

Londonderry High School
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Main Office	Jay Parent, Principal Wendy Calnan, Office Assistant Wendy Sessin, Office Assistant	ext. 2200 ext. 2000 ext. 2002
House 1 (A-Gar)	Abbey Sloper, Assistant Principal Danielle Holdsworth, Office Assistant	ext. 2118 ext. 2117
(A-Coo) (Cor-Gar)	William Prince, School Counselor Kate Sherwood, School Counselor	ext. 2018 ext. 2017
House 2 (Gas-Kn)	Stephen Secor, Assistant Principal Sheila Bedard, Office Assistant William Mitchell, School Counselor	ext. 2222 ext. 2217 ext. 2224
House 3 (Ko-Moo)	Amity Small, Assistant Principal Rebecca Mitchell, Office Assistant Linda Ryan, School Counselor	ext. 2130 ext. 2128 ext. 2223
House 4 (Mop-Z)	Katie Sullivan, Assistant Principal Elsie Carasquillo, Office Assistant	ext. 2527 ext. 2526
(Mop-San) (Sao-Z)	Valerie Nelson, School Counselor Amy Chase, School Counselor	ext. 2129 ext. 2523
Athletic Office	Howard Sobolov, Director Cindy Marett, Office Assistant	ext. 2306 ext. 2307
Curriculum Office	Kim Lindley-Soucy, Humanities Shawn Flynn, STEM Cindy Taylor, Office Assistant	ext. 2014 ext. 2015 ext. 2103
Main Guidance Fax: (603) 425-1045	Maureen O’Dea, Director of School Counseling Laura Frost, Office Assistant Cynthia Messina, Office Assistant	ext. 2110 ext. 2016 ext. 2106
Library Media Center	Front Desk Lydia Campos Karen Desjadon	ext. 2132 ext. 2180 ext. 2855
Music Director	Andrew Soucy	ext. 2317
Nurse’s Office	Sheila Howley & Casee Cullen	ext. 2104
Special Ed.	Connie Biedrzycki, Director Dawn Myers, Office Assistant	ext. 2010 ext. 2101

Londonderry High School Mission Statement



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

ACADEMIC EXPECTATIONS:

Members of the Londonderry High School community-

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

CIVIC EXPECTATIONS:

Members of the Londonderry High School community-

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

SOCIAL EXPECTATIONS:

Members of the Londonderry High School community-

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

ACADEMIC CODE OF INTEGRITY

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

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

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

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

In addition, students need to understand that technology, including but not limited to translators, cell phones, graphing calculators, and the internet are resources and should be used responsibly. Listed below are some

examples that would be considered violating our Academic Code of Integrity (these include but are not limited to):

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

ACADEMIC RECOGNITION

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

	High Honors	Honors & High Honors	Honors
CERTIFICATE	5	6	7
LETTER "L"	7	9	10
I ST SCROLL	10	12	13
2ND SCROLL	12	14	15
3RD SCROLL	14	15	
4TH SCROLL	15		
PLAQUE	13	14	15

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

Top Ten Senior Selection Process

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

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

ALTERNATIVE EDUCATION

LHS will offer courses on Monday, Tuesday, Wednesday, and Thursday afternoons/evenings during first and second semesters. This is a tuition program that will assist students who need additional credits to graduate. Students participating in this program will be on one of two academic paths toward a high school diploma.

Those who wish to remain in our day program and earn the 24 credit LHS diploma may take night classes and apply those grades/credits to the day program. Each semester class is worth .5 credits for those looking to attain the 24 credit diploma.

Students who seek a 20 credit Adult Education diploma, in consult with their parents, would withdraw from school and transfer into the Adult Education program. These individuals will be night school students who will apply previous credits earned toward this diploma. Once a student makes a commitment to the Adult Education diploma he/she must continue to pursue the 20 credits and cannot transfer back to pursue the 24 credit diploma. Please contact Amity Small in House 3 for further questions 432-6941 x2130.

ATHLETIC PROGRAMS

The Interscholastic Athletic Program includes:

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

LIFE OF A LANCER CO-CURRICULAR CODE OF CONDUCT

Participation in a Londonderry High School athletics/co-curricular activity is a privilege which should elicit great pride in both the student and his/her family. It is also an acceptance of responsibility which requires an extra commitment from those who represent our school, their coaches/advisors, and community. Standards of behavior are necessarily high and a willingness to meet these standards is a condition for being a member of one of our teams/co-curricular activities. It is also noted that activities that are considered curricular-ones that are graded and award credit-are exempt from specific co-curricular code of conduct. However, school rules still apply as with any school related function/activity either on or off campus.

This contract has been designed to bring an understanding of the standards of conduct associated with participation in athletics/co-curricular activities at Londonderry High School. This contract is designed to be used by students, coaches/advisors, parents, and school administration as a framework of principles that define requirements and expectations for participation in athletics/co-curricular activities. National organizations may

have separate contracts which can require additional sanctions beyond the Londonderry athletics/co-curricular code of conduct.

These Rules are in effect from the first day of participation in sanctioned school activities or the first academic day of school, whichever is earlier, to the last day of participation in sanctioned school activities or the last academic day of school, whichever is later. These rules are continuous in a student's time at Londonderry High School.

The following regulations have been set forth to govern participation in athletics/co-curricular activities at Londonderry High School:

Substance Abuse Policy

NH State Statute prohibits underage alcohol use (RSA 179:10 and RSA 179:10-a), underage tobacco use (RSA 126-K:6), and use of controlled drugs (RSA 318- standard for sport and athlete specific athletic codes of conduct. B:2). The United States Supreme Court acknowledges the legal standard for sport and athlete specific athletic codes of conduct.

Transfer, use or possession of any form of tobacco, alcoholic beverages, drugs, drug paraphernalia, narcotics or hallucinatory agents by students is prohibited on or off school property. Disciplinary action consistent with the disciplinary code will be enacted. These Rules are in effect from the first day of participation in sanctioned school activities or the first academic day of school, whichever is earlier, to the last day of participation in sanctioned school activities or the last academic day of school, whichever is later.

- I. Should the infraction occur on School District Property, or at a school related event, District Policy JFCH/JFCI states that the athlete/co-curricular participant shall be suspended from participation for a period of 180 school days. The suspension can be reduced to 90 school days upon successful completion of the Londonderry High School Alcohol/Drug Educational Intervention Program.
- II. All violations of the substance abuse policy for an issue occurring off school grounds and/or not at a school sanctioned event will be considered in a cumulative fashion. A student who violates this policy for the first time will receive consequences appropriate to that offense as defined below. Any subsequent violation of this policy will be considered at the next sanction level. On a third or subsequent offense, a student will become immediately ineligible to participate in athletics/co-curricular activities until such time that an eligibility hearing is conducted and adjudicated with the Principal being the last avenue of appeal.
- III. Substance Abuse Policy for an issue occurring off school grounds and/or not a school sanctioned event.
 1. First Offense for an issue occurring off school grounds and/or not at a school sanctioned event.
 - a. The athlete/co-curricular participant shall meet formally with the Athletic Director/Assistant Principal, coach/advisor, and parents.
 - b. Any athlete/co-curricular participant who is found to be in violation of the substance abuse policy will be suspended for 20 school days from participation in co-curricular activities/contests, which does not include weekends/holidays regardless of whether team practices/contests occur. Student athletes will still attend and participate in practices and other non-game/scrimmage activities.
 - c. Before an athlete/co-curricular participant can return to play/participate he/she needs to perform 10 hours of community service.
 - d. The athlete/co-curricular participant may also need to complete an approved substance abuse screening at the parents' expense.
 - e. Other appropriate treatment options may be recommended as well.
 - f. If the violation occurs at the end of the school year, or after the activity, the consequences will carry over to the next school year.

- g. If this suspension includes senior night, the student athlete will not be present at senior night.
 - h. The student athlete will also forfeit his/he right to any post season team awards.
 - i. If the violator is a team captain and/or any other leadership role with any club/organization he/she will relinquish that role.
2. Second Offense
 - a. A second offense will result in a 90 school day suspension from participation in co-curricular activities which does not include weekends/holidays regardless of whether team practices/contests occur. Student athletes will still attend and participate in practices and other non-game/scrimmage activities.
 - b. The athlete/co-curricular participant shall meet formally with the Athletic Director/Assistant Principal, coach/advisor, and parents.
 - c. Before an athlete/co-curricular participant can return to play/participate he/she needs to perform 20 hours of community service.
 - d. The athlete/co-curricular participant will also need to take an approved substance abuse prevention course at the students' expense.
 - e. Other appropriate treatment options may be recommended as well. If the violation occurs at the end of the school year the consequences will carry over to the next school year.
 - f. If this suspension includes senior night, the student athlete will not be present at senior night.
 - g. The student athlete will also forfeit his/he right to any post season team awards.
 - h. If the violator is a team captain and/or any other leadership role with any club/organization he/she will relinquish that role.
3. For any Subsequent event after the second offense a student will become immediately ineligible and removed from his/her team/activity until such time that an eligibility hearing is conducted and adjudicated with the Principal being the last avenue of appeal.
4. With the responsibility of being an athlete, comes a commitment for the athlete to be truthful and forthcoming with information. An athlete who is under investigation is expected to:
 - Be truthful about the violation being investigated
 - Be forthcoming with all information
 - Not be deceptive or untruthful
 - Be cooperativeIf it is found that the student does not adhere to any of these expectations then school consequences may apply.

