



**Student & Parent Handbook  
2016-2017**

**6 Hillcat Drive  
Hillsboro, New Hampshire 03244**

**Main Office (603) 464-1120  
Special Education Office (603) 464-1257  
Attendance Office (603) 464-1121  
Food Service (603) 464 -1160**

**Fax (603) 464-5759  
<http://www.hdsd.org>**

**Student Name:** \_\_\_\_\_

**Advisor:** \_\_\_\_\_

# HDMS FACULTY & STAFF

## 2016-2017

### Administrative Team

Marc Peterson *Principal*  
Emily Squibb *Assistant Principal /Special Ed Coordinator*  
Susan Belida *Secretary to the Principal*  
Rose Kulbacki *Attendance Secretary*

### Student Support Services

Officer Rory Bohanan *School Resource Officer*  
Marion Haigh *Special Education Secretary*  
TBD *School Nurse*  
Stephanie Kavouras *Guidance Counselor*  
Danielle Bond – Ishak *Speech Pathologist*  
Jillian Severino *Occupational Therapist*  
Heather Queen *School Psychologist*  
Susan Bearor *Library Media Specialist*  
Eliza Tasker *Bridges Teacher*  
Jessica Granger *Alternative Education Teacher*  
Melissa Moultroupe *Reading Specialist*  
Cathy Bennett *After School Coordinator*

### 6<sup>th</sup> Grade Team:

Abby Diaz *Social Studies*  
Stephani Martin *Math*  
Shelly Cutter *Science*  
Nicole St. Jean *ELA*  
Mitch Silverman *Stem*  
Seth Spinner *Writing*  
Amanda Warren *Special Ed*

### 7<sup>th</sup> Grade Team:

Linda Carson *Social Studies*  
Bob Carr *Math*  
Rich Chapin *Science*  
Bethany Cooper *ELA*  
Mitch Silverman *Stem*  
Seth Spinner *Writing*  
Tara Bell *Special Ed*

### 8<sup>th</sup> Grade Team:

Melissa Robbins *Social Studies*  
Helene Newbold *Math*  
Sam Brown *Science*  
Jess Morris *ELA*  
Stephani Lamothe *Writing*  
Monique Amitrano *Special Ed*

### UA Team:

Courtney Mallinger *Health*  
Bob Lehmenkuler *Music*  
Marley Merry *Physical Education*  
Jocelyn Drew *Art*

### Para-Educators:

Rebecca Brown  
Marcia Corliss-Kelly  
Dianne Dakowicz  
Kim Girard

### Para-Educators:

Kayla Paquette  
Stacey Warren  
Jodie Wightman

**Staff Emails:** Most staff can be emailed by using the first initial of their first name and full last name @hdsd.k12.nh.us For example: Marc Peterson is mpeterson@hdsd.k12.nh.us

# Hillsboro-Deering School District 2016-2017 Student/Staff Calendar

August/September				
M	T	W	T	F
X	X	NT	NT	(26)
(29)	30	31	1	X
X	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

22 Student  
24 Staff

October				
M	T	W	T	F
3	4	5	ER	(7)
X	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

19 Student  
20.5 Staff

November				
M	T	W	T	F
	1	2	3	4
7	8	9	10	X
14	15	16	17	18
21	22	X	X	X
28	29	30		

18 Student  
18 Staff

December				
M	T	W	T	F
			1	2
5	6	7	8	9
12	LS	14	15	16
19	20	21	22	X
X	X	X	X	X

16 Student  
16 Staff

January				
M	T	W	T	F
X	3	4	5	6
9	10	11	12	13
X	LS	18	19	20
23	24	25	26	27
30	31			

95 Student / 98.5 Staff Days

ER=Early Release for Students (students end school day 2 hours early)  
LS = Late Start for Students (students begin school day 2 hours later)

