who takes the lead role in sharing such things as artifacts from classes, academic and social-emotional goals, test data, as well as other pieces of information that reflect student growth. Students work with their advisors to plan for this conference in advance. Information will be sent out regarding the scheduling of a conference with your child's advisor. As always, we encourage our parents and guardians to contact staff members at anytime there is a question or concern.

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

- 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.
- The office will collect money from you after your teacher issues a bill for the replacement cost of the book.
- 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.
- All debts of eighth grade students are strongly requested to be cleared in order to attend any end of year field trips or activities.

EXTRA CURRICULAR ACTIVITIES

Middle School Interscholastic Athletics

[Derry Cooperative School District #1 EPS Code: JJIB](#) *(click to open link)*

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 and Golf. For potential changes to programming, please contact the Athletic Director, Sheryl O'Connor at soconnor@sau10.org or 432-1250.

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 school athletic team.

- This eligibility shall be good for one (1) calendar year from the date the physical was completed.
- The physical form must be completed by the student's own physician, physician's assistant, or advanced practice registered nurse, and be current and dated within one (1) calendar year prior to any participation in the sport, including tryouts.
- **Students who are able to provide written notice of a scheduled appointment to have a physical completed, will be eligible to tryout and participate. However, once the physical has been completed, the parent or guardian must provide documentation to the school in order to uphold the student's eligibility to continue to participate.**

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 intramural sports such as co-ed indoor floor hockey, soccer and volleyball. New sports may be added depending on student and teacher interest. Proof of insurance is required for each participant.

Concussion and Head Injury

[Derry Cooperative School District EPS: JLCJ](#) *(click to open)*

Consistent with the National Federation of High School (NFHS) and the New Hampshire Interscholastic Athletic Association (NHIAA), the District will utilize recommended guidelines, procedures and other pertinent information to inform and educate coaches, youth athletes, and parents/guardians of the nature and risk of concussions or head injuries, including the dangers associated with continuing to play after a concussion or head injury.

Annually, the District will distribute a head injury and concussion information sheet to all parents/guardians of student-athletes in competitive sport activities prior to the student-athlete's initial practice or competition.

Clubs and Activities

[Derry Cooperative School District #1 EPS Code: JJA](#) *(click to open link)*

Clubs are organized to provide a wide variety of experiences and skills used to strengthen connections between students and their learning community. There are many clubs that students may join, such as: Drama Club, Kids Care Club, Art Club, Yearbook Staff, Jazz Band, Select Chorus, Glee Club, Ski Club, and Go Green Club. Please refer to the West Running Brook website for a current list of clubs as they may change from one year to the next. 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 as the dates overlap. 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 organization.

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.

Dances

Dances are reserved for West Running Brook students only and are held from 6:00 - 8:00pm with occasional dances from 2:00-4:00 pm. Tickets are sold during lunch periods beginning the Wednesday before the Friday night dance. Tickets are not sold at the door.

- School rules apply at dances, including appropriate dress and cell phone/gum usage.
- Students will not be permitted to enter the dance without a parent after 6:15pm.
- Students are to be picked up by parents at 8:00pm (or 4:00 pm should it be an afternoon dance).
- **Students who are absent on the day of a dance (including both in-school and out-of-school suspensions) are not allowed to attend afternoon/ evening events.**
- A student may lose their privilege to attend school dances if their behavior is poor.

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.

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. 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.

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.

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.

Boys & Girls' Club Middle School Program

www.derrybgclub.org/ *(click to open link)*

The Boys & Girls' Club of Greater Derry offers an after school bus transportation to the club. A bus picks students up at 2:00 PM and a second one returns at 3:40 to pick up students involved in after school activities. Any fees connected with these services will be processed through the Boys and Girls' Club. If you are interested in joining, or if you have any questions, feel free to contact the Boys & Girls' Club at 434-6695.

PTSA

Parent and student representatives are strongly encouraged to join our school's Parent Teacher Student Association. They truly are the reason why our school is so great! Our PTSA supports many programs at our middle school through volunteering, fundraising, and organizing activities for our entire school community. Meetings are held the third Wednesday of the month at 7:00 PM, in the library.

