

Sachem Nation

# Laconia High School



Parent and Student Handbook  
2016 – 2017

**P**ersonal Responsibility • **R**espect • **I**ntegrity • **D**etermination • **E**mpathy

**Laconia High School**  
345 Union Avenue  
Laconia, NH 03246  
(603) 524-3350

**Laconia Adult Education**  
345 Union Avenue  
Laconia, NH 03246  
(603) 524-5712

## **District Administration**

Dr. Brendan Minnihan – Superintendent of Schools  
Amy Hinds – Assistant Superintendent for Student Services  
Christine Blouin – Business Administrator

## **School Administration**

David Bartlett – Interim Principal  
Jason Lonergan – Assistant Principal  
Angel Burke – Academic Coordinator for Teaching and Learning  
Craig Kozens – Dean of Students and Athletic Director  
Brian Berkowitz – Coordinator of Student Services  
Chris Ennis – Director of Adult Education  
David Warrender – Director Huot Technical Center

## **Mission Statement**

***Ensuring college and career readiness through  
the pursuit of academic excellence.***

# Laconia High School

Laconia High School, the home of the Laconia Sachems, is a public, comprehensive high school serving students in grades 9-12 in Laconia, New Hampshire. Our school maintains an enrollment of approximately 600 students each year. Our school boasts a rich history dating to our first graduating in 1878, a class which consisted of eight members. The present building was built in the 1920's with additions in the 1930's. Major renovation work has been completed in 1974-1975 and again from 2013 – 2015.

Laconia is a beautiful community situated between the lakes of the Lakes Region of New Hampshire. We are a small city with a population of approximately 16,000. The region offers a variety of summer and recreational activities that draw significant numbers of tourists and our community works continuously to bring in and sustain quality employment opportunities. The economy of the area is also based on a wide range of light industries including hi tech manufacturing. The city has excellent medical facilities and social services that support a diverse population. Laconia is also proud to be the county seat for Belknap County and several state agencies have regional offices located here.

Laconia High School embraces Positive Behaviors, Interventions and Supports (PBIS) as a structure that will ensure more students learn the habits and behaviors that will lead to both success and opportunity. This programming is fully integrated into our daily program and reviewed weekly in our classes. Our school is also committed to Understanding by Design as the best way to both develop and deliver a meaningful and engaging curricula to our students while also ensuring all participants in the educational program clearly understand what learning should be.

Laconia High School is proud to refer to itself and its alumni as Sachem Nation, which is a positive reference to our tremendous pride in our academic and co-curricular performance. Our students are encouraged to participate in a rich and rigorous curricula that offers over 10 Advanced Placement opportunities, fifteen Project Running Start dual enrollment course offerings and academic supports that ensure any student who is willing to work hard and engage in support can succeed. We are confident that our focus on academic excellence as a way to ensure college and career readiness, coupled with a rich extra-curricular program will help our students develop lifelong skills, interests and habits of mind.

## **NON-DISCRIMINATION**

The Laconia School District does not discriminate in its educational programs, activities, or employment practices on the basis of race, color, national origin, age, gender, handicap, religion, sexual orientation, marital status, pregnancy, or disability in compliance with the provisions of, but not limited to, Title VI and VII of the Civil Rights Act of 1964, the Age Discrimination Act of 1967, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, the American with Disabilities Act of 1975, NH Law Against Discrimination, and State Rule: Ed. 303.01 (i), (j), (k).

Any person having inquiries concerning Laconia School District's compliance with regulations implementing these laws may contact: Brendan Minnihan, Superintendent of Schools, School Administrative Unit #30, 39 Harvard Street, Laconia, New Hampshire 03246 telephone number (603) 524-5710. The Title IX Coordinators are Tina Woodbury and Paul Robdau at the Huot Technical Center, telephone number (603) 528-8693 or Wendy Hamill and Phil Reed at Laconia High School, telephone number (603) 524-3350. The Region I Director (federal law office) is located at: Office of Civil Rights, US Department of Education, J. W. McCormack Building, PO & Courthouse, Room 222, 01-0061, Boston, MA 02109 (617) 223-9662, TDD

(617)223-9695. The Equal Opportunity Commission is located at JFK Federal Building, Room 475, Government Center, Boston, MA 02201 (617) 565-3200. The NH Commission for Human Rights is 2 Chenell Drive, Concord, NH 03301 (603) 271-2767

**NOTIFICATION OF RIGHTS UNDER FERPA**  
**LACONIA SCHOOL DISTRICT**

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age (“eligibility students”) certain rights with respect to the student’s education records:

The right to inspect and review the student’s education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the Principal or his designee a written request that identifies the records they wish to inspect. The Principal or his designee will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

The right to request an amendment to the student’s educational records, which the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask Laconia School District to amend a record generated by the Laconia School District that they believe is inaccurate or misleading. They should write the Principal or his designee, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the Laconia School District decides not to amend the record as requested by the parent or eligible student, the School District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the eligible student when notified of the right to a hearing.

The right to consent to disclosure of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the Laconia School District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement personnel); a person serving on the Laconia School District School Board; a person or company with whom the Laconia School District has contracted to perform a special task (such as an attorney, auditor, consultant, expert, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks; or the Laconia School District’s insurance carrier.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the Laconia School District discloses education records without consent to officials of a school district in which a student seeks or intends to enroll.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA contact:

Family Policy Compliance Office  
U.S. Department of Education  
600 Independent Avenue SW  
Washington, DC 20202-460

## **Public Notice**

The Laconia School District is required by Federal Law to notify the public that there is asbestos in the school buildings. The Laconia School District has completed the AHERA Management Plans and they are available for review at the SAU #30 Office, 39 Harvard Street Laconia, NH 03246.

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# **Academic Policies and Procedures**

## **Cheating**

Academic cheating/plagiarism will result in the student receiving a zero for the specific assignment, quiz, or test involved. That particular assignment cannot be reassessed. Teachers will refer the incident to administration for possible disciplinary action and the student's parents will be contacted whenever an incident of cheating is confirmed.

## **CLASS RANK**

Class Rank is used to determine academic standing within classes and is based on a more specific GPA that aligns the percentage grade that a student earns in a class with a unique, weighted number that is correlated to the GPA value. *This is an internal system that is only used to determine class rank. It is not the number that will be reported to colleges and universities.* To be ranked, a student must carry a full load (four credits per semester) their freshmen, sophomore, and junior years and a minimum of two credits each semester of their senior year. All courses on a student's transcript count towards class rank unless the credit count exceeds eight (8) per year, in which case priority will be given to traditional courses offered in the Course Catalogue. The valedictorian, salutatorian, class essayist, and the rest of the Top 10 for that year's graduating class will be named at the end of third quarter. The initial class ranking will be completed by October 1 of the students' senior year.

## **Eligibility for Extra-Curricular Activities**

Eligibility for participation in Laconia High School athletics and other extra-curricular activities is determined by passing 3 blocked subjects in the 4 x 4 block schedule. As part of senior privileges, a senior who only attends less than 4 blocks would be fully eligible by all blocks they are enrolled.

If a student fails to adhere to the above conditions they would become ineligible (no practices/games/no meetings) for that grading period. Student athletes who were academically ineligible due to grades achieved in the quarter previous to the next season try outs may try out if he/she is passing three of four classes at the time of tryouts. Students who were members of other extra-curricular activities who were academically ineligible due to grades may resume participating in the extra-curricular activity once they are passing three of four classes.

## **Extra Classes**

All students are limited to taking a maximum of 8 course credits per year to be calculated toward class rank/GPA. Students wishing to take additional courses beyond the eight can do so for credit and posting on the transcript, but not to improve class rank. In all cases, courses taken at LHS have priority in determining class rank/ GPA.

## **Graduation Participation Policy**

Students must have earned at the least the minimum number of credits required by District Policy and state law to earn the diploma in order to be part of the graduation ceremony. Any alternative non-Laconia High School courses must be approved in advance by the Principal. To participate in graduation activities, seniors must have taken two credits each semester during their senior year unless an alternate plan supporting college and career



readiness has been developed and approved collaboratively by Administration, student and parent. Only students registered at Laconia High School at the time of their graduation are eligible to receive a Laconia High School Diploma. High School credits toward graduation will not be accepted for any form unless awarded by an accredited institution/program.

