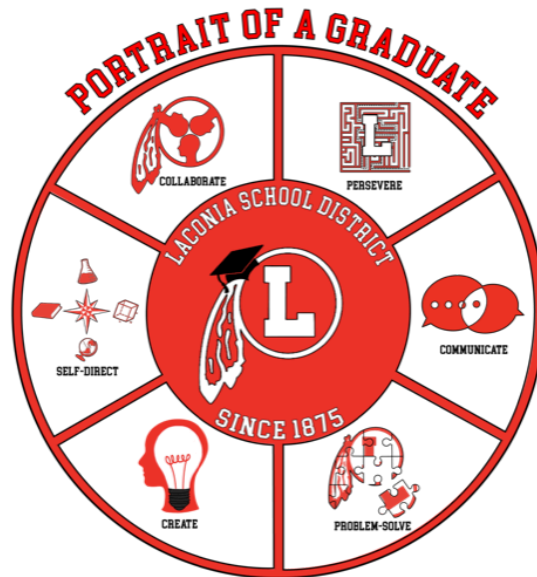


Laconia High School



Student Handbook 2025-2026

Personal Responsibility * Respect * Integrity * Determination * Empathy

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

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

District Administration

Amy Hinds – Interim Superintendent of Schools

Lisa Hinds – Interim Assistant Superintendent of Schools

Diane Clary – Business Administrator

School Leadership Team

Michael Boyle - Interim 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

345 Union Ave. Laconia, NH 03246

P: 603-524-3350

F: 603-528-8683

Michael Boyle
Interim-Principal

Craig Kozens
*Athletic Director
Dean of Students*

Jennifer Sottak
*Student Services
Administrator*

David Warrender
*Huot Technical Center
Director*

Dear Students,

Welcome to Laconia High School, a place that is rich in history and sustained in PRIDE. Our mission is to work with you to create an educational journey that helps you meet the endless possibilities that you all possess! Whether you are returning for another year in Sachem Nation or joining us for the first time, we are excited to have you as part of our school community.

At Laconia High School, we believe in the power of education to transform lives. Our dedicated staff is committed to providing a supportive and challenging environment where you can grow both academically and personally. We encourage you to explore new ideas, engage with your peers, and strive for excellence in everything you do. We expect you to embrace our motto of Sachem PRIDE and display it proudly every day.

This handbook is your guide to understanding the values, expectations, and resources available to you at our school. Please take the time to read through it carefully, as it will help you navigate the year ahead and make the most of your time here.

Remember, we are a team, and your success is our success. We are here to support you every step of the way. Let's work together to make this year a memorable and rewarding experience. I look forward to seeing all the amazing things you will accomplish!

Welcome to the 2025 School Year!

Sincerely,

Michael Boyle
Interim-Principal

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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:

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.

The graphic features a circular diagram with a central red circle containing a white 'L' and a graduation cap. The text 'LACONIA SCHOOL DISTRICT' is arched above the 'L' and 'SINCE 1875' is arched below it. Six segments radiate from the center, each with an icon and a skill name: 'COLLABORATE' (two people), 'PERSEVERE' (maze), 'COMMUNICATE' (speech bubbles), 'PROBLEM-SOLVE' (gears), 'CREATE' (lightbulb), and 'SELF-DIRECT' (compass and star).

EQUAL OPPORTUNITY EMPLOYER/EQUAL EMPLOYMENT OPPORTUNITIES

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, or disability in compliance with the provisions of Title VI of the Civil Rights Act of 1964, the Age Discrimination Act of 1967, Title I of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Education for All Handicapped Children Act of 1975. Any person having inquiries concerning the Laconia Schools District's compliance with Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1972, and 34 C.F.R. Part 106 or Section 504 of the Rehabilitation Act of 1973 may contact the District Human Rights Officer, Amy Hinds, at 39 Harvard Street, Laconia, NH 03246, 603-524-5710, ahinds@laconiaschools.org, or the Title IX District Coordinator, Lisa Hinds at 39 Harvard Street, Laconia, NH 03246, 603-524-5710, lhinds@laconiaschools.org.

U.S. Department of Education Office of Civil Rights

5 Post Office Square, 8th Floor
Boston, MA 02109-3921
Telephone- 617-286-0111
Email- OCR.Boston@ed.gov

New Hampshire Commission for Human Rights

57 Regional Drive, Suite 8
Concord, NH 03301
Telephone-
Email- humanrights@hrc.nh.gov

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 (RSA 354-A), and State Rule: Ed. 303.01 (i), (j), (k).