- Aug 24 & 25.....New Teacher Induc. & Orient.
- Aug 26 & 29.....Professional Development Day
- Aug 30.....Students Start School
- Sept 2 & 5.....Labor Day Holiday
- Oct 6 .....Early Release; Parent/Teacher Conferences
- Oct 7 .....Professional Development Day
- Oct 10.....Columbus Day Holiday
- Nov 11.....Veteran's Day Holiday
- Nov 23-25.....Thanksgiving Recess
- Dec 13 .....Late Start for Students
- Dec 23-Jan 2.....Holiday Recess
- Jan 16.....Martin Luther King Jr./Civil Rights Day Holiday

February				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	LS	15	16	17
20	21	22	23	24
X	X			

18 Student  
18 Staff

March				
M	T	W	T	F
		X	X	X
6	7	8	ER	(10)
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

19 Student  
20.5 Staff

April				
M	T	W	T	F
3	4	5	6	7
10	LS	12	13	14
17	18	19	20	21
X	X	X	X	X

15 Student  
15 Staff

May				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	LS	17	18	19
22	23	24	25	26
X	30	31		

22 Student  
22 Staff

June				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	(16)
MU	MU	MU	MU	MU
MU	MU	MU	MU	MU

11 Student  
12 Staff

85 Student / 87.5 Staff Days

NT = New Teachers Only  
( ) = No School for Students  
X = No School for Students or Staff  
MU = Make-Up Days (additional school days may be added due to snow days)

- Jan 17.....Late Start for Students
- Feb 14 .....Late Start for Students
- Feb 27-Mar 3....Winter Recess
- Mar 9.....Early Release; Parent/Teacher Conferences
- Mar 10.....Professional Development Day
- Apr 11.....Late Start for Students
- Apr 24-28.....Spring Recess
- May 16.....Late Start for Students
- May 29.....Memorial Day Holiday
- June 9 .....Tentative Graduation Day
- June 15.....Tentative Last Day of School for Students
- June 16.....Tentative Professional Development Day

### 2016-2017 Schedule (Day 1)

		6th Grade	7th Grade	8th Grade
<b>Period</b>	<b>First Bell 7:15</b>	<b>Passing</b>		
1	7:20 - 7:50	<b>Advisory</b>	<b>Advisory</b>	<b>Advisory</b>
	7:50 - 7:52	<b>Passing</b>		
2	7:52 - 8:38	<b>Core 1</b>	<b>UA - 1</b>	<b>Core 1</b>
	8:38 - 8:40	<b>Passing</b>		
3	8:40 - 9:26	<b>Core 2</b>	<b>Core 1</b>	<b>Core 2</b>
	9:26 - 9:28	<b>Passing</b>		
4	9:28 - 9:43	<b>Advisory/Snack</b>	<b>Advisory/Snack</b>	<b>Advisory/Snack</b>
	9:43 - 9:45	<b>Passing</b>		
5	9:45 - 10:31	<b>Core 3</b>	<b>Core 2</b>	<b>UA - 1</b>
	10:31 - 10:33	<b>Passing</b>		
6	10:33 - 11:19	<b>UA - 1</b>	<b>Core 3</b>	<b>Core 3</b>
	11:19 - 11:21	<b>Passing</b>		
7	11:21 - 12:07	<b>Lunch 11:21 - 11:47</b>	<b>UA - 2 Art &amp; Music –Lunch 11:21 - 11:47 Health &amp; PE - Class 11:23 - 12:07</b>	<b>Core 4 11:21 - 12:07</b>
		<b>Passing</b>		
8	11:49 - 12:35	<b>Core 4 11:49 - 12:35</b>	<b>UA - 2 Art &amp; Music - Class 11:49 - 12:35 Health &amp; PE - Lunch 12:09 - 12:35</b>	<b>Lunch 12:09 - 12:35</b>
	12:35- 12:37	<b>Passing</b>		
9	12:37 - 1:23	<b>Core 5</b>	<b>Core 4</b>	<b>UA - 2</b>
	1:23 - 1:25	<b>Passing</b>		
10	1:25 - 2:10	<b>UA - 2</b>	<b>Core 5</b>	<b>Core 5</b>

HDMS will follow a 7 day rotating schedule. Five Core classes and two UA classes make up the daily schedule. Core and UA classes rotate to the next period each day. Advisory, snack and lunch meet the same period each day. Advisory is scheduled for Monday and Friday. Flex period is scheduled three times a week, Tuesday, Wednesday, Thursday and will meet during the Advisory period. Flex period is a time for math and reading intervention or enrichment. It can also be a time for students to receive extra help with assignments.