## **Home Schooling**

The Laconia school District recognizes home education programs as educational options as provided by RSA 193-A.

Instruction shall be deemed home education if it consists of planned and supervised instructional and related education activities, including a curriculum and instruction in science, mathematics, language, government, history, health/physical fitness, reading, writing, spelling, the history of the constitutions of New Hampshire and the United States, and an exposure to, and appreciation of, art and music.

## **Eligibility**

The Board recognizes that RSA 193-A provides the legal right for parents to pursue home education within the parameters of certain requirements of enrollment and evaluation set by the New Hampshire State Department of Education (NHDOE). In order to provide home education, parents are required to notify either the Superintendent, the principal of a non-public school, or the Commissioner of Education of their intention.

Home educated students shall have access to curricular courses and co-curricular programs offered by the Laconia School District. Participation in curricular courses and co-curricular programs shall not be more restrictive for home educated students than it is for resident students.

A home educated student shall not include any student who has graduated from a high school level program of home education or its equivalent, or has attained the age of 21.

## **Laconia Academy**

Juniors and seniors wishing to take Laconia Academy courses must receive prior approval from their Guidance Counselor, High School Principal, and the Director of Adult Education. A total of five credits will be accepted from the Laconia Academy Adult Education Program toward the fulfillment of credits needed to meet Laconia High School graduation requirements. Additional credits may be accepted at the discretion of the principal.

## **Plato Program**

The PLATO Program provides students the opportunity to make-up credit, to replace a course(s) due to academic failure or excessive absences. A student needs to have taken the class for the entire semester in order to qualify for a PLATO course. Once the PLATO course has begun, students will have 90 days or the equivalence of one semester to complete the course and must pass a Laconia High School assessment with a 60% in equivalent course to earn credit.

## **Progress Reports**

Progress reports will be completed and posted to MMS Gradebooks on a weekly basis. At parent request, they may be emailed home at the mid quarter. Parents have both the right and the responsibility to address any concerns regarding progress report information and they are encouraged to contact individual teachers or the guidance department for assistance. Grades can be monitored by parents and students by accessing the MMS Grading Portal. To get an account, please contact your child's School Counselor.

<b>Quarter</b>	<b>Quarter Begins</b>	<b>Progress Reports Emailed</b>	<b>Quarter Ends</b>	<b>Report Cards Issued</b>
Quarter 1	August 30	September 30	November 4	November 14
Quarter 2	November 7	December 9	January 19	January 31
Quarter 3	January 23	February 24	March 31	April 11
Quarter 4	April 3	May 5	June 14	June 21

### **Sachem Support Block (SSB)**

On Tuesdays and Thursdays, students will have a 45 minute block of time to access academic support. Students will be assigned to a classroom and teacher while having the opportunity to get support with a teacher of courses in which they are in need of assistance and/or to address deficit areas. Students will be required to get permission from the teacher they would like to get support from prior to the beginning of the support block. SSB is consider and academic class and all attendance and behavior policies will apply. Seniors are not allowed to sign out of school during SSB.

### **WEIGHTED GRADE POINT AVERAGE (GPA) FOR REPORTING TO COLLEGES AND UNIVERSITIES**

According to the College Board®, “Class ranking is a mathematical summary of a student’s academic record compared to those of other students in the class. It takes into account both the degree of difficulty of the courses a student is taking and the grade the student earns. The compilation of courses and grades is converted to an overall grade point average (GPA), and the higher the GPA, the higher the student’s class ranking.” The GPA system used at Laconia High School to report out to colleges and universities is based on a 4.0 scale recommended by the College Board (see <http://www.collegeboard.com/html/academicTracker-howtoconvert.html>) that is weighted based on course level. Below is a table with weighted GPA values:

<b>Letter Grade</b>	<b>Percent Grade</b>	<b>5.0 Scale - AP</b>	<b>4.5 Scale - Honors</b>	<b>4.0 Scale - CCR</b>	<b>3.5 Scale - FDN</b>
<b>A+</b>	97-100	5	4.5	4	3.5
<b>A</b>	93-96	5	4.5	4	3.5
<b>A-</b>	90-92	4.7	4.2	3.7	3.2
<b>B+</b>	87-89	4.3	3.8	3.3	2.8
<b>B+</b>	83-86	4	3.5	3	2.5
<b>B-</b>	80-82	3.7	3.2	2.7	2.2
<b>C+</b>	77-79	3.3	2.8	2.3	1.8
<b>C</b>	73-76	3	2.5	2	1.5
<b>C-</b>	70-72	2.7	2.2	1.7	1.2
<b>D+</b>	67-69	2.3	1.8	1.3	0.8
<b>D</b>	65-66	2	1.5	1	0.5
<b>F</b>	BELOW 65	0	0	0	0

# Attendance Policies and Procedures

School attendance is governed by state law RSA 193 (truancy). According to research on this subject, excessive absences from school have a negative impact on student performance, including lowered student motivation, poor grade performance and also increased disconnection of the student to the school community. Families and school personnel must work together to ensure students are present in school and that all absences are communicated between school and home. **When a student is absent from school, the parent or guardian must call the school at 524-3350 ext. 4003 to excuse the absence.**

Students who do not attend school or come to school and skip class without parental permission will be held accountable with discipline consequences and risk losing credit in their courses. Students who leave school prior to getting approval from a parent will be considered truant. Parents will not be permitted to excuse their child after the student has left the building. Students who skip more than 25 minutes of class without excuse are considered truant.

**During any given semester a student may accrue up to 10 absences (of any kind, excused or unexcused) from any class. After the 10<sup>th</sup> absence from a course the student and parent(s)/guardians will be advised they have lost credit pending the appeal process. In full year classes, students may accrue up to twenty days prior to losing credit pending *the appeal process*.**

## Attendance Appeal Process

The appeal process shall begin with the school's Child Study Team meeting to review the student's attendance and the rationale for the absences that have been accrued. If the school's Child Study Team determines that the absences have valid explanation, the administration will contact parents with the findings and discuss attendance expectations for the remainder of the semester. If the Child Study Team cannot find valid rationale for the extensive absences, an attendance appeal hearing will be convened at all parties earliest convenience and targeted at occurring as close to the date the 10<sup>th</sup> day is missed. This hearing will include the student and parent/guardian, the teacher of record, the guidance counselor and administrative representation. The hearing will allow the student and parent to provide the explanations for the student's absences and the school representatives to determine whether the absences have a valid rationale and, if appropriate, to offer an attendance contract that will allow the student to receive credit. **The goal of the appeal is to improve attendance and ensure credit through the development of a contractual agreement supported by all parties.** If the student abides by the contract and his / her performance grade for the course is passing, the credit will be earned at the end of the semester. If the student fails to abide by the contract, the credit will be forfeited.

## Absences NOT included as part of the 10 absence limit:

- School Related Functions
- Bereavement – Confirmed by a parent note or phone call.
- Religious Requirements - Confirmed by a parent note or phone call.
- Court Appointments – Confirmed by written court documentation.
- Guidance and/or special education meetings - Confirmed by the counselor or case manager.
- College Visitations - Confirmed by both the parent and school visited.

**Students who are absent from school without parental excuse shall be considered truant and receive a zero for all formative assignments required in class that day.** If a summative assessment is given and the student is truant, there will be an automatic 10 point deduction assigned to the grade upon on time completion.

It is the responsibility of the student to see that all work missed due to excused absences is made up. If you are in school, regardless if the absence is excused, you are responsible for the work that is due that day. This includes test, quizzes, presentation, projects, etc. **All students will have two school days for each day of excused absence to make-up work. Failure to complete assignments in the allotted time will result in a zero on the assignment(s).** Major assignments and or exams not completed or turned in due to serving out of school suspension will be available to the student only after school (or at teacher discretion) and for only the amount of days missed due to the suspension. For example, a student who is suspended for three days has only three days to make up the work. **Teachers will not take class time to give students make-up work. The student must come to the teacher during the teacher's non-instructional time to receive missed assignments.** Students will have a maximum of five days to make up work missed due to suspensions of five or more days. All work not made up within the amount of time identified will automatically and without exception receive a "zero."