IV. Academic

1. A student must pass five (5) units of work during the previous quarter.
For the fall, the spring ranking quarter is used from the previous school year. The determination of academic athletic/co-curricular eligibility is based upon report card grades and it is made only on the day that the report cards are issued and not before that date.
2. To participate in a school activity, a student must be present in school on the day of the activity for 5 academic classes. If the activity is on a non-school day, the student must be present on the last day prior to the activity for 5 academic classes. A student dismissed from school on the day of an activity or on the last school day prior to a non-school day activity, must return to school prior to the close of

the school day. A waiver can be granted by an Assistant Principal or the Athletic Director in order to be eligible for participation in the school activity.

V. Any student who has been suspended or whose conduct or character is such as to reflect discredit upon the school may be declared ineligible.

VI. Londonderry High School Athletic Rules-that only pertain to athletics

1. An athlete may not quit one sport and try out for another after the season has begun without mutual consent of the coaches and Athletic Director.
2. It is understood that any athlete that participates in a sport is subject to injury. All injuries must be reported to the athletic trainer.
3. A student who has been injured and is seen or referred to a doctor must have a written release from the physician to be reinstated.
4. Athletes are financially responsible for all uniforms and equipment issued to them. Students who cannot account for the equipment issued to them will receive no further equipment until settlement is made.
5. Completion of the sport's season is required to be eligible for an award. Any deviation from this will be determined by the coach, Athletic Director and Principal.
6. Students must ride to and from all athletic events on transportation provided for them by the school. Students may only be released to their parents or guardians.
7. A participant in the Interscholastic Athletic Program must be covered by an insurance policy.

VII. NHIAA Regulations-rules that pertain to athletics only

1. Athletes may participate in an outside sport during their period of high school competition. However, priority must be given at all times to the high school team, its practices and contests. Failure to do so will result in sanctions by the NHIAA.
2. Any action that results in the disqualification of a player from a game will be an automatic one game suspension on the next game date. There is a two (2) game suspension for fighting. The player must meet with the Athletic Director before reinstatement.
3. A student must pass a physical examination prior to the beginning of the athlete's high school career. In every subsequent year, athletes shall complete an updated medical form signed by the parent and submitted to the athletic department.
4. A student may not participate in interscholastic athletics for more than eight (8) consecutive semesters.

Sportsmanship Policy

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

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

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

ATTENDANCE POLICY

Attendance in class is an essential part of the learning process. Students need to be present in order to participate as well as to complete assignments. When they are absent, there is an academic consequence. We urge all students and parents to strive for excellent attendance as that will ensure maximum scholastic performance. Accordingly, the following policy will be enacted.

1. During any given quarter, a student may accrue up to five absences from any class before he/she will earn an administrative failure for that quarter.
 - a. Three tardies will be counted as equal to one absence.
 - b. Being more than 20 minutes late to class will be counted as equal to one absence.
2. Administrative failure will mean the awarding of an "E" for that quarter (which will be calculated as one point below passing in that class- a 59), or their earned average if that is a lower grade.
3. All students who exceed five absences in any class during a given quarter and who have not been truant or cut classes will be able to appeal to his/her assistant principal. Copies of doctor's documentation for medical absences should be submitted to the house office.
4. It should be noted that the following absences will not count against the student in regard to the attendance policy:
 - a. Court appointments: W/Court Documentation
 - b. Religious holidays: Parent note
 - c. Bereavement: Parent note
 - d. School sponsored activity: Coach/teacher will provide rosters
 - e. Senior college visits: Completed college visit form
 - *f. Chronic health condition Doctor's note

*"Chronic Health Condition" refers to a medical condition that has been documented by a physician, verified by the school, and is on file in the student's medical folder in the nurse's office.
5. A note from a parent explaining all absences of any type must be submitted to the student's House Office.
6. These guidelines should not be interpreted to mean that students have allowable "cuts" or days off from school. To the contrary, these guidelines state that the school will accept no more than five absences in any class per quarter with the expectation that all absences are for legitimate reasons.

Absences: Parents are expected to phone the attendance line by 7:15 AM (603-432-6941). Parents are expected to phone by 7:15 AM. Any Student who is out of school for more than three and one-half hours of instructional time shall be considered absent for a full day. A half-day absence is defined as a student missing more than two hours of instructional time and less than three and one-half hours of instructional time.

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

Appeals: Any student who has exceeded the five-day absence limit and has not "cut" classes or been truant may file an appeal requesting a review of his/her attendance. If a student's absences include any "cutting", truancy or excessive tardiness, the appeal will automatically be denied. **Appeals, with all relevant documentation attached, must be filed in the student's House Office.**

Cuts/Truancy: Students who cut a class, or are truant may NOT make up missed work for credit, this includes tests, quizzes or labs. A student who has cut a class for the second time will lose his/her parking permit for the remainder of the academic year. Please note, students who cut classes or leave school grounds will continue to be subject to disciplinary consequences in addition to academic penalties. In addition, they lose their right to appeal if their absences exceed five during a given quarter.

Planned Extended Absences: Parents are urged to plan family trips during school vacations so as not to interfere with education. **A maximum of three school days per academic year will be allowed for family vacations;** vacation absences in excess of three days will be charged against the student's record for the purpose of the attendance policy. **The school must be notified of planned absences at least one week before the first day a student is out.** Forms are available in each house office. Make-up work will be given to students either before or after the absence based on what the teacher deems as most beneficial for the student.

College Visits: Students are allowed five total college visits during their junior and senior years. The school must be notified of the visitation in advance and appropriate documentation is required confirm attendance. The college visit form can be found in all house offices.

Make-up Work: All make-up work, including tests, must be completed within one week after a student's return to school unless an alternative plan is approved by the teacher.

Out of School Suspensions: Students who have been suspended out of school cannot appeal those days.

BREATHALYZER POLICY

1. Students that have consumed alcohol or are in possession of alcohol pose a direct safety risk to themselves, staff, other students, and the community-at-large.
2. In order to ensure a safe environment for all students, staff and the community-at-large, the Londonderry School Board authorizes trained Building Principals and Assistant Principals to administer breathalyzer tests to High School students while on school property.
3. Building Principals and Assistant Principals may administer a breathalyzer test to any student provided that there is "reasonable suspicion" that the student has consumed alcohol or is in possession of alcohol.
4. Building Principals and Assistant Principals administering such tests shall be trained by competent professionals to effectively and accurately administer the breathalyzer tests. A positive reading when taken into consideration with all other relevant information shall be sufficient to substantiate a violation of school district policy.
5. Reasonable suspicion may be satisfied by conduct including, but not limited to, physical impairment, unusual behavior, bloodshot or glassy eyes, odor of alcoholic beverages or on the basis of any other behavior or information that provides a reasonable suspicion that the student has consumed alcohol or is in possession of alcohol.
6. In the event a District Administrator does administer a breathalyzer test, a report shall be prepared indicating the outcome of the test, as well as those factors that formed the basis for the finding that a reasonable suspicion existed that the student has consumed alcohol or is in possession of alcohol.
7. The School Board will be notified in the semester discipline report of the use of the breathalyzer test.
8. Any student who refuses to take a breathalyzer test, after reasonable suspicion has been formed and the student has been advised of the consequences of such a refusal, may be disciplined as a Level IV offense as set forth in Londonderry School District Policy JG-R.
9. For the purposes of this policy, "school property" shall include, but shall not be limited to, school buildings, buses, gymnasiums, facilities rented and/or leased by the School District, other facilities or premises utilized for school-sponsored activities and/or events, classrooms, hallways, libraries, cafeterias, bathrooms, locker rooms, athletic fields, and all parking areas, lawns and roadways utilized or otherwise associated with.

BULLYING POLICY

For the purpose of this policy, the following definitions shall apply:

1. "Bullying" means a single significant incident or a pattern of incidents involving a written, verbal or electronic communication, or a physical act or gesture, or any combination thereof, directed at another student which:
 - a. Physically harms a student or damages the student's property
 - b. Causes emotional distress to a student. For the purposes of this policy, the term "emotional distress" means the distress that materially impairs the student's participation in academic or other school sponsored activities. The term "emotional distress" does not include the unpleasantness or discomfort that accompanies an unpopular viewpoint;
 - c. Interferes with a student's educational environment;
 - d. Creates a hostile educational environment; or
 - e. Substantially disrupts the orderly operation of the school.

"Bullying" shall also include the actions motivated by an imbalance of power based on a student's actual or perceived personal characteristics, behaviors or beliefs, or motivated by the student's association with another person and based on the other person's characteristics, behaviors or beliefs if those actions cause one or more of the results in paragraphs (a) through (d) above.

Bullying or cyberbullying of a student on the basis of sex, sexual orientation, race, color, ancestry, national origin, religion, age, marital status, familial status, pregnancy, physical or mental disability may constitute illegal discrimination under federal and/or state law.

2. "Cyberbullying" means conduct defined in paragraph 1 that takes place through the use of electronic devices.
3. "Electronic devices" include but are not limited to telephones, cellular phones, computers, pagers, electronic mail, instant messaging, text messaging and websites.
4. "School property" means all real property and all physical plant and equipment used for school purposes, including public or private school buses or vans.
5. "Perpetrator" means a student who engages in bullying or cyberbullying.
6. "Victim" means a student against whom bullying or cyberbullying has been perpetrated.

