

Sachem Nation

Laconia High School and Huot Technical Center



Faculty Handbook 2023 – 2024

Personal Responsibility Respect Integrity Determination Empathy

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

Huot Technical Center
26 Dewey Street
Laconia, NH 03246
(603) 524-5711

Laconia Adult Education
345 Union Avenue
Laconia, NH 03246
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District Administration

Steve Tucker – Superintendent of Schools
Amy Hinds – Assistant Superintendent for Student Services
Diane Clary – Business Administrator

School Administration

Lisa Hinds – Principal
Michael Boyle – Assistant Principal
Craig Kozens – Dean of Students and Athletic Director
Jennifer Sottak – Coordinator of Student Services
David Warrender – Director of Huot Technical Center
Kaitlyn Salome – Director Adult Education

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 focuses on ensuring Portrait of a Graduate ideals across every course offering. Additionally, Laconia High School offers Advanced Placement opportunities, Project Running Start dual enrollment course offerings and academic supports that can ensure any student who is willing to work hard and engage in support can succeed both during and after their high school experience. 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.

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.

LACONIA HIGH SCHOOL POLICIES AND PROCEDURES

Employees of Laconia High School are responsible for all the information contained within Laconia School District publications including: LSD Policy Manual, LHS Parent/Student Handbook, LHS Staff Handbook, LHS Program of Studies as well as any Master Agreements, including the LEA Bargaining Agreement.

ACCIDENT REPORTS

All accidents involving school employees have to be reported to the SAU Office. If any staff member has an accident, he or she should immediately notify one of the school administrators so that the appropriate paperwork can be initiated. All accidents involving students should be reported to the nurse.

ASSEMBLIES

Any time that a class goes to an assembly or a pep rally, it is the responsibility of each teacher to walk with their class down to the assembly in an orderly fashion and sit with his/her class throughout the entirety of the assembly to help maintain proper conduct and behavior. Our goal is to be with our students as a team, it is therefore not appropriate to stand along the walls of the gym or auditorium.

BOOKS

All textbooks should be numbered and identified as property of the school. Teachers should maintain a log containing the book numbers and the names of the students to whom the books have been assigned. Teachers should check the quality and quantities of the books used in their classes and also note any cases of abuse. If a book is lost, the book number and the student's name should be turned in to the administration. It is the teacher's responsibility to distribute and collect books in an orderly and efficient manner.

Cell Phones and Other Electronic Devices

Cell phones and other electronic devices are not to be used in instructional areas/classrooms unless specifically directed by a teacher or administrator and for educational purposes. During class time, teachers are expected to direct all cell phones to be placed in a student's backpack or in the pouch provided in the classroom. The rationale for this policy relates to the 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. Teachers will make every attempt to ensure that 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.

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.

CLASS DISMISSAL

Instruction should continue throughout the entirety of each period. No class should be dismissed until the bell rings ending that period. Students should never be waiting at the door for dismissal. This creates a difficult situation for the teacher to manage and decreases the structure that benefits learning. If a teacher detains a student or is responsible for him/her being late to his/her next class, the teacher will write a pass for the student.

CLASSROOM EMERGENCY

If a teacher has a situation in the classroom which presents a risk of harm, they are to call down to the MAIN office. The administration will respond to this call by immediately coming to the classroom identified. During the time between the initial call and response, the teacher should do all interventions possible (and reasonable) to contain the situation. Staff should refer to the Emergency Management Plan posted in every classroom.

DRUGS/ALCOHOL

Staff members must immediately report student possession and/or suspicion of influence of alcohol or drug use to the building administration. The school nurse should be contacted in an instance of emergency. It shall be the responsibility of the building administration to initiate parental contact and inform the Superintendent of all circumstances.

DUTIES

Teachers are expected to be at their voluntary duties on time as a professional responsibility. These duties are imperative to the successful daily operation of this educational community. It is a duty to be in the hall between classes each period as this improves supervision and positive interactions with our student body. Our school culture is dependent on the successful, positive interactions of our students and staff.

