

Laconia High School



Student Handbook 2023-2024

Personal Responsibility * Respect * Integrity * Determination * Empathy

Laconia High School

345 Union Avenue

Laconia, NH 03246

524-3350

Laconia Adult Education

345 Union Avenue

Laconia, NH 03246 (603)

(603) 524-5712

District Administration

Steve Tucker – Superintendent of Schools

Amy Hinds – Assistant Superintendent of Schools

Diane Clary – Business Administrator

School Leadership Team

Lisa Hinds - Principal

Michael Boyle – Assistant Principal

Craig Kozens – Athletic Director/Dean of Students

Jennifer Sottak – Student Services Administrator

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 back to our first graduating class 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 was 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 high tech manufacturing. The city has excellent medical facilities and social services that support our 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 Behavior 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 curriculum 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 curriculum that offers Advanced Placement opportunities, Project Running Start dual enrollment course offerings and academic support that ensure any student who is willing to work hard and engage in learning 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.

PORTRAIT OF A GRADUATE

Laconia School District has worked collaboratively with the broader community to identify the core skills in which every student should be proficient upon completing their education. These attributes represent **what our students “can do.”** The instruction and practice of these skills and abilities are integrated into every component of our educational program:

PORTRAIT OF A GRADUATE

Communicate:
Effectively communicate for different purposes and varied audiences using appropriate media.

Collaborate:
Work effectively with and learn from others in a variety of situations, in school and beyond.

Create:
Create and refine a unique product or performance that reflects an individual's values, goals, and expression.

Persevere:
Persevere by overcoming challenges and the fear of making mistakes.

Problem-Solve:
Define the problem, identify the issues and interests, initiate a plan, execute it, and evaluate the reasonableness of the solution.

Self-Direct:
Set Goals, plan for achievement, independently manage time and effort, and reflect on one's progress.

Laconia School District
SINCE 1875

Icons in the circular graphic: COLLABORATE, PERSEVERE, COMMUNICATE, PROBLEM-SOLVE, CREATE, SELF-DIRECT.

Policy on 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: Steve Tucker, Superintendent of Schools, School Administrative Unit #30, 39 Harvard Street, Laconia, New Hampshire 03246 telephone number (603) 524-5710, District Human Rights Officer. The District Title IX Coordinator is Amy Hinds, Assistant Superintendent of Schools, School Administrative Unit #30, 39 Harvard Street, Laconia, NH 03246 (603) 524-5710.

U.S. Department of Education Office of Civil Rights

Lyndon Baines Johnson Department of Education Bldg. 400 Maryland Avenue

SW Washington, DC 20202-1100

OCR@ed.gov

New Hampshire Commission for Human Rights

2 Industrial Park Drive, Bldg. One

Concord, NH 03301

(603) 271-2767

humanrights@nh.gov

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 me 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 Independence 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.

Table of Contents

Academic Policies and Procedures	10- 15
Bridge Program	10
Academic Integrity	10
Class Rank	11
Credit & Course Recovery	11
Eligibility for Extracurricular Activities	12
Graduation Participation Policy	12
Home Schooling & Eligibility Guidelines	13
Laconia Academy	13
Missing Assignments Policy	13
Reporting of Academic Progress	14
Sachem Support Block (SSB)	14
Senior Sachem Experience	14
Attendance Policies and Procedures	15-17
Excused Absences	15
Accountability for Student Work	16
Attendance & Extra Curricular Participation	16
Attendance Intervention	16
Tardy to School	17
Family Vacations	17
Discipline	18-23
Cell Phones and Other Electronics	18
Destruction/Defacing of School Property	19
Detentions: Teacher/Administrative	19
Dress Code	19
Alternative Classroom Setting (ACS)	19
Insubordination	19
Loitering	20
Out of School Suspension (OSS)	20
Restorative Justice Program	20
Sexual Harassment	20
Safe Schools	21
Student Rights and Responsibilities	21
Tardy to Class	21
Tobacco Products/E-Cigarettes/Vaporizers	22
Controlled Substances	22
Weapons	23
Student Safety Policy (Bullying)	23-26
General Statement of Policy	23
Bullying, Cyber-bullying & Retaliation	24
Definitions	24
Reporting Procedures	25
Investigation	25
Training	25