Reporting Procedures: Students who are subjected to bullying and cyberbullying, or who observe bullying/cyberbullying by or against other students are strongly encouraged to report it to their teacher, guidance counselor, assistant principal or principal.

School staff and volunteers are required to report possible incidents of bullying or cyberbullying to an assistant principal or principal as soon as practicable. Parents and other adults are also encouraged to report any concerns about possible bullying or cyberbullying of students to the student's housemaster, assistant principal or principal.

BUS TRANSPORTATION

For their safety, while on school busses and while entering and exiting, students are required to obey the direction of the driver and to exhibit reasonable, quiet, and orderly conduct. Parents are responsible for supervision until all students enter the bus in the morning and after the students exit the bus at the regular stops at the close of the school day.

Examples of Unacceptable Conduct:

- Striking, shoving, tripping, or restraining any person on the bus
- Hurling objects of any kind on or from the bus
- Igniting any flame or causing smoke or noxious fumes
- Standing or changing seats while the bus is in motion
- Possessing or using any drug, including alcohol or tobacco
- Causing loud noises or disturbances

- Stealing or damaging property
- Disobeying the directions of the driver (or monitor)
- Violating any school rule or the Safe Schools Act
- Hazing

Dismissal from Bus: Students whose conduct on a school bus is unacceptable may be denied the use of bus transportation by the Assistant Principal, Principal or Superintendent as per New Hampshire RSA 189:9-A. In this event, it is the parents' responsibility to see that the child is transported to and from school. **DISMISSAL FROM THE BUS SHOULD NOT BE CONSTRUED AS DISMISSAL FROM SCHOOL.**

Video/Audio Recording on Bus: To ensure the safety and secure environment of District students, the Londonderry School Board authorizes the use of video and audio recording devices by the District on any or all buses or other vehicles (hereinafter “bus”) used to provide transportation for in-District students. This authority shall extend additionally to all vehicles owned by the District or contracted by the District for the in-district transportation of its students. The School Board authorizes the Superintendent to establish and maintain guidelines and procedures for the retention and viewing of the recordings. For a full explanation of this policy, see the district web site. NH RSA 189: 15; 193-F: 3; and 570-A: 2 (k)

CAFETERIA & FOOD CONSUMPTION

The cafeteria is designed as a multi-purpose facility. Students are expected to be seated during lunch and to behave in an appropriate and orderly fashion. Students are reminded that it is each individual's responsibility to help maintain a clean and appropriate environment for eating. Students are expected to clear away their own trays and trash. The throwing of food or any other object in the cafeteria will not be tolerated. Please be considerate of those students eating with you and those who will follow. Students who do not display proper behavior will be removed from the cafeteria and arrangements will be made for them to eat their lunches elsewhere.

SCHOOL COUNSELING & STUDENT SERVICES

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

DANGEROUS WEAPONS ON SCHOOL PROPERTY

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

Simulated weapons, such as, but not limited to, cap guns, water pistols, and homemade martial arts-type weapons are prohibited on school property, on school vehicles or at school sponsored activities as well, unless

authorized by administration for specific use. Possession of such simulated weapons will result in a suspension of a short or long-term duration, and this policy will be enforced across all grades without regard to a student's grade or age.

DINING SERVICES MANAGEMENT

The District encourages all parents and guardians (hereinafter "parents") to provide a healthy breakfast and lunch for their student(s). Parents are welcome to send students to school with a "brown bag/lunch box" meal. The District provides the opportunity to purchase a meal from Dining Services. Each meal is modeled after the federal nutrition standards. Payment is expected no later than when the meal is served. Payment may be in cash, check (made payable to Londonderry School District or as a debit against funds deposited into an established student lunch account).

The school lunch program is required by federal law to operate as a non-profit, which must end each fiscal year without a negative balance. Uncollected debt must be paid to the school lunch program from other funds. Therefore, parents of students required to pay the full or reduced price for meals must ensure that the Dining Services program is paid for their student's meals. The District's policy is to quickly escalate efforts to bring student meal accounts into positive balance, to avoid circumstances where these accounts build significant debt.

Student Meal Accounts

The District uses a point-of-sale computerized meal payment system, which has an account for all students. Parents of students who will be purchasing meals using this system are required to establish and maintain a positive balance in the student's meal account.

Funds may be deposited into a student lunch account by cash, check, or on-line payment. Cash or checks may be presented to the cashier in the cafeteria. Checks, but not cash, will be accepted at the Principal's Office, the Dining Services Office, or may be mailed to any school with attention to the Dining department.

The use of checks or on-line payments is encouraged, as each provides a record. Parents are responsible for any fees charged by the on-line service. In accordance with United States Department of Agriculture ("USDA") guidance SP 02-2015, there will be no processing fee for deposits to a student meal account made by cash or check.

Bank fees incurred on any check returned for insufficient funds will be charged to the parent. Alternatively: A fee of \$20.00 will be charged to the parents for each check returned for insufficient funds. In accordance with RSA 358-C:5, notice of the fee charged for a check that is returned for insufficient funds shall be included in any letter sent to a Parent seeking payment because the student meal account has a negative balance.

Parental Restrictions on Use of Student Meal Account

Parents are responsible for establishing any restrictions the parent chooses to place on their student's account. Unless restricted by the parent, a student may purchase à la carte items in addition to the regular meal choices. Setting and ensuring compliance with limitations on the use of the student's meal account afford families an opportunity to develop their student's understanding of the responsible use of credit and debit accounts, which

will benefit the student throughout life. Parents must monitor the student's use of the meal account to ensure that a sufficient balance is available at all times for their student to charge meals. (The District's on-line payment system allows a parent to check their student's balance at any time.)

The District's policy is to ensure that students have access to healthy meals and that no student will be subject to different treatment from the standard school meal or school cafeteria procedures. Therefore, the District will allow students to purchase a meal, even if the student's meal account has insufficient funds. This policy applies to all meal offerings generally available at the cafeteria: breakfast and lunch. Please note that a student with a \$0.00 balance or in the negative may not purchase à la carte items.

Balance Statements

The District will work proactively with parents to maintain a positive balance in their student's meal account. Notices of low balance will be sent by e-mail from the Dining department. Only those staff members who have a need to access a child's account balance and eligibility information may communicate with parents regarding unpaid meal charges. Volunteers, including parent volunteers will not be used to communicate with parents regarding unpaid meal charges. 42 U.S.C. 1758(b)(6).

The District recognizes that unexpected financial hardships occur and will work with parents in this circumstance to limit the amount of accumulated debt. To do so, it is essential that parents respond to notices and cooperate with district staff efforts. Fairness and equal treatment requires that those able to pay, but who fall behind, must promptly bring their students meal account into a positive balance. The District's proactive approach is intended to help ensure students have healthy meals and that parents do not accumulate significant debt to the school meal program.

Free or Reduced Price Meals

The District participates in the federally supported program to provide free or reduced price meals to students from families whose economic circumstances make paying for meals difficult. Income guidelines for eligibility are based on family size and are updated each year by the USDA. The District will ensure parents are informed of the eligibility requirements and application procedures for free or reduced cost meals as well as the requirements of this policy.

Parents shall be provided with an application for free or reduced cost meals annually as well as posted on the school district website, and upon enrollment of a transfer student during the school year. The communication explaining the availability of the free or reduced price meals shall include all the elements required by federal regulation, 7 C.F.R. 245.5. Each notice shall also identify a member of the District staff, with contact information, who is available to answer questions or assist the parents with applying for free or reduced price meals.

As required by the Civil Rights Act of 1964 and USDA guidance, parents with Limited English Proficiency ("LEP") will be provided with information on this policy and the free and reduced price meal program in a language the parents can understand. The District will utilize USDA and community resources to fulfill this

requirement. This policy and links to application materials for the free or reduced price meal program will be posted on the school website and made available to parents at each school.

The District will proactively enroll students found to be categorically eligible into the free or reduced price meal program. The District will seek to enroll eligible students in the free or reduced price meal program upon learning from any source of the student's potential eligibility. When eligibility is established, the District will apply the earliest effective date permitted by federal and state law.

Students Without Cash in Hand or A Positive Account Balance

Regardless of whether a student has money to pay for a meal or has a negative balance in the student meal account, a student requesting a meal shall be provided with a meal from among the choices available to all students. The only exception will be where the student's parents have provided the District with specific written or on-line direction that the student not be provided with a school lunch program meal, the student has a meal sent from home, or otherwise has access to an appropriate meal. Under no circumstances will a student's selected meal be thrown away because of the status of the student's meal account.

It is the parents' responsibility to provide their student with a meal from home or to pay for school prepared meals. Therefore, the District's policy is to direct communications to parents about student meal debt. When parents chose to provide meals sent from home, it is the parents' responsibility to explain to their student the necessity of the student not using the school meal program.

Initial efforts to contact parents will be by e-mail or phone, however if those efforts are unsuccessful, letters to parents may be sent home in sealed envelopes with the student. Where the District has not received a response from the parents or the parents do not cooperate in resolving negative student meal account balances and the student continues to use the school meal program, for students in grade seven or higher, the principal or designee may communicate directly with the student in a manner that is private and which does not publicly identify or stigmatize the student. The resolution of the problem should seek to ensure the student has ongoing access to an appropriate meal.

Should the student's meal account balance fall below zero, a negative balance notification requesting immediate payment shall be sent to parents no less than once each week.

Unresolved Debt

Any individual student who is in arrears with the following negative balance as of the 1st of the month with the School District will accrue the following surcharge.