Pursuant to RSA 354-A:27-28, during the 2019-2020 school year, the Laconia School District convened a Task Force of stakeholders to oversee the development and implementation of a coordinated plan to prevent, assess the presence of, intervene in, and respond to incidents of discrimination on the basis of age, sex, gender identity, sexual orientation, race, color, marital status, family status, disability, religion, creed, national origin, or pregnancy, all as defined in RSA 354-A.

Any person having inquiries concerning Laconia School District's compliance with regulations implementing these laws may contact: Superintendent of Schools, School Administrative Unit #30, 39 Harvard Street, Laconia, New Hampshire 03246 telephone number (603) 524-5710. The Title IX Coordinator information is located at the Superintendent's office.

U.S. Department of Education Office of Civil Rights

5 Post Office Square, 8th Floor

Boston, MA 02109-3921

Telephone- 617-286-0111

Email- OCR.Boston@ed.gov

New Hampshire Commission for Human Rights

57 Regional Drive, Suite 8

Concord, NH 03301

Telephone- 603-271-2767

Email- humanrights@hrc.nh.gov

NOTIFICATION OF RIGHTS UNDER FERPA

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
400 Maryland Avenue SW
Washington, DC 20202-5920

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.

ACADEMIC POLICIES AND PROCEDURES

Educational Model and Instructional Approach

Laconia High School is committed to providing a dynamic, in-person learning experience that fosters academic excellence, personal growth, and social development. As a traditional brick-and-mortar institution, we prioritize face-to-face interactions between students, teachers, and peers, recognizing the invaluable benefits of direct engagement and community involvement.

Statement on Remote Learning

Laconia High School is not a remote learning institution. While we understand the evolving educational landscape and the occasional need for alternative learning methods, our primary mode of instruction remains in-person learning. This approach ensures that students receive the full benefit of our educational programs, including access to on-site resources, extracurricular activities, and direct support from our dedicated faculty and staff. For students requiring accommodations due to special circumstances, Laconia High School will address these needs on a case-by-case basis to support their educational journey while maintaining our commitment to an in-person learning environment.

BRIDGE Program

The Bridge Program is to help students who become credit deficient. We offer alternative classes, alternative learning structures, and alternative schedules during the regular school day. A student participating in the Bridge Program will build an academic plan with their School Counselor and have the plan approved by the Principal or designee.

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 further action.

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

Weighted GPA for Reporting to Colleges and Universities

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

GPA Table for Reporting to Colleges and Universities

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 4.0	4.0
A	93-96	5 4.5 4.0	4.0
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	4.0 3.5 3.0	3.0
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	3.0 2.5 2.0	2.0
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	2.0 1.5 1.0	1.0

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. This grade does not replace the original course failure on the student 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 fall participation will be determined by Quarter 4. Winter participation is determined by Quarter 1 and reconfirmed with Quarter 2 grades. Spring eligibility will be determined by Quarter 3 grades.

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 formative 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 2025-2026 school year:

Report Card Dates

	Begin	Mid Quarter	End	Report Cards Go Home
Quarter 1 (45 days)	September 2	October 1	November 5	November 17
+ Quarter 2 (45 days)	November 6	December 12	January 26	February 9
Quarter 3 (45 days)	January 27	March 6	April 8	April 20
Quarter 4 (45 days)	April 9	May 18	June 18	June 19

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%.

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 time regularly are important aspects of this.

Truancy

Truancy is defined as any unexcused absence from class or school. Any absence that has not been excused for any of the reasons listed 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 to that class.

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 the day(s) of the absence(s) and inform the school of the student's illness and absence. **After the third full day (or 6th half-day) of parent/guardian excusals, including for reason of illness in a quarter grading period, further absence (with or without parent notification) will be listed as unexcused without administrative approval.**

For other absences not due to illness, parents must provide written notice or documentation within 5 days to support one of the reasons listed for excused absences. 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 in the reasons for excused absences,

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** according to the reasons listed for excused absences. 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.

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 three semester long educational experiences each semester during their senior year.- Any student wishing to replace an academic class at LHS with an alternate educational experience must have a documented plan ([see Appendix G](#)) developed with the school counseling office and approved by the principal. The following options would be an acceptable replacement to an academic course at Laconia High School.

- Internship Placement
- College Course(s), Dual Enrollment, Early College opportunities
- VLACS
- ELO's

In addition, **a student must not have accumulated more than 9 absences unexcused per semester in any class 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) 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

GAC will be responsible for deciding on graduation participation for each student who exceeds the semester attendance limit. A written probationary attendance plan ([see Appendix H](#)) may be offered following a meeting with students and families to students who do not meet compliance.

Attendance-Intervention Process

Habitual truancy is defined as ten half-days of unexcused absences. 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). 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).