STUDENT EXPECTATIONS

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

[Derry Cooperative School District EPS CODE: JICA](#) *(click to open link)*

All students are expected to be groomed and to dress appropriately with respect to the following criteria:

- **Cleanliness** - Clothing and grooming must be such that they do not constitute a health or safety hazard.
- **Clothing** - Clothing must be adequate to ensure a decent appearance.
- **Educational distraction** - Grooming and dress must not be so unusual or bizarre as to constitute a distraction or to interfere with the educational opportunity of other students.

Students who choose not to follow the dress guidelines must call a parent for a change of clothes or accept clothes from the school nurse, office, or ask a friend. **It is important to remember that administration will make the final decision on the appropriateness of a student's attire.**

With ever changing styles, additional guidelines are established to help maintain high standards of dress. Standards of dress are provided so as not to be distracting to the educational process.

- Shorts such as walking shorts, Bermuda shorts, and other shorts of similar length are acceptable and appropriate. As a general guide, skirts, shorts and skorts should reach mid-thigh .
- Shirts and tops must be at the minimum waist length. Shirts must completely, and at all times, cover the chest, abdomen, back and sides of the body.
- Straps on sleeveless tops must be at least one inch in width.
- No undergarments should be in view at any time.
- Clothing or accessories that denote illegal substances, ethnic or sexual connotations, obscenity, violence or is offensive to others.
- Accessories that may endanger others may not be worn in school. This includes accessories that have chains and spikes.
- Common courtesy dictates that hats and sunglasses not be worn inside the building. Head coverings (including hats, skull caps and bandanas) shall not be worn in school except for religious, medical or cultural purposes.
- 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.
- 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.

- Clothing normally worn when participating in a school sponsored extracurricular or sports activity may be worn to school when approved by the sponsor or coach. Examples would be cheerleader outfits, drill team and band uniforms, team shirts, etc.
- Students are not allowed to carry either backpacks or large purses throughout the school day. Backpacks must remain in a student's locker.
- Writing on clothing during the school day is not permissible.

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, 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.

Electronic Devices

[Derry Cooperative School District #1 EPS Code: JICL](#) *(click to open link)*

It is our hope that the practices and procedures outlined below will allow our school community the ability to embrace the potential that personal electronic devices and cell phones have as technological learning tools in the 21st century classroom. We wish to instill in our students, faculty and staff the belief that we are all digital citizens, **and** must act as such. As a school, we are committed to helping students develop 21st century technology and communication skills.

In order to operate our school without disruption to the instructional environment and to help maintain academic integrity, our hope is that this practice will accommodate the wishes of many parents who want their

child to keep a cell phone on their person for communication outside of school hours. **However, we ask parents to recognize that West Running Brook Middle School prohibits cellphone use during the instructional day unless authorized by a staff member.**

The Derry Cooperative School District Student Acceptable Use Policy (EPS Code: JICL,) states regarding personally owned electronic devices that: “Students should keep personally owned devices (including laptops, tablets, smart phones, cell phones and other mobile devices) turned off and put away during school hours—unless in the event of an emergency or as instructed by a teacher or staff for educational purposes.” DCSD and WRBMS are not responsible for lost or stolen devices.

West Running Brook MIDDLE SCHOOL CELL PHONE PRACTICE:

- Cell phones should be turned **OFF** when a student enters advisory (start of instructional day).
- Cell phones may not be visible during the instructional day unless instructed by a teacher or staff member for educational purposes.
- Cell phones may be used at the end of the instructional day (after the final school bell).

PARENTS: Please help us in encouraging responsible digital citizenship.

- We ask that you refrain from texting or calling your child on his/her cell phones during instructional hours.
- In the event of an emergency, parents/guardians and students are asked to use school phones. Parents/Guardians are asked to call the office to relay emergency information.
- Students are not to call parents/guardians directly to pick them up if they feel ill. Students must report to the nurse’s office, and the nurse will contact a parent/guardian.