Students or parents who sign their child out during the school day and are not in school their entire academic day, will not be permitted to participate in after school events including athletic practices and contest unless the excuse is documented by above mentioned extenuating circumstance. Students are required be in school the entire day to remain eligible for any extracurricular activity unless special permission is granted by the administration prior to the event. If a student leaves school due to illness, they will not be eligible to participate in that evening's extra-curricular activities.

### **Absence Communication (school to parent)**

- 3 Absences: Parent will receive notification from the Teacher of Record.
- 6 Absences: School Counselor will notify the parent via email unless a different method of communication is requested by parent and/or guardian.
- 10 Absences: Administrator will notify the parent via telephone and/or mail that their child has missed 10 days and will need to set up an appeal to earn credit for their course.

### **Family Vacations**

Traveling with family can be a rewarding and educational experience for students. When a student spends excessive time away from school because of family travel, they are missing important classroom instruction and socialization that cannot be made up. We encourage families to travel within the given school vacation times. If family vacation time must absolutely be taken during school days, please inform the school so that the teacher can best prepare the student in advance of the vacation.

### **Homeroom**

Homeroom will occur every morning from 7:23 – 7:30 and will offer students the opportunity to connect with their homeroom advisor, get important information on what is going on in the school and recite the Pledge of Allegiance to the Flag together with the school community. This is also the time that we will be taking attendance and student presence at that time is of priority. The focus of the advisory will be on goal-setting, study skill development, interpersonal skills and college / career planning. Homeroom/Advisory is considered a course at Laconia High School. Like any other class at LHS, students will be held accountable for attendance and behavior.

## **School Functions**

During the school year, Laconia High School sponsors many after school events. This includes, but not limited to Homecoming Activities, and Winter Carnival, athletic contest, band performances and school dances. If a student has been absent from school, he/she will not be permitted to attend or participate in any school function that day or evening (including any weekend activities if the absence occurred on a Friday) unless prior permission has been granted by the administration. Students, who earn an In School or Out of School Suspension on the day of an event, will not be permitted to attend any after school event, either on or off school grounds.

## **Tardy to School**

Being on time to school is critical to student success and real life experiences. Students need to arrive to school on time. Students must be in their homeroom by 7:23 am each day. Student will be held accountable for being late to school in the following way(s):

- 3 Tardies: Parent will be notified by attendance clerk
- 6 Tardies: Student will receive Administrative Detention and parent will be notified by attendance clerk
- 9 Tardies: Student will receive Saturday Detention and parent will be notified by Administration. A parent conference may be requested at this time.

# Discipline

The Laconia School District Board expects the student to contribute to a productive learning climate. Individual rights are to be honored and protected in all instances; however, the rights of one individual shall not take precedence over those of another individual or group of students. All students shall have equal rights and equal responsibilities in the classroom or at any school sponsored activity. Students that choose to not comply with Laconia High School rules and procedures will face appropriate disciplinary consequences. The severity of consequences assigned by administration will vary depending on the nature/frequency of the infraction(s) under a progressive discipline model. Major infractions such as stealing, insubordination, profanity, disrespect directed toward staff, defacing school property and truancy are examples of infractions that can lead up to and include suspension from school.

The Laconia School District Board recognizes the right of each school to establish disciplinary procedures in accordance with RSA 193:13 and RSA 193-D through the development of administrative procedures which are approved by the Superintendent or his/her designee. Due process shall be afforded to any student involved in a proceeding, which may result in suspension, exclusion, or expulsion. Students expelled from school may be reinstated by the Board under the provisions of RSA 193:13. The Superintendent may modify expulsion requirements as provided in RSA 193:14, IV. This code is published so that every member of the school community – students, teachers, administrators and parents – can be familiar with the rules that define our relationships with each other. Strictly following these rules will allow all of us to be able to work together so that all students can have success.

## **Cell Phones and Other Electronics**

Cell phones and other electronic devices are not to be used in instructional areas/classrooms or in the halls for either phone calls and/or text messaging unless specifically directed by a teacher or administrator and for educational purposes. The rationale for this policy relates to our desire to maintain academic integrity and safety throughout the building. Cell phones and other electronic devices must be on silent mode at all times while in school with the exception of the cafeteria during the student's lunch period. At this time, students may use these technologies for non-educational purposes in a manner that will not impact their academic progress and the smooth operation of the school. Students are not permitted to use their cell phones or electronic devices to voice record, photograph, and/or video other students, faculty and staff at any time without their permission or consent. Students choosing to bring these devices into the school assume the risk of losing them due to theft or misplacement. Students choosing to use these devices in the school should consider it a privilege, not a right. If a teacher requests a cell phone or other electronic device *due to its inappropriate use by a student*, the student must provide it or face additional consequences that will depend upon the student's reaction and compliance. Students who refuse to give their technology to the teacher will be sent to the Student Activities Office. If they refuse to give the phone to an administrator, they will be sent home for insubordination. In the event of a cancellation of a school function due to inclement weather, administration and teachers will work together to provide students the opportunity to contact parents during the school day.

## **Destruction/Defacing of School Property**

Any willful act of defacing, damaging, or destroying school property or property belonging to another person is an act of vandalism. Vandalism will result in the administration taking appropriate disciplinary actions, which may include full payment for damages, parental notification, possible repair and/or cleaning by the student and possible suspension. Vandalism may result in police notification and a recommendation to the Superintendent of Schools and the School Board for expulsion.

## **Detentions: Teacher/Administrative**

Students may be assigned detentions by teachers or administration for inappropriate behavior. These detentions will be served outside of the student's normal school day and/or during their lunch time. If a student is removed from class due to a disciplinary issue, the student will be required to serve a detention the next day with that teacher or administration. The student's attendance at detention takes precedence over co-curricular activities, including driver's education. Students who fail to serve teacher and/or administrative detention will face increased disciplinary consequences.

## **Dress Code**

Student dress should not interfere with the rights of others, cause disruption to the educational program, or pose a health or safety hazard. The following will not be allowed: pajamas or slippers, clothing which refers to or suggests anything considered vulgar, obscene or offensive, and/or tobacco, drug/alcohol or weapon related. Hats may be worn in the school building but, individual teachers may request them to be taken off during class time. Finally, clothing must cover the body from armpit to mid-thigh (under garments must be fully covered). Students that violate this policy will be required to change their clothing. Students will not be permitted to wear hoods while in the school building. This is for the safety of all students.

## **In School Suspension (ISS)**

Students may be assigned in school suspension for inappropriate behavior. Students will be assigned Blocks 1-4 of ISS on a rotating basis in a classroom. Any student refusing to actively participate in ISS will earn an RIS, Refusal of Instructional Services, and will be sent home for the remainder of the day. Teachers will provide students with all assigned work at the start of the school day. All completed work will be returned to the respective teacher at the end of the school day. Failure to comply with the rules will result in out of school suspension. Students removed from class may spend the remainder of that period in an ISS classroom.

## **After School – In School Suspension**

Students may be assigned in school suspension that will be held after school hours. After school ISS will take place every Tuesday from 2:15 - 4:00 pm. No cell phones or electronic devices will be permitted. All students must arrive on time and stay for the entire ISS. Students must come to ISS with a completed ISS form and all assigned school work. Students will be expected to be actively completing school assignments during ISS. This will include but not limited to tests, quizzes, projects, homework, and reading assignments. Any student failing to comply with these rules will be asked to leave ISS and we will receive an Out of School Suspension the following day.

## **Saturday Detention**

Students may be assigned Saturday Detention that will be held after school hours. Saturday Detention will take place on Saturday from 8:00 – 10:00 am. No cell phones or electronic devices will be permitted. All students must arrive on time and stay for the entire detention. Students will be expected to be actively completing school assignments during detention. Any student failing to comply with the rules of Saturday Detention will be asked to leave and we will receive an Out of School Suspension the following Monday.

## **Insubordination**

Students who willfully refuse to follow reasonable instructions will be subject to disciplinary consequences. Students who refuse to leave the classroom at teacher request may receive an Out of School Suspension due to non-compliance.

## **Loitering**

Laconia High School welcomes all students during the school day beginning at 6:45am. If students are participating in afterschool clubs, athletic events, meeting with teachers or attending activities they are welcome to be in the building. However, students are not permitted to loiter inside the school building before or after the school day without permission or supervision. Students will be asked to leave the building in a timely manner once the school day has concluded.