Use of Video or Audio Recordings	25
Notice of Policy	26
Emergency Drills	26
Safety Program	26
General School Information	27 -33
Animals in School	27
Books & School Supplies	27
Bus Transportation	27
Cafeteria	27
Elevator Usage	27
Food Service	28
Health Service	29
Medication	29
Immunizations	29
Acceptable Use of Technology	30
Parking	30
Positive Behavior Intervention (PBIS)	31
Pediculosis (Head Lice)	31
School Dance/Junior Prom/Semi-Formal	32
Senior Privilege	32
Student & School Safety Exits	33
Student Release Forms 18 Year Olds	33
Video Surveillance	33
Visitors	33
Final Exams	33
Use of Drones on Campus	33
School Counseling & Student Support	34- 39
Course Changes-Add/Drop	34
Crisis Intervention	34
Student Records	35
Students with Disabilities	35
Appendix A - 2023-2024 District Calendar	36
Appendix B - 2023-2024 Daily Schedule	37
Appendix C - LHS PRIDE Rubric	37
Appendix D - Class Rank Table	38
Appendix E - Weighted GPA Table	39

Academic Policies and Procedures

BRIDGE Program

The Bridge Program is to help incoming seniors who are not on pace for graduation in the Spring. We offer alternative classes and classes during the regular school day. A student participating in the Bridge Program will need to build an academic plan with their School Counselor and have the plan approved by the Principal or designee.

Students

- Low credit, off track for graduation
- 5th year seniors considered
- Juniors considered for second semester
- Students can take a combination of bridge, traditional, and night school classes as needed

Graduation Plans

- Students working towards 20 credit diploma
- Will have option to participate in LHS graduation and senior activities if diploma earned
- Will have option to “bridge” to night school if all graduation requirements are not met

Academic Integrity

Academic integrity is a core value all students and parents must adhere to as part of the learning process. A commitment to academic integrity is expected from every student at Laconia High School. All work submitted by students should be original to the student unless proper citations exist.

Examples of violation to the LHS Academic Integrity Policy include, but are not limited to:

- Plagiarism—defined as any submission of another’s work as your own and of not citing authorship properly
- Copying and pasting—from any internet resource
- Submitting another student’s work as your own
- Using answer sites, including artificial intelligence (AI) platforms
- Using unauthorized calculators
- Using translators for foreign language courses
- Having someone else impersonate you
- Not protecting your password and your work

All Academic Integrity infractions will be reported to the department head and administration for confirmation. The student’s parents will be contacted once the incident is confirmed. ALL infractions will be recorded in the school’s discipline system for recordkeeping. Follow up actions taken will be included in the discipline report. Students found in violation of the LHS Academic Integrity policy will receive consequences as follows:

1st Infraction: LHS considers the first offense a “teachable” moment. An intervention meeting to counsel

the student on the infraction will take place. The teacher will provide an alternative assignment for the student to complete that includes activities highlighting the corrective action.

2nd Infraction: A second offense of the LHS Academic Integrity Policy will result in a zero for the specific assignment, quiz, or test involved. The opportunity for reassessment, according to the LHS Reassessment policy, will be at the discretion of the teacher, department head, and administration and be based on infraction history. Members of any school honor program will face appropriate disciplinary action up to and including expulsion from their program.

All subsequent infractions: Any violations of the LHS Academic Integrity Policy after the second offense will result in a grade of zero for the specific assignment, quiz, or test involved with NO OPPORTUNITY for reassessment. These incidents will be referred to administration for possible disciplinary action.

Infractions to the Academic Integrity policy are cumulative over the student's time as a Laconia student.

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 -correlated to a GPA value (**See Appendix D**). ***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 course load (four credits per semester) their freshmen, sophomore, and junior years and a minimum of **three** educational experiences each semester of their senior year. 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, traditional courses taken at LHS have priority in determining class rank/ GPA.

The valedictorian, salutatorian, class essayist, and—the Top 10 list for that year’s graduating class will be determined at the end of **Semester 1. The announcement of the valedictorian, salutatorian, class essayist, and Top 10 will be made no later than the Friday prior to February vacation.**

Credit and Course Recovery

Laconia High School provides options for students who have failed courses to recover credit in courses required for graduation. To be eligible for Credit Recovery, students need to have taken the class for the entire semester and received a grade of 55% or higher. Credit recovery opportunities take place during February vacation and the week after school ends for the year.

Students who fail courses required for graduation with a grade of less than 55% are eligible for course recovery. Course recovery is a five week/45 hour competency-based program that takes place during the summer. Upon completion of credit or course recovery, students will receive Pass/Fail credit for the course on their transcript.