EMERGENCY DRILLS

The Laconia Fire Department and the School Administration conduct fire drills and other emergency practice procedures (ALICE) for the protection of the students and staff. Students are to stand clear of the building in their assigned areas. Teachers will take a count to determine that all students in their class are out of the building. Members of the administration will check the building to ensure that everyone has evacuated. At the sound of the double bell, students are to return to classes. Students who are disruptive during emergency situations will face appropriate disciplinary consequences. Teachers will take a class list with them during fire drills and will take attendance once outside. Evacuation routes must be posted near the exit of your classroom.

Evacuation:

When the school Fire Alarm system activates students and staff should:

- Exit the school by the nearest and safest exit (do not pick up coats or belongings).
- Gather at the designated meeting area
- Staff will take attendance.
- Staff will observe the students for signs of heat or cold exposure.
- Staff who do not have direct supervision responsibilities should check in with administration.
- Await further instructions

Hold In Place:

- Teachers should carry on with their class.
- Students should not enter the hallways. (Not even if the school bell rings for transition)
- Await further instructions

Lockdown:

Report to the nearest room or securable area. Evacuate if a securable area cannot be safely reached to an outside Rally Point.

Close and lock doors and windows. Barricade doors and windows if necessary.

Cover the door window.

Staff should move students so they cannot be seen

Shut off lights

Remain quiet

If the Fire Alarm sounds do NOT evacuate, but stay aware of situation

Wait for further instructions. DO NOT open your door. Emergency responders will open the door.

Be prepared to institute other Response Actions, as necessary including controlled evacuation by police.

When outdoors staff and students should:

Not reenter the school building: Immediately go to an outside Rally Point.

Reverse Evacuation:

Walk quickly into the nearest entrance.

Notify the principal/office as soon as possible (if action wasn't initiated by the office).

Report to a designated meeting area in the school and check for injuries.

Staff will take attendance. Await further instructions.

Shelter-In-Place:

Staff should close all windows.

Check that all exterior doors are closed and locked.

Shut off heating and air-conditioning equipment and fans

Close all vents that can potentially carry outside air into a building. Vents that cannot be secured may be covered by utilizing duct tape and plastic. Await further information and be prepared to evacuate.

Secure Campus:**When indoors, students and staff should:**

- Staff should close all windows and curtains.
- Check that all exterior doors are closed and locked.
- Continue normal indoor academic functions unless informed to take another action.

When outdoors staff and students should:

- Reverse Evacuate

All outdoor activities should be canceled.

Laconia school district is invested in the continuous training of administration, staff and students in ALICE



EVALUATION OF TEACHING STAFF

All written evaluations will be based on the Laconia School District Teacher Evaluation Protocol. Tenured teachers may opt for the goal setting as per the LEA agreement. Every observation must be of at least twenty (20) minutes in duration. All probationary (non-tenured) teachers having 1 to 3 years of service will be evaluated a minimum of three (3) times per year with walk throughs between each formal evaluation process. Written evaluations can be completed anytime up to the following dates by building administrators/supervisors:

- By December 15-Non-Tenured Teachers - 1st Evaluation
- By February 15-Non-Tenured Teachers - 2nd Evaluation
- By March 31-Non-Tenured Teachers - 3rd Evaluation
- By March 31-All Tenured Teachers - Annual Evaluation

FIELD/ATHLETIC TRIPS

All field trips should have an educational value. A list of students participating in the field trip, together with their individual permission slips must be collected prior to the day of the trip. Transportation for all field trips will be provided by school bus unless the Principal grants an exception. It is expected that field trip organizers will notify the faculty, in writing, at least three (3) days in advance, of the students who will be participating in these activities. If the intended field trip is to be an overnight experience or takes students out of the state, this will require advanced planning and school board approval.

Grading System/Reassessment

Numerical grades are given at Laconia High School using the following corresponding letter grade as a reference for students and parents:

A+ (97-100)	A (93-96)	A- (90-92)
B+ (87-89)	B (83-86)	B- (80-82)
C+ (77-79)	C (73-76)	C- (70-72)
D+ (67-69)	D (65-66)	Below 65 = F

Reassessment is offered and recommended for any student who earns less than a 70 on a summative assessment and that have shown best reasonable effort. Students are required to meet with the teacher and complete a reassessment contract outlining specific corrective actions and re-teaching necessary before reassessment. Students are expected to complete the reassessment within one week of the initial assessment, although an extension is available with teacher permission. Through reassessment, a student could increase their grade to as much as an 83. Students who earn between a 70 and an 82 may do reassessment at the discretion of the teacher with the same criteria listed above. Students are not allowed to remediate academic work after the summative assessment for that unit has been completed. Students are not allowed to reassess final exams.