### Grading Procedures

HDMS will follow a quarter grading schedule. Report cards will be issued four times a year. For computing grade point averages (GPA) the following numerical values are assigned to a letter grade:

<u>Proficiency Level</u>	<u>Letter Grade</u>	<u>GPA</u>
Proficient with	A	4.00
<u>Distinction</u>	A-	3.75
Proficient	B+	3.25
	B	3.00
	B-	2.75
	C+	2.25
	C	2.00
Partially	C-	1.75
Proficient	D+	1.25
	D	1.00
	D-	.75
Not Proficient	F	0.00

### Honor Roll

Students in grades 6 – 8 are eligible to receive High Honors or Honors for their academic efforts each quarter.

**High Honors:** Students have maintained a minimum quarter GPA of 3.75

**Honors:** Students have maintained a minimum quarter GPA of 3.00

### Superintendent's Club

Student must earn high honors for four quarters to be recognized for this award. To remain a member, students must achieve at least honors in each subsequent quarter. At HDMS, students become eligible for this award beginning in the 6<sup>th</sup> grade to be recognized their 7<sup>th</sup> grade year.

### Principal's Service to School Award – 8<sup>th</sup> Grade

A student must have maintained a minimum GPA of 3.5 for all three years and have participated in at least two school activities during their 8<sup>th</sup> grade year.

### President's Award for Educational Excellence – 8<sup>th</sup> Grade

Students who have maintained a GPA of 3.5 or higher for all three years at HDMS.

### President's Award for Educational Achievement – 8<sup>th</sup> Grade

Students who have maintained a GPA between 3.00 – 3.49 for all three years at HDMS

### Student of the Month Program

The student of the month program is our school's way of recognizing students for their hard work in and out of the classroom. The following criteria are required on a monthly basis:

Maintain a minimum GPA of 3.00

Must be involved in one or more extra-curricular activities

Complete four or more hours of community service

Students who qualify for 6 months or more will be recognized at the end of the school year. Students who qualify every month during the school year will be recognized as Student of the Year. Students who qualify every month for their three years at HDMS will be recognized as Student of the Middle School Years.

## **Building Hours**

HDMS is open to students each morning at 7:00 am with the arrival of the first school bus. The first bell is at 7:15 am and classes start at 7:20 am. Regular school dismissal is at 2:10 pm. Once a student arrives at school, they are to come directly into the building and not leave school grounds without permission.

## **After School Policy**

Students are not allowed in the school building after 2:20 p.m. ***unless supervised by a staff member***. Students must make plans with a supervising staff member prior to school dismissal. Students are not allowed on elementary school grounds until after 3:15 pm.

## **Snow Days/School Cancellations**

In the event of inclement weather or other emergencies, school may be cancelled for the day, or the district may delay the opening of school for two hours. In either case, radio stations will be notified of a change usually by 6:00 a.m. Parents and students are urged to stay tuned to one of the following radio/TV stations on these days to listen for an announcement cancelling or delaying the opening of school for the Hillsboro-Deering School District: WKNE 1290 AM Keene, WJYY 105.5 FM Concord, WKBK 1220 AM Keene, and WMUR TV Channel 9.

## **Attendance Policy**

The philosophy of Hillsboro-Deering Middle School is that regular school attendance is an integral part of a meaningful educational program. Thus, our purpose in implementing the following procedures is to maintain a high rate of daily attendance, minimize day-to-day disruptions in the instructional process, and maximize the time students are engaged in learning.