## **Out of School Suspension (OSS)**

School administrators may suspend students from school for gross misconduct or refusal to conform to the school-wide behavioral expectations of the school. During the time of a suspension, the student is not allowed to be on campus for any reason. Students who choose to come onto the campus will be reported to the police and may face criminal trespassing charges. Students returning from suspension will have the opportunity to make up assignments not completed while on suspension upon their return to school. Students will have an equal number of days to make up assignments as they were suspended. Parents may request homework from the school during the suspension by calling their student's Guidance Counselor.

## **Sexual Harassment**

Harassment of any type, verbal or physical, will not be tolerated at Laconia High School. If a student feels that he/she has been harassed by any person in any way at Laconia High School, he/she is to report such action(s) immediately to a member of the administration, a guidance counselor, the teaching staff or the school nurse. Students who are found to be guilty of harassment or bullying will receive consequences according to Laconia School District policy (ACA); if appropriate, police notification.

## **Student Rights and Responsibilities**

Laconia High School assumes the responsibility of providing educational development for all students who enroll in the programs of study. It is the right of the students in these programs to be treated fairly and equally, as assured by the rights granted by the U. S. Constitution and the State of New Hampshire. It is the right of all students to be informed of the rules and regulations that govern Laconia High School and all school-sponsored functions. The responsibility for these rules and regulations lies jointly with the administration, the School Board, the teachers and the students.

**It is the student's responsibility to keep up with assigned work and request assistance when they do not understand that work. It is also the student's responsibility to complete make up work within a reasonable amount of time. Failure to maintain this responsibility results in poor grades and loss of credit. It is the responsibility of the student to conduct him/herself in a manner that will not interfere with the orderly and safe educational climate of the school.**

The administration is responsible for maintaining discipline on school premises, during the school day, at school functions and on adjoining properties to the school while school is in session. The administration has the authority to take necessary reasonable action to fulfill this responsibility.



The classroom teacher is the responsible for maintaining discipline of students in the classroom and other supervised areas. The teacher also has the authority to take reasonable and just action to maintain this responsibility. In all matters of discipline, students are entitled to appropriate treatment within the bounds of legal rights and due process.

### **Tardy to Class**

Being on time to school and class each day is critical to student success and real life experiences. Students need to arrive to each class on time and will be held accountable for being late in the following way(s):

- 3 Tardies: Student will earn a teacher detention.
- 6 Tardies: Student will earn a teacher detention and parent will be notified by the teacher and/or School Counselor.
- 9 Tardies: Student will earn an Administrative Detention and the parent will be notified by Administration. A parent conference may be requested at this time.

### **Tobacco and/or Tobacco Products/E-Cigarettes and/or Vaporizers**

Under RSA 78:12-C and Laconia School District Policy (JICG) no person under 18 years of age shall purchase, possess or use any tobacco product. Possession or use of tobacco products, electronic cigarettes, and/or vaporizers by any person is prohibited in Laconia High School buildings or on Laconia High School grounds at any time, which includes all school events that occur outside of the regular school day. Tobacco products that are seen will be confiscated and destroyed whether they are being used or not. Student possession or use of tobacco products will result in appropriate disciplinary action and police notification.

### **Weapons**

Weapons are not permitted on school property at any time. Visitors, faculty, staff, and students are strictly prohibited from bringing any weapon, whether visible or concealed, into any school building, onto school property or a school bus, or to any school-sponsored event.

The possession and/or use of a weapon (or any item utilized as a weapon) by students on school property is detrimental to the welfare and safety of other students, school personnel and the general public; therefore, it is the Policy of the District (JICI) that no students will be allowed to possess weapons on school property. Student possession and/or use of any dangerous or deadly weapon in any school buildings or on school grounds, in any school vehicle or at any school sponsored activity is prohibited. Such weapons include, but are not limited to, any pistol, revolver, rifle, shotgun, air gun, BB gun, spring gun, slingshot, bludgeon, brass knuckles, artificial knuckles of any kind, and any knife.

A violation of this policy by any person will result in an immediate report to the principal, who shall in turn, notify the police. A violation of this policy will result in immediate confiscation of the weapon, suspension from school and parental notification. If the student violation involves a firearm, the School Board shall expel that student from school in accordance with the mandates of RSA 193:13 III.

# LACONIA SCHOOL DISTRICT POLICIES AND PROCEDURES

## PUPIL SAFETY AND VIOLENCE PREVENTION POLICY

### (BULLYING)

#### **I. General Statement of Policy**

All pupils have the right to attend school and school-sponsored activities that are safe, secure and peaceful environments. Pupils should be protected from all forms of physical, emotional and psychological bullying and cyber-bullying. Bullying in schools has historically included actions shown to be motivated by a pupil's actual or perceived race, color, religion, national origin, ancestry or ethnicity, sexual orientation, socioeconomic status, age, physical, mental, emotional or learning disability, gender, gender identity and expression, obesity, or other distinguishing personal characteristics, or based on association with any person identified in any of the above categories.

It is the intent of this policy to protect pupils from physical, emotional and psychological harm by addressing bullying and cyber-bullying of any kind in our district/school, and to prevent the creation of a hostile educational environment. All pupils are protected under this policy, regardless of their legal status. While this policy applies to pupils only, school district employees, regular school volunteers, coaches, and persons who have contact with pupils in connection with school classes, activities and programs have responsibilities for reporting incidents of bullying to school administration. Bullying and cyber-bullying outside of school activities or off school premises is subject to this policy as set forth herein.

#### **II. Bullying, Cyber-bullying and Retaliation Prohibited**

It shall be a violation of this policy to engage in, or influence others to engage in, the bullying or cyber-bullying of a pupil. It shall be a violation of this policy to engage in retaliation or false accusations against a victim, witness or anyone else who in good faith provides information about an act of bullying or cyber-bullying. There shall be disciplinary consequences or remediation or both for a person who commits an act of bullying or cyber-bullying, falsely accuses another of the same as a means of retaliation or reprisal, or otherwise violates this policy.

#### **III. Definitions**

**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 pupil which:

1. physically harms a pupil or damages the pupil's property;
2. causes emotional distress to a pupil;
3. interferes with a pupil's educational opportunities;
4. creates a hostile educational environment; or
5. substantially disrupts the orderly operation of the school.

Bullying shall include actions motivated by an imbalance of power based on a pupil's actual or perceived personal characteristics, behaviors, or beliefs, or motivated by the pupil's association with another person and based on the other person's characteristics, behaviors, or beliefs.

**Cyber-bullying** means bullying undertaken through the use of electronic devices. Electronic devices include, but are not limited to, telephones, cellular phones, computers, pagers, electronic mail, instant messaging, text messaging and websites.

**Perpetrator** means a pupil who engages in bullying or cyber-bullying.

**School property** means all real property and all physical plant and equipment used for school purposes, including public or private school buses or vans.

**Victim** means a pupil against whom bullying or cyber-bullying has been perpetrated.

#### **IV. Actionable Incidents of Bullying or Cyber-bullying**

Bullying” or cyber-bullying shall occur when an action or communication as defined in the above “definitions” section:

1. Occurs on, or is delivered to, school property or a school-sponsored activity or event, on or off school property; or
2. Occurs off of school property or outside of a school-sponsored activity or event, if the conduct interferes with a pupil’s educational opportunities or substantially disrupts the orderly operations of the school or school-sponsored activity or event.

#### **V. Reporting Procedures**

A pupil may report bullying or cyber-bullying to any school district employee or agent. Any school employee or contracted agent, who receives a complaint of bullying or cyber-bullying or is otherwise aware of such conduct, must immediately report it to the principal.

The principal or a designee must report the incident to the parents or guardians of both the alleged victim and perpetrator within 48 hours of the report, and in a manner that protects the child’s privacy rights, unless the superintendent grants the principal or his designee a parental notification waiver in writing after determining that a waiver is in the best interests of either the alleged victim or perpetrator. The principal or designee must promptly report all substantiated incidents of bullying or cyber-bullying to the superintendent or designee.