1. \$50.00 - \$99.99 will be charged \$10.00 each month
2. \$100.00 - \$199.99 will be charged \$20.00 each month
3. Over \$200.00 will be charged \$50.00 each month

If the student's meal account debt grows to \$30.00 or more the parents will be requested to meet with building Principal or Asst. Principal. When appropriate, the Principal or Asst. Principal should explore with the parents whether an application for free or reduced cost meals is warranted.

If a student with a negative balance in his or her meal account seeks to purchase a meal with cash or check, the student will be allowed to do so. There is no requirement that the funds be applied first to the debt.

If parents continue to fail to provide the student with a meal sent from home, continue to fail to provide funds for their student to use the school lunch program, continue to refuse to cooperate with reasonable requests by District staff to address the overdue debt, and the parent is believed to have the ability to pay, the Chief Financial Officer may pursue payment through civil legal action, including filing a claim in small claims court pursuant to RSA Chapter 503, if the account reaches \$250.00 or more. The Chief Financial Officer is delegated authority to assess the likelihood that civil action will lead to payment, the resources required to pursue collection, and to pursue such action only when doing so is in the best interest of the District. All debt collection efforts shall comply with RSA Chapter 358-C, New Hampshire's Unfair, Deceptive or Unreasonable Collection Practices Act.

Staff Enforcement of Policy/Training

A copy of this policy and refresher training shall be provided annually to all food service and school staff responsible for serving student meals or enforcing this policy. New staff with these responsibilities shall be provided with a written copy of the policy and training on the policy during their initial training or orientation. In accordance with federal requirements, a record shall be maintained documenting that new staff receive the policy and training. The record must also document that all applicable staff receive a copy of the policy and refresher training annually.

Student with Special Dietary Needs

Nothing in this policy prohibits providing an appropriate meal to a student with special dietary needs such as, but not limited to, diabetes, provided these needs have been documented in a health plan, Sec 504, or IEP. If the meal is medically required, and the student has a negative student meal account balance, or does not have cash to purchase the meal, the necessary dietary needs will be met.

To file a program complaint of discrimination with the USDA, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form.

To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

This District is an equal opportunity provider.

Nondiscrimination

It is the District's policy that in the operation of child feeding programs, no child will be discriminated against because of race, sex, color, national origin, age, or disability. 7 C.F.R. 245.5(a)(1)(viii). Students will not be denied meals due to the existence of other unpaid charges at the school or for disciplinary reasons.

Assessment for Neglect Reporting

If a student who has been determined to be ineligible for free or reduced cost meals or whose parents have refused to cooperate with filing an application for free or reduced cost meals is consistently not provided with meals, either through a meal sent from home or the payment for a meal through the school meal program, the Principal will assess whether a report of child neglect is warranted to the New Hampshire Department of Health and Human Services, Division for Children, Youth, & Families, as required by RSA 169-C:29-31.

DISCIPLINE POLICIES AND PROCEDURES

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

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

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

- Level I** will generally be dealt with through in-school disciplinary action such as teacher detentions and other teacher- initiated strategies.
- Level II & III** will generally require more severe disciplinary actions such as Saturday detention, in-and out-of school suspensions issued by building administrators.
- Level IV** are of an extremely serious nature and generally will warrant short or long term suspensions and/or expulsions by the Londonderry School Board

Each Level III offense in excess of six in any school year will be considered a level IV offense of failure to follow the reasonable rules of the school and may subject the students to discipline, up to and including expulsion.

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

DISCIPLINE CONSEQUENCES

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

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

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

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

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

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

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

Student Suspension: The Superintendent or written designee, on recommendation of a Principal or Assistant Principal, may suspend a student. In every case of suspension, the student and his parents will be notified of the grounds, hearing and findings, as well as of the duration and place of suspension.

Grounds: Grounds for suspension are listed under "examples" in Policy JG, Student Discipline. Misconduct described in LEVEL II, III, and IV can result in the suspension of a student.

Hearing: Before recommending suspension of a Student, the Principal or designee shall conduct at least a rudimentary hearing, which shall include at least: notification of student that the alleged violation is grounds for suspension, specification of the violation in detail, and opportunity for the student to respond. In the event that the student denies wrongdoing or claims extenuating circumstances and the Principal or designee was not a witness, the Principal or designee shall make further inquiry. On making inquiry, or at parent request, the Principal may schedule a formal hearing.

In any case, a formal hearing must be conducted before any suspension exceeds ten (10) days, and the School Board must hold a hearing and approve before any suspension exceeds twenty (20) days. A formal hearing shall include prior notification of student and parent(s) that the student has rights to: call witnesses, cross-examine opposing witnesses, presence of counsel, a transcript of the hearing, appeal to the Board, etc.

Findings: When satisfied of the facts, the Principal shall report the hearing, findings and recommendation to the Superintendent.

Duration: Suspensions shall be of definite duration, in most cases not to exceed five (5) school days. Any longer suspension may be appealed to the School Board, and the Superintendent shall inform the Board of any

exceeding five days. A formal hearing must be conducted before any suspension exceeds ten (10) days, and the Board must approve before any exceed twenty (20) days.

DRESS CODE

Appropriate dress and grooming contribute to a productive learning environment. The appearance and dress of all students enrolled in the Londonderry School District will be neat and clean, and will observe acceptable rules of modesty. A student's attire will comply with the health code of the State of New Hampshire, will not create a safety issue and will not disrupt or interfere with the educational process. Student's clothing must not present a distraction which would be disruptive to the educational process.

A student who violates the dress code shall be subject to appropriate disciplinary action. The Assistant Principal or designee may, upon finding that dress or attire is not in compliance with this policy, require the student to be removed from class and request that the student change their dress or attire to be in compliance with this policy prior to admission to class. In appropriate instances, parents may be contacted and requested to bring appropriate dress to school.

Regulations: The following regulations shall apply to all regular school activities. Coaches and teachers with appropriate notice to students and parents may impose more stringent dress requirements to accommodate the special needs of certain sports and/or classes. The Superintendent, Assistant Principal or Principal may establish other reasonable dress regulations for times when students are engaged in extracurricular or other school activities.

- T-shirts and other clothing and jewelry imprinted with words, pictures or their insignia of alcoholic beverages, tobacco or other drugs, obscenities, violent images, overt-covert sexual reference, gang identification or which advocate prejudice or harassment of religion, race, ethnicity, sexual orientation or disability, are inappropriate in our school and prohibited.
- Lingerie or pajama wear may not be worn as outer garments except for days/activities specifically approved for that purpose.
- Hats, hoods, bandanas or sweatbands are not to be worn in the classroom or house offices, except for headgear worn for religious or medical reasons.
- Leggings, tights, yoga pants and/or form fitting pants are not a suitable replacement for pants. If they are worn, they must be covered by another garment that reaches at or below the index finger.
- Clothing shall be sufficient to conceal undergarments at all times.
- Clothing that immodestly exposes the chest, abdomen, midriff, genital area or buttocks, including but not limited to the following, are prohibited: spaghetti straps, tube tops, backless tops, pants worn below the waist, skirts shorter than fingertip length, see through fabrics.
- Shoes or other appropriate footwear must be worn at all times. Slippers are not acceptable during school hours.
- Chains, studded bracelets, belts or necklaces, and/or other items of dress which in the judgment of school administration pose a potential danger to persons and/or property, are prohibited.

ELIGIBILITY

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

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

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

FIELD TRIPS

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

FIRE EXITS AND DRILLS

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

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

GRADING

Report cards are distributed to students shortly after the end of each marking period and progress reports are sent home to the parent’s mid-way through each term. It is the student’s responsibility to take these documents home. Current grades throughout the school year are available on the parent and student portal. Letter grades are used on report cards and represent the following:

GRADE	GPA	Numerical Equivalent	AP & Honor GPA
A	4.0	93-100	5.0
A-	3.7	90-92	4.7
B+	3.3	87-89	4.3
B	3.0	83-86	4.0
B-	2.7	80-82	3.7
C+	2.3	77-79	3.3
C	2.0	73-76	3.0
C-	1.7	70-72	2.7
D+	1.3	67-69	2.3
D	1.0	63-66	2.0
D-	0.7	60-62	1.7
F	0.0	59 or below	0.0
E (Administrative Failure)	0.0	59	0.0

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

GRADUATION REQUIREMENTS

In order to earn a Londonderry High School diploma, a student must accrue 24 credits along with all of the individual requirements. The school year is divided into two semesters: August to January and January to June. One credit (1.0) is earned by successfully completing a full-year course that meets for one 45-minute period each school day. One-half credit (0.5) is earned by successfully completing a half-year course that meets for one 45-minute period each school day. An extended learning opportunity will be evaluated on a case-by-case basis with approval of the Director of School Counseling. All students are academically and financially responsible for all the courses for which they register.

4 credits English	½ credit RESTRICTIVE ELECTIVE (Arts)
3 credits Mathematics*(to include an algebra credit)	at least ½ credit in ANY of the following areas:
3 credits Social Studies (World, US/NH History, NH Civics, Economics)	Art (all Art courses)
2 credits Science (Physical Science, Biology)	Music (all Music courses)
1 credit Physical Education	Arts (Desktop Publishing, Exploring Graphic Arts, Computer Graphics Design, Basic Video)
½ Health	
½ credit Computer Education**	9 ½ credits GENERAL ELECTIVES

At least 9 credits of electives are required in addition to the arts elective and the required core courses

*Starting with the class of 2020 each student must take a Math experience every year.

