Laconia Elementary Schools

Parent / Student Handbook

School Year 2026-2027

"Ensuring success for every student, every day, in every way"

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Table of Contents

Accident Insurance....1
Animals in School....1
Attendance....1
- Excused Absence....1
- Attendance and Participation in ExtraCurricular Activities....2
- Attendance-Intervention Process....2
- School Functions....3
- Chronic Absenteeism....3
- Reporting Absences From School....3
- Family Vacations....3
- Tardiness....4

Bicycles....4
Banking....4
Bus Transportation....4
Cafeteria....5
Unauthorized Communication Devices....5
- Purpose....5
- Restrictions....5
- Exceptions....6
- Consequences and Violations....6

Cheating....7
Child Find....7
Class Assignments....7
Curriculum....7
Discipline Policy....8
Discipline Procedure....8
Dismissals....8
Dress Code....8
Drop Off....9
Early Release Days....9
Emergency Contacts....9
Emergency Closings....9
Emergency Drills....9
Field Trips/Chaperones....9
Food Service....10
Handicapped Parking....11
Hazardous Materials....11
Health....11
Homework....11
Library / Media Center....12

Lost and Found..... 12
The New Hampshire Parental Bill of Rights..... 12
Personal Belongings/Toys..... 14
Project E.X.T.R.A..... 14
Report Cards..... 14
(PTA/PTO)..... 14
Recess..... 14
Retention..... 14
Snacks..... 15
Student Invitations..... 15
Student Records..... 15
Student Rights and Responsibilities..... 15
Student Services..... 15
Student Support Room (SSR)..... 16
Telephones..... 16
Universal Precautions..... 16
Video Cameras..... 16
Visitors and Appointments..... 16
Volunteering..... 16
Laconia School District Policies and Procedures..... 17
Pupil Safety and Violence Prevention Policy (Bullying)..... 17
Controlled Substances..... 19
Crisis Intervention..... 20
Discipline..... 21
Internet use..... 21
Non-Discrimination..... 22
Notification of Rights Under FERPA..... 23
Pediculosis (Head Lice)..... 24
Safe Schools..... 25
Safety Program..... 25
Sexual Harassment..... 25
Student Rights and Responsibilities..... 26
Students With Disabilities..... 26
Title One School Requirements..... 26
Tobacco and/or Tobacco Products/E-Cigarettes and/or Vaporizers..... 27
Weapons..... 27
Equal Opportunity Employer/Equal Employment Opportunities..... 27

Accident Insurance

Insurance is available at minimal cost and all parents are encouraged to take advantage of the offer. The student insurance program does not fully cover all students' injuries, medical services, and costs. Please contact the SAU office for additional information.

Animals in School

Animals are prohibited in school unless permission has been granted by the building principal. If an animal has been granted permission to be in the school, it must be in good condition with proof of vaccinations. The animal must be transported to and from school by an adult, as animals are not allowed on school buses. Service animals are always welcome in the school building. Due to safety concerns, please refrain from walking and/or carrying your pets onto school grounds during pickup and drop off times where students and families are gathered.
See policies IMG, IMGA, IMGB, IMG-P.

Attendance

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 student's 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 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 l93: l School Attendance Law. The law states that every child between 6 and 18 years of age shall attend public school and RSA l93:2 Duty of custodian: Every person having the custody of a child shall cause the child to attend school.**

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. 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 (School Board Policy JH).

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

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.

Unexcused Absences -Each day of school is filled with academic progress and personal and social growth. We would not want any student to miss out on this unless absolutely necessary. There are some reasons that students stay home which are not considered excusable by the school. Some examples of this include staying home to baby-sit, oversleeping, being tired, shopping, winter snow days (unless school is called off by the Superintendent), haircuts, and birthdays. These absences will be considered as truant by the school.

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.