Students observed using a personal electronic device/cell phone will face the following consequences:

- On the **first infraction**:
 - The device will be confiscated by the teacher after the student is asked to power off the device, places it in an envelope and signs his or her name across the seal. The cell phone will be given to the team leader.
 - An office referral will be written.
 - The student may reclaim his/her device from the team leader at the end of the school day.
- On the **second infraction**:
 - The device will be confiscated by the teacher after the student is asked to power off the device, places it in an envelope and signs his or name across the seal.
 - An office referral will be written and an office detention assigned.
 - The student may reclaim his/her device from administration at the end of the school day.
- On the **third infraction**
 - The device will be confiscated by the teacher after the student is asked to power off the device, places it in an envelope and signs his or her name across the seal. The cell phone will be given to the appropriate administrator.
 - The student will be given an office referral and an office detention.
 - The device will only be released to the student’s parent or guardian.
- **If more infractions are to occur**, a student will receive more serious consequences and may be prohibited from bringing any personal electronic devices to school for a period of time.
- Refusal to comply with staff member requests to hand over a personal electronic device may result in further consequences.

Student Bicycle/Skateboard Use

[Derry Cooperative School District #1 EPS Code: ECA-B](#) *(click to open link)*

All students who ride a bicycle or skateboard to school must:

- Park their bicycles in the bicycle rack and lock their bikes to the rack.
- Store skateboards in the office.
- NO Razors Scooters or Hoverboards

Lockers

Students are responsible for their own property and should not give their locker combination to any other student or leave lockers “ready to open.” Students are permitted to go to their lockers at the times designated by their team teachers. 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. 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. 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. Lockers are the property of the Derry School District and are subject to inspection if the situation determines this is necessary and appropriate. The school cannot be responsible for items lost or stolen that were not properly stored.

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

Students may enter the school through the main entrance after 6:40 AM. After 6:40 AM, students may go to the cafeteria to wait if necessary. Students will be dismissed from the bus and cafeteria at 7:15 AM to go to their lockers or advisories. Once on school grounds, no student may leave the premises. Any student leaving the premises during the school day will be suspended from school.

Entering and Leaving

After entering the building, students will first proceed to their locker.

At dismissal (1:55 PM) everyone will leave through the designated exits.

Walkers or bike riders should not be in bus dismissal areas or in the school or gym lobbies.

Since elementary schools are still in session, no one will be permitted to “cut through” their grounds (including playgrounds) on the way home.

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

[Derry Cooperative School District #1 EPS Code: JH](#) *(click to open link)*

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 at 7:20 AM. A link to the Attendance, Tardiness, and Truancy Policy EPS Code: JH is available on the website at wrb.sau10.org/parents.

Student Vacation Guidelines

[Derry Cooperative School District #1 EPS Code: JH](#) *(click to open link)*

It is essential that West Running Brook Middle School students attend school regularly to obtain the most consistent education possible. As a school, we realize that situations may arise where families choose to take vacations other than during school vacation times, which result in students missing school. Parents/Guardians must make these vacation requests in writing to Justin Krieger jkrieger@sau10.org *(click to open link)*.

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

[Derry Cooperative School District #1 EPS Code: JH](#) *(click to open link)*

At West Running Brook Middle School every minute we have with our students is a precious resource. Therefore, having students arrive on time to school is not only very important, but is a life lesson that will serve our student in the future. Supervision is available as early as 6:40am. School is considered to be in sessions at 7:15, when students move to lockers and team areas. At 7:20 AM, any student not in his/her advisory is considered tardy. If students arrive **after 7:20 AM** they must report directly to the office for a tardy pass. Late passes issued by the office will be "Excused" only if accompanied by documentation from a medical/dental/counseling provider.

2017-2018 WRB Tardy Policy

At West Running Brook, every minute we have with our students is a precious resource. Therefore, having students arrive on time to school is not only very important, but it is a life lesson that will serve our students well in their future. Supervision is available as early as 6:40 AM. School should be considered to be in session at 7:15 AM, when students move to lockers and team areas.