Eligibility for Extracurricular Activities

Eligibility for participation in Laconia High School athletics, clubs, and other extracurricular activities is determined by passing 3-classes in the 4 x 4 block schedule. Any student who is scheduled for less than 4 blocks must be passing all classes to be eligible for extra-curricular activities. Eligibility for first quarter participation will be determined by Quarter

Graduation Participation Policy

Only students registered at Laconia High School at the time of their graduation are eligible to receive a Laconia High School Diploma. Students must have earned at 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. High School credits toward graduation will not be accepted in any form unless awarded by an accredited institution/program. Any alternative non-Laconia High School courses must be approved in advance by the Principal.

To participate in graduation activities seniors must have taken three educational experiences 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. Any student wishing to replace an academic class at LHS with an alternate educational opportunity must have a documented plan developed with the school counseling office. The following options would be an acceptable replacement to an academic course at Laconia High School.

- Job Shadow
- Internship
- College Course(s), Dual Enrollment, E-start
- ELO's

In addition, **a student must not have accumulated more than 18 absences (excused or unexcused) during their senior year to participate in Graduation activities.** Graduation activities are considered the Senior Walk, Senior/Senior Dance, Senior Class Trip, Class Day, and the Graduation Ceremony. A Graduation Attendance Committee (GAC) GAC will review all seniors who are having attendance issues. GAC will be comprised of the following school personnel:

- Principal
- Assistant Principal
- Dean of Students
- Director of School Counseling
- Senior Class Advisor
- Teacher

The following procedure will be followed for ensuring senior attendance:

- 5 absences – Parent/Student contact via phone with followup via email

- 10 absences – Parent/Student contact via phone with followup via email & certified letter
- 15 absences – Parent/Student contact via phone with followup via email, certified letter scheduling a face-to-face meeting
- 19 absences – Parent/Student contact via phone with followup via email, certified letter scheduling an appeal meeting with Graduation Attendance Committee (GAC)

The GAC will be responsible for hearing the appeal of any student who exceeds the attendance limit of 18 absences. GAC will be responsible for deciding on graduation participation for each student who exceeds the attendance limit.

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 instruction 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 constitution of New Hampshire and the United States, and an exposure to, and appreciation of, art and music.

Eligibility for Home Schooling: 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 School Counselor, High School Principal, and the Director of Adult Education or its equivalent. Additional credits may be accepted at the discretion of the principal.

Missing Assignments

Formative assignments are small, impactful assignments that help students and teachers immediately assess understanding of content material. The timeliness of completing formative assignments is important in making key decisions about progress. Where formative assessments guide learning throughout a unit, summative assessments are the culminating measure of learning measured against the standards or objectives of the unit.

When in school, it is expected that students will complete all work that is assigned that day. It is the responsibility of the student to see that all work missed due to excused absences is made up. It is expected that students will make all attempts to complete missed assignments within two days of their excused absence

to most effectively support feedback about learning. Reassessment of assigned work is available until the unit summative assessment is taken. Formative work not completed or reassessed after the summative assessment is -not available as the course moves forward. Once the final summative assessment is complete all missing formave work for the unit will be recorded as “0 Missing”.

Reporting of Academic Progress and Grades

All families in the Laconia School District have access to the student information system known as ALMA. Here parents are able to view student schedules, attendance, academic progress and grades, as well as access past report cards and unofficial transcripts. Access to ALMA can be by registering in the Alma Parent Portal. To get an account, please contact the student’s School Counselor.

Grades will be updated and posted to ALMA on a weekly basis. Parents have both the right and the responsibility to address any concerns regarding progress reporting information and they are encouraged to contact individual teachers followed by the school counseling office for assistance.

The following represents the academic calendar for the 2023-2024 school year:

Quarter	Term End	Report Cards Issued	# Days
1	Thursday 9 November	Monday 20 November	45
2	Monday 29 January	Monday 5 February	45
3	Tuesday 9 April	Monday 15 April	45
4	Tuesday 18 June	Wednesday 19 June	44

Sachem Support Block (SSB)

Sachem Support Block is 48 minutes of flexible time every day used for extra help, intervention, support, enrichment, or extension. Sachem Support Block is academic time, not a study hall or an advisory. SSB is student-driven, targeted, and academic. Monday through Thursday students will report to their scheduled/assigned locations, which may be different each day, for academic support, intervention, and/or enrichment. Students will meet with an assigned staff member each Friday to determine their schedule for the following week. Teachers will automatically schedule students to participate in remediation when their grade in class falls below 70%.