**Starting with the class of 2020 each student must take a ½ credit of advanced computers.

HAZING

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

“Endanger the physical health” shall include, but is not limited to, any brutality of a physical nature, such as:

- Whipping
- Beating
- Branding
- Forced calisthenics
- Exposure to the elements
- Forced consumption of any food, alcoholic beverage, drug or controlled dangerous substance
- Or any forced physical activity which could adversely affect the mental health or dignity of the individual.

HAZING COMPLAINT PROCEDURE

1. Administrators, Athletic coaches, Co-Curricular Advisors will address and review the Hazing Policy and procedure at the start of each season and the initial meeting of each school sponsored extracurricular program. In addition, at least once during each season and/or once during each semester, coaches, and advisors of the extracurricular programs will review the policy.
2. When a student believes that she/he has been subject to hazing, the student shall promptly report the incident, orally (and have that reduced to writing) or in writing, to the building principal, athletic director and/or assistant principals(s).

3. The principal and/or the assistant principal shall conduct a timely, impartial, thorough and comprehensive investigation of the alleged hazing.
4. The principal and/or assistant principal shall prepare a written report summarizing the investigation and recommending disposition of the complaint. Copies of the confidential report shall be provided to the complainant, the accused and others directly involved, as appropriate. A confirmed report of hazing will be reported to the Police Department.
5. If the investigation results in a substantiated finding of hazing, the principal shall recommend appropriate disciplinary action, as circumstances warrant, in accordance with the Code of Conduct. Additionally, the accused may be subject to disciplinary action by the coach or sponsor, up to and including removal from the activity.
6. Every student who participates in a sport or extracurricular activity must sign and return the Hazing Policy (JICFA) and accompanying procedure (JICFA-R) prior to the start of the first practice or first meeting of the extracurricular activity.

HEALTH SERVICES

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

All injuries must be reported to the nurses. First aid treatment will be administered and parents notified. Periodic vision and hearing tests may also be conducted through this office. Students and parents are requested to **inform the nurse of any particular health problems which should be a matter of record**. Emergency cards are sent home the first day of school and should be completed and returned promptly. Please update this information throughout the school year.

Administering Medication: Students are not allowed to bring medication to school except after having completed necessary paperwork provided by the school district. All medication brought to school by a student must be deposited with the school nurse. **Students in possession of medication outside the nurses' office will be subject to disciplinary action.** Students may carry inhalers and Epi-pens for emergency use with proper documentation from a healthcare provider.

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

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

Home Tutoring: In the event of an extended illness or accident that prevents a student from attending school, the Londonderry School District may provide tutoring during the period of absence. It should be noted by parents and teachers that home tutoring is designed as a bridge between the student's departure and return. It is virtually impossible for a student to complete course requirements with only home tutoring. A doctor's written statement verifying the student's inability to attend school is required prior to any home tutoring. To request a tutor, parents need to contact the Director of School Counseling.

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

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

1. A physical examination form (dated within the last year) including immunizations and dates completed by a physician, OR
2. The date for a scheduled appointment (within 30 days of registration) including the name and telephone number of the physician. The information will be verified by the school.

This applies to all registrations, transfer students and re-entering students.

HOMEWORK

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

HONOR ROLL

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

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

In order to be eligible for the honor roll, a student must carry at least five courses (for Seniors) and six courses (for all underclassmen). The student also must maintain a transcript with grades of a C- or higher, **nor receive an incomplete in any course.**

INTERNET ACCEPTABLE USE POLICY & THE USE OF DISTRICT TECHNOLOGY RESOURCES

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

- Use another person's computer account, or share passwords
- Disclose personal information about themselves or others, such as name, address, telephone number, school name, or email address on any web site (includes weblogs, discussion boards, etc.)
- Open, change or delete files that belong to others
- Install or download software of any type onto school computers
- Create display, or print text, images or sound files that are obscene, pornographic, or degrading to others.
- "Hack" or do anything that interferes with the network
- Use email or live chat without direct supervision.
- Use computers for playing games or any other non-educational activity
- Waste resources, such as paper, ink and/or toner or clog the network with large files.

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

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

LIBRARY MEDIA CENTER

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

Friday 6:50 a.m. – 3:30 p.m.

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

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

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

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

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

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

LIFE OF A LANCER/CO-CURRICULAR CODE OF CONDUCT

Participation in a Londonderry High School athletics/co-curricular activity is a privilege which should elicit great pride in both the student and his/her family. It is also an acceptance of responsibility which requires an extra commitment from those who represent our school, their coaches/advisors, and community. Standards of behavior are necessarily high and a willingness to meet these standards is a condition for being a member of one of our teams/co-curricular activities. It is also noted that activities that are considered curricular-ones that are graded and award credit-are exempt from specific co-curricular code of conduct. However, school rules still apply as with any school related function/activity either on or off campus.

This contract has been designed to bring an understanding of the standards of conduct associated with participation in athletics/co-curricular activities at Londonderry High School. This contract is designed to be used by students, coaches/advisors, parents, and school administration as a framework of principles that define requirements and expectations for participation in athletics/co-curricular activities. National organizations may have separate contracts which can require additional sanctions beyond the Londonderry athletics/co-curricular code of conduct.

These Rules are in effect from the first day of participation in sanctioned school activities or the first academic day of school, whichever is earlier, to the last day of participation in sanctioned school activities or the last academic day of school, whichever is later. These rules are continuous in a student's time at Londonderry High School.

The following regulations have been set forth to govern participation in athletics/co-curricular activities at Londonderry High School:

Substance Abuse Policy

NH State Statute prohibits underage alcohol use (RSA 179:10 and RSA 179:10-a), underage tobacco use (RSA 126-K:6), and use of controlled drugs (RSA 318- standard for sport and athlete specific athletic codes of conduct. B:2). The United States Supreme Court acknowledges the legal standard for sport and athlete specific athletic codes of conduct.

Transfer, use or possession of any form of tobacco, alcoholic beverages, drugs, drug paraphernalia, narcotics or hallucinatory agents by students is prohibited on or off school property. Disciplinary action consistent with the disciplinary code will be enacted. These Rules are in effect from the first day of participation in sanctioned school activities or the first academic day of school, whichever is earlier, to the last day of participation in sanctioned school activities or the last academic day of school, whichever is later.

- I. Should the infraction occur on School District Property, or at a school related event, District Policy JFCH/JFCI states that the athlete/co-curricular participant shall be suspended from participation for a period of 180 school days. The suspension can be reduced to 90 school days upon successful completion of the Londonderry High School Alcohol/Drug Educational Intervention Program.
- II. All violations of the substance abuse policy for an issue occurring off school grounds and/or not at a school sanctioned event will be considered in a cumulative fashion. A student who violates this policy for the first time will receive consequences appropriate to that offense as defined below. Any subsequent violation of this policy will be considered at the next sanction level. On a third or subsequent offense, a student will become immediately ineligible to participate in athletics/co-curricular activities until such

time that an eligibility hearing is conducted and adjudicated with the Principal being the last avenue of appeal.

III. Substance Abuse Policy for an issue occurring off school grounds and/or not a school sanctioned event.

1. First Offense for an issue occurring off school grounds and/or not at a school sanctioned event.
 - a. The athlete/co-curricular participant shall meet formally with the Athletic Director/Assistant Principal, coach/advisor, and parents.
 - b. Any athlete/co-curricular participant who is found to be in violation of the substance abuse policy will be suspended for 20 school days from participation in co-curricular activities/contests, which does not include weekends/holidays regardless of whether team practices/contests occur. Student athletes will still attend and participate in practices and other non-game/scrimmage activities.
 - c. Before an athlete/co-curricular participant can return to play/participate he/she needs to perform 10 hours of community service.
 - d. The athlete/co-curricular participant may also need to complete an approved substance abuse screening at the parents' expense.
 - e. Other appropriate treatment options may be recommended as well.
 - f. If the violation occurs at the end of the school year, or after the activity, the consequences will carry over to the next school year.
 - g. If this suspension includes senior night, the student athlete will not be present at senior night.
 - h. The student athlete will also forfeit his/he right to any post season team awards.
 - i. If the violator is a team captain and/or any other leadership role with any club/organization he/she will relinquish that role.
 - a. A second offense will result in a 90 school day suspension from participation in co-curricular activities which does not include weekends/holidays regardless of whether team practices/contests occur. Student athletes will still attend and participate in practices and other non-game/scrimmage activities.
 - b. The athlete/co-curricular participant shall meet formally with the Athletic Director/Assistant Principal, coach/advisor, and parents.
 - c. Before an athlete/co-curricular participant can return to play/participate he/she needs to perform 20 hours of community service.
 - d. The athlete/co-curricular participant will also need to take an approved substance abuse prevention course at the students' expense.
 - e. Other appropriate treatment options may be recommended as well. If the violation occurs at the end of the school year the consequences will carry over to the next school year.
 - f. If this suspension includes senior night, the student athlete will not be present at senior night.
 - g. The student athlete will also forfeit his/he right to any post season team awards.
 - h. If the violator is a team captain and/or any other leadership role with any club/organization he/she will relinquish that role.
2. For any Subsequent event after the second offense a student will become immediately ineligible and removed from his/her team/activity until such time that an eligibility hearing is conducted and adjudicated with the Principal being the last avenue of appeal.
3. With the responsibility of being an athlete, comes a commitment for the athlete to be truthful and forthcoming with information. An athlete who is under investigation is expected to:
 - ·Be truthful about the violation being investigated
 - ·Be forthcoming with all information
 - ·Not be deceptive or untruthful
 - ·Be cooperative

If it is found that the student does not adhere to any of these expectations then school consequences may apply.