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

- 5 absences:
  - 5 day letter mailed to the home; follow up with email.
  - Offer a parent meeting.
- 10 absences:
  - The principal or designee makes a phone call home and talks to the parent.
  - 10 day letter mailed to the home with an assigned 'Attendance And Support Meeting' scheduled; follow up with email.
- 15 absences
  - The principal or designee makes a phone call home and talks to the parent; a second meeting is scheduled.
  - 15 day letter mailed to the home detailing the scheduled meeting; follow up with email.
  - If a parent can not be reached a home visit will occur.

- DCYF to be notified for Educational Neglect, as necessary.

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).

School Functions
During the school year, Laconia School District sponsors many after school events. This includes, but not limited to Homecoming Activities, Winter Carnival, athletic contests, band performances and school dances. If a student has been absent from school, he/she will not be permitted to attend or participate in any school function that day or evening (including any weekend activities if the absence occurred on a Friday). If a student is dismissed from school, they will need to re-enter prior to dismissal or have a medical note excusing their absence. All other circumstances require prior permission. Students who earn an In School or Out of School Suspension on the day of an event, will not be permitted to attend any after school event, either on or off school grounds.

Chronic Absenteeism
We want to support every child as a student and member of our school community. This can be hindered by a student being continually, or chronically, absent. If a student begins to display chronic absenteeism, the school will take every step possible to assist the family in having the child in school more often. If this assistance does not lead to improved school attendance, the school may have to take appropriate legal steps in order to help the child be a regular attendee and a successful student. NH RSA 193:1 does state that a parent of any child at least 6 years of age and under age 18 shall cause such child to attend the public school to which the child is assigned in the child's resident district. If you need assistance in getting your child to school, please speak with your child's teacher, school counselor or a school administrator. Sometimes, barriers to attending school exist that the school is not aware of. Please work together with the school to overcome these barriers as we are here to partner with each family to help our students achieve to the best of their abilities.

Reporting Absences From School
If a child is going to be absent from school, a parent or guardian is expected to inform the secretary at the school or via email at djohnson@laconiaschools.org (Elm Street School), kmaher@laconiaschools.org (Pleasant Street School), and kmull@laconiaschools.org (Woodland Heights School). All efforts to inform the school of this absence should be made by 8:45 am. Students who are absent from school are not permitted to attend school-related functions that day/evening.

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

Tardiness
We encourage all our students to arrive at school by 8:30 am. By doing so, they have time to settle in, socialize with peers, and finish up any needed work. Tardiness occurs when a student is not in class at 8:45 am. We believe in teaching our students important habits which can be carried on throughout their lives. This includes the value of being on time. When students are late, the child is unsure of what to do in a classroom where everyone else has begun to work. We do not want any child to start his/her day feeling uncomfortable because they entered a classroom late. A tardy will be considered excused if it is consistent with the reasons listed for an excused absence. All other tardies will be considered unexcused unless other arrangements have been made with the school. This is so that the school has a full understanding of the amount of time missed by the student. As with absenteeism, if you are having a hard time getting your child to school on time, please discuss this issue with the school so that we can work together to resolve the issue.

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.

Bicycles

Students are allowed to ride bicycles if the following rules are observed:

- Bicycles must be walked on to school property and parked in the rack upon arrival at school.
- Violations will result in loss of privilege. Students are reminded that bicycles are brought to school at their own risk and the school will not assume responsibility for any damage or loss.
- Students must wear helmets if they ride their bike to school (RSA 265:144).
- Bicycles are not allowed to be ridden on the Walking Path or Nature Trail during the hours of 8:00 am – 4:00 PM.

Banking

Bank of New Hampshire and our parent volunteers have teamed up to bring banking to the elementary schools. Once a week students may make a deposit into their savings account at school.