Senior Sachem Experience

As part of the Laconia High School senior year experience, students will be required to complete the following project to reflect on their experiences at Laconia High School as they begin the process of their transition to life aer high school. The required (and optional) tasks involved in this project will aid in integrating graduating seniors into their community, ensure they have completed relevant tasks and will serve to ensure their abilities as they transfer into society with a mission to achieve the plan they have developed throughout their high school years. To support this objective, ALL seniors will be assigned to an advisor/mentor at the beginning of their senior year who they will meet with on a regular basis to support timely progress and the compleon of all

components of the Sachem Senior Experience. As a culminating activity, all seniors will present their portfolio to their advisory group/team. During the presentation, students will be asked about their experiences at LHS, and they will present written, video, and audio evidence about what they learned and how the knowledge and experiences they had will now impact their future goals.

Attendance Policies and Procedures

Attendance patterns are formed early in life. Children who develop good attendance habits in the early grades will be more likely to continue them throughout their school careers. Parents who make regular school attendance a priority are also helping their children learn to accept responsibility and to work towards achieving their full potential. We believe in each of our students' ability to be a contributing and outstanding member of our school community. Being in school and on me regularly are important aspects of this.

Truancy is defined as any unexcused absence from class or school. Any absence that has not been excused for any of the reasons listed as excused will be considered an unexcused absence. Students who are truant are in violation of **RSA 193: 1 School Attendance Law. The law states that every child between 6 and 18 years of age shall attend public school and RSA 193:2 Duty of custodian: Every person having the custody of a child shall cause the child to attend school.**

Students who do not attend school or come to school and skip class-will be held accountable with discipline consequences and risk losing credit in their courses. Students who leave school prior to being dismissed by the main office will be considered truant. Parents will not be permitted to excuse their child after the student has left the building. Students who are tardy by more than 25 minutes of any class without an excuse are considered truant.

Excused Absence

The Laconia School District considers the following to be excused absences:

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

Any absence that has not been excused for any of these reasons will be considered an unexcused absence.

In the event of an illness, parents must call the school and inform the District of the student's illness and absence. **For other absences, parents must provide written notice or documentation within 10 days** to support one of these reasons for non-attendance. The Administration may require parents to provide additional documentation supporting the excuse.

If parents wish for their child's absence to be excused for a reason not listed above, the parent must provide a written explanation of the reason for the absence, and School Administration will make a determination as to

the status of the absence. Appeals may be filed with the building principal whose decision will be final.

Attendance and Accountability for Student Work

Students who are considered truant will receive a zero for all formative assignments completed in class that day. Students who are truant on the day a summative assessment is given will receive a zero for the assessment with the understanding that the student may participate in reassessment according to the LHS Reassessment Policy. Students who are considered absent excused will make all attempts to complete missed assignments within two days of their excused absence. Students serving an out of school suspension will follow the same expectations as students who have missed work due to an excused absence. Teachers will not take instructional time to provide students with make-up work. The student should conference with the teacher during the teacher's non-instructional time (before, after school, SSB) to review and receive missing assignments.

Attendance and Participation in ExtraCurricular Activities

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 clubs, athletic practices, and contests **unless the excuse is documented** by above mentioned extenuating circumstances. Students are required to 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 they will not be eligible to participate in that evening's extra-curricular activities.

Attendance and Participation in ExtraCurricular Activities

Students who are not in school their entire academic day, will not be permitted to participate in after school events including clubs, athletic practices, and contests unless the reason is excused and documented by above mentioned extenuating circumstances. Students are required to be in school the entire day to remain eligible for any weekend events -unless special permission is granted by the administration prior to the event.

Attendance-Intervention Process

Habitual truancy is defined as ten half-days of unexcused absence during the semester. The school will monitor the attendance of all students and upon identifying a student who is in danger of becoming habitually truant, absent, or tardy, shall take the following actions as part of the Intervention Process to Address Truancy (School Board Policy JH):

5 Absences (including 10 half-day absences): A school counselor will notify the parent and request a meeting with the student and parent.

10 Absences: Administration or designee will notify the parent and request a meeting with the parent, the student and the teacher to discuss a plan for success regarding daily attendance. The goal of the plan for success is to improve attendance and ensure credit.

15 Absences: Administration or designee will notify the parent and request a meeting with their parent, the student and the teacher to determine credit eligibility.

According to School Board policy, students who exhibit chronic absenteeism (falling below 80% daily attendance) may be referred to the Department of Child, Youth and Family Services (DCYF).