HALLWAY SUPERVISION

Every teacher will supervise the corridor area adjacent to their particular classroom during passing times including the beginning and ending of the school day. Prior to beginning class, teachers are to be in the hall positively supervising and interacting with students in a manner that moves them toward accountability and pro-social behavior. This practice supports a positive school climate.

HEALTH SERVICES

Teachers shall write passes for students who ask to go to the Nurse, and students who leave a class without a pass will not be issued a return pass by the Nurse. The Nurse keeps a daily log of each student's visit. If a pass is issued to go to the Nurse's Office and the student does not return to the class with the pass signed, the teacher should go to the Nurse's Office to confirm whether the student actually went. A student who does not go to the Nurse's Office when sent will be considered truant for that period.

INCOMPLETES

Incompletes should be given only in extenuating circumstances and should be approved by the administration. The teacher has the responsibility to submit a change of grade to the within two weeks of a new grading quarter.

MAKE-UP WORK

It is the responsibility of the student to see that all work missed because of excused absences is made up. A general guideline for **make-up work due to excused absence is two school days for each day absent.**

Unexcused absences and truancy from class will result in the teacher recording a zero for all class work missed 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. Major assignments and or exams not completed or turned in due to serving out of school suspension will be available for makeup during SSB and after school for the number of days missed due to the suspension.-**Teachers will not take class time to give students make-up work. The student must come to the teacher during SSB or after school to receive missed assignments.** After a summative assessment is completed, the work relating to that unit of study will not be available for completion or remediation.

PASSES FOR STUDENTS

If a student arrives late to school, he/she needs to be admitted to class. All students tardy to school will report to class with an office Attendance Pass. Students arriving without a pass should be referred to the main office to check in. If the student is unexcused, the administration will take responsibility for addressing the tardiness according to the Parent/Student Handbook. Teachers that send/admit students late from one location to another within the building should use blue colored passes. Teachers should consider the student excused. Any student missing 25 minutes or more of class should be reported as absent/unexcused and reported as truant. Be sure to make the appropriate changes in ALMA if attendance has already been taken, except for students arriving tardy in Block 1.

PLAN BOOKS

The Laconia School District realizes that it is necessary for lesson plans to be maintained in an up-to-date manner in order to ensure good planning and continuity of instruction.

Therefore, each teacher shall be required to:

- Prepare and maintain lesson plans appropriate to his/her subject areas. **Plans shall be prepared for not less than three (3) days.**
- Make his/her lesson plans available for review or examination by the administration or the appropriate Department Head/Coordinator.
- Utilize, manage and record units of instruction on Atlas Rubicon.
- Purposefully integrate Portrait of a Graduate skills into all instructional programming
- Utilize / integrate Vertical Plan Units of Study into semester planning
- Submit an emergency lesson plan packet, which will be filed with the Department Head/ Coordinator.

INSTRUCTIONAL PLANNING

Laconia High School and the Laconia School District have committed to the development of a K-12 Curricula Plan that uses Understanding by Design (Template 2.0) as the standard for developing course outlines, unit plans and regular lesson plans. UbD is to be used for planning by all teachers as they develop and revise daily lesson plan development, unit development and course syllabi. **All efforts will be made to incorporate material that aligns to both district and building goals.**

PROFESSIONAL DRESS

Professional dress helps set a tone of high expectations at Laconia High School. It is the administration's expectation that all faculty and staff members dress as professionals during their workdays with students. Professional dress includes appropriate pants / dresses / skirts, a tie, collared shirts, and shoes. **Fridays are dedicated to representing school PRIDE and the wearing of our school colors is the expectation!**

PROFESSIONAL MEETINGS

Professional meetings will be held each Monday when school is in session. Meetings will begin promptly at 2:15 PM and are expected to last a full hour. All teachers are expected to attend these meetings. If a teacher cannot attend a meeting they should speak with an administrator prior to the meeting.