- **5 absences:**
 - Assign a School Counselor to mail/email **5 Day Attendance Letter** and meet with the student. A recommendation for a meeting with the parent/guardian will be made.
 - School Resource Officer and/or Administrative Team may make a home visit **if parent or student cannot be reached.**
- **10 absences:**
 - Assign a School Counselor to mail/email **10 Day Attendance Letter** and meet with the student. An 'Attendance And Support Meeting' request will be included.
 - The School Resource Officer and/or Administrative Team makes a home visit.
- **15 absences**
 - Assign a School Counselor to mail/email **15 Day Attendance Letter** and meet with the student. An 'Attendance And Support Meeting' request will be included.
 - The School Resource Officer and/or Administrative Team makes a home visit.
 - DCYF to be notified for Educational Neglect and/or the CHINS petition process begun with referrals to JPPO services, as necessary

Tardy to School

Laconia High School believes in teaching students important habits which can be carried on throughout their lives. 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 with valid documentation or other pre-approved reason consistent with the reasons listed for [excused absences](#). All other tardies will be considered unexcused unless other arrangements have been made with administration.

The building opens for students at 7:03AM daily. Homeroom occurs every morning from 7:23-7:30AM. Students are tardy beginning at 7:30AM. Students who are more than 35 minutes tardy to their first class of the day without a valid excuse are considered truant to that block.

Any student who is tardy unexcused to school will meet with the Student Outreach Coordinator. Disciplinary action is reserved for behavior that cannot be corrected with intervention actions. In the case of administrative detention, students will not be allowed to participate in any after school activities including athletic practices or games. Failure to serve administrative detention can result in out of school suspension the following day of school.

After the third full day (or 6th half-day) of parent/guardian excusals in a quarter grading period, further incidents of tardiness (with or without parent notification) will be listed as unexcused.

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

If parents wish for their child's tardiness to be excused for a reason not listed in the reasons for excused absences, the parent must provide a written explanation of the reason for the condition of continued tardy, and School Administration will make a determination. Appeals may be filed with the building principal whose decision will be final.

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 or via email at attendanceLHS@laconiaschools.org**. 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

Generally, absences other than for illness during the school year are discouraged. Family vacations that occur while school is in session are not considered excused absences. **The Building Principal or his/her designee may make an exception for educational, family trips and college visits, provided that the itinerary and learning experiences are outlined in writing and work to be completed is approved prior to the trip.** Parents should notify the Building Principal or designee in writing prior to the trip.

CODE OF CONDUCT AND DISCIPLINE

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.

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.

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. 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. In all matters of discipline, students are entitled to appropriate treatment within the bounds of legal rights and due process.

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 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 will monitor student use of the internet, consistent with the District's educational mission. However, the responsibility for proper use of the internet, as outlined in this procedure, rests with each student.

Any student who accidentally accesses inappropriate material will 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.

UNAUTHORIZED COMMUNICATION DEVICES

[Laconia School District Policy JICJ](#)

Purpose

The District is committed to providing students with a learning environment free from disruptions. Use of personal communication devices (cell phones, tablets, laptops, other communication devices, smartwatches, etc.) for nonacademic means often leads to disruptions in the learning environment for both individual students and the classroom.

For the purposes of this policy, a personal communication device is defined as any non-district provided internet/cellular-capable device that can support voice or video calls, texts, emails, or instant messages. Personal communication devices include, but are not limited to: cellphones, tablets, laptops, and smartwatches. For ease of reference, devices provided by the district for instructional use shall be referred to as "district-owned" or "district-provided" devices.

Restrictions

Student use of personal communication devices is **strictly prohibited** from when the first bell rings to start instructional time until the dismissal bell rings to end the academic school day (referred to as "the school day"). The school day includes lunch periods, passing time, and recesses.

Students participating in extracurricular activities, co-curricular activities, field trips or other activities outside of the school day shall abide by the rules and consequences established for personal communication devices set by the coach, instructor, sponsor or other designated supervisor for the activity. However, **in no event** shall personal communication devices (or any other device with photographic or recording capabilities) be used in locker rooms, bathrooms, or any other location where such use could violate another person's reasonable expectation of privacy.

If digital devices are used to enhance learning in the classroom, the District is responsible for providing District-owned devices.

While it is best practice that these devices are not brought to school, if these devices are brought to school, they shall be kept with the power turned off in a student's assigned locker, backpack, or handbag. The District will not be responsible for loss, damage or theft of any electronic communication device brought to the school.