Tardy to School

Laconia High School believes in teaching students important habits which can be carried on throughout their lives. This includes the value of being on time. When students are late, they have lost irreplaceable instructional time. Their late arrival is also a distraction to the learning of their peers. A tardy will be considered excused if it is for an appointment or other pre-approved reason. All other tardies will be considered unexcused unless other arrangements have been made with the school. -If you experience difficulty getting your child to school on time, please discuss this issue with school administration so that we can work together to resolve the issue.

Homeroom occurs every morning from 7:23 – 7:30 and will offer students the opportunity to connect with their homeroom teacher, get important information on what is going on in the school and and participate in activities like the Pledge of Allegiance together with the school community. This is also the time that teachers will take attendance. Student presence is expected at this time. Students who are more than 25 minutes tardy to school without an excuse are considered truant to Block 1.

Any student who is tardy unexcused to school three times will be assigned an administrative detention on the 4th tardy. On every third **unexcused tardy** for the remainder of the semester, the student will receive an administrative detention. On the day of that detention, the student will not be able to participate in any after school activities including athletic practices or games. Failure to serve administrative detention will result in out of school suspension the following day of school. Tracking of student tardy to school reporting will reset quarterly.

After 10 recorded tardies, parents will be contacted and a meeting with school counseling and administration will be scheduled.

Reporting Absences From School: If a child is going to be absent from school, a parent or guardian is expected to inform the attendance secretary at extension 4003. All efforts to inform the school of this absence should be made by 8:45 am. Students who are absent from school are not permitted to attend school-related functions that day/evening.

Family Vacations

Traveling with family can be a rewarding and educational experience for children. However, when a child spends too much time away from school because of family travel, they are missing important classroom instruction that cannot be made up. Laconia High School encourages families to travel within the given school vacation times. Family vacations that occur while school is in session are not considered excused absences. The Building Principal or designee may make an exception for educational, family trips and college visits. Please inform the school at least one week in advance so that the teachers can best prepare the student for their absence.

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 responsibility in the classroom or at any school sponsored activity. Students that choose not to 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 infracon(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 infracons 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/hallways during instructional time unless specifically directed by a teacher or administrator and for educational purposes. During class time, all cell phones will be placed in a student's backpack or in a pouch provided by the classroom teacher. The rationale for this policy relates to our desire to maintain academic focus, 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 block. 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, listen to music, and/or video other students, faculty and staff at any time without their permission or consent. Appropriate disciplinary action will be taken based on the infraction.

If a teacher requests a cell phone, headphones, earbuds, 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 Behavioral Office. If they refuse to give the phone to an administrator, they will be sent home for insubordination.

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. 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. If a student is removed from class due to a disciplinary issue, the student will be required to serve detention. The student's attendance at detention takes precedence over co-curricular activities. Students who fail to serve teacher and/or administrative detention will face suspension.

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: 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. Hoods and sunglasses are not permitted to be worn during the school day. 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.

Alternative Classroom Setting (ACS)

Students may be assigned to an alternative classroom setting for inappropriate behavior. Students will be assigned Blocks 1-4 on a rotating basis in a classroom. Any student refusing to actively participate in ACS 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 for the student to complete in an ACS. 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 an out of school suspension. Students removed from class may spend the remainder of that period in an Alternative Classroom Setting (ACS).

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 7am. 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.

Restorative Justice Program

The Laconia School District Restorative Justice Program has developed three overarching goals are:

- Accountability
- Community safety
- Competency development

This program provides less exclusionary discipline practices and more intervention opportunities for students to receive needed support and services to decrease recidivism and continued delinquency behaviors.

In addition to the goals outlined above, other services provided by RSP include, but are not

limited to:

- Academic support
- Mental Health counseling
- Alcohol and Drug Counseling
- Peer mediated group sessions

Participation in this program will be offered to students receiving an out of school suspension. If a student declines to participate in the program, they will be allowed to return to school after completing the parameters of their suspension.

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 (ACAC); if appropriate, police notification.

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.

Student Rights and Responsibilities

Laconia High School assumes the responsibility of providing educational opportunities 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, the parents 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 learning of their peers and 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 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 intervention after school and parent will be notified.
- 6 Tardies: Student will earn an administrative detention and parent will be

notified.

- 9 Tardies: Students will earn an administrative detention and the parents will be notified. A parent conference will be requested at this time.

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

In accordance with the Laconia School District Policy (ADC), the possession or use of tobacco products, electronic cigarettes, and/or vaporizers by any person is prohibited in the Laconia School District buildings and/or on the 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.