REPORTING OF ACADEMIC PROGRESS

It is imperative that students and parents understand the academic progress of the student. To support this effort, **ALL TEACHERS ARE REQUIRED TO UPDATE GRADES EACH WEEK.** At a minimum, teachers will have a full accounting of work up to date by Monday morning each week. However, it is understood that Sachem Support Block (SSB) scheduling will take place each week on Friday, requiring students and teachers to know the current status of students assignments for scheduling to be effective.

Parents will be made aware by electronic communication from school counseling of the academic mid quarter. Teachers are expected to make contact with parents if there are any sudden changes in the student's performance level or when a student's grade has fallen below passing. Teachers are expected to also involve school counseling and administration when there is a sudden change in student performance or engagement. The teacher is considered the beginning point of contact in all efforts to improve student academic standing. All efforts at communication will be recorded as a note in ALMA.

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

ROOMS AND EQUIPMENT

The orderly appearance of your classroom sets a tone for learning and must be taken seriously. Each teacher is responsible for his/her room and equipment and should leave both in good order at the end of each day. Door and windows should be uncovered, and all staff must be aware of any unnecessary clutter within their classrooms. When the teacher is NOT in the classroom, it should be secured. The door should be locked when leaving at the end of the day and all windows closed. Teachers are encouraged not to place valuables in their desks.

SCHOOL FUNCTION PARTICIPATION

If a student has been absent from school, they 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. If a student is suspended from school, they are not allowed to participate in school activities or be on the school campus during the length of their suspension. See Student/Parent Handbook for further description related to Attendance and Extra Curricular Participation

STUDENT SERVICES

During the course of the year, if a teacher feels one of his/her students has significant learning or emotional problems, the teacher should take the following steps:

- Talk with the Coordinator of Student Services or a School Counselor
- If the teacher still feels that there is a possible learning problem, he/she should refer the student to the Student Services Coordinator.
- If a teacher has a student who has already been classified/coded as a Special Education student, it is important that the teacher have a copy of the student's Individual Education Plan (IEP). The IEP describes what the student learning challenges are and the strategies and accommodations that are needed to help the student progress.
- If, at some time during the school year, a teacher feels that the IEP is not appropriate for the student, he/she should be in touch with the student's assigned special education teacher.

SUBSTITUTE TEACHERS

Whenever a teacher is going to be absent, he/she must register the absence in MLP Absence Management and indicate the need for a substitute teacher. Teachers and staff are also expected to communicate all absences with their direct supervisor, department head, or administrator. All teachers should include lesson plans for their classes in their communications. All absences created AFTER 6:30AM are expected to be followed up with a phone call and email to the attendance secretary. The extension for the attendance secretary is X4003.

TEACHER ATTENDANCE

The Principal's Office will assume that teachers are present and on duty each day in the areas of their responsibilities. The contract specifies that teachers are to be in the school twenty (20) minutes before and thirty (30) minutes after school (this means from 7:00 A.M. to 2:30 P.M. daily) and in their room areas by 7:10 A.M. **Any teacher who needs to leave the building during the day, which primarily should involve the duty-free lunch time, should check with one of the administrators and sign out in the main office.** It is expected that each teacher will devote afternoon's four days each week to assisting students with after-school academic help. Teachers that need to arrive late or leave early in violation of their contractual commitment will inform administration of their need.

TEACHER COMMUNICATIONS

All teachers should check their mailboxes, email, and voicemail daily and be prompt in returning communication. It is expected that teachers will return communications inside a 48 hour window. If a teacher experiences a difficulty with a parent contact, they should advise the administration. Keeping a record of parent contact is an important component of a teachers professional responsibilities. All communications made regarding students are expected to be noted in the student's Alma account.

VISITORS

All visitors must report to the Main Office or the Huot Technical Center Office prior to going elsewhere in the building. Visitors whose plans call for them to be in the building for a significant time will be expected to wear

a visitor's ID badge. Teachers are expected to advise the main office when visitors are expected in their classrooms.