Exceptions

Students with medical needs, such as insulin pumps and glucose sensors, or disabilities that require a device to support their learning as identified by their individualized education program (IEP) or plan developed under Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. section 794, or a multilingual student with appropriate language access programs and services pursuant to Title VI of the Civil Rights Act of 1964 shall be exempt from this policy. Additionally, the superintendent or their designee may approve additional exceptions on a case-by-case basis or through an administrative decision recorded in the student handbook, with respect to student medical, disability, or language proficiency needs.

Consequences and Violations

Students are not permitted to use any electronic device to record audio or video media or take pictures of any student or staff member without their permission. The distribution of any unauthorized media may result in

disciplinary action. The school reserves the right to monitor, inspect, copy, and review a student's personal electronic device subject to the limitations of RSA 189:70, if there is reasonable suspicion to believe that a student has violated board policies, regulations, school rules, or has engaged in other misconduct while using their personal electronic device.

Consequences for violations of this policy will be pursuant to the Student Code of Conduct.

Additionally:

For the first two offenses the phone will be sent to the office for the remainder of the day and returned to the student at the conclusion of the school day. On the third offense, a parent/guardian will be notified to discuss a plan to avoid future issues and potential consequences in the case of further offenses.

Habitual offenders may be required to leave their phones in the main office upon arrival at school each morning until dismissal time for an extended period of time determined by the administration, up to the remainder of the school year, as well as other consequences, including but not limited to: detention, suspension, a restorative practice and police notification/involvement.

All staff members will confiscate cell phones, or notify an administrator or their designee to do so, that are being used inappropriately during a time when said use is not permitted. Refusal to turn over a cell phone at an administrator's request is considered insubordination and will result in an out of school suspension.

The Laconia High School (LHS) Administration also understands that there may be times where an important event, personal matter etc. comes up in the life of a student, that may not rise to the level of a bona fide emergency, where the need to use their phone exists. In these unique circumstances, students should meet with the LHS Administration in advance in order to address the situation in a timely manner.

Students are encouraged to communicate with their parents/guardians during the school day through the Main Office's landline in order to avoid violating the state law related to cell phone use.

Leaving School Without Permission

Ensuring student safety and maintaining accountability during school hours are of paramount importance at Laconia High School. Leaving school without permission is defined as a student exiting school during school hours without prior approval from a school official. This includes leaving without signing out at the main office or failing to follow established procedures for early dismissal.

Procedure for Early Dismissal:

- A parent or guardian must provide a written note (presented to the main office) or call the school office to request early dismissal
- The student will receive a dismissal pass from the main office to present to the classroom teacher.
- The student must sign out in the main office before leaving the school grounds.

Consequences for Leaving Without Permission:

- **First Offense:** Out of school suspension for the remainder of the day of infraction and out of school suspension for the next school day.
- **Second and subsequent Offenses:** Out of school suspension for the remainder of the day of infraction and out of school suspension for the next school day, with the requirement of a parent or guardian meeting

before the student can return to school.

Single Occupancy Bathroom Procedure

The purpose of this procedure is to ensure that the use of single occupancy bathrooms in the high school is managed efficiently, respectfully, and safely, providing equitable access for all students and staff. This policy applies to all students, faculty, staff, and visitors within the high school premises.

Accessibility and Use

- Single stall water closet bathrooms are available to all students, faculty, staff, and visitors.
- These bathrooms are designated as gender-neutral to accommodate the needs of all individuals, regardless of gender identity. Users are entitled to use the facility without fear of harassment or discrimination.
- Users must respect the privacy of others and are prohibited from loitering around these bathrooms.
- **Single Occupancy:** Only one occupant is allowed in a single stall bathroom at a time. This rule is in place to ensure privacy and security for all users. **Violation of this policy will result in immediate out of school suspension.**

Use of Vape Detectors

- To promote a healthy and smoke-free environment, vape detectors have been installed in all single stall water closet bathrooms.
- The use of any vaping devices or electronic cigarettes in the bathrooms is strictly prohibited.
- If a vape detector is triggered while using the single use bathroom, students will face immediate suspension.

Equitable Access

- To avoid extended occupancy and ensure equitable access, users should be mindful of the time spent in the bathroom.
- The school administration may implement a time limit for use during peak times if necessary.
- Excessive and prolonged use of bathroom facilities will be monitored using the school's electronic hall pass system.

Emergency Situations

- In the event of a schoolwide emergency, users should follow the school's emergency procedures and protocols.
- If a user is in distress or needs medical assistance while in a single stall bathroom, they should call for help or use any available emergency communication device at their disposal.

Cleanliness and Maintenance

- Users are responsible for maintaining cleanliness and tidiness after each use.
- **Any issues such as plumbing problems, lack of supplies, or cleanliness concerns should be reported to the school administration immediately.**
- Building staff will conduct regular inspections and cleanings throughout the school day to ensure these facilities remain in good condition.