In an effort to ensure the safety and academic success of every student enrolled in our school district, we have created a uniform district attendance policy. As a result, if we have not received either advanced written notice or a phone call from a parent or guardian by 9:30am as to the reason for your child's absence, the absence will be considered unexcused.

Attendance, Absenteeism and Truancy are governed by School Board Policy JH which states: "The School Board considers the following to be excused absences:

1. Illness
2. Recovery from an accident
3. Required court attendance
4. Medical and dental appointments
5. Family Emergency
6. Death in the immediate family
7. Observation or celebration of a bona fide religious holiday
8. Such other good cause as may be acceptable to the Principal or permitted by law

Oversleeping, missed bus, hair appointments, babysitting, or shopping are some of the examples of unexcused absences and unexcused tardies.

If a student is to be excused for an absence, a parent or guardian should call the school attendance phone number, 464-1121 for each day's absence. The answering machine is turned on from 4:00 pm to 7:00 am daily. Parents and guardians may provide a written notice instead of a phone call that states the reason and dates absent.

### **Attendance policies continue:**

If a student arrives late to school, they must stop in the main office, sign in, and give their note from a parent or guardian to the office staff. The student will be given a late pass from the main office staff before proceeding to their class. After the third unexcused tardy, after school detention will be assigned to the student.

Students leaving school during the day must bring a written parental request to the office prior to 8:00 am. A parent or guardian may call the attendance phone number informing the school of the student's early departure. The written request or phone call should include the reason and time of departure. Students must report to the main office and sign out before leaving the building.

Students will not be permitted to participate in an after school activity if they miss more than two hours of a school day. Absences must be excused according to school board policy in order for a student to participate in an after school activity. Clubs and dances are two examples of after school activities.

School officials by law, must determine whether or not an absence is excused or unexcused. The principal may require parents or guardians to provide additional documentation in support or their written notice or phone call regarding a student's absence.

**Family Vacations/Educational Opportunities** – Generally, absences other than for illness during the school year are discouraged. The school principal or his/her designee may, however, grant special approval of absence for family vacations, provided written approval is given in advance. Parents are asked to write a note to their child's teacher at least two weeks before a trip. This advance planning will allow the teacher enough time to work with parents and the student regarding homework completion.

**Truancy** – Truancy is defined as any unexcused absence from class or school. Any absence that has not been excused for any of the reasons listed above will be considered an unexcused absence.

Ten half-days of unexcused absence during a school year constitute habitual truancy.

A half-day absence is defined as a student missing more than two hours of time and less than three and one-half hours of time.

Any absence of more than three and one-half hours of time shall be considered a full-day absence

The Principal or Truant Officer is hereby designated as the District employee responsible for overseeing truancy issues.

**Tardy to Class** – It is the responsibility of students to be on time to class. Students who do not meet this responsibility will be given the following consequences:

4 – 9 tardies: after school detention

10<sup>th</sup> tardy: in-school suspension

### **Bus Information**

#### ***Bus Rules***

Bus routes, bus stops, and pick-up times are posted in the local newspapers. Our drivers ask that you abide by the following rules while riding the bus so that you and others can enjoy a safe ride to and from school each day.

1. Stay in your seat.
2. Be quiet enough so that you can hear the bus driver speak.
3. Keep your hands and feet to yourself.
4. Do not bring food or drinks on the bus.

## **Bus information continued:**

### **Consequences for the bus will go as follows:**

First Write Up: Warning

Second: After School Detention

Third: Bus Suspension minimum of 2 days

Fourth: Bus Suspension minimum of 1 week

If a student is suspended from the bus, the student's parents or guardians shall have the responsibility of providing transportation to and from school during the period of the suspension.

If a student has been suspended from riding the school bus for disciplinary reasons, the parent or guardian has a right of appeal within ten (10) days of the suspension to the authority that suspended the student. Until the appeal is held, the transportation of the student is the responsibility of the parent.