LACONIA SCHOOL DISTRICT POLICIES AND PROCEDURES

(BULLYING) PUPIL SAFETY AND VIOLENCE PREVENTION POLICY

I. General Statement of Policy

The District is committed to providing all pupils a safe school environment. Bullying, harassment, intimidation, and cyber bullying of a pupil are prohibited. All students are protected regardless of their status under the law. This policy complies with RSA 193-F:2 and RSA 193-F:3 which specifically identifies and defines bullying, harassment, intimidation, and cyber bullying. Conduct constituting bullying will not be tolerated, and is prohibited by this Policy. The Superintendent will develop administrative procedures to implement this policy.

II. Definitions

Bullying, Cyber Bullying, Harassment and Intimidation, as referenced in RSA 193-F:3 means a single incident or pattern of significant severity involving a written, verbal or physical act, or any electronic communication which is intended to: physically harm a pupil or damage the pupil's property; or cause substantial emotional distress to a pupil; or substantially interfere with a pupil's educational opportunities; or be severe, persistent or pervasive so as to create an intimidating or threatening educational environment; or substantially disrupt the orderly operation of the school. It shall also include actions shown to be motivated by an imbalance of power, based on a pupil's actual or perceived 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 conduct defined in the first paragraph of this section undertaken through the use of electronic devices.

III. Reporting Procedures

Any District employee, volunteer, agent, or entity under contract with a school in the District, or the District itself, who has witnessed or has reliable information that a pupil has been subjected to "bullying" as defined above, shall report such incident to the principal at the school where the incident occurred, or his/her designee, who shall in turn report the incident to the Superintendent.

The Principal is initially responsible for receiving oral or written reports of violations of this Policy. The Principal may designate, in writing, an alternate person to receive such reports. If the Principal received the information orally, he/she shall reduce the report he/she received to writing within twenty-four hours of receiving the information, and forward it to the Superintendent immediately. If the Principal received the information in writing, he/she shall forward what he/she received to the Superintendent within twenty-four hours of receipt.

The District will make forms available for reporting incidents of bullying, and shall encourage the use of these forms. Such forms shall be available at the Principal's office in each building, and at the Superintendent's Office.

IV. Investigation

The Superintendent shall direct an investigation to be made of reports of bullying in accordance with the procedures specified in Policy JBAAA.

V. Training

The Superintendent, or his/her designee, may develop age-appropriate methods of discussing the meaning, substance, and application of this Policy with staff and students in order to minimize the occurrence of bullying, and for staff to effectively respond to any such incidents.

VI. Notice of Policy

The Superintendent shall provide notice to students and staff of this Policy through appropriate references in the student and employee handbooks, or through other reasonable means. The district's decision on the Bullying policy can be appealed to State Board of Education. The Superintendent shall also make all contractors contracting with the District aware of this Policy.

VII. Discipline

If an investigation pursuant to the above results in a finding that a pupil engaged in bullying conduct prohibited by this Policy, that pupil shall be subject to appropriate disciplinary action, which may include, but not be limited to, suspension or expulsion. After an accusation is investigated and is determined to be bullying then the parent or legal guardians of any students involved in the bullying incidents within forty eight (48) hours in writing and by telephone unless this requirement is waived by the Superintendent when waiver is deemed to be in best interest of the student. Any such disciplinary action shall be taken in accord with applicable school District policy and legal requirements.

VIII.—Retaliation

The School District will discipline any individual who retaliates against any person who reports alleged sexual harassment or bullying or who retaliates against any person who testifies, assist or participate in an investigation proceeding or hearing relating to a sexual harassment or bullying complaint. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

CONTROLLED SUBSTANCES

It is necessary 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.

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.

DISCIPLINE

The Laconia School District Board expects students 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 nature of consequences assigned by administration will vary depending on whether the infraction is considered minor or major. **Major infractions such as stealing, fighting, disrespect / insubordination directed toward staff, possession of drugs / weapons, defacing school property and truancy are examples of major infractions that can lead up to and include suspension / expulsion 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.

EXTENDED LEARNING OPPORTUNITIES

The Laconia School District shall allow extended learning opportunities as a means of meeting the diverse instructional needs of students with different talents, interests, and developmental needs. All such opportunities must be aligned with the school's educational goals and objectives. These opportunities are expected to meet the content, concepts and skills of course competencies established at the high school.