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:

- An informative and meaningful program wherein reasons for and results of substance addiction are a part of the school curriculum.
- Immediate action if controlled substances are suspected of being present (use or sale).
- Parent contact when a student is suspected of being under the influence of alcohol or drugs in school.
- Established emergency procedure in place for any accident in the case of coma.
- Counseling procedure for students who indicate a need for information and direction outside of the general curricular topic.
- 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.
- 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.

Students in possession or under the influence of controlled substances of any kind shall be assigned a minimum of five days OSS and will be required to undergo a substance abuse meeting with a licensed drug and alcohol counselor. A licensed drug and alcohol counselor is available at the school.-A parent may also seek private assistance if acceptable documentation is provided to the school.

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 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 responsibility for reporting incidents of bullying to school administration. Bullying and cyberbullying 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 cyberbullying 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 cyberbullying. There shall be disciplinary consequences or remediation or both for a person who commits an act of bullying or cyberbullying, 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 cyberbullying has been perpetrated.

IV. Actionable Incidents of Bullying or Cyberbullying

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 operation of

the school or school-sponsored activity or event.

V. Reporting Procedures

A pupil may report bullying or cyberbullying to any school district employee or agent. Any school employee or contracted agent, who receives a complaint of bullying or cyberbullying 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 cyberbullying 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 cyberbullying 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 cyberbullying. 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 an 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.

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. The 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. Other Emergency Drills will be conducted throughout the school year. Other drills may include: Hold in place, shelter in place, lockdown, reverse evacuation, scan and evacuate). All drill instructions are posted in each room and are reviewed by classroom teachers.

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). Visitors will be made aware of this situation using the blue emergency lights located at the entrances and in hallways of the building.

Communication of emergency drills will be communicated with families using the school's 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 manager 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.

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 buses. 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. Students 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: One to one computing device, library books, text books, athletic uniforms, etc.

The school has the right to hold a student's official transcripts, report cards and grades unless the item(s) are paid for or returned. If the student is a senior, participation in graduation ceremonies will not be permitted until all accounts are settled. 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 newspaper and on the school website. 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 their homeroom at 7:23 AM. The Cafeteria will be closed at 7:20 AM and remain closed until first lunch begins. Students who arrive tardy to school will NOT-have access to the cafeteria and will be directed to their homeroom so they can begin classes for the day. Appropriate cafeteria behavior is expected during breakfast and lunch times. Students found in the cafeteria during the time it is closed will be subject to disciplinary actions.

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 must 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

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 <https://laconiafoodservices.weebly.com>. 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. **If anyone in your household receives SNAP (Food Stamps), you may automatically be qualified for free meals for the year via Direct Certification and do not need to complete an application. If you have any concerns or questions about this, please contact the Food Service Office.**

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 <https://laconiafoodservices.weebly.com>.

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.mymealme.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.mymealme.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 <https://laconiafoodservices.weebly.com>. Menus are sent home monthly and posted on our website. 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 lmskitchen@laconiaschools.org. The district's charging policy is available on the Food Service website at www.laconiafoodservices.weebly.com

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 at 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 asthma 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.

Acceptable Use Policy for the Use of District Technology and Internet Resources

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 parents must complete the acceptable use policy form annually. A list of students not permitted to use the internet in the school setting will be generated and distributed to 30 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 accessed 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.

Parking

Laconia High School has ample spaces available for student parking. Permission forms for a parking space can be obtained through the main office and must be signed by the student and parent/guardian. Parking at Laconia High School is a privilege. Students who drive irresponsibly or violate school policies may lose their parking privilege.

The following behaviors could result in loss of parking privileges and disciplinary consequences.

- Driving irresponsibly

- Habitual tardiness to school
- Parking in spots not designated for students
- Leaving campus with underclassmen (Freshmen, Sophomore, or Junior)

Any questions/concerns regarding parking should be directed to the Dean of Students.

Positive Behavior 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 students. It is structured in a 3-tiered system to provide the appropriate support and interventions for all students. See Appendix C for the LHS Pride Matrix.

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 prosocial 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. Students 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.

School Dance/Junior Prom/Semi-Formal

Any dance, including the Prom and Semi-Formal, that is sponsored by Laconia High School is subject to all policies as they relate to student discipline, etiquette, and safety. Students from Laconia High School are allowed to invite a guest, 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 the LHS Principal or designee and the sending school principal or designee prior to attending the function using the appropriate form available at the school office.