*Disciplinary consequences may be carried over from one year to the next.*

**\*\*\*All bus students must ride their regular bus home each day unless written permission from a parent allows them to do otherwise. All notes must include the student's name, bus stop and address.**

## **Dress Code**

Students and their parents/guardians are responsible to choose appropriate clothing for school. HDMS allows students considerable freedom of choice in selection of school attire but will not allow dress that: - Creates a real or perceived interference with the learning process or creates a health or safety hazard or perception of a hazard to any person, including the wearer, and/ or prevents students from doing their best due to blocked vision or restricted movement.

Students not in compliance with the dress code will be asked to change or sent to the main office to arrange for appropriate clothing. Refusal to comply will subject the student to disciplinary consequences.

The following is a list of clothing **NOT** permitted for all school functions:

- Visible undergarments
- Low-cut shirts
- Tank tops of any kind
- Exposed midriffs
- Strapless dresses
- Pants worn below the waist
- Shorts\*
- Skirts\*
- Clothing with drug/alcohol logos suggestive/inappropriate wording or symbols.
- Hats, hoods, bandanas, headbands, head coverings
- Body paint/marker drawings or ink.

\*Shorts and skirts must be as long as the student's fingertips with arms at their sides.

### **Backpacks/Purses**

Students are not allowed to have any bags with them during the school day.

### **Inappropriate Showing of Affection**

Inappropriate showing of affection is not allowed on school grounds during school events. Students will be issued a warning on the first offense with consequences to be assigned with repeated offenses.



## **Field Trips & Experiential Learning**

Field experiences are an important part of our curriculum and we know that students enjoy them. Recreational field trips are an important part of celebrating the end of each school year. You are expected and encouraged to attend all field experiences. Some trips will have a cost attached, however, if you are having difficulty paying please talk with your teacher or the front office and we will help defray the cost. If for some reason you are not able to attend an academic field trip, a substitute curriculum will be provided at school for you. If you are absent, any assignments or curriculum will need to be made up during PREP time or after school.

*It's important to remember that when you are out on a field trip:*

You are not only representing yourself, but you are representing your family, school and community to the public. It's important that you behave in a polite, responsible manner. We thank you in advance for representing HDMS so well. ***You make us proud!!!***

## **Food Service**

Our system for purchasing school lunch is completely automated. An individual account is set up for each student. Students will receive a lunch number which links to their personal account. You can add money to the student's account by check (made out to Hillsboro-Deering Food Service), cash, or credit card via [www.ezschoollpay.com](http://www.ezschoollpay.com) (a \$2.50 convenience fee is applied for this service). Students are allowed to withdraw funds from their account as available. Once a student reaches a negative balance, he or she is only allowed to charge lunch. Once an account reaches a negative balance of \$20.00, the child will receive an alternative lunch, so as not to accumulate an excessive balance. You will be responsible for charges accrued by your child. A weekly phone call is placed as a courtesy to those who have reached a negative balance of \$5.00 or more. If you would like to set restrictions to your child's account, please contact the food service department at 603.464.1267.

### ***Free and Reduced Program***

All are welcome to fill out an application for our free and reduced breakfast/lunch program. Based on income levels, families are eligible for a government subsidy which allows the student(s) to have breakfast and lunch at school for free or at a reduced rate (\$0.30 for breakfast and \$0.40 for lunch). To fill out an online application go to [www.ezmealapp.com](http://www.ezmealapp.com). This site will lead you through step by step instructions which guarantee that your application is complete and accurate. You may also request a paper application from the food service department or main office.

### ***Breakfast Program***

Breakfast is served each morning in the cafeteria from 7:00 –7:15. The cost of breakfast is \$1.50. The reduced price for students who qualify is 30¢. Free and reduced program participants may take advantage of their breakfast credit during **snack time** from (9:28-9:43) but must choose only one time at which to eat (either at breakfast or snack).