Such opportunities may provide credit or supplement regular academic courses. At the discretion of the Principal, credits can be granted for extended learning activities, including, but not limited to, independent study, private instruction, internships, community service and work study. Where credit is not granted, such experiences may, at the discretion of the Principal, be used to fulfill prerequisite requirements for advanced courses. The Laconia School District may limit students to one credit per year or equivalent to four in their high school career of extended learning opportunities unless the student has proven success in meeting course

competencies through extended learning opportunities. Students or their parent/guardian shall be responsible for extended learning opportunities expenses, including tuition, textbooks and transportation, unless otherwise recommended and approved by the Superintendent.

HEALTH AND SAFETY

Joint Loss Management Committee

The District has a committee of administrators, teachers, secretaries and support staff established in compliance with NH Dept of Labor Rule 600. The purpose of this committee is to carry out the purpose of RSA 281-A: 64, by bringing workers and management together in a non-adversarial, cooperative effort to promote safety and health in each workplace. A joint loss management committee assists the employer and makes recommendations for change. Their responsibilities include the review workplace accident and injury data to help establish the committee's goals and objectives in creating specific safety programs which will identify hazards, with recommended control measures, to the person(s) most able to implement controls, assist with safety and health training for employees.

Presence of Asbestos Notice

In accordance of EPA regulation, each school has been inspected for friable materials that contain asbestos. Friable asbestos-containing material may cause health problems. Asbestos-containing materials may be present in any facility within Laconia High School. A record of the inspection, a diagram of the location(s) of friable asbestos-containing materials, and a copy of relevant EPA regulations are available in the main office of each school building as well as the SAU 30 office at 39 Harvard Street, Laconia, New Hampshire.

Hazard Communication

Employees are considered to be the primary hazard identifiers in their respective areas. You are required to take necessary action to prevent initial or further injuries whenever you identify a hazard. If correction is not immediately possible, you should prepare a "maintenance work order" which is marked "SAFETY" to correct the problem. These work orders are given priority to make sure that the hazard is eliminated as soon as possible.

Universal Precautions

The following procedures should be followed to keep from exposing skin to any blood or body fluids:

1. Wear non latex gloves when touching blood and body fluids, mucous membranes or broken skin.
2. Do not reuse latex gloves or items soiled by blood or related body fluids.
3. You may decontaminate and reuse utility gloves if not cracked, peeling, discolored or torn.
4. Wash any skin surfaces immediately and thoroughly if they are contaminated by blood or body fluids.
5. Take precautions to prevent injuries caused by needles or sharp instruments during procedures/activities.

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: Robert Champlin, Superintendent of Schools, School Administrative Unit #30, 39 Harvard Street, Laconia, New Hampshire 03246 telephone number (603) 524-5710. The Title IX Coordinators

are Amy Burke or Paul Robdau at the Huot Technical Center, telephone number (603) 528-8693 or Kristal Diorio 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

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.

PBIS Pride Model

Laconia High School and Laconia School District are proud to be using Positive Behavioral Interventions and Supports (PBIS.) Laconia is currently the only district working to deliver a true district-wide model. This model ensures greater consistency, prevention and intervention in the area of student conduct across our entire K-12 program.. We have developed our matrix and as well as our interventions and tier systems.. Teachers at LHS are expected to participate in the development of this model and follow it carefully to ensure consistency, proactivity and support to our students. (see rubric and standards at end of document.)

Student discipline at Laconia High School, consistent with the district initiative, shall be regulated by Positive Behavioral Interventions and Supports (PBIS.) The performance rubric shall be posted throughout the building and in all classrooms and will serve as the focus of classroom presentations at the beginning of each school year. The PBIS format for managing student behavior will be followed by all staff and administrators and reporting formats will be maintained to measure the school's performance in improving student behavior.

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. Teachers are expected to participate in all efforts to support embedding and assessing these important 21st century skills into their curriculum.

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.