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 posted speed limit on campus is 15 MPH.** Traffic flow on campus is one way during school hours.

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.

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.

Dress Code

It is impossible to prescribe dress regulations that cover every contingency. In the majority of cases, discretion and good taste should be guideline enough. In the event a particular dress style detracts from the educational process and/or atmosphere, promotes dangerous or illegal activity, constitutes a threat to the safety and health of self or others, promotes hate / intolerance, or is in violation of lawful statutes, the school will take corrective action. 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 . **Hoods and sunglasses are not permitted to be worn during the school day.** Students that violate these guidelines will be required to change their clothing or be sent home for the day.

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: Students will earn a teacher detention after school and parents will be notified.
- 6 Tardies: Students will earn administrative detention and parents will be notified.
- 9 Tardies: Students will earn administrative detention and the parents will be notified. A parent conference will be requested at this time.

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.

Discipline Statement

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 infraction(s) under a progressive discipline model. Major infractions such as stealing, insubordination, profanity, disrespect directed toward staff, defacing school property and truancy are examples of infractions that can lead up to and include suspension from school.

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

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 may 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 may face suspension.

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

Our school is committed to fostering a respectful and productive learning environment. Addressing insubordination promptly and effectively is crucial to maintaining this environment.

Insubordination is defined as a willful refusal to obey school rules, policies, or directives issued by school

personnel. This includes, but is not limited to:

- Disrespectful behavior towards teachers, staff, or peers.
- Refusal to follow instructions or directives given by school staff.
- Disruption of the learning environment.
- Any action that undermines the authority of school personnel.

Response

1. **Initial Response:** When an incident of insubordination occurs, the teacher or staff member will address the behavior promptly and directly with the student. This may involve a verbal warning, a reminder of expected behavior, or a private conversation to understand the student's perspective.
2. **Documentation and Reporting:** If the behavior persists, the incident will be documented, and the student will be referred to the school administration. Parents or guardians will be notified of the incident and the steps taken.
3. **Interventions:** Before considering suspension, the school may attempt various interventions to correct the behavior. These may include:
 - Counseling sessions with the student and behavior specialist.
 - Restorative meetings involving the student and school staff.
 - Behavioral contracts outlining specific expectations and consequences could be implemented
 - Detention or alternate classroom setting (ACS) as a preliminary measure.
4. **Out-of-School Suspension:** Out-of-school suspension may be considered if the student's insubordination:
 - Continues despite previous interventions.
 - Poses a significant threat to the safety and well-being of others.
 - Severely disrupts the educational process.

Suspension Procedure

- **Notification:** Parents or guardians will be informed of the decision to suspend their child from school, including the reasons for suspension and the duration.
- **Duration:** The length of the suspension will be determined based on the severity and frequency of the insubordinate behavior, with a maximum duration as stipulated by school policy.
- **Re-entry Plan:** A re-entry meeting involving the student, parents/guardians, and school staff may be scheduled before the student returns to school. This meeting will review the behavior, discuss expectations moving forward, and outline any additional support needed for the student to succeed.

Threatening Behavior and Fighting

Ensuring a safe and supportive environment for all students, staff, and visitors is the top priority at Laconia High School. The school maintains a zero-tolerance policy towards threatening behavior and fighting.

Threatening behavior is defined as any action, whether verbal, written, physical or gesture that conveys an intention to cause harm, intimidation or distress to another (this includes implied threats). **Fighting** includes, but is not limited to: punching, hitting, pushing, or physical contact towards another, in a threatening manner.

- **First offense:** Up to 10 days out of school suspension.
- **Second offense:** Up to 10 days out of school suspension, meeting with the superintendent leading to a possible extension of term according to school board policy JICD.

- **Third and subsequent offense(s):** Students who pose an ongoing threat to students and/or school personnel will be referred to the superintendent and school board for further long term disciplinary action, including the recommendation for expulsion.

Out of School Suspension (OSS)

The discipline cycle at Laconia High School is designed to handle most infractions at the time they happen, or shortly thereafter, with a minimum of lost school time and through graduated sanctions. Some violations are of such a nature as to preclude being handled in this fashion and require a due process and an out-of-school suspension.

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, Restorative Practice participation may be offered to students receiving an out of school suspension. Otherwise, the student is not allowed to be on campus for any reason. Students not invited to participate in Restorative Practices 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.