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

Senior Privileges allow students in good academic standing the opportunity to have a free block during the school day. **Seniors will only be allowed one free block per day and it will only be allowed block 1 or block 4 to allow for a delayed start or early release. Free blocks will not be permitted block 2, block 3, or SSB.** Students who have earned Senior Privileges will be permitted to use the library during their free block as space is available. When seniors leave school, they must sign in/out in the Main Office with the attendance clerk. This includes entering school when block 1 is free and leaving for the day when block 4 is free.

Educational opportunities that may replace an academic class include but are not limited to:

- Internships
- ELO’s
- Job Shadows
- College Classes (LRCC, Plymouth State, etc.), dual enrollment, e-Start

Any student wishing to replace an academic class at LHS with an alternate educational opportunity must have a documented plan, developed and on file with school counseling, that is approved by the Principal or designee.

To recognize the hard work of seniors who are diligent about maintaining their academic standing during their final year, LHS supports making these students exempt from final exams. Seniors who maintain a 93% average at the end of any course are exempt from that course’s final exam. This average represents the course average, not the quarter average.

Student & School Safety Exits

Due to student and school safety, all students are required to enter the school by the Main Entrance located at the front of the building. After 7:23, all students will be required to 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 a door open will face disciplinary action.

Student Release Forms for Parents & Guardians of 18 Year Old Students

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

Any student 18 years or older who signs out of school during the day for any purpose other than a medical appointment will not be permitted to return to school that day (***except for a student with prior approval from administration***). A student who signs out due to a medical appointment must provide a note from the doctor's office upon their return to school.

Video Surveillance

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

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. A visitor does not need to report to LHS main office if they are going to the Huot Technical School.

Final Exams

Final exams are an integral component of a students' success in all courses. Any student who arrives at school 15 minutes after their exam has begun will not be permitted admittance to the final exam at that time. The student will have the opportunity to take the exam they were late for during the make-up exam time. Students are expected to stay for the entire exam block and will not be permitted to be dismissed.

Use of Drones on the LHS Campus

The use of drones on the Laconia High School Campus is prohibited unless prior approval has been granted through the Principal's Office.

School Counseling and Student Support Information

The Laconia High School School 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.

School Counseling 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 School Counseling Office will be provided to all students through self-referral, staff referral, and/or parent referral. School 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 PBIS teams.

Course Changes-Add/Drop

Students may add/drop courses to their schedules, providing space is available and they receive approval from both the current teacher of department record and the school counselor, for a period of up to 5 course periods following the start of the course. After this 5 class day period window has passed, students are expected to remain in the class. If a student is withdrawn after the add/drop period, the letter grade of "WP" (Withdraw Passing) or "WF" (Withdraw Failing) will be assigned to the student's transcript.

If a student decides to make a schedule change during this 5 class day period window, students are expected to complete the appropriate forms related to all course changes and obtain appropriate school, administrative, and parent/guardian signatures.

Crisis Intervention

The Laconia School Board's Policy on Crisis Intervention (EBCA) 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.

Student Records

Any parent wishing to review their child's records may contact the School Counseling 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 22 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 School 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 Plans are available at the Superintendent's office.

Appendix A

Laconia School District Calendar 2023-2024

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

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

- Sept 04 ----- Labor Day
- Sept 05 ----- Students Start School
- Sept 12 ----- Teacher Workshop
- Oct 9 ----- Columbus Day
- Nov 7 ----- Parent / Teacher Conferences
- Nov 10 ----- Veterans Day (observed)
- Nov 22-24 ----- Thanksgiving Break
- Dec 24-Jan 1 ----- Holiday Break
- Jan 15 ----- Martin Luther King Jr. Civil Rights Day

- Jan 26 ----- Teacher Workshop
- Feb 26-March 1 ----- Winter Break
- Mar 12 ----- Teacher Workshop
- March 27 ----- SAT Testing (school in session, for reference only)
- April 17 ----- SAS Testing (school in session, for reference only)
- April 22-26 ----- Spring Break
- May 27 ----- Memorial Day
- June 18 ----- Last Day of School for Students – Early Release
- June 19 ----- Teacher Workshop (will immediately follow the last day of school)

Student Days = 179 Teacher Days = 186
 () = Teacher Workshops/No School for Students X = Days Out for Students and Teachers
 < > = Parent/Teacher Conference/No School for Students { } = SAT/SAS Testing Days for Region. School in session.