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 ATTENDANCE POLICY

School attendance is governed by state law (truancy). Based on all research available, high absence rates from school have a significant, negative affect on learning performance including student motivation and grades as well as their connectedness to teachers and friends. 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 to excuse the absence. iStudents who do not attend school or come to school and skip class will be held accountable with disciplinary consequences. Excessive and/or frequent tardiness to school or class will also result in referral to administration for disciplinary consequences. **It is the student's responsibility to request and make-up all work in a timely fashion.** Please refer to the Student/Parent Handbook for specific language regarding the LHS Attendance Policy.

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.

Policy on Missing Work

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".

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.

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 Coordinator of Student Services or the guidance counselor. 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.

TECHNOLOGY POLICY

Internet access will be made available throughout the District for the purposes of communication, research, and education. District personnel will monitor technology use and Internet access to ensure the use is age appropriate and in furtherance of the District's business and educational goals. All users must adhere to the acceptable use procedures adopted by the District.

Internet Acceptable Use

All student and staff internet users will be introduced to the proper protocol regarding electronic communication. This includes:

1. Respect for privacy
2. Dissemination of personal information
3. Confidentiality of information and passwords
4. Use of appropriate language
5. 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
6. Proper adherence to applicable copyright laws
7. Reasonable limitations of file space use

Parental Permission for Internet Use

Parents will sign an Internet Use form (digital) when their student enters the District. This permission will be kept digitally by the school's technology department. 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.

Procedures for Internet Use

The District will actively maintain and update filtering software to regulate appropriate use of the Internet. Instructors and 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 that 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'.

Consequences for Misuse of the Internet

Each building administrator will develop and publish the disciplinary actions related to misuse of technology. The District intends to enforce the rules set forth below and reserves the right to change these rules at any time.

1. The computer hardware system, software and e-mail system are owned by the District, and all messages or data composed, stored, sent, or received using the system are and remain the private property of the district. They are not the property of the employee.
2. The electronic mail system may not be used to solicit or proselytize for commercial ventures, religious or political causes, outside organizations, or other non-job-related solicitations.
3. The Laconia School District prohibits discriminatory, harassing, or offensive materials in any form of media. Among those which are considered offensive are any messages which contain sexual implications, racial slurs, gender-specific comments, or any other comments that offensively address someone's age, sexual orientation, religious or political beliefs, national origin, or disability. If an employee receives offensive material via E-mail, it should be reported to the system administrator.
4. The electronic mail system shall not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information, or similar materials without prior authorization.
5. The Laconia School District reserves, and intends to exercise without prior notice, the right to read, review, audit, intercept, access or disclose any and all information on an employee's computer system or messages created, received or sent over the electronic mail system for any purpose, even if coded or passworded.
6. The confidentiality of any message or data should not be assumed. Even when a message is erased, it is still possible to retrieve and read that message. The use of passwords for security does not guarantee confidentiality, or that the district will not retrieve it. All passwords must be disclosed to the technology coordinator.
7. Any communications created, sent, or retrieved using e-mail may be read by individuals other than the intended recipient.

8. Notwithstanding the District's right to retrieve and monitor any e-mail messages, such messages should be treated as confidential by other employees and accessed only by the intended recipient. Employees are not authorized to retrieve or read any e-mail that is not sent to them. Any exception to this policy must receive prior approval by the Superintendent.
9. Any employee who violates this policy or uses the computer system or electronic mail system for improper purposes shall be subject to discipline up to and including discharge.
10. The District has the authority to terminate or limit access to any program at any time.

The Laconia School District has established this policy with regard to access and disclosure of electronic data composed, stored, sent, or received by employees using the district computer system. This policy is designed to protect the safety and security of the district's computer systems including E-mail and internet use, and is in accordance with RSA-194:3d.

TOBACCO AND/OR TOBACCO/ ELECTRONIC CIGARETTE (vaporizer) PRODUCTS

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 /e-cigarette 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, any knife that can be opened by a flick of a button or pressure on the handle or any pocketknife where the blade is carried in a partially opened position. All knives are not allowed at Laconia High School and any knife will be considered a weapon. Possession of toy or look alike weapons may receive disciplinary consequences as well.

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.

SACHEM PRIDE Classroom Behavior Rubric

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 			

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.