### ***Lunch Program***

Students will be scheduled into one of two lunch periods, 11:19 – 11:49 or 12:07 -12:37. The regular price of lunch is \$2.75, milk included. For those who qualify, a free and reduced lunch program is available.

Only water is allowed in the classrooms and hallways, except for juices sold for snack.

Our system for purchasing school lunch is completely automated. An individual account is set up for each student. Students can only pay for meals using their personal lunch card or account number to withdraw the exact price of their meal

### **Lockers and Personal Property HDSD Policy JIH**

Personal lockers are available for all students. The school does not provide locks and students are responsible for any belongings stored there. Lockers and desks are the property of the school not the student, and students have no reasonable expectation of privacy as to the contents of those areas. A shared locker or storage area implies shared responsibility. The school is not responsible for any lost or stolen items.

### **Bikes**

If you like to ride your bike to school, we have a bike rack near the flagpole for use during school hours. For safety reasons, you are not allowed to ride a bike on school property. Please WALK your bike on and off the parking lot. Remember to wear your helmet – it's a State law now.

### **Skateboards, Scooters and Roller blades**

Students are not allowed to ride skateboards, scooters or roller blades on school grounds during school hours from 7:00 a.m. to 3:15 p.m.

### **Medication - A note to parents:**

Whenever a student has health needs, which require medication during the school day, it is considered a program adjustment. We are committed to helping your child succeed in their education. Non- prescription (over the counter) medications should not be encouraged for use while in school. Both prescription and over-the-counter medication must have a Medication Administration Form filled out by the parent/guardian and the student's physician. This form must be completed every school year. Medication must be in the original, labeled container and delivered to our school nurse school, by a parent/ guardian or a responsible adult. It is the responsibility of the parent/guardian who signs the form to notify the school nurse in writing, of any changes in their child's health, allergy status, or medication changes, including dosage and frequency. Dosage and frequency changes will also need a physician's written order form.

### **Cellphone/Personal Electronics Usage Policy**

Students need to be educationally engaged during the school day at HDMS. The use of cell phones and other personal electronics are only allowed with permission from school staff and to be used for educational purposes. Conducting research or reading an electronic book are two examples of appropriate use. Texting, taking pictures, listening to music and video games are examples of inappropriate uses. If a student is using an electronic device without permission, they will be asked to put it away. Any refusal to follow directions from a staff member will be considered insubordination and appropriate consequences will apply. For a second offense, the electronic device will be given to the teacher. The electronic device will be returned to the student at the end of the class period. On the third offense, the device is given to the teacher who will turn it into the office. The student may pick up the device at the end of the day and parent/guardian will be contacted. A fourth offense will result in parent/guardian having to pick-up the device at the main office. Multiple offenses may result in the device to be kept in the main office during the school day.

**HDMS is not responsible for loss or theft of electronic devices.**

## **School Pictures**

Your school picture will be taken this year on **Wednesday, August 31st**. If you are absent on that day, a make-up day has been scheduled for **Monday, October 17<sup>th</sup>**.

## **Visitors**

Visitors are only permitted during non-academic time and need prior approval from administration.

## **Dances**

Dances occur almost every month, and are used to help raise funds for the Washington DC trip. In order to attend our monthly dance, students must not have had more than 2 discipline referrals for that month.

## **Dance Visitors**

A separate form must be filled out by any student and their guest who wish to attend an HDMS a dance. A photo ID must be provided and the completed form, with parent and school contact information, must be handed in to the front office at least 24 hours prior to the dance.

## **Academics**

### ***Core Curriculum***

All students, grades 6-8, receive instruction in the five core academic areas:

6<sup>th</sup> Grade: ELA, Writing (1/2 Year), Math, Science, and Social Studies, STEM (1/2 Year)

7<sup>th</sup> Grade: ELA, Math, Science, STEM (1/2 Year), Social Studies, Writing (1/2 Year)

8<sup>th</sup> Grade: ELA, Writing, Math, Science, and Social Studies

Often times, teachers will integrate the subjects into one major project so that you may be working in one classroom and/or with a particular team of students for a period of time.