Bus Transportation

Bus transportation is furnished for students who live outside a 1-mile radius (elementary) 1 ½ mile radius (Middle/High) from the school they are attending. Bus schedules are posted in the newspapers. Questions regarding location of bus stops and bus routes can be directed to First Student (524-1787). Expected bus behaviors,including the appropriate use of cell phones and electronic devices, will be made clear to students on each bus. Students in violation will be referred to the administration of the attending school. Consequences will be determined by the school administrator and the bus company will be notified. Appeals may be made to the SAU office.

Cafeteria

Students are expected to follow school rules when in the cafeteria. Outside food is not to be sold in school unless a fundraiser is approved by administration. Consequences will be determined by the school administrator or their designee. Healthy lunch and drink options are important for student academic success. Soda, energy drinks, coffee, and other similar drink options will not be permitted in the school building.

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.

Cheating

Academic cheating/plagiarism will result in the student having an opportunity to redo the specific assignment, quiz, or test involved. Teachers will refer the incident to administration for possible disciplinary action and the student's parents will be contacted whenever an incident of cheating is confirmed.

Plagiarism (or copying) is an act or instance of using or closely imitating the language and thoughts of another author without authorization and the representation of that author's work as one's own, as by not crediting the original author.

Child Find

As the school year begins, we ask parents to work with us in providing your child with appropriate educational services. As mandated by the Individuals with Disabilities Education Act, public schools must provide special education for all children determined to have an educational disability. The law also requires a school district to identify such children from birth through 2 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 educational disability you are encouraged to contact your child's school to discuss your concerns. School personnel will provide you with information on the procedures for determining if a child is eligible for special education services.

For more detailed information about the policies, procedures, and services established for special education, the SAU #30 SPECIAL EDUCATION PLAN is available for review at the Superintendent's office (603-524-5710). Student Services Administrator, for PSS (603-524-2168) & ESS (603-524-4113) or Student Services Administrator, for WHS & Laconia Preschool (603-524-8733).

Class Assignments

School personnel plan carefully when assigning students to next year's teacher. Academic ability, social consideration, boy / girl ratio and special needs are reviewed when creating class rosters. Parental requests may be made to the building principal in writing by May 15th. After the class lists are published, parental requests for change may be made to the principal within 10 days. The request should contain specific academic rationale as to this request. All requests will be considered; however, final assignments will be made at the discretion of the Principal. See policy JG Assignment of Students to Classes and Grade Levels.

Curriculum

The Laconia School District has adopted the NH Curriculum Frameworks, the Common Core State Standards, and the Next Generation Science Standards. Curriculums for subject areas are in the school and may be reviewed at any time by parents. Parental questions about these topics are welcome. Please contact the classroom teacher, or the Principal.

Discipline Policy

Our goal, in the Laconia Elementary Schools, is to provide a safe environment where children and adults show respect for each other. There are times when students make mistakes. Through Responsive Classroom (RC) and Multi-Tiered Systems of Support and Behavior (MTSS-B) our staff is committed to helping each child take responsibility for his/her behavior by discussing better choices and helping the student make a situation right. In compliance with the Safe Schools Act, we look to follow a procedure for notifying and involving parents regarding our discipline efforts. When a Safe Schools Report is completed by the building administrator, per RSA 193-D Safe Schools, a copy of the report will be sent to the SAU as well as the Laconia Police Department. By working together, parents, school staff and students all contribute to our schools being safe and enjoyable places where we focus on learning.

Discipline Procedure

When a disciplinary issue occurs, a staff member will meet with the child and come up with a plan to correct the situation. The parent may be contacted by the classroom teacher or the administration to discuss the incident. Students who willfully refuse to follow reasonable instructions of school personnel will be subject to disciplinary consequences. Students will receive a consequence at the discretion of the administrator based on the infraction, consequences may include in school suspension and/or out of school suspension.