The principal or designee shall provide a written communication to the parents or guardians of the victim and perpetrator of confirmed bullying incidents regarding the school’s remedies and actions within the boundaries of applicable law. The principal or designee shall provide an oral communication to the parents or guardians of students involved in alleged bullying cases not substantiated. The school district shall annually report substantiated incidents of bullying or cyber-bullying to the Department of Education using the Department’s standard form. Such reports shall not contain any personally identifiable information pertaining to any pupil.

#### **VI. Investigation**

The principal or designee must initiate an investigation within five (5) school days of the reported incident of bullying or cyber-bullying. The investigation shall be completed within ten (10) school days of the reported incident, and should include speaking with the alleged victim, alleged perpetrator, known witnesses and reviewing other evidence available through reasonable good faith efforts. The results of the investigation shall be documented in writing and preserved in accordance with laws governing retention of educational records.

The superintendent or designee may grant in writing an extension of the time period for the investigation and documentation of reports for up to an additional seven (7) school days, if necessary. The superintendent or superintendent’s designee shall notify in writing all parties involved of the granting of an extension.

## **VII. Training**

The school district shall provide annual training for school employees, regular school volunteers or employees of a company under contract to a school or school district who have significant contact with pupils for the purpose of preventing, identifying, responding to and reporting incidents of bullying or cyber-bullying.

The school district shall provide educational programs for pupils and parents in preventing, identifying, responding to and reporting incidents of bullying or cyber-bullying. Programs for pupils shall be written and presented in age appropriate language

## **VIII. Use of Video or Audio Recordings in Student Discipline Matters**

The District reserves the right to use audio and/or video recording devices on District property (including school buses) to ensure the health, safety, and welfare of all staff, students and visitors. Placement and location of such devices will be established in accordance with provisions of Policies EEAA, EEAE, and ECAF.

In the event and audio or video recording is used as part of a student discipline proceeding, such video may become part of a student's education record. If an audio or video does become part of a student's education record, the provisions of Policy JRA shall apply. The Superintendent is authorized to contact the District's attorney for a full legal opinion relative in the event of such an occurrence.

## **IX. Notice of Policy**

This policy shall be provided to school employees, regular school volunteers, pupils, parents, legal guardians or employees of a company under contract through handbooks and website posting.

## **Controlled Substances**

Substance abuse problems, unlike some other behavior problems, tend to extend over into the general population instead of remaining isolated and individual problems. It is necessary, therefore, to establish guidelines that will protect innocent students from exposure to alcohol and drug abuses and yet not violate the rights of student suspects. It is the responsibility of each staff member to immediately report suspicion of or occurrence of alcohol or drug use to the building principal. The school nurse should be contacted in an instance of emergency. It shall be the responsibility of the building principal to initiate parental contact and inform the Superintendent of all circumstances. Other specific regulations shall be at the discretion of and in concurrence with the administration and school board. When a case or occurrence has been substantiated, the administration will take corrective and/or punitive action as appropriate to each case, which may include, but not limited to, removal from class/building, loss of school privileges and/or suspension. To support this philosophy, the school administration will direct its attention to the following Laconia School District Policy (ADB-P):

- 1) An informative and meaningful program wherein reasons for and results of substance addiction are a part of the school curriculum.
- 2) Immediate action if controlled substances are suspected of being present (use or sale).
- 3) Parent contact when a student is suspected of being under the influence of alcohol or drugs in school.
- 4) Established emergency procedure in place for any accident in the case of coma.
- 5) Counseling procedure for students who indicate a need for information and direction outside of the general curricular topic.
- 6) Information and direction for parents and students in regard to counseling agencies available for professional assistance. This procedure will be considered standard in all cases.

- 7) Police contact when suspect materials are found within the confines of the educational plant, the school grounds and or at a school sponsored function. Police will also be contacted in cases where suspect materials are being sold within the school plant or grounds.
- 8) Students in possession or under the influence of controlled substances of any kind shall be assigned a minimum of five days OSS and may be required to undergo a substance abuse assessment by a trained counselor. A certified substance abuse counselor is available at the school to provide these services if the parent and student choose to use this option. A parent may also seek private assistance if acceptable documentation is provided to the school.

# Emergency Drills

Periodic fire drills in all schools are required by law. It is necessary that pupils be familiar with procedures and exits for each of their classrooms. Our school fire alarm system is a series of short blasts on the alarm system. In leaving the room, students are expected to be quiet, follow the teachers' directions and walk to the designated area. Fire drill instructions are posted in each room.

Other Emergency Drills will be conducted throughout the school year. Other drills may include: Hold in place, shelter in place, duck and cover, reverse evacuation)

In the event of a lockdown or a secure campus parents or other visitors will not be allowed to enter or exit the school (this includes picking up or dismissing of students)

Communication with families will occur using the alert system.

## **Safety Program**

The Superintendent or designee will be a member of the Laconia School District Safety Committee as required by RSA 281-A: 60 and will maintain a current crisis management plan. The practice of safety shall also be considered a facet of the instructional plan of the district schools by incorporating educational programs in traffic and pedestrian safety, driver education, fire prevention, emergency procedures, etc., appropriately geared to students at different grade levels. An event manger will be available to assist with emergency evacuations at all major events.

Each Principal shall be responsible for the supervision and implementation of a safety program for his/her school. General areas of emphasis shall include, but are not limited to: in-service training, accident record keeping, plant inspection, and emergency procedures, and traffic safety problems relevant to students and employees. The Principal shall be responsible for developing student safety procedures to be used on school buses, school grounds (including playgrounds), during authorized school activities (such as field trips), and within school building(s) (including classrooms and laboratories). The building's safety plan shall be on file in the SAU office.

## **Safe Schools**

The Laconia School District endorses the following principles of student conduct:

- Respect for law and those given the authority to administer it shall be expected of all students. This includes conformity to school rules as well as to general provisions of the law regarding minors.
- Respect for the rights of others, consideration of their privileges and cooperative citizenship shall be expected of all members of the school community.
- Respect for the real and personal property, pride in one's work, and exemplary personal standards of courtesy, decency, honesty and wholesome attitudes shall be maintained.
- Respect for individual worth is the obligation of the school. Diligence and a desire to benefit from the opportunity is the obligation of the student.

# **General School Information**

## **Animals in School**

Animals are prohibited in school unless permission has been granted by the building principal. If an animal has been granted permission to be in the school, it must be in good condition with proof of vaccinations. The animal must be transported to and from school by an adult, as animals are not allowed on school busses. Service animals are always welcome in the school building.

## **Books/School Supplies**

Students are directly responsible for all school materials that they use. Students will be held financially accountable for any unnecessary damage or loss that occurs to school issued equipment and materials. Student who have lost or failed to return any item that belongs to Laconia High School will be charged the appropriate cost to replace these items. This includes, but not limited to: library books, text books, athletic uniforms, etc. The school has the right to hold a student's official transcripts, report cards and grades until the item(s) are paid for or returned. In addition, students who have not turned in a uniform from the previous season will not be permitted to participate in the next season until the uniform is returned or paid for.

## **Bus Transportation**

Bus transportation is provided for students who live outside a 1.5 mile radius of the school. Bus schedules are posted in the newspapers. Questions regarding location of bus stops and bus routes can be directed at First Student (524-1787). Bus drivers will report student inappropriate behavior to the assistant principal. Parents/guardians will be notified of inappropriate bus behavior and suspensions.

## **Cafeteria**

The Cafeteria will be open to all students for breakfast each day from 7:00 -7:20 am. If students are eating breakfast they are expected to be in homeroom at 7:23. If students desire to eat breakfast at LHS, they must be on time so they can access the cafeteria. Students who arrive tardy to school will NOT be allowed in the cafeteria but will be directed to their homeroom so they can begin classes for the day. The Cafeteria will be closed at 7:20 and remain closed until the first lunch begins at 10:30. Students found in the cafeteria during the time it is locked will be subject to disciplinary actions. Appropriate cafeteria behavior is expected during breakfast and lunch times.

## **Elevator Usage**

Students are not permitted to use the elevator unless they have a documented medical condition that limits them from using the stairways. Students may get permission from either the school nurse or an administrator to use the elevator. Students found using the elevator without permission will be subject to appropriate disciplinary action.