### ***Unified Arts Program and Schedule***

All students in grades 6, 7 and 8 will rotate through classes in music, art, health, and physical education. Classes will be conducted for 1 quarter each.

### ***Band and Chorus***

All students can participate in band and chorus which runs during the 2<sup>nd</sup> UA block of the day, and is treated like a regular class.

## **HDMS Code of Conduct**

### **Respect, Cooperation, Honesty**

These three basic principles are what HDMS is all about. Living by these principles and expecting others to live by them contributes to developing healthy relationships with others and to the positive, safe school environment that exists in our school. You and everyone else at HDMS deserve to be treated with respect. To earn respect we must consistently show it to one another. The same is true for cooperation and honesty. Much of what we do at HDMS requires working as a member of a team. Cooperating with others and making an honest effort to succeed is necessary for your happiness and achievement in school. Your advisor and teachers will discuss these rules with you and help you list specific ways in which you can demonstrate COOPERATION, RESPECT, and HONESTY throughout the school day.

## **HDMS Code of Conduct continued:**

### ***Major Violations of the HDMS Code of Conduct and Physical Contact***

Students who demonstrate aggressive behavior, threaten the safety of themselves or others (this includes any type of physical contact), leave school without permission, or repeatedly violate our code of conduct, will be subject to suspension.

### ***Dangerous Manner***

Any student who behaves in a dangerous manner or causes harm or potential harm to themselves and/or others will be **suspended from school**. (This includes students who possess drugs/alcohol, lighters, matches, tobacco/nicotine products, or bring weapons/knives on to school property). A student who is uncooperative in the In-School Suspension Program will also be suspended from school for up to 10 days. The duration of each suspension period will be determined by the administration according to SAU 34 district policy. Students suspended from school are not allowed to participate in any school related activities during any time of the day or evening or be on school grounds. This includes evening performances (with the band, drama club, etc.), dances, sports or any other event.

Students suspended from school are required to:

- Have a re-entry meeting with Administration to determine whether the student is ready to attend school.

## **Bullying**

It is the intent of the School Board to provide all students with an equitable opportunity to learn. To that end, the Board has a significant interest in providing a safe, orderly and respectful school environment that is conducive to teaching and learning. Bullying is detrimental to student learning and achievement. It interferes with the mission of the school to educate their students and disrupts the operations of the school. Bullying affects not only students who are targets, but also those who participate in and witness such behavior.

The School Board also believes that promoting ethical and responsible behavior is an essential part of the school unit's educational purpose. Ethics, responsible behavior and "character" are important if a student is to leave school as a "*responsible and involved citizen*" as described in the H-DHS mission statement. Bullying interferes with the accomplishment of this goal.

Finally, the Board recognizes the well-publicized incidents of violence and threatened violence that have occurred nationally in the past several years. As research suggests, there is a direct link between bullying and school violence, the Board seeks to avoid such incidents and instead takes a systematic approach to bullying prevention and intervention.

It is not the Board's intent to prohibit students from expressing their ideas, including ideas that may offend the sensibilities of others, or from engaging in civil debate; however, the Board does not condone behavior that interferes with learning. Furthermore, the Board directs Building Administrators to take action in response to conduct that interferes with a student's opportunity to learn, the educational mission of H-DHS, and the operation of our schools.

**Bullying Defined** – Policy JICK: Bullying is defined as a single significant incident or a pattern of incidents involving written, verbal, or electronic communication, or a physical act or gesture, or any combination thereof, directed at another pupil which:

1. Physically harms a pupil or damages the pupil's property
2. Causes emotional distress to a pupil
3. Interferes with a pupil's educational opportunities
4. Creates a hostile educational environment; or
5. Substantially disrupts the orderly operation of the school

**Bullying continued:**

Bullying shall also include actions motivated by an imbalance of power based on a pupil's actual or perceived personal characteristics, behaviors, or beliefs.