Dismissals

All early dismissals will be conducted through the office. Early dismissals are appropriate for special situations like doctor's appointments or family emergencies. Those dismissing students are asked to sign out students and wait for them in the office area. Both the office and teacher should be informed about the time of the actual dismissal and the person picking up the student. Students will remain in classrooms until called for dismissal. Students will only be released to their parents or guardians. The office must have written or verbal permission from the parent or guardian to release the student to anyone else. Students will return home in the regular manner unless the school has been notified of a change by a parent or guardian. **Please dismiss your student(s) no later than 2:30.**

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.

Students not meeting the dress code will be asked to change whatever item(s) is inappropriate. Parents may be called and asked to bring in clothes. Students unable to change their clothes will be in the nurse's office until they are able to obtain appropriate attire. Repeated violations will result in further disciplinary action. Administration has the final say on all items of dress or accessories.

Drop Off

Students should not arrive at school prior to 8:15 am due to supervision and safety. School personnel are not available to supervise children on school grounds and cannot guarantee their safety. Breakfast begins at 8:15 am in the cafeteria. In the chance of a delayed opening, drop off begins at 10:15 am. There is no breakfast served.

Early Release Days

If the school releases students for early release, children will be released at 1:00 P.M. This may happen for conferences, snow days and/or end of year activities.

Emergency Contacts

Emergency information will be updated yearly in our Student Information System. All students should have at least two emergency contacts in addition to parent/guardian contact information.

Emergency Closings

School will be closed when a building problem occurs, or it is considered too dangerous for students to commute. Depending on conditions, school may be canceled, dismissed early or opened later in the morning. On delayed openings, the start time will be 2 hours later (10:45 am) with drop off beginning at 10:15 am.

Emergency Drills

Regularly held emergency drills are required by law. It is necessary that pupils be familiar with procedures and exits for each of their classrooms. In leaving the room, students are expected to be quiet, follow the teacher's directions and walk to the designated area. Emergency drill instructions are posted in each room.

Other Emergency Drills will be conducted throughout the school year. In the event of a real emergency, parents or other visitors will not be allowed to enter or exit the school. This includes the picking up or dismissing of students. Communication with families will occur using the alert system.

Field Trips/Chaperones

Field Trips are a privilege and an important part of educational experience at our schools. Students are representing their school, families and community when attending a field trip. Students who are unable to follow school expectations may lose the privilege of attending the educational experience. The number of chaperones needed will be determined by the classroom teacher and the teacher will invite the adults. Chaperones are limited to parents and/or guardians only. All chaperones must have an approved background check and complete any required training. Additional family members are not allowed to attend school-based field trips to ensure the safety of all students. Per district policy (IJOA), no child may leave school grounds on a field trip unless the form has been signed by the parent. The school will not accept verbal permission and the student will be offered an alternative assignment. Guardians may take their child home from a Field trip if written permission is given to the teacher prior to the Field trip. Guardians will only be granted permission to take home their own child from Field trips. Special transportation requests must be approved by the building principal.

If you plan to coach a team, chaperone a Field trip, work on a school-wide activity, or help in the classroom anytime during the upcoming school year, you should plan to take advantage of one of the fingerprinting clinics offered at the beginning of the school year. Fingerprinting, affidavits and required training must be completed prior to March 15th each year if you plan on volunteering and/or chaperoning in our schools. Please contact the SAU at 603-524-5710 to schedule an appointment.

Permission slips for walking field trips will be signed at the beginning of each school year or when a student begins. All walking field trips will be communicated to families by the classroom teacher and/or administrator when scheduled.

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 www.laconiaschools.org/fservice. If your child received a benefit last year, they are entitled to the same benefit for the first 30 school days of the new year, or until a new application is submitted that changes the prior year's status. If you qualify for free meals but choose to send lunch from home and only get milk at school, by regulation the milk is not free and must be purchased for the regular price of $.50. The district's charging policy is available on the Food Service website at www. laconiafoodservices.weebly.com