Board Approved: 12/06/2022

Appendix B: Daily Schedule (SSB Reflected)

Daily Schedule		
	Start	End
Warning Bell / Students Head To Class	7:20	7:23
School Information	7:26	7:30
Block 1	7:30	8:46
Block 2	8:49	10:05
SSB	10:08	10:56
Block 3	10:59	12:41
<i>A Lunch</i>	A Lunch Start	A Lunch End
	10:59	11:22
<i>B Lunch</i>	B Lunch Start	B Lunch End
	11:30	11:52
<i>Block 3C/C Lunch</i>	C Lunch Start	C Lunch End
	12:19	12:41
	LHS C Lunch, Block 4 Huot Start	LHS C Lunch, Block 4 Huot End
	12:11	12:30
Block 4	12:44	2:00

Appendix C: PBIS and LHS Pride Matrix

SACHEM PRIDE Classroom Behavior Rubric College and Career Readiness Skills

Characteristics of Success	Classroom			
	1 – Needs Significant Improvement	2 – Partially Proficient	3 – Proficient	4 – Excellent
	Student Rarely...	Student Inconsistently...	Student Generally...	Student Always...
P ersonal Responsibility Own Your Choices	<ul style="list-style-type: none"> Prepared An active learner 			
R espect Self, Others, The Institution	<ul style="list-style-type: none"> Values the learning of others Cares for equipment & property Follows class & school wide expectations 			
I ntegrity Doing Right at All Times	<ul style="list-style-type: none"> Demonstrates academic honesty Uses appropriate language & volume Puts forth best effort 			
D etermination Persevere Regardless of Circumstances	<ul style="list-style-type: none"> Bounces back from setbacks Accepts academic challenges Aspires to academic excellence 			
E mpathy Understand Others' Feelings	<ul style="list-style-type: none"> Makes others feel included Gives others positive feedback Listens to ideas of others Patient with others 			

Appendix D Class Rank Table

Letter Grade	Percent Grade	5.0 Scale AP	4.5 Scale Honors	4.0 Scale CCR	4.0 Scale Foundations
A+	100%	5.00	4.50	4.00	4.00
A+	99%	4.93	4.43	3.93	3.93
A+	98%	4.87	4.37	3.87	3.87
A+	97%	4.80	4.30	3.80	3.80
A	96%	4.73	4.23	3.73	3.73
A	95%	4.67	4.17	3.67	3.67
A	94%	4.60	4.10	3.60	3.60
A	93%	4.53	4.03	3.53	3.53
A-	92%	4.47	3.97	3.47	3.47
A-	91%	4.40	3.90	3.40	3.40
A-	90%	4.33	3.83	3.33	3.33
B+	89%	4.27	3.77	3.27	3.27
B+	88%	4.20	3.70	3.20	3.20
B+	87%	4.13	3.63	3.13	3.13
B	86%	4.07	3.57	3.07	3.07
B	85%	4.00	3.50	3.00	3.00
B	84%	3.90	3.40	2.90	2.90
B	83%	3.80	3.30	2.80	2.80
B-	82%	3.70	3.20	2.70	2.70
B-	81%	3.60	3.10	2.60	2.60
B-	80%	3.50	3.00	2.50	2.50
C+	79%	3.40	2.90	2.40	2.40
C+	78%	3.30	2.80	2.30	2.30
C+	77%	3.20	2.70	2.20	2.20

C	76%	3.10	2.60	2.10	2.10
C	75%	3.00	2.50	2.00	2.00
C	74%	2.90	2.40	1.90	1.90
C	73%	2.80	2.30	1.80	1.80
C-	72%	2.70	2.20	1.70	1.70
C-	71%	2.60	2.10	1.60	1.60
C-	70%	2.50	2.00	1.50	1.50
D+	69%	2.40	1.90	1.40	1.40
D+	68%	2.30	1.80	1.30	1.30
D+	67%	2.20	1.70	1.20	1.20
D	66%	2.10	1.60	1.10	1.10
D	65%	2.00	1.50	1.00	1.00
Below 65	0	0.00	0.00	0.00	0.00

APPENDIX E

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 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:

Letter Grade	Percent Grade	5.0 Scale - AP	4.5 Scale - Honors 4.0 Scale - CCR 4.0 Scale - FDN		
A+	97-100	5	4.5	4	4
A	93-96	5	4.5	4	4
A-	90-92	4.7	4.2	3.7	3.7
B+	87-89	4.3	3.8	3.3	3.3
B	83-86	4	3.5	3	3

B-	80-82	3.7	3.2	2.7	2.7
C+	77-79	3.3	2.8	2.3	2.3
C	73-76	3	2.5	2	2
C-	70-72	2.7	2.2	1.7	1.7
D+	67-69	2.3	1.8	1.3	1.3
D	65-66	2	1.5	1	1
F	BELOW 65	0	0	0	0