**Bullying Prohibited:** Bullying, as defined in this policy, is not tolerated at H-DMS. Any student who engages in conduct that constitutes bullying shall be subject to disciplinary consequences up to and including suspension and expulsion. A student's bullying behavior may also be addressed through other behavioral interventions.

**Application of Bullying Policy:** This policy applies to bullying that takes place at school or on school grounds, at any school-sponsored activity or event, or while students are being transported to or from school or school-sponsored activities or events. It also applies to bullying that occurs at any other time or place that substantially disrupts the instructional program, operations of the school, or welfare of students. Examples of behavior that may constitute bullying include, but are not limited to:

- Physical contact or injury to another person or his or her property.
- Threats of harm to a student, to his or her possessions, or to other individuals, whether transmitted verbally, in writing, or through cyberspace.
- Blackmail, extortion, demands for protection money, or involuntary loans or donations.
- Non-verbal threats and or intimidations such as use of aggressive or menacing gestures.
- Stalking.
- Blocking access to school property or facilities.
- Stealing or hiding books, backpacks, or other possessions.
- Repeated or pervasive taunting, name-calling, belittling, mocking, put-downs, or demeaning humor relating to a student's race, color, ethnicity, gender, sexual orientation, ancestry, religion, disability, or other personal characteristics, whether or not the student actually possesses them, that could reasonably be expected to result in disruption of the instructional program or operations of the schools, or that results in a hostile educational environment for the student.
- Using the internet to denigrate or humiliate an individual or individuals

**Report of Bullying:** Students who have been bullied or who observe incidents of bullying are encouraged to report this behavior to a staff member or an Administrator. Staff shall report bullying to the Principal or the Assistant Principal. The Principal is initially responsible for receiving oral or written reports of violations of the policy.

The Principal shall report all bullying incidences to the Superintendent. If the Principal received the information verbally, then the information shall be documented via a written report within twenty-four hours of receiving the information. If the Principal received the information in writing, then he or she shall forward the document to the Superintendent within twenty-four hours of its receipt.

Acts of reprisal or retaliation against any person who reports an incident of bullying are prohibited. Any student who is determined to have falsely accused another of bullying shall be subject to disciplinary consequences.

## **Bullying continued:**

**Investigation:** The Superintendent shall direct an investigation to be made of reports in accordance with the procedures specified in district policy. Please see the school district website at [www.hdsd.org](http://www.hdsd.org) for School Board Policy JICK.

The Hillsboro-Deering School District rules relative to student conduct, discipline, and due process in the schools are adapted from the Rules of the New Hampshire State Board of Education (ED 317). These rules include purpose, definitions, standards for expulsion, disciplinary and due process procedures, reporting procedures, discipline of students with an educational disability and records. For additional information please see Hillsboro-Deering School District Policy JICD and other applicable policies at [www.hdsd.org](http://www.hdsd.org).

It is our belief that students know what is considered appropriate behavior and if consequences are clearly defined and fairly applied, students will either act appropriately or be willing to accept the consequences. If an individual student's inappropriate behavior continues or escalates, the Administration will increase the severity of the consequence as appropriate.

Each failure to meet expectations that is referred to Administration is reviewed with the individual student and circumstances in mind. When necessary, investigations are completed to assure that information is accurate and to allow for the most appropriate administrative response. For this reason, specific consequences for each offense are not formally identified

## **Emergency Management Procedures**

### ***Fire Drills***

We will have up to 10 fire drills, evacuations each year. Make sure that you understand the correct procedure for exiting the building. Instructions are posted on the wall by the main exit of every classroom. Once you have evacuated the building, line up in the designated area for your class and remain quiet. Your teacher will take attendance and then let you know when it's time to reenter the building. School rules apply throughout this time period, with regards to behavior and use of electronic devices. Administration will make an announcement to give you feedback on how well you followed the procedures of the drill.

### ***Lock Downs***

We will have up to 5 lock down drills each year. Please make sure you understand the correct procedures for finding a secure location.