Students having special dietary needs and requiring meal modification must have their physician complete a Special Diet Order. These are available in the nurse's office, at the SAU office and online at www.laconiaschools.org/fservice. Each student has an account in our Mealtime system from which meal and a la carte charges may be debited. Parents are encouraged to deposit several weeks of payments. Students can make deposits into their account during breakfast or lunch. Checks are welcome and we will gladly split the amount sent in among different family members if it is indicated on the envelope. Please note that the City of Laconia charges $25.00 for any bounced checks. It is imperative that you keep enough money in each student's account to cover any charges that are incurred. Balances will move with each student as they move from grade to grade and school to school. You can check account balances and student activity online free of charge by going to www.mymealtime.com and setting up an account using your student's school ID. Online deposits using a credit or debit card can also be made at www.mymealtime.com. 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/meals-and-payment.html. 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 https://laconiafoodservices.weebly.com/.

Handicapped Parking

Handicapped parking is available near the entry to each school. Blue handicap signs indicate both parking and access. Provisions for handicap access and hearing-impaired persons will be accommodated for public school activities. Please see the building principal.

Hazardous Materials

Information about the potential adverse health effects of lead or chemicals may be found in the school offices. Federal law requires that you be notified that there is asbestos in this building. The location of the asbestos is contained in the AHERA Management Plan located in the Principal's office.

Health

The school nurse provides care for ill children, maintains health records, distributes medications, conducts classes on health-related issues, and completes health screenings. In accordance with NH RSA 200:39: a student is required to be excluded from school if he/she has a fever, rash, sore throat, vomiting, diarrhea, or severe cold. A child should be fever free, without medication, or free of vomiting or diarrhea for 24 hours before returning to school. The close proximity of seating can spread communicable diseases. If a child comes to school (s)he is expected to go out for recess unless the nurse receives a note or call from the child's doctor. Accidents may happen at school. When one occurs, it is immediately reported to the nurse or office. Parents will be notified if necessary.

Medication Administered During the School Day:
In order to maintain a safe and protective control of medication taken during the school day:

- The medication must be delivered by the parent, guardian, or responsible adult. Medication should not be brought in by students.
- Medication must be in the original container with the prescription label. Do not send pills in envelopes or plastic bags.
- A written doctor's order and signed permission to administer medication from the parent is also needed. This form may-be obtained at your physician's office, or from the school nurse web site.
- If a parent/guardian would like their child to have cough drops at school, they must be sent in a bag clearly labeled with the student's name. A written note from the parent/guardian granting permission for the student to receive the cough drops is required. Cough drops will be kept in the Health Office and distributed by the school nurse as needed. Students may not keep cough drops in their classroom, backpack, or pockets, and they may not share them with other students. Drinking water is helpful for coughs, so students are encouraged to bring a water bottle to school each day.

If you have any questions, please contact your school nurse.

Homework

Homework, including at home reading, may be assigned to students.

Library / Media Center

Students are encouraged to use the library. Weekly library teaching sessions are scheduled to provide students with the opportunity to choose books for independent reading. Students are responsible for the care of borrowed materials and must reimburse the school for lost or destroyed books.

Lost and Found

Please mark your child's clothing, footwear, lunch boxes, knapsacks, etc. clearly with their name. Check your schools lost and found area. Parents and students are encouraged to look there when an item is missing. Lost and found items will be donated to a local organization at the end of each quarter. Please make sure all personal items are well marked with the student's name (ie. Coats, backpacks, lunch boxes, etc).

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).

Personal Belongings/Toys

Students are expected to leave their personal belongings at home. This includes: stuffed animals, playing cards, Pokémon Cards, blankets, toys, fidget tools, etc. Students choosing to bring these items into the school assume the risk of losing these items due to theft or misplacement. The school will not be responsible for these items. Students who bring these items into school will be asked to store these items in a bag for the entire day. The teacher and/or administrator may take these items for the day if they are a distraction to the learning environment. These items are not allowed on the bus as well. In addition, there is no sale of any personal belongings/toys at school or on the bus.

Project E.X.T.R.A.