IV. Academic

1. A student must pass five (5) units of work during the previous quarter.

For the fall, the spring ranking quarter is used from the previous school year.

The determination of academic athletic/co-curricular eligibility is based upon report card grades and it is made only on the day that the report cards are issued and not before that date.

2. To participate in a school activity, a student must be present in school on the day of the activity for 5 academic classes. If the activity is on a non-school day, the student must be present on the last day prior to the activity for 5 academic classes. A student dismissed from school on the day of an activity or on the last school day prior to a non-school day activity, must return to school prior to the close of the school day. A waiver can be granted by an Assistant Principal or the Athletic Director in order to be eligible for participation in the school activity.

V. Any student who has been suspended or whose conduct or character is such as to reflect discredit upon the school may be declared ineligible.

VI. Londonderry High School Athletic Rules-that only pertain to athletics

- A. An athlete may not quit one sport and try out for another after the season has begun without mutual consent of the coaches and Athletic Director.
- B. It is understood that any athlete that participates in a sport is subject to injury. All injuries must be reported to the athletic trainer.
- C. A student who has been injured and is seen or referred to a doctor must have a written release from the physician to be reinstated.
- D. Athletes are financially responsible for all uniforms and equipment issued to them. Students who cannot account for the equipment issued to them will receive no further equipment until settlement is made.
- E. Completion of the sport's season is required to be eligible for an award. Any deviation from this will be determined by the coach, Athletic Director and Principal.
- F. Students must ride to and from all athletic events on transportation provided for them by the school. Students may only be released to their parents or guardians.
- G. A participant in the Interscholastic Athletic Program must be covered by an insurance policy.

VII. NHIAA Regulations-rules that pertain to athletics only

- A. Athletes may participate in an outside sport during their period of high school competition. However, priority must be given at all times to the high school team, its practices and contests. Failure to do so will result in sanctions by the NHIAA.
- B. Any action that results in the disqualification of a player from a game will be an automatic one game suspension on the next game date. There is a two (2) game suspension for fighting. The player must meet with the Athletic Director before reinstatement.
- C. A student must pass a physical examination prior to the beginning of the athlete's high school career. In every subsequent year, athletes shall complete an updated medical form signed by the parent and submitted to the athletic department.
- D. A student may not participate in interscholastic athletics for more than eight (8) consecutive semesters.

LOCKERS

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

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

LOST AND FOUND

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

NON-DISCRIMINATION STATEMENT

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

Title IX Grievance Procedure:

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

1. Contact the Building Title IX Grievance Representative for the appropriate form.
2. Complete the form for filing a Title IX Grievance and submit it to the Building IX Grievance Representative, who will attempt to settle the grievance; if not,
3. The Grievance Representative will submit the form to the Grievance committee. This committee shall consist of, all building representatives, a School Board member, a parent and the Title IX Coordinator.
4. The Grievance Committee will set a date for a hearing and notify all interested parties.
5. The Committee will hear testimony from all interested parties and the complainant.
6. In executive session, the Committee will decide the disposition of the case. It will complete a Title IX Grievance Report, and it will schedule a meeting with the complainant to notify him/her of its decision.
7. A meeting with the complainant is held.
8. Notification of appeal procedure is given.

ORGANIZATIONS

Londonderry High School strives to provide a wide variety of organizations and activities to provide outlets and opportunities for the diverse talents and interests of the student body. Activities may be added as students indicate a serious interest in new areas. All organizations will be faculty sponsored.

The following partial list indicates various clubs and activities that are included in the co-curricular program beyond the Interscholastic Athletic Program. Meeting dates and formations of new clubs are publicized during the daily C period announcements. Teachers or students who desire to initiate an activity not listed are encouraged to contact the House 2 Assistant Principal.

Class of 2018
Class of 2019
Class of 2020

Color Guard
Community Service Club
Culinary Arts Club

International Club
Lancer Spirit Newspaper
Marching Band

Rocket Club
Dungeon & Dragon
Student Activities

Class of 2021	Dance Club	Marching Band Assistant	Student Council
Anime Club	Drama Club	Yearbook	Tailgating Club
Art Club	Drum Line Assistant	Math Team	US First Robotics
Athletic Leadership Council		Model UN	Video/Radio Club
Big Buddies	FBLA	Mu Alpha Theta	Woodworking Club
BioConnect	Future Medical Leaders	National Honor Society	Equestrian Club
Blue Star Lancer	Granite State Challenge	Pay It Forward	Heal the World
Chess Club	GSA	Project Lancer	

All fund raising activities at Londonderry High School must be approved by school administration.

NATIONAL HONOR SOCIETY

The goal of the National Honor Society is to "create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in the students of secondary schools" (NHS National Constitution, May 2008). The Londonderry High School Chapter of the National Honor Society is dedicated to honoring students who have demonstrated excellence in scholarship, leadership, service and character. Detailed information about member selection criteria and procedures as well as membership obligations and activities is available through the "Clubs & Activities" page of the high school's web presence:
<http://www.londonderry.org/lhs/clubs.cfm>.

POLICIES

The Londonderry schools operate under a set of guidelines set forth as policy by the elected members of the Londonderry School Board. The school administration is charged with implementing and enforcing policies. **Selected policies are identified and quoted in this handbook. Complete copies of school policy manuals are available at the school district office, and in the Londonderry High School principal's office.**

RECOMMENDATIONS BY FACULTY

Students who wish to have recommendations from faculty members may request recommendations from teachers for application to post-secondary schools, military service or employment. Forms for teacher recommendations are available in the school counseling office as well as house offices. All college recommendations are completed using Naviance. No recommendation may be withdrawn from this file and only the teacher, student and guidance department staff may have access to them. Students should discuss this process with their school counselor prior to initiating requests for recommendations from teachers. Students are encouraged to seek out counselors for further explanation on teacher recommendations procedures here at LHS.

SCHOOL CANCELLATIONS, DELAYS, EMERGENCY CLOSINGS

School cancellations will be broadcast over radio station WZID (95.7 FM). Cancellations are also broadcast over WBZ TV(Channel 4 /Channel 38), WCVB TV (Channel 5), WMUR TV (Channel 9), WHDH TV (Channel 7/Channel 56), and WFXT TV (Fox 25) and Londonderry's cable Channel LEO 21. Postings will be made on the Londonderry School District Website (www.londonderry.org), on LondonderryNH.net (www.londonderrynh.net), and also on Twitter (www.twitter.com/londonderry_sch). Please note that there is a School Announcement Line which will have a recorded message regarding a school cancellation or delay.

Call the District Office at 432-6920 and select 9 for the recorded message. Additionally, we are using the School Messenger Notification System to contact families of any school cancellations and delays via email and voice message.

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

Delayed openings of school shall be for **2 hours (school starts at 9:20 AM)**. The same method of notification described under SCHOOL CANCELLATIONS is used. Students will be attending all their classes following the delayed opening schedule. However, if school is cancelled after a delayed opening announcement, a second notice will be given by 7:45 AM via the same media.

Period	Regular	Delayed Opening
A	7:20 – 8:05	9:20 – 9:55
B	8:10 – 8:55	9:55 – 10:25
C	9:00 – 9:48	10:30 – 11:03
D	9:53 – 10:38	11:08 – 11:38
E	10:43 – 11:28	11:43 – 12:13
F	11:33 – 12:18	12:18 – 12:48
G	12:23 – 1:08	12:53 – 1:23
H	1:13 – 1:58	1:28 – 1:58

SCHOOL/COMMUNITY SERVICES

The School/Community Services program will focus on assisting students, families of students, staff and community in dealing with several critical issues including: use and abuse of chemical substances, suicide intervention and treatment referral. The program is under the direct supervision of the Assistant Principals, Director of School Counseling and the Principal.

SCHOOL PROPERTY

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

SECTION 504

To become eligible for services and protection against discrimination on the basis of disability under Section 504, a student must be determined, as a result of an evaluation, to have a “physical or mental impairment” that “substantially limits one or more major life activities”. **Questions regarding 504 plans please contact Katie Sullivan 603 432-6941 x 2527 the Assistant Principal in House 4.**

SEMESTER EXAMINATIONS

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

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

Students who have lost or misplaced texts should bring to their classroom teacher a check made out to LHS in the amount they owe for the lost materials. Students who arrive to the exam without their text or a check will be allowed to take the exam; however, their grade will be entered as a zero until the text is returned or paid for. Students who must reschedule an examination due to tardiness or absence will be assessed a penalty of 10% unless they have outside documentation from a physician, court, etc. Students who need to reschedule an exam should report to their house office upon their return to school. All students must receive a permission slip from their house office before any exam rescheduling will be allowed.

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

* Any senior who earns an A or A- each quarter (quarter 1 and quarter 2) is exempt from semester one exam examinations; additionally seniors do not take semester two examinations.