THE NEW HAMPSHIRE PARENTAL BILL OF RIGHTS

Laconia School District Policy AB

- I. All parental rights are reserved to the parents of a minor child in this state without obstruction or interference from any school. These rights include, but are not limited to, the right:
 1. To direct the upbringing and the moral or religious training.
 2. To direct the education, including the right to choose to enroll the minor child in an assigned resident public school, a public charter school, a non-public school, including a religious school, a home education program, or any other state-based education program, as authorized by law, as set forth in RSA 193:1 and RSA 194-F:1, et seq.
 3. To request that a minor child be enrolled in a public school other than the public school assigned to them by their residence to avoid a manifest educational hardship, as set forth in RSA 193:3.
 4. To enroll his or her minor child in gifted or special education programs if the child qualifies for such programs.
 5. To inquire of the school or school personnel and promptly receive accurate, truthful, and complete disclosure regarding any and all matters related to their minor child, unless an immediate answer cannot be provided when the initial request is made, in which case, the answer shall be provided no later than 10 business days after the request.
 6. To be informed of the school's policy regarding discipline policies and procedures, as set forth in RSA 193:13.
 7. To obtain access for a minor child to public curricular courses and co-curricular programs offered by the local school district where the student resides while choosing to enroll their child in a non-public, public chartered, home education, or any other state-based education program, as set forth in RSA 193:1-c and RSA 194-F:2, II(d).
 8. To inspect any instructional material used as part of the educational curriculum within a reasonable period following a request, as set forth in 20 U.S.C. section 1232h(c)(1)(C).

9. To opt out of health or sex education and any other objectionable material, as set forth in RSA 186:11, IX-b and IX-c.
 10. To be advised of and have the right to opt the minor child out of any non-academic survey or questionnaire.
 11. To opt out of any district-level data collection relating to his or her minor child not required by federal or state law.
 12. To exempt their public-school minor child from participating in required statewide assessments in English, language arts, mathematics, and/or science, as set forth in RSA 193-C:6.
 13. To receive information regarding the level of achievement and academic growth of their minor child in the state academic assessments in English, language arts, mathematics, and/or science, as set forth in the Every Student Succeeds Act, 20 U.S.C. section 1112 (e)(1)(B)(i).
 14. To receive a school report card and be informed of his or her minor child's attendance requirements and compliance with such requirements.
 15. To access and review all education records relating to their minor child within 10 business days after the day the school receives a request for access, as set forth in RSA 189:66, IV and 34 C.F.R. 99.5.
 16. To consent in writing before the state or any of its political subdivisions, including, without limitation, any school pursuant also to the provisions of RSA 189:68, III-V, makes a video or voice recording, unless such recording is made during or as part of a court proceeding or part of a forensic interview in a criminal or other investigation by the bureau of child protective services or it is to be used solely for the purpose of a safety demonstration, including the maintenance of order and discipline in the common areas of a school or on student transportation vehicles.
 17. To be notified whenever seclusion or restraint has been used on their minor child as set forth in RSA 126-U:7.
 18. To access and review all medical records of their minor child maintained by a school or school personnel, unless otherwise prohibited by law.
 19. To exempt their minor child from immunizations if, in the opinion of a physician, the immunization is detrimental to the child's health or because of religious beliefs, as set forth in RSA 141-C:20-a and RSA 141-C:20-c.
- II. Federal law provides for additional parent and family involvement for schools that are receiving Title I, Part A; Title I, Part C (migrant); Title III, Part A (EL) funds, including:
1. The right to receive information, including student reports, in an understandable and uniform format and to the extent practicable, in a language that parents can understand, as set forth in 20 U.S.C. sections 1112(e)(4); 1114(b)(4); 1116(e)(5); and 1116(f).
 2. Upon request of the parent, the right to receive information regarding state qualifications of the student's classroom teachers and paraprofessionals providing services to their minor child, as set forth in 20 U.S.C. section 1112(e)(1)(A)(i-ii).
 3. The right to receive an annual local educational agency report card that includes information on such agency as a whole and each school served by the agency, as set forth in 20 U.S.C. section 1111(h)(2)(A-B)(i-iii).

Restorative Practice Program

The Laconia School District Restorative Practice 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 Restorative Justice Practice include, but are not limited to:

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

Participation in this program may 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.

Search of Students and their Property

A student is subject to search by school administrators if reasonable grounds exist to suspect that evidence of a violation of law or school rules will be discovered. School safety and the well being of all members of the student body and staff will foster the need to conduct searches. (see School Board Policy JIH)

Persons Authorized to Conduct a Search

Only building administrators or school resource officers (SRO) are authorized to conduct searches of a student's person or a student's belongings. Such individuals may only conduct a search if he/she has reasonable suspicion. In conducting a search the school district will have two persons present and one shall be of the same sex/gender of the student being searched.