The Laconia School District is proud to offer Project EXTRA! - an exciting collaborative project that offers students a broad array of additional services, programs, and activities designed to reinforce and complement the regular academic program of participating students at all five Laconia Public Schools through a 21st Century Community Learning Center. If you have any questions about the program, please contact your school's site coordinator, or the Program Director at the SAU Office at 524-5710.

Report Cards

A student's progress is formally reported to parents four times a year through Report Cards. Report Cards will be sent home at the end of each quarter with dates TBD. In addition to Report Cards, conferences are held at the end of the first marking period. We urge all parents to attend conferences. It is an opportunity for the teacher and parent to meet and discuss the student's progress. Conferences may be held at any time the teacher or parent requests them.

(PTA/PTO)

Parent groups are part of the elementary schools. They meet monthly during the school year. Contact your building principal or visit the school website for the schedule of meetings if interested.

Recess

Recess is a part of the elementary school program. It allows the students to develop their social skills. Whenever possible, students go outside for recess. Any child not well enough to go out to recess should remain at home unless we have a communication from a physician recommending that the child remain inside. Students should dress appropriately for the weather. This includes snow pants and boots during the winter months to play in the snow and on equipment. Schools will make decisions on whether recess and arrival/dismissal will be outdoors based on the weather. Students are expected to follow the playground regulations, which emphasize fair play, cooperation and safety.

Retention

When a child is experiencing developmental and/or academic difficulty, a team that may include the Building Principal, parent/guardian, classroom teacher, Student Services Administrator, and/or any other appropriate members, will work together to determine whether (s)he should be retained. By May 1 the Team will meet to make recommendations on whether to retain the student. The

Building Principal will make the final decision and written documentation regarding the decision will be included in the student's cumulative file.

Snacks

Students may have a morning or afternoon snack break. Please encourage your children to bring healthy snacks. fruit, vegetables, and crackers make good, healthy snacks. Healthy snack and drink options are important for student academic success.Students should not be sharing snacks in the class. There will be times (ie. state testing) when the school will provide a healthy snack for the entire class. Due to the number of food allergies parents must get teacher approval 24 hours in advance to offer class-wide snacks and treats for birthdays and/or other special events. All class-wide snacks or treats must be store bought due to food allergies.

Student Invitations

Students and families will not be permitted to offer personal invitations to students in their classroom or school. Many times, not all the students are invited to social activities out of the regular school day and therefore feel left out. Students may distribute invites only if they have one for every student in the class.

Student Records

Information regarding the maintenance, review, and release of student records can be obtained by contacting the school office.

Student Rights and Responsibilities

Elm Street, Pleasant Street, and Woodland Heights Schools assume the responsibility of providing educational development for all students who enroll in the programs of study. It is the right of the students in these programs to be treated fairly and equally, as assured by the rights granted by the U. S. Constitution and the State of New Hampshire. It is the right of all students to be informed of the rules and regulations that govern all three of our elementary schools and all school-sponsored functions. The responsibility for these rules and regulations lies jointly with the administration, the School Board, the teachers, and the students.

Student Services

- ESOL— a program for students who are English Speakers of Other Languages
- Guidance—a guidance counselor meets with students to help them with concerns, which may interfere with school. The counselor is also a resource for teachers and parents. If you would like to discuss a school related problem, please call the school to contact the counselor.
- Occupational Therapy/Physical Therapy - a program to develop coordination and muscle control to improve learning.
- Special Education - a program for students who have difficulty doing grade level academics because of an educational disability. This includes vision and hearing screenings and supports.
- Speech Therapy - a program to develop the use and understanding of oral communication.
- Title 1 - a federally funded program, which provides supplemental reading, math, and study skills support. Students work in small groups both within and outside the classroom.