## **Food Service Department**

Applications for free or reduced price meals are available for any family who wishes to apply. Applications are sent to each household at the beginning of the school year and are available throughout the year at each school cafeteria, at the SAU office and online at [www.laconiaschools.org/fservice](http://www.laconiaschools.org/fservice). If your child received a benefit last year, they are entitled to the same benefit for the first 30 school days of the new year, or until a new application is submitted that changes the prior year's status. If you qualify for free meals but choose to send lunch from

home and only get milk at school, by regulation the milk is not free and must be purchased for the regular price of \$.45.

Students having special dietary needs and requiring meal modification must have their physician complete a Special Diet Order. These are available in the nurse's office, at the SAU office and online at [www.laconiaschools.org/fservice](http://www.laconiaschools.org/fservice).

Each student has an account in our Meal Time system from which meal and a la carte charges may be debited. Parents are encouraged to deposit several weeks of payments. Students can make deposits into their account during breakfast or lunch. Checks are welcome and we will gladly split the amount sent in among different family members if it is indicated on the envelope. Please note that the City of Laconia charges \$25.00 for any bounced checks. It is imperative that you keep enough money in each student's account to cover any charges that are incurred. Balances will move with each student as they move from grade to grade and school to school.

You can check account balances and student activity online free of charge by going to [www.mymealtime.com](http://www.mymealtime.com) and setting up an account using your student's school ID. Online deposits using a credit or debit card can also be made at [www.mymealtime.com](http://www.mymealtime.com). This is a great way to pay for multiple children at once, even if they are in different Laconia Schools. There is a \$25 minimum, but this is per DEPOSIT, not student, meaning you can spread the \$25 over several students if you wish. Meal prices can be found on each month's menu or online at [www.laconiaschools.org/fservice](http://www.laconiaschools.org/fservice). Menus are sent home monthly and posted on our web site. If you have any questions or comments on the Food Service program in your school, please contact the Food Service office at 524-3543 or [food.service@laconia.k12.nh.us](mailto:food.service@laconia.k12.nh.us).

## **Health Service**

A school nurse is on duty throughout the school day. Students requiring immediate medical assistance should report directly to the nurse's office, otherwise, if a student is feeling ill or has an accident they should notify their teacher and will be given a pass to the nurse's office. If the nurse is not available students should report to the main office. Students are dismissed when needed with transportation being the responsibility of the parent/guardian. If a student arrives to school with a noticeable injury (crutches and/or a cast) or has had a prolonged absence he/she should see the nurse upon returning to school. If student participation in school day activities will be restricted due to medical reasons a parent/guardian should notify the school nurse. Limited participation for greater than one week will require a doctor's note.

## **Medication**

Due to safety concerns, all medication taken during the school day must be administered through the health office. Students are not allowed to carry prescription or over the counter medications with them on school grounds (this includes Tylenol, Ibuprofen, cough and cold medication, etc.).

With written authorization by both the student's parents and physician, a student may carry a metered dose inhaler for asthmatic symptoms and/or an epi-pen for severe allergic reactions. The health office stocks common over the counter medications which are available to students as needed. Each student will need to have an *over the counter medication authorization* form signed each school year by a parent or guardian prior to the administration of these medications.

If a student requires a prescription medication during the school day it must be brought in by a parent or guardian. Students are not allowed to deliver their own medication. Medication must be in its original container and a written statement from the prescriber outlining the name of the medication, dosage and administration



schedule is required. A release must then be signed by a parent or guardian prior to the administration of the medication.

## **Immunizations**

By law, all schools are required to document a students' immunization status. Failure to comply with the required immunization schedule can result in exclusion from school. A complete list of required immunizations can be found at the State of NH Department of Health and Human Services web page.

\*Emergency information forms will be sent home early in the school year. It is important that these forms be completed and returned. Please notify the school if any of your information changes throughout the year so that we may update your form.

## **Internet Use**

All student internet users will be introduced to the proper protocols to include:

- Respect for privacy.
- Dissemination of personal information.
- Confidentiality of information and passwords.
- Use of appropriate language.
- Use of appropriate sites; sites with violent themes or content, sexually explicit themes or content, sites that advocate hatred, intolerance or contain language unsuitable for a school setting are not appropriate.
- Proper adherence to applicable copyright laws.
- Reasonable limitations of file space use.

At the start of each school year a list of students not permitted to use the internet in the school setting will be generated and distributed to appropriate faculty and staff. These lists will be updated as needed. The District will actively maintain and update filtering software to regulate appropriate use of the internet. Staff members are responsible for monitoring student use of the internet, which will be consistent with the District's educational mission. However, the responsibility for proper use of the internet as outlined in this procedure rests with each student.

Any student who accidentally accesses inappropriate materials is to immediately notify the staff member in charge. If a student has any question about a site, the student has an obligation to ask the staff member in charge whether the site can be accessed. Chat rooms or similar sites are not to be accessed. Computer 'hacking' in all forms is prohibited. District technology equipment is not to be used to gain unauthorized access to other computers, networks or technology systems. Anyone attempting to gain unauthorized access to the District's computer systems or network(s) may be subject to legal prosecution.

Students or their parents are liable for damage to the District's technology resources including all equipment, media and the District network. They are liable for vandalism, theft or destruction as well as any violation of copyright laws committed while using District technology resources. They are likewise liable for any damage caused to remote equipment from unauthorized access, willful misuse or 'hacking'. Misuse of the internet may result in disciplinary consequences and termination of access.

## **Lockers**

Lockers are available to students upon request during the school year. The lockers are for the use of one student per locker only and remain the property of the Laconia School District. They are subject to inspection by the administration upon a reasonable suspicion.

## **Outside Lunch**

All students have the privilege of eating outside during lunch time. Students are to use the property adjacent to the cafeteria. Students are expected to clean up after themselves; those who abuse the privilege may risk losing the opportunity to eat outside. The outside area may be closed to students during the winter season. Any non-senior leaving the designated areas during lunch time will be subject to disciplinary actions. This includes the school parking lot.

## **Parking**

Parking at Laconia High School is a privilege. Laconia High School has numbered spaces available for senior student parking. Permission forms for a parking space can be obtained through the main office and must be signed by the parent. There is a thirty-five (\$35.00) fee per year that is used to offset student activities. Students, who drive irresponsibly or violate school policies with regard to the campus, may lose their parking privilege. Underclassmen may not leave during the school day. Failure to comply with this policy will result in disciplinary consequences may result in loss of parking privileges. Students who are continually late to school or classes will lose parking privileges as well. Underclassmen are not permitted to leave school grounds during the school day. Students who park illegally on school property will be notified by the school administration. On their second violation, the car will be towed at the owner's expense.

## **Positive Behaviors Interventions and Supports (PBIS)**

Positive Behavioral Interventions and Supports (PBIS) is a framework or approach for assisting school personnel in adopting and organizing evidence-based behavioral interventions into an integrated continuum that enhances academic and social behavior outcomes for all student's. It is structured in a 3 tiered system to provide the appropriate support and interventions for all students.

### **SIX PRINCIPLES OF PBIS**

1. Develop a continuum of scientifically based behavior and academic interventions and supports
2. Use data to make decisions and solve problems
3. Arrange the environment to prevent the development and occurrence of problem behavior
4. Teach and encourage pro-social skills and behaviors
5. Implement evidence-based behavioral practices with fidelity and accountability
6. Screen universally and monitor student performance & progress continuously

(PBIS, 2013)

## **Pediculosis (Head Lice)**

Screening: The Laconia School District believes, based on recommendations from the American Academy of Pediatrics, that school-wide screening for nits is not an accurate way of predicting which children will become infested with head lice, and screening for live lice has not been proven to have a significant decrease on the incidence of head lice in a school community.

The school nurse will periodically provide information to families of all children on the diagnosis, treatment, and prevention of head lice. Parents are encouraged to check a student's head if the student is demonstrating symptoms.

**Management on the Day of Diagnosis:** The Laconia School District recognizes that head lice infestation poses little risk to others and does not result in additional health problems. The management of pediculosis should proceed so as to not disrupt the education process. Nonetheless, any staff member who suspects a student has head lice will report this to the school nurse or Principal. Student's known to have head lice will not remain in school. The Principal or school nurse will notify the parent/guardian by telephone or other available means of the head lice and the parent will come to school and take the child home. The parent will be given instructions on the recommended treatment that are consistent with the New Hampshire Department of Health and Human Services recommendations. District employees will act to ensure that student confidentiality is maintained so the child is not embarrassed. Based upon the school nurse's recommendation, other children who were most likely to have had direct head-to-head contact with the assessed child may be checked or screened for head lice.