SENIOR LATE ARRIVAL/EARLY RELEASE

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

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

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

SEXUAL HARASSMENT

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

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

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

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

STUDENT INVOLVEMENT IN DECISION MAKING

A primary task of the school is to create a stimulating learning climate which develops active involvement of students in their education and develops a spirit of inquiry. This climate is created when students work together cooperatively with the school's staff. The Board believes that students should:

- Feel free to express, without fear, their own opinions, recognizing that every right and privilege has a corresponding responsibility;
- Be encouraged to participate in establishing course goals, improving courses of study, and in planning classroom activities;
- Act in an advisory capacity whenever possible; determining school policies, rules and regulations, and in establishing penalties for infractions in matters that relate to students;
- Be encouraged to participate in student government organizations that provide students with a concerted voice in school affairs, and to participate in a variety of extra-class activities to broaden their educational experiences;
- At the secondary level be given the opportunity, when appropriate, to participate in the informal evaluation of classes they attended during that time;
- Recognize that the effort to improve the school system is continuous and that student concerns are taken seriously;
- Recognize that any adult in the school, if approached as a friend, can be expected to cooperate in seeking ways to make the school better;
- Be warned that even clearly worthwhile changes sometimes come only with frustrating slowness;
- Be advised that some procedures have been established by law and are outside the control of teachers and administrators; and

● Attempt to make criticism constructively, that is, to recognize that the school exists for the purpose of helping young people, and that with that goal in mind, alternatives to existing practices will be considered.

STUDENT FINANCIAL RESPONSIBILITY

Textbooks and other equipment are furnished free of charge for your use and must be kept in good condition at all times. Students will be held financially responsible for books lost, destroyed, or damaged. Students will also be held responsible for all other financial obligations such as dining service outstanding balances, and any uncollected fees and penalties. Students with outstanding financial obligations will be able to take their final exams however, students will be issued a zero as a final exam grade, parking permits will not be issued and can be revoked, and seniors may not participate in senior week activities until all of these financial obligations have been cleared. Diplomas will be held by the High School until all financial obligations have been met or until other arrangements, satisfactory to the principal and district office, have been made.

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

STUDENT RECORDS

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

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

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

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

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

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

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

Amendment of records Having inspected the education records of the students, the parent, or eligible student, may request that the records be amended in respect to information alleged to be inaccurate, misleading, or in violation of the privacy rights of the student. Such request shall be in writing. In the event that the district decides to refuse the request to amend, the School District shall so inform the parent, or the eligible student, and shall advise said person of his/her rights to a hearing.

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

SEARCH OF STUDENTS

The superintendent, building administrator, teacher, or other personnel of the school authorized by the principal may detain and search any student or students on the premises of the public schools, or while attending, or while in transit to, any event or function sponsored or authorized by the school under the following conditions:

1. When any authorized person has reasonable suspicion that the student may have on the student's person or property alcohol, dangerous weapons, electronic paging devices, controlled dangerous substances as defined by law, stolen property if the property in question is reasonably suspected to have been taken from a student, a school employee, or the school during school activities, or any other items which have been or may reasonably be disruptive of school operations or in violation of student discipline rules and applicable provisions of the student handbook.
2. School lockers and school desks are the property of the school, not the student. The users of lockers, desks, and other storage areas or compartments have no reasonable expectation of privacy from school employees as to the contents of those areas. Lockers, desks, and other storage areas, or compartments may be subjected to searches at any time with or without reasonable suspicion. Students are not to use any school area or property to contain anything that should not be at school. Students shall not exchange lockers or desks or use any lockers or desks other than those assigned to them by the principal.
3. Authorized personnel may search a student whenever the student consents to such a search. However, consent obtained through threats or coercion is not considered to be freely and voluntarily given.
4. Authorized personnel conducting a search shall have authority to detain the student or students and to preserve any contraband seized.
5. Any searches of students as outlined herein will be conducted by the authorized person who is the same gender of the person being searched.
6. Strip searches are forbidden. No clothing except cold weather outer garments will be removed before or during a search.
7. Items that may be seized during a lawful search – in addition to those mentioned in paragraph 1 above – shall include, but not be limited to, any item, object, instrument, or material commonly recognized as unlawful or prohibited. For example: prescription or non-prescription medicines, switchblades, knives, brass knuckles, billy clubs, and pornographic literature are commonly recognizable as unlawful or

prohibited items. Such items, or any other items which may pose a threat to a student, the student body, or other school personnel, shall be seized identified as to ownership if possible, and held for release to proper authority.

Locker Searches: Lockers, desks, and storage areas are the property of the school district. When assigned a locker, desk, or storage area, a student shall be responsible for its proper care. A student may be subject to a fine for any willful damage to school property. Students are encouraged to keep their assigned lockers closed and locked.

Principals may search all lockers, desks, phones or storage areas without prior notice given to students and without reasonable suspicion that the search will yield evidence of any particular student's violation of the law or school rules.

Administrative inspections, or health and welfare inspections, may be conducted at any time for the purpose of locating misplaced library books, textbooks, or other school property or to ensure that all lockers, desks, or storage areas are being kept clean and free from potential health or safety hazards. Periodic inspections of lockers will reinforce the district's ownership of lockers and the minimal expectation of privacy students have is the contents of their lockers.

During a search of all student lockers, if the school official conducting the search discovers any container within the locker which may conceal contraband, the container may be searched according to the district's procedures governing searches of students and their property. A "container" for the purpose of this policy may include, but is not limited to: an article of clothing, a handbag, purse, backpack, gym bag, or any other item within which contraband material may be concealed.

STUDENT USE OF VEHICLES

The parking of vehicles, including motorcycles, by students on school district property during the school day shall be considered to be a privilege. All such vehicles shall be registered through House 1, shall have a valid parking permit prominently displayed on the vehicle and shall be parked in student designated parking areas only. Motorcycle drivers and riders, regardless of age, are required to wear a helmet while riding on school district property.

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

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

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

The House One Assistant Principal will make a decision regarding permits for any student with a discipline history that includes repeated class cuts, illegal parking in main lot or plateau, truancy, and/or out-of-school suspensions.

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

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

Medical Issues: Any student who is issued a handicap permit (temporary or permanent) by the State of NH based on the recommendation of a doctor is allowed to park in a handicap parking spot in the Main Lot.

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

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

TRAFFIC RULES AND PARKING REGULATIONS (for pass holders)

It is understood that anyone who receives a parking permit agrees to abide by the following rules and regulations (please note some rules have been clarified).

- **The posted school speed limit is 10 Miles Per Hour.**
- **Traffic in the front driveway (in front of the school) is ONE WAY, north to south.**
- **Traffic in the back of the school is ONE WAY, north to south.**
- **Exit the plateau parking lot by taking a right hand turn to the back of building. This is a right turn only (one-way). Only when the gate is locked, exit by the driveway running parallel to the front of the building (left hand turn).**
- The ONLY entrance into the main parking lot is the western entrance, near the gym doors- do not enter through the one-way at the top of the hill by the stop lights.
- When school is dismissed each afternoon, vehicles must stop to allow the school buses to exit first. Students must obey the parking lot monitor at all times to ensure safe dismissal.
- All parking stickers must be affixed to the driver side of the windshield.

Students and Parents are advised that if school officials have reasonable grounds to believe that a search will turn up evidence that a student has violated, or is violating, a state law, or when circumstance exist that pose a threat to the health, safety or welfare of the student body or school employees, then the school officials may conduct a search of any vehicle parked on school property. Please refer to the School District’s policy published as part of the Student Handbook if you have further questions.

I understand that my parking permit will be **withdrawn at any time for the following violations- also make note that it is the responsibility of the student to keep track of their attendance. Parking passes may be pulled without an, “official” warning from administration.**

- Students who earn an attendance failure “E” for any marking period will lose their parking privileges for the remainder of the school year
- Skipping class
- Speeding on campus including improper vehicle operation
- Parking in an unauthorized area or continual failure to park in designated area
- Leaving school grounds without parental and/or administrative permission

- Escorting another student(s) off school grounds without parental and/or administrative permission
- Exiting through Matthew Thornton parking lot

If you bring a different vehicle to school other than the one listed above, you need to inform House 1 immediately upon your arrival to school that day. Failure to do so will result in your car being towed.

SUBSTANCE ABUSE

The Londonderry School District recognizes that the use, possession, or transfer of prohibited substances such as alcohol, drugs, or drug paraphernalia is illegal, poses a threat to the health and safety of individuals, and that rehabilitation through counseling has been successful in dealing with this issue.

The Londonderry School District will not tolerate the possession, solicitation, use, or transfer of alcohol or prohibited drugs, real or counterfeit, or drug paraphernalia at any time on school district property, or at any school approved activity, or in any school vehicle while such vehicle is being used to transport students to or from school, or to or from any school approved activity.

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

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

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

However, a student may apply for reinstatement of eligibility after 90 school days under if they have successfully completed their readmission contract.

Behavior Consequences: Any student who violates the Londonderry District Disciplinary Code Policy (JG) for possession of alcohol and/or other drugs on school grounds shall be subject to a suspension. Additionally, students who are suspended for such violations must report to the House Four Assistant Principal and School /Community Services Counselor upon their return to school. The following are the minimum consequences for the first of such violations:

- Internal possession – Five (5) days of out of school suspension
- Possession – Ten (10) days of out of school suspension and referral to the Superintendent of Schools for consideration of an additional ten (10) day out of school suspension
- Transfer or sale - Ten (10) days of out of school suspension and referral to the Superintendent of Schools for an additional ten (10) day out of school suspension, which may include referral to the School Board for further suspension and/or expulsion. A second offense during a student's school career, which is defined as

any violation of this policy occurring from the date of enrollment in the Londonderry School District through graduation, of any of the above 3 categories of offenses shall result in an immediate ten (10) day out of school suspension, a referral to the Superintendent of Schools for an additional ten (10) day out of school suspension, and referral to the School Board for further suspension and/or expulsion.