Reasonable Suspicion

Reasonable suspicion means that a school district employee has reasonable grounds to believe that either the law or school rules have been violated. Reasonable suspicion may be established if a school district employee observes, hears or is informed of behavior or actions that violate either the law or school district rules.

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 students from exposure to alcohol and drug abuses and yet not violate the rights of students suspected of use.

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.

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.

Theft/Stealing

Stealing is a criminal act and will be dealt with severely. Any student found guilty of stealing will automatically receive an out of school suspension for a period of up to ten days and/or until the complete restitution is made. The student will also be subject to prosecution according to state and municipal laws depending on the nature and the extent of the offense. The police/school resource officer will be notified.

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)

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.

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.

Definitions

Bullying

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.

Cyberbullying

Cyberbullying 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

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

School property

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

Victim means a pupil against whom bullying or cyberbullying has been perpetrated.

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.

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 are 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.

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.

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.

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.

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.

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.

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.

GENERAL SCHOOL INFORMATION

School Hours

Laconia High School welcomes all students during the school day beginning at 7am. Teachers remain on duty for extra help until 2:30PM daily, unless other arrangements have been made with students.

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 if they are not in a supervised setting.

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. Students will be invoiced appropriately at the end of each year.

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 the 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.

Electronic Pass System

Laconia High School utilizes an electronic hall pass system for all daily passes. The hall pass system allows staff and administration to see a real time list of which students are in the hallway and out of the classroom, so every student is accounted for digitally. The system is not a GPS tracking system, rather it holds the same information that a paper pass would, just without the physical pass. It provides administrators an accounting of which students are outside of the classroom during the school day and will help us ensure that our students are safe.

Students and staff can access the electronic hall pass system from their school-provided device. Students must use an electronic pass any time they need to leave a scheduled class. Students are required to report to an assigned class or study hall on time. If a teacher detains a student, an electronic hall pass from that teacher will be necessary to the teacher to whom he/she is supposed to report. All students leaving a classroom must have an active pass.

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 <https://www.mymealtime.com/> and setting up an account using your student's school ID. Online deposits using a credit or debit card can also be made at <https://www.mymealtime.com/>. This is a great way to pay for multiple children at once, even if they are in different Laconia Schools. There is a \$25 minimum, but this is per DEPOSIT, not student, meaning you can spread the \$25 over several students if you wish. Meal prices can be found on each month's menu or online at <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 603-524-3543 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. 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. Parents will be notified for any student needing to make more than 3 visits in a day for the same illness and asked to pick their student up.

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.

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:

- Internship Placement
- College Course(s), Dual Enrollment, Early College opportunities
- VLACS
- ELO's

Any student wishing to replace an academic class at LHS with an alternate educational experience must have a documented plan ([see Appendix G](#)) developed with the school counseling office and approved by the principal. The following options would be an acceptable replacement to an academic course at Laconia High School.

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 7:30AM, 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

Laconia High School considers all students as being responsible to their legal guardian. In the event that a student, having reached the age of majority, wishes to assume responsibility for him/herself, the student and their legal guardian will have to complete the school's 18+ Request form (see Appendix F).

The Laconia High School 18+ Request Form allows the legal guardian to grant permission for their 18 year old student to assume responsibility for signing themselves out of the building in accordance with the [Early Dismissal Policy](#). 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.

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 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.

Laconia School District's Crisis and Suicide Response Plan can be located on the website.

[Laconia School District Policy JLDDB](#)

District Suicide Prevention Coordinator- Director of the Office of School Wellness

Amy Gregoire- 603-524-5710

Building Suicide Prevention Liaisons:

Laconia High School - 603-524-3350

Mollie Greeley- Director of School Counseling

Phill Reed- School Counselor

Christina Schofield- School Counselor

Devan Walsh- School Counselor

Stephan Burdette- Social Worker

Jessica Conrad- Student Assistance Program / Licensed Alcohol and Drug Counselor

Laconia Middle School - 603-524-4632

Rebecca Noe- School Counselor

Abigail Rivet- School Counselor

Brenna Chursciel- Social Worker

Jessica Conrad- Student Assistance Program / Licensed Alcohol and Drug Counselor

Elm Street Elementary School - 603-524-4113

Hillary Ayers- School Counselor

Victoria Chase- Social Worker

Pleasant Street Elementary School - 603-524-2168

Tara John- School Counselor

Danielle Feld- Social Worker

Woodland Heights Elementary School - 603-524-8733

Jessie Farquharson- School Counselor

Rachele Cote- Social Worker

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

School Calendar

Laconia School District Calendar 2025-2026

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

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

- | | |
|---|---|
| <ul style="list-style-type: none"> Aug 27, 28Teacher Workshop Sep 1 Labor Day Sept 2 Students Start School Sep 9 Teacher Workshop Oct 13 Columbus Day Nov 4 Parent/Teacher Conferences Nov 11 Veterans Day Nov 26-28 Thanksgiving Break Dec 24-Jan 2 Holiday Break | <ul style="list-style-type: none"> Jan 19 Martin Luther King Day/Civil Rights Day Jan 30 Teacher Workshop Feb 23-27 Winter Break Mar 10 Teacher Workshop April 27-May 1 Spring Break May 25 Memorial Day June 18 Last Day for Students – Early Release June 19 Last Day for Staff |
|---|---|