**Criteria for Return to School:** Students will be allowed to return to school after proper treatment as recommended by the school nurse. The Laconia School District recognizes that The American Academy of Pediatrics and the National Association of School Nurses discourage "no nits" policies. In alignment with these recommendations, no student will be excluded from attendance solely based on grounds that nits may be present. The school nurse may recheck a child's head. In addition, the school nurse may offer extra help or information to families of children who are repeatedly or chronically infested.

### **PTO/Parent Pride**

Advisory meetings are held on a monthly basis between parents and the building principal to solicit opinions and ideas as well as to keep open lines of communication. All meetings will have assigned agenda topics and interested parents will be notified of the meetings via email. Any questions can be directed to the building principal.

### **School Dance/Junior Prom/Semi-Formal**

Any dance, including the Prom and Semi-Formal, that is sponsored by Laconia High School is subject to follow all policies as they relate to student etiquette and safety. Students from Laconia High School are allowed to invite a guest from but that guest cannot be older than 20 years of age at the time of the dance. Guests must be in good standing at their schools and be approved by an administrator prior to attending the function. All students are expected to dress in a manner that is consistent with the LHS dress code policy. Any student who fails to meet these expectations will not be permitted to attend the dance and/or will be removed from the dance if need be

### **Senior Privilege**

A senior is defined as a student who will attain their diploma at the end of the current school year. Seniors without classes may use the library during a free block as space is available. Seniors will also be permitted to have a shortened day and/or free block. During these times and during lunch periods, seniors will also be allowed to leave school grounds. This privilege carries with it the responsibility to ensure that underclassmen do not travel off campus with seniors. If a senior leaves with an underclassman, the senior may lose their privilege as well as their parking pass. Underclassmen leaving school ground at any time will be subject to disciplinary action. Senior who are failing courses or have multiple trancies may have their privilege revoked in an attempt by the school to support them toward greater academic performance. Students who desire to graduate early and

access senior privileges early must get approval from the school principal. When seniors leave for open campus purposes they must sign in/out in the main office with the attendance clerk.

### **Student & School Safety Exits**

Due to student and school safety, all students are required to enter the school by either the Main Entrance located at the front of the building or the side entrance by the Student Activities Office prior to 7:23. After 7:23 all students will be required to enter by the side entrance and sign in with the attendance clerk. To ensure the safety of all people in the building, we expect our students to enter our school in the appropriate manner. Students who enter any other door, open a door and/or jar

### **Student Release Forms for Parents & Guardians**

Students who are 18 years of age assume personal and adult responsibility as it relates to school permissions. In order to for parents/guardians to continue receiving information from Laconia High School, their child must sign a “Student Release Form” in the Guidance Office.

### **Video Surveillance**

Students and parents are reminded that video camera surveillance is used throughout Laconia High School and on school busses. School safety is enhanced through the use of video. Cameras are positioned in hallways, exterior doors and the parking lot areas as available.

### **Visitors**

All visitors must report to the Main Office located at the front of the building. All visitors will be required to wear an ID badge for the duration of their visit at Laconia High School. Visitors whose plans call for them to be in the building for a significant time will be requested to wear a visitor’s ID badge. Students who would like to have a relative or an out-of-town friend attend school must receive prior approval from the Principal. A visitor does not need to report to LHS main office if they are going to the Huot Technical School.

## **Guidance Services and Information**

The Laconia High School Guidance and Counseling program is an essential part of the educational process for students. This program is designed to meet student's needs by helping them define and meet expectations in all facets of their lives – educational, emotional, social, and career. Each student will be assigned to a counselor upon entrance to Laconia High School.

Guidance activities are conducted on a regular and planned basis with the goal of providing students with experiences to help them grow and to reach their full potential. School Counselors provide direct services to students, as well as working with parents, school staff, and members of the community. Unless otherwise instructed in writing by a parent or guardian, services provided through the Guidance Office will be provided to all students through self-referral, staff referral, and/or parent referral. Counselors are obligated to share information with parents of minors and others in the following circumstances: as ordered by a court of law; to protect a student from harm, abuse and neglect; and, to warn potential victims of the intent to harm. Laconia High School also offers mental health and substance misuse counseling provided by contracted, licensed service providers based on the recommendation of the Child Study Team.

### **Course Changes**

If a student wishes to add or drop a course, they should see their guidance counselor. A student will have two weeks after the start of each course to add or drop. This request must receive parental permission and be supported by the School Counselor. Students must remain in the class they were originally assigned until this process is completed. If a student is withdrawn after the first grading term of a course, the letter grade of “WP” (Withdraw Passing) or “WF” (Withdraw Failing) will be assigned to the student's transcript.

### **Crisis Intervention**

The Laconia School Board's Policy on Crisis Intervention is designed to assist District Staff in meeting a crisis or tragedy, which impacts students and staff, with minimal disruption to the educational process. A Crisis Intervention Team has also been established to manage and implement this policy and to provide optimum support for the students and staff in the event of such a crisis.

The Board presumes the school environment to be safe and supportive, one in which students and staff can express their grief and work out their feelings related to the crisis. This policy is applicable to a wide range of traumatic situations, which may affect individuals and the community as a whole. It is the responsibility of the Superintendent and the building principal to decide when the policy will be implemented at the secondary level. Management and implementation of the policy at the elementary level is also the responsibility of the Superintendent and the building principal(s) but is often isolated to the classroom or grade directly involved in the crisis. The policy is intended to help the District contend with, but not limited to, the following:

- Dealing with grief at different levels.
- Providing reassurance to those individuals most affected.
- Providing support to teachers dealing with the crisis in the classroom.

### **Shortened Day Schedule**

All underclassmen are required to have four (4) classes during the school day. However, if students are removed from class for either academic or disciplinary reasons, their schedule will be adjusted accordingly by the Guidance Department. Students must arrive at school late (Block 2) or leave early (Block 4) if they have a shortened day. Seniors are the only students at LHS who are permitted to have a free block during the academic

school day and may leave school grounds or go to the library. Seniors **must** take a minimum of two courses each semester during their final year to maintain their eligibility to participate in graduation ceremonies.

### **Student Records**

Any parent wishing to review their child's records may contact the Guidance Office to set up a time to review them.

### **Students with Disabilities**

As mandated by the Individuals with Disabilities Education Act, public schools must provide special education for all children determined to be educationally handicapped. The law also requires a school district to identify such children from birth through 21 years of age. This law applies to all children including those in non-public schools, preschools and hospital settings.

If at any time you suspect your child might have an educationally handicapping condition, you are encouraged to contact the Student Services Coordinator or the guidance counselor to discuss your concerns. School personnel will provide you with information on the procedures for determining if a child is educationally handicapped and in need of special education services. For more information about the policies, procedures and services established in your school district for special education, the SAU #30 Special Education Plan is available at the Superintendent's office.