SUMMER SCHOOL

In order for Londonderry High School to recognize a summer school credit, the students must have their designated summer school course approved IN ADVANCE. Summer high school courses carry a credit value of 1/2 credit each. A Londonderry High School student may take a summer school course for credit if he/she failed that same course. Londonderry High School will not typically recognize courses taken at other summer schools for other purposes. All summer school questions/concerns should be directed to Amity Small in House Three 603-432-6941 x2130.

TELEPHONES

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

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

1st Referral: Administrative Detention

2nd referral: Saturday Detention

3rd Referral: Saturday Detention

4th Referral: In School Suspension

After the 4th referral the student's consequence will result in out of school suspension.

TESTING

All students participate in the College Board Assessment Suite. Starting in grade 9 learners take the PSAT9, in grades 10 and 11 learners take the PSAT/NMSQT, and in grade 11 they take the SAT. The results of any and all of these tests are then shared with the learners to maximize the learning process and plan for the future.

TOBACCO USE/SMOKING

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

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

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

TRUANCY

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

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

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

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

WITHDRAWALS FROM SCHOOL

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

Any student that is transferring to another high school must go to Main Guidance and discuss the process with the Director of Counseling of LHS.

WITHDRAWALS FROM A COURSE

After 10 school days following the start of a new semester any student withdrawing from a course will have either a WP (withdrawal pass) or a WF (withdrawal fail) on their transcript. There will be no notation on a student transcript if a withdrawal occurs prior to the first 10 school days of a new semester.

VIDEO/AUDIO RELEASE NOTICE

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

Students may appear visually and/or be heard. On occasion, individual students may be featured in interviews, on-camera discussion, etc. These students may be identified by name; however only first names will be used on the screen when individual students are shown. Additionally, student artwork, music, projects or performances may be taped.

The Londonderry School District may also reproduce, make alterations or additions to, and may copyright the material in whole or in part. The district will notify parents/guardians on an individual basis in those instances when special education programs are involved.

Parents and students may refuse release of any or all use of these tapes related to specific students, provided that a written request is received by the Superintendent of Schools, 268 Mammoth Road, Londonderry, NH 03053 by September 30th of the current school year.

YEARBOOK POLICY

Senior Portraits: All senior portraits shall be of the student only with a traditional indoor or outdoor background. No props, instruments, pets, athletic equipment, hobby items, or vehicles shall be allowed in the photographs. Clothing shall be modest and free of slogans and/or political expressions and such clothing shall be in conformance with the School District's dress code. Photographs of seniors engaged in non-School District sponsored sporting events (only Olympic or NHIAA sanctioned events qualify) may be submitted for inclusion on the community sports page.

Advertisements: The Londonderry High School yearbook and other school yearbooks are not a public forum. Accordingly, any advertisements must be free of political expression and reflect the common values of the Londonderry School District. Advertisements shall not promote the use of tobacco, alcohol, drugs or the use of other items prohibited from use on school grounds.

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

Adopted by the Londonderry School Board - January 11, 2005

LEVEL I DISCIPLINE

Level I Offenses usually involve minor misbehavior on the part of the student which impedes orderly classroom procedures or interferes with the orderly operation of the school. These misbehaviors can usually be handled by an individual staff member but sometimes require the intervention of other school support personnel.

Student Offense

Classroom disturbance

Classroom tardiness

Abusive/obscene language

Improper behavior in hallways

Non-defiant failure to comprehend assignments or carry-out directions

Bullying/Cyberbullying/Harassment/Sexual Harassment

Failure to follow the reasonable rules of the school

Procedural Responses

There is immediate intervention by the staff member who is supervising the student or who observed the misbehavior.

Repeated misbehavior requires that contact be established with the parent(s).

A conference with the parent may be arranged.

Involvement of the counselor and/or administrator is appropriate.

A proper and accurate record of the offense and disciplinary action is maintained by the staff member.

Students are strongly encouraged to notify the administration of Bullying/

Cyberbullying/Harassment/Sexual Harassment issues at all levels of the Disciplinary Standards.

Disciplinary Options

Verbal reprimand

Special assignment
Behavior contract
Withdrawal of privileges
Teacher detention
Parental contact
Behavior Modification

LEVEL II DISCIPLINE

Level II Misbehaviors are behaviors whose frequency or seriousness tends to disrupt the learning climate of the school. The infractions generally require the intervention on the administrative level. Also, included in this level are misbehaviors which do not represent a direct threat to the health and safety of others but whose educational consequences are serious enough to require corrective action on the part of administrative personnel.

Student Offense

Continuation of unmodified/repeated Level I misbehaviors
Cheating and lying
Disruptive classroom behavior
Truancy, school tardiness, unauthorized presence in a restricted area, or absence from one's assigned area
Failure to sign in/out of one's assigned area
Misuse of a pass
Use of electronics in an unauthorized area
Defiant failure to carry out a staff member's instruction
Violating Dress Code Policy
Gambling
Using forged notes or excuses
Improper/unauthorized use of a motor vehicle
Refusal to identify oneself to a staff person
Disrespectful behavior toward others
Bullying/Cyberbullying/Harassment/ Sexual Harassment
Intentional pushing/shoving of others
Failure to follow the reasonable rules of the school
Improper/misuse of electronic devices (i.e. cell phones, cameras)

Procedural Responses

The student is referred to the administrator for appropriate disciplinary action.
The administrator meets with the student and/or teacher and effects the most appropriate responses.
The teacher is informed of the administrator's action.
A proper and accurate record of the offenses and the disciplinary action is maintained by the administrator.
A parental contact must be made.
Students are strongly encouraged to notify the administration of Bullying/
Cyberbullying/Harassment/Sexual Harassment issues at all levels of the Disciplinary Standards.

Disciplinary Options

Behavior modification
Administrative detention
Saturday detention
In-school suspension
Any of the preceding disciplinary options under prior Levels
Special Assignment

LEVEL III DISCIPLINE

Acts directed against persons or property but whose consequences do not seriously endanger the health or safety of others in the school (or at any school approved activity). These acts might be considered criminal but most frequently can be handled by the disciplinary mechanism in the school. Corrective measures which the school should undertake, however, depend on the extent of the school's resources for remediating the situation in the best interest of all students.

Student Offense

Possession of stolen property
Failure to follow the reasonable rules of the school
Repeated Truancies
Stealing
Fighting (simple)
Threats to others
Use of obscene or threatening language towards others
Repeated unexcused tardiness
Possession of Tobacco
Smoking
Repeated absence from one's assigned area (i.e. cutting class)
Gross misconduct
Bullying/Cyberbullying/ Harassment/Sexual Harassment
Failure to follow an administrator's instruction
Unmodified/repeated Level II
Vandalism (minor)

Procedural Responses

The administrator initiates disciplinary action by investigating the infraction and conferring with staff on the extent of the consequences.

The administrator meets with the student and confers with the parent about the student's misconduct and the resulting disciplinary action.

A proper and accurate record of offenses and disciplinary actions is maintained by the administrator.

There is restitution of property and damages.

Students are strongly encouraged to notify the administration of Bullying/
Cyberbullying/Harassment/Sexual Harassment issues at all levels of the Disciplinary Standards.

Disciplinary Options

In-school suspension
Out-of-school suspension
Short-term (1-10 days)
Long term out-of-school suspension (greater than 10 days at the discretion of the Superintendent)
Imposition of conditions for readmission
Any of the preceding disciplinary options under prior Levels

LEVEL IV DISCIPLINE

Acts which result in violence to another's person or property or which pose a direct threat to the safety of others in the school (or at any school approved activity). These acts are usually criminal and are so serious that they may require administrative actions which result in the immediate removal of the student from school, the

intervention of law enforcement authorities and/or action by the Londonderry School Board. New Hampshire school authorities are obligated to report clearly established criminal offenses to law enforcement authorities.

Student Offense

Unmodified/repeated Level III misconducts
Bomb threat
Possession/use/transfer of dangerous weapons
Assault/battery
Vandalism (major)
Sale of stolen property
Arson
Use of Fireworks
Driving to endanger
Flagrant or continued failure to follow the reasonable rules of the school
Extortion
Flagrant or continued gross misconduct
Bullying/Cyberbullying/Harassment/Sexual Harassment
Any unlawful act or criminal offense not previously stated
Possession of alcohol, drugs and drug paraphernalia**
Refusal to submit to breathalyzer after reasonable suspicion has been established**
Under the influence of drugs or alcoholic beverages on school property or at school sponsored events (internal possession)**

Procedural Responses

The administrator verifies the offense, confers with the staff involved, and meets with the student.
The student is immediately removed from the school environment. Parents are notified. Law enforcement officials are contacted.
A complete and accurate report is submitted to the Superintendent for Board action.
Students are strongly encouraged to notify the administration of Bullying/Cyberbullying/Harassment/Sexual Harassment issues at all levels of the Disciplinary Standards.
The student is given a full due process hearing before the Board.

Disciplinary Options

Short term out of school suspension (1-10 days)
Long-term out-of-school suspension
180 school day co-curricular suspension
Expulsion
Other Board action which results in appropriate placement
Any of the preceding disciplinary options under prior levels.