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

Board Approved: 11/12/2024, Revised: 08/19/2025

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

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 [hp://www.collegeboard.com/html/academicTracker-howtoconvert.html](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

APPENDIX F
LACONIA HIGH SCHOOL ADMINISTRATIVE OFFICES

18+ Request

I, _____ am eighteen years of age.
Name of Student

My date of birth is _____. I am requesting permission to have the following privileges:

Student Initials

- _____ 1. Sign in/out of school with the Main Office when appropriate.
- _____ 2. Sign in tardy with the Main Office when I arrive at school.
- _____ 3. If I am absent, I will call the Main Office at 524-3350 x4003.
- _____ 4. Sign my own progress notes and/or permission slips.
- _____ 5. Meet with Administration to discuss 18+ rules and expectations

I also understand that:

- _____ 5. My parents/guardians may be contacted in case of an emergency.
- _____ 6. I am responsible to adhere to our current Student Handbook policies as it relates to any and all school-wide expectations.
- _____ 7. Failure to meet the above mentioned stipulation may result in losing this privilege. In addition, academic work may not be made up if the student does not follow the 18+ protocol.
- _____ 8. That dismissing myself does not automatically result in excused absence and/or tardy. Administration will determine whether absence and/or tardy is excused or unexcused.

Student Signature

Date

Phone Number

PARENT ACKNOWLEDGEMENT:

I understand my child is of legal age to be accountable for his/her own actions.

Parent/Guardian Signature

Date

Administrator's Signature

Date

345 Union Avenue, Laconia, NH 03246 Phone: (603) 524-3350 FAX: (603) 528-8683

APPENDIX G

Alternative Learning Plan

APPENDIX H

Laconia High School Senior Attendance Contract

Laconia High School Senior Attendance Contract

Purpose:

This contract is designed to outline the expectations and requirements for seniors who have reached the attendance threshold as outlined in the **Graduation Participation Policy**. It is intended to ensure all students meet the standards necessary for participation in graduation activities while providing a clear path for compliance.

Student Information:

Name: _____
Student ID: _____
Parent/Guardian Name(s): _____
Date of Meeting with GAC: _____

Attendance Concern:

The student has exceeded the attendance limit of **9 unexcused absences per semester** in one or more classes, as outlined in the Graduation Participation Policy. This attendance issue places the student at risk of losing the privilege to participate in graduation activities.

Expectations for Compliance:

To regain eligibility for participation in graduation activities, the student must meet the following conditions as part of this attendance contract:

1. **Attendance Improvement:**
 - The student must attend all remaining classes regularly, with no further unexcused absences for the remainder of the semester.
 - Absences due to illness or other emergencies must be documented with a doctor's note or appropriate supporting evidence and approved by the administration.
2. **Academic and Behavior Standards:**
 - The student must continue to meet all academic requirements and remain in good behavioral standing as per school policy.
3. **Regular Check-ins:**
 - The student must meet weekly with their designated school counselor or another appointed staff member to review attendance and progress.
4. **Completion of Make-up Opportunities (if applicable):**
 - The student must complete any required make-up work, additional assignments, or compensatory attendance sessions as determined by the GAC to address missed instructional time.

Graduation Activities Covered by this Contract:

The following graduation activities are contingent upon compliance with this contract:

- Senior Walk
- Senior/Senior Dance
- Senior Class Trip
- Class Day
- Graduation Ceremony

Consequences of Non-Compliance:

Failure to meet the terms of this contract will result in the loss of privileges to participate in one or more graduation activities, as determined by the Graduation Attendance Committee (GAC).

Acknowledgment and Agreement:

We, the undersigned, acknowledge that we have reviewed and understand the terms of this Senior Attendance Contract. We agree to the outlined expectations and will work collaboratively to ensure compliance.

Student Signature: _____ **Date:** _____

Parent/Guardian Signature: _____ **Date:** _____

Principal Signature: _____ **Date:** _____

Counselor/Administrator Signature: _____ **Date:** _____

This contract will be reviewed periodically by the Graduation Attendance Committee to monitor progress and determine continued eligibility for graduation activities.