Students should be seated in advisory no later than 7:20 AM. Students arriving after this time are considered tardy (unexcused) and will receive an after school detention for the following afternoon. Please help us in ensuring your child arrives at school on time to make maximum use of class time.

Legitimate reasons for being late are as follows:

- Doctor/Dentist visits (with a note from the physician's office)
- Other reasons that are within the discretion of school administrators and based on factors of the pupil's circumstances, are deemed to constitute a valid excuse. We ask that you call the office (432-1224) to inform us that your child will be late.

Our goal is to work together with families to ensure that all of our students arrive to school on time. If your child is unable to stay after school for his/her detention on the date given, please write a note or call the school to arrange another date.

Dismissal

[Derry Cooperative School District EPS CODE: J HC](#) *(click to open link)*

Students needing to leave early due to appointments must bring a note from home containing the necessary information to be dismissed from school. Students should give the note to his/her advisor. The advisor will write a pass for the student to bring to the office at the appropriate time. Parents must come into the school to sign their child out of school. 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.

Guest / Visitors Check-In

[Derry Cooperative School District #1 EPS Code: KI-AA](#) *(click to open link)*

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

School Volunteers

[Derry Cooperative School District #1 EPS Code: IJOC](#) *(click to open link)*

We welcome volunteers to our building! Please contact a member of our school PTSA at *(click to open link)* to inquire about volunteering opportunities.

Delay/Closing of School

[Derry Cooperative School District #1 EPS Code: EBCE](#) *(click to open link)*

Parents will be notified using our alert system regarding inclement weather decisions. Parents may also be notified about other school events. Please do not call the school when receiving an alert message. Instead, please listen to the message on your phone.

Channel 6 on local cable will also announce inclement weather announcements. Please do not call West Running Brook, the fire department or police department.

Fire Evacuation / Fire Drills

[Derry Cooperative School District #1 EPS Code: EBCB](#) *(click to open link)*

Fire drill and 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 advisory at all times. Once outside, students should remain silent and look to your advisor for further instructions.

Lockdown Drills

Lockdown 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 ALL directions and instructions throughout the entire drill.

Video and Audio Surveillance on School Property

[Derry Cooperative School District #1 EPS Code: EEAA](#) *(click to open link)*

The Board authorizes the use of video and/or audio devices on District property to ensure the health, welfare, and safety of all staff, students, and visitors to District property and to safeguard District buildings, grounds, and equipment.

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. 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. The advisors are Mrs. Patricia Thomas and Mrs. Suzanne Carr.

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 that 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.

STUDENT CONDUCT, DISCIPLINE AND DUE PROCESS

SAFE SCHOOL ZONE

[Derry Cooperative School District #1 EPS Code: JICD](#) *(click to open link)*

The staff at West Running Brook Middle School strives to provide a safe and caring environment for all members of our school community. 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. Responses to a student’s choices 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.

Discipline issues are categorized into levels of behavior. These examples are provided only as a framework for understanding the progressive nature of behavior and consequences. Therefore, the school and the 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.

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 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	Classroom disruptions	Throwing objects
Disrespect towards a teacher	Misuse of school or other’s property	Skipping teacher detentions
Chewing gum	Tardy for class	Failing to clean up
Wearing of hat	Use of personal electronic device in class without permission	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 team area without 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.	Taking photos or videos of any person with electronic devices on school property, on the bus, or school sponsored events.

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. Many of the behaviors listed below are reported to the Derry Police Department.

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

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	Fraudulent and or inflammatory statements about and/or toward the staff
Internet policy violations of a sexual or violent nature	Swearing directed towards a staff member	Sexual exposure
Threatening gesture, threatening language, or written threats to harm another person or the facility.	Displays of anger or tantrums such as yelling, swearing, banging items, throwing items, slamming	Being in possession of weapons, knives (including a pocket knife), guns, stink bombs, firecrackers, bullets, shell casings, or imitation explosive devices

	doors, punching walls or locker, etc.	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.	Vandalism – financial restitution is expected	Theft of money or property