## Appendix A

Daily Schedule		
	<u>Start</u>	<u>End</u>
Warning Bell 1 & 2	7:15	7:23
School Information	7:23	7:30
Block 1	7:30	8:46
Block 2	8:49	10:05
<b>SSB</b>	<b>10:08</b>	<b>10:56</b>
Block 3	10:59	12:41
<i>Block 3A/A Lunch</i>	Block 3A Start/End	A Lunch Start/End
	10:59 - 12:15	10:59 - 11:22
<i>Block 3B/B Lunch</i>	Block 3B Start/End	B Lunch Start/End
	11:25 - 12:41	12:18 - 12:41
Block 4	12:44	2:00
Two Hour Delay Schedule		
	<u>Start</u>	<u>End</u>
Warning Bell 1 & 2	9:15	9:23
School Information	9:23	9:30
Block 1	9:30	10:29
Block 2	10:32	11:31
Block 3	11:34	12:58
<i>Block 3A/A Lunch</i>	Block 3A Start/End	A Lunch Start/End
	11:34 - 12:33	11:34 - 11:57
	12:32 - 12:58	
<i>Block 3B/B Lunch</i>	Block 3B Start/End	B Lunch Start/End
	11:59 - 12:58	12:35 - 12:58
Block 4	1:01	2:00

# Appendix B

## Laconia School District 2016-2017 School Calendar

August/September					February							
M	T	W	T	F	M	T	W	T	F			
X	(23)	(24)	(25)	X			1	2	3			
X	30	31	1	X	6	7	8	9	10			
22 Days	X	6	7	8	9	18 Days	X	13	14	15	16	17
	12	13	14	15	16		X	20	21	22	23	24
	19	20	21	22	23							
	26	27	28	29	30							
October					March							
M	T	W	T	F	M	T	W	T	F			
	3	4	5	6	(7)			X	X	X		
19 Days	X	11	12	13	14	20 Days	6	7	8	9	10	
	17	18	19	20	21		13	14	15	16	17	
	24	25	26	27	28		20	21	22	23	24	
	31						27	28	29	30	31	
November					April							
M	T	W	T	F	M	T	W	T	F			
		1	2	3	4			3	4	5	6	7
18 Days	7	8	9	10	X	15 Days	10	11	12	13	14	
	14	15	16	17	18		17	18	19	20	21	
	21	22	X	X	X		X	X	X	X	X	
	28	29	30									
December					May							
M	T	W	T	F	M	T	W	T	F			
			1	2			1	2	3	4	5	
17 Days	5	6	7	8	9	22 Days	8	9	10	11	12	
	12	13	14	15	16		15	16	17	18	19	
	19	20	21	22	23		22	23	24	25	26	
	X	X	X	X	X		X	30	31			
January					June							
M	T	W	T	F	M	T	W	T	F			
	X	3	4	5	6				1	2		
19 Days	9	10	11	12	13	10 Days	5	6	7	8	9	
	X	17	18	19	(20)		12	13	14	(15)	16	
	23	24	25	26	27		19	20	21	22	23	
	30	31					26	27	28	29	30	

Aug 30 Students Start School  
 Sept 5 Labor Day  
 Oct 10 Columbus Day  
 Nov 11 Veteran's Day  
 Nov 23, 24, 25 Thanksgiving Break  
 Dec 26- Jan 2 Holiday Vacation Break

Jan 16 Martin Luther King Jr. Civil Rights Day  
 Feb 27 - March 3 Winter Vacation  
 Apr 24 - April 28 Spring Vacation  
 May 29 Memorial Day  
 June 14 Last Day of School for All Students  
 June 15 Teacher Workshop (will immediately follow the last day of school)

( ) = Teacher Workshops/No School for Students

X = Days Out for Students and Staff

Note: Additional school days needed due to inclement weather will be completed in June.

Adopted December 15, 2015



# Appendix C

## LHS PRIDE

Characteristics of Success	Classrooms	Cafeteria	Hallways	Events
<b>P</b> ersonal Responsibility Own Your Choices	<ul style="list-style-type: none"> <li>Be Prepared</li> <li>Be An Active Learner</li> </ul>	<ul style="list-style-type: none"> <li>Follow Posted Rules</li> <li>Clean Your Personal Space</li> <li>Be On Time</li> </ul>	<ul style="list-style-type: none"> <li>Show Your Pass</li> <li>Be Courteous Of Classes In Session</li> <li>Move Towards Your Destination</li> </ul>	<ul style="list-style-type: none"> <li>Come and Go In Orderly Fashion</li> <li>Clean Your Personal Space</li> <li>Model School Pride</li> </ul>
<b>R</b> espect Self, Others, The Institution	<ul style="list-style-type: none"> <li>Value The Learning of Others</li> <li>Care For Equipment and Property</li> <li>Follow Class and School Wide Expectations</li> </ul>	<ul style="list-style-type: none"> <li>Be Patient-Wait Your Turn</li> <li>Use Good Manners</li> <li>Care For Equipment and Property</li> </ul>	<ul style="list-style-type: none"> <li>Appropriate Language And Volume</li> <li>Follow Staff Directions</li> <li>Honor Others' Personal Space</li> </ul>	<ul style="list-style-type: none"> <li>Treat Others Courteously</li> <li>Allow Others To Enjoy The Event</li> </ul>
<b>I</b> ntegrity Doing Right at All Times	<ul style="list-style-type: none"> <li>Demonstrate Academic Honesty</li> <li>Use Appropriate Language and Volume</li> <li>Put Forth Your Best Effort</li> </ul>	<ul style="list-style-type: none"> <li>Take What You Pay For</li> <li>Only Use Your Account</li> </ul>	<ul style="list-style-type: none"> <li>Model School Pride</li> <li>Report Suspicious Behavior</li> <li>Display Affection Appropriately</li> </ul>	<ul style="list-style-type: none"> <li>Support All Participants</li> <li>Display Positive Sportsmanship</li> </ul>
<b>D</b> etermination Persevere Regardless of Circumstances	<ul style="list-style-type: none"> <li>Bounce Back From Set- Backs</li> <li>Accept Academic Challenges</li> <li>Aspire To Academic Excellence</li> </ul>	<ul style="list-style-type: none"> <li>Make Healthy Choices</li> <li>Be Respectful and Courteous To All</li> </ul>	<ul style="list-style-type: none"> <li>Move Purposefully</li> </ul>	<ul style="list-style-type: none"> <li>Encourage Others To Do Their Best</li> </ul>
<b>E</b> mpathy Understand Others' Feelings	<ul style="list-style-type: none"> <li>Make Others Feel Included</li> <li>Give Others Positive Feedback</li> <li>Listen To Ideas Of Others</li> <li>Be Patient With Others</li> </ul>	<ul style="list-style-type: none"> <li>Be Inclusive</li> <li>Sit With Others</li> <li>Be Courteous</li> </ul>	<ul style="list-style-type: none"> <li>Offer Assistance</li> </ul>	<ul style="list-style-type: none"> <li>Display Positive Sportsmanship</li> </ul>

# Appendix D

## Class Rank Table

<u>Letter Grade</u>	<u>Percent Grade</u>	<u>5.0 Scale AP</u>	<u>4.5 Scale Honors</u>	<u>4.0 Scale CCR</u>	<u>3.5 Scale Foundations</u>
A+	100%	5.00	4.50	4.00	3.50
A+	99%	4.93	4.43	3.93	3.43
A+	98%	4.87	4.37	3.87	3.37
A+	97%	4.80	4.30	3.80	3.30
A	96%	4.73	4.23	3.73	3.23
A	95%	4.67	4.17	3.67	3.17
A	94%	4.60	4.10	3.60	3.10
A	93%	4.53	4.03	3.53	3.03
A-	92%	4.47	3.97	3.47	2.97
A-	91%	4.40	3.90	3.40	2.90
A-	90%	4.33	3.83	3.33	2.83
B+	89%	4.27	3.77	3.27	2.77
B+	88%	4.20	3.70	3.20	2.70
B+	87%	4.13	3.63	3.13	2.63
B	86%	4.07	3.57	3.07	2.57
B	85%	4.00	3.50	3.00	2.50
B	84%	3.90	3.40	2.90	2.40
B	83%	3.80	3.30	2.80	2.30
B-	82%	3.70	3.20	2.70	2.20
B-	81%	3.60	3.10	2.60	2.10
B-	80%	3.50	3.00	2.50	2.00
C+	79%	3.40	2.90	2.40	1.90
C+	78%	3.30	2.80	2.30	1.80
C+	77%	3.20	2.70	2.20	1.70
C	76%	3.10	2.60	2.10	1.60
C	75%	3.00	2.50	2.00	1.50
C	74%	2.90	2.40	1.90	1.40
C	73%	2.80	2.30	1.80	1.30
C-	72%	2.70	2.20	1.70	1.20
C-	71%	2.60	2.10	1.60	1.10
C-	70%	2.50	2.00	1.50	1.00
D+	69%	2.40	1.90	1.40	0.90
D+	68%	2.30	1.80	1.30	0.80
D+	67%	2.20	1.70	1.20	0.70
D	66%	2.10	1.60	1.10	0.60
D	65%	2.00	1.50	1.00	0.50
Below 65	0	0.00	0.00	0.00	0.00