Student Support Room (SSR)

Our Elementary Schools are fortunate enough to have established an extra level of support accessible to all attending students. The Student Support Room provides both teachers and students an alternative to typical discipline-based measures. This room offers an opportunity to learn, rehearse, and apply improved coping strategies within the entire school setting. Coping strategies that are progressive in developing appropriate behaviors, as well as, promoting healthier solutions to meet individual needs. Such strategies are connected to enhanced communication, appropriate calming techniques, frustration tolerance, and increased independence. A simple worksheet known as the "Plan and Process" presents an opportunity for students to correctly identify situational triggers, problematic behavior, and logical consequences.

Telephones

The use of the school phone to call for homework, instruments or making after school arrangements, etc. is discouraged. Students will not be called to the phone except in the case of an emergency. Messages can be relayed to students if necessary.

Universal Precautions

Guidelines for handling and cleaning of bodily fluids are displayed in the building and taught to all staff. If you have any questions, please contact the nurse or principal.

Video Cameras

Students and parents are reminded that video camera surveillance is in use at all of our Elementary Schools and on the school buses. School Safety is enhanced with the use of video cameras. Cameras may be positioned at the entrance, hallways and in the parking lot areas as available.

Visitors and Appointments

For the safety of students and staff, all visitors must check in at the window at the front entrance upon entering the building. All visitors will be required to wear a visitor's pass. Visitors are expected to call ahead to set up an appointment with the person they wish to visit; without an appointment, the person that you wish to visit may not be available.

Volunteering

Volunteers are always welcome at our schools. The Laconia School District is appreciative of the valuable contributions you make to our school community through your efforts in our school. Any person visiting the school must sign in at the main office where they will receive a visitor pass. Visitors must sign out when leaving the school.

Anyone who volunteers for the Laconia School District must complete a volunteer affidavit every year. A criminal background check, including obtaining the results of district processed fingerprinting, is also required. This process must be completed prior to the beginning of any volunteer event or activity. (Fingerprinting does not need to be completed annually). Forms can be found on our website or in the main office of our school.

Laconia School District Policies and Procedures
Pupil Safety and Violence Prevention Policy (Bullying)

I. General Statement of Policy

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

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

II. Bullying, Cyber-bullying and Retaliation Prohibited

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

III. Definitions

Bullying means a single significant incident or a pattern of incidents, involving a written, verbal, or electronic communication or a physical act or gesture or any combination thereof, directed at another pupil which:

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

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

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

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

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

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

IV. Actionable Incidents of Bullying or Cyber-bullying

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

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

V. Reporting Procedures

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

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

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

VI. Investigation

The principal or designee must initiate an investigation within five (5) school days of the reported incident of bullying or cyberbullying. The investigation shall be completed within ten (10) school days of the reported incident, and should include speaking with the alleged victim, alleged perpetrator, known witnesses and reviewing other evidence available through reasonable good

faith efforts. The results of the investigation shall be documented in writing and preserved in accordance with laws governing retention of educational records.

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

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

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

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

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

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

Controlled Substances

Substance abuse problems, unlike some other behavior problems, tend to extend over into the general population instead of remaining isolated and individual problems. It is necessary, therefore, to establish guidelines that will protect innocent students from exposure to alcohol and drug abuses and yet not violate the rights of student suspects.

It is the responsibility of each staff member to immediately report suspicion of or occurrence of alcohol or drug use to the building principal. The school nurse should be contacted in an instance of emergency. It shall be the responsibility of the building principal to initiate parental contact and inform the Superintendent of all circumstances. Other specific regulations shall be at the discretion of and in concurrence with the administration and school board. When a case or occurrence has been substantiated, the administration will take corrective and/or punitive action as

appropriate to each case, which may include, but not limited to, removal from class/building, loss of school privileges and/or suspension. To support this philosophy, the school administration will direct its attention to the following Laconia School District Policies (ADB-P, ADB, and GBEC).

- 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 may be required to undergo a substance abuse assessment by a trained counselor. A certified substance abuse counselor is available at the school to provide these services if the parent and student choose to use this option. A parent may also seek private assistance if acceptable documentation is provided to the school.