PUPIL SAFETY AND VIOLENCE PREVENTION - BULLYING

[Derry Cooperative School District EPS CODE: JICK](#) *(click to open link)*

It is the policy of the Derry Cooperative School District that its students have an educational setting that is safe, secure, peaceful, and free from student harassment, also known as bullying or cyberbullying. The School Board recognizes that out-of-school and off-campus conduct is not normally the concern of the School Board. However, the School Board also recognizes that some out-of-school and off-campus conduct **may** have an adverse effect upon the school, students, school property, or school staff. The School District will not tolerate unlawful harassment of any type and conduct that constitutes bullying or cyberbullying as defined herein is prohibited. Retaliation or false accusations against a victim, witness, or anyone else who in good faith provides information about an act of bullying or cyberbullying is prohibited. All students are protected regardless of their status under the law. Any person violating this policy may be subject to disciplinary action up to and including expulsion. Each building principal is responsible for the implementation of this policy.

HAZING

[Derry Cooperative School District EPS Code: JICFA](#) *(click to open)*

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

STUDENT CONDUCT ON SCHOOL BUSESSES

[Derry Cooperative School District No. 1 EPS Code: JICC](#) *(click to open link)*

Emergency changes, even if only for one day, in student bus assignment must first be cleared by administration. In such cases a note from home must be brought to the office. Students will receive a bus pass to present to the bus driver.

Riding the school bus is a privilege. It is expected that students behave appropriately. The following is a list of unacceptable behaviors. This list should not be interpreted to be all inclusive, but merely serve as examples of unacceptable behavior:

- Standing or changing seat while the bus is in motion.
- Blocking the center aisle. Backpacks, books and other bundles carried by students shall be kept on the seats or in a place designated by the school bus operator.
- 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.
- Using the rear emergency door in a non-emergency.

- Any act of vandalism. Acts of vandalism/graffiti may require financial restitution by the student(s) involved.
- Profanity or vulgar remarks or gestures.
- Disobedience or abusive remarks or actions to the bus driver.
- Causing loud noises or disturbances that could distract the bus driver's attention from the road.
- Fighting or pushing upon entering the bus, while on the bus, or when leaving the bus.
- Throwing objects of any kind on the bus or from the bus.
- Harassment of any kind.
- Use, distribution or possession of tobacco, alcohol, narcotics, firearms and/or other weapons.
- Any other behavior deemed inappropriate by the driver and/or school administration.

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.

Any violation of the above safety rules designated by the Derry Cooperative School District School Board will be reported to school Administration for disciplinary action that may include suspension from riding the bus. In addition to the loss of bus privileges, students may be expected to attend classes on proper bus safety and behavior.

Student Behavior Towards 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.

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.

Searches of Students and their Property

[Derry Cooperative School District #1 EPS Code: JIH](#) *(click to open link)*

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

[Derry Cooperative School District #1 EPS Code: J K D](#) *(click to open link)*

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. However, they will be allowed to make-up their work.

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.

Use of Restraint

[Derry Cooperative School District EPS: JKAA](#) *(click to open)*

Restraint will be used only when the physical action of a student creates a substantial risk of harm to self or others; and/or as a last resort when all other positive interventions have failed, or the level of immediate risk prohibits exhausting other means. Restraint is appropriate only when a student is displaying physical behavior that presents substantial risk to the student or others, and considered when, in the opinion of the supervising adult, the threat is imminent. Persons implementing a restraint will use extreme caution, and will use the least amount of physical strength necessary to protect the student. The use of physical intervention should not exceed that necessary to avoid injury. The degree of physical restriction employed must be in proportion to the circumstances of the incident and the potential consequences. School administration may elect to contact the local law enforcement agency for support if necessary.

A restraint of a student will be conducted in a manner consistent with the techniques prescribed in the District approved training program. The purpose of the restraint is to assist the student to regain emotional stability. It should last only as long as is necessary to accomplish this. To the extent possible, it will be conducted in such a way as to preserve the confidentiality and dignity of all involved.

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. Parents will be notified by teachers if a student's behavior or academic expectations are at risk and the student may not attend activities.

Due Process

[Derry Cooperative School District #1 EPS Code: JICD](#) *(click to open link)*

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.