Crisis Intervention

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

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

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

Laconia Middle School - 603-524-4632
Rebecca Noe- School Counselor
Abagail Rivet- School Counselor
TBA - Outreach Coordinator
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- Outreach Coordinator

Discipline

The Laconia School District Board expects the student to contribute to a productive learning climate. Individual rights are to be honored and protected in all instances; however, the rights of one individual shall not take precedence over those of another individual or group of students. All students shall have equal rights and equal responsibilities in the classroom or at any school sponsored activity. Students that choose to not comply with 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

Internet use

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

- Respect for privacy.

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

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

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

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

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
Laconia School District

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

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

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

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

The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the Laconia School

District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement personnel); a person serving on the Laconia School District School Board; a person or company with whom the Laconia School District has contracted to perform a special task (such as an attorney, auditor, consultant, expert, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks; or the Laconia School District's insurance carrier.

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

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue SW
Washington, DC 20202-5920

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. The student may remain in class provided the student is comfortable. The Principal or school nurse will notify the parent/guardian by telephone or other available means of the head lice and the parent/guardian will be given information by the school nurse about the treatment of head lice to be used at 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: 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.

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.

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.

Sexual Harassment

Harassment of any type, verbal or physical, will not be tolerated at the Laconia Elementary Schools. If a student feels that he/she has been harassed by any person in any way, 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.

Student Rights and Responsibilities

Laconia School District assumes the responsibility of providing educational development for all students who enroll in the programs of study. It is the right of the students in these programs to be

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

With the support of the parents/guardians, it is the student's responsibility to keep up with assigned work and request assistance when they do not understand that work. With assistance from the classroom teacher, it is also the student's responsibility to complete make-up work within a reasonable amount of time. Failure to maintain this responsibility results in poor grades and loss of credit. It is the responsibility of the student to conduct him/herself in a manner that will not interfere with the orderly and safe educational climate of the school. The administration is responsible for maintaining discipline on school premises, during the school day, at school functions and on adjoining properties to the school while school is in session. The administration has the authority to take necessary reasonable action to fulfill this responsibility.

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

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 guidance counselor to discuss your concerns. School personnel will provide you with information on the procedures for determining if a child is educationally handicapped and in need of special education services. For more information about the policies, procedures and services established in your school district for special education, the SAU #30 Special Education Plan is available at the Superintendent's office.

Title One School Requirements

- The Title I school will hold an annual meeting in a timely manner to inform participating families about the program, parental rights and responsibilities, and opportunities for partnership between the school and the home in building the student's academic skills. At the initial meeting the staff will,
- Ensure that all parents receive the 'parental rights to know' document, regarding teacher qualifications;
- Provide information about the assessments used to determine eligibility and the nature and content of specific programs that will be used to supplement classroom instruction;
- Provide written information about the results of their particular student's assessment and the content of the program in which their child will be participating within one week of the start date for their child's instruction

- Follow-up phone calls to clarify any information needed.
- Parents will be informed of meetings in writing. If there is a need expressed for childcare or transportation, the Title I program will make arrangements for students (when appropriate) and siblings to be cared for on-site during the meetings free of charge to the parents. If needed, transportation will be made available to parents wishing to attend.
- Additional meetings may be scheduled during the year to provide an opportunity for parents to ask questions and gain information about academic development and strategies to help their students succeed. Meetings will be geared toward meeting the expressed needs of the parents with regard to their student's academic development and skills.
- Parent feedback will be gathered to assess the program's effectiveness and to help inform future decisions about its scope and content.

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.

Weapons

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

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

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

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 Dr. Joseph Baeta, at 39 Harvard Street, Laconia, NH 03246, 603-524-5710, or the Title IX District Coordinator Amy Hinds, at 39 Harvard Street, Laconia, NH 03246, 603-524-5710, ahinds@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