



## **Woodland Heights School**

225 Winter Street

Laconia NH 03246

Phone: 603-524-8733 Fax: 603-528-8688

*Michaela Champlin - Principal*

*Andrea Faller - PreK-5<sup>th</sup> Student Services Administrator*

# **Parent / Student**

# **Handbook**

# **2022/2023**

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

### **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 busses. 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.

### **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 any absence that is not excused. Students who skip school 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. RSA 193:2 Duty of custodian: Every person having the custody of a child shall cause the child to attend school.**

Absences from School: We ask that if a child is going to be absent from school, a parent or guardian calls the school to inform us. We appreciate all efforts to inform the school of this absence by 8:45. Students who are absent from school are not permitted to attend school-related functions that day/evening.

- Excused Absences -We understand that there are times when a child must be out of school. We see these as excused absences, and include illness, death in the family, religious holiday, family emergencies, and approved family vacations.

**PLEASE NOTE: After 10 or more EXCUSED absences, administration/guidance may request documentation to substantiate a student's absence.**

- 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, and birthdays. These absences will be considered as truant by the school.

**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) unless prior permission has been granted by the administration. Students who earn an In School or Out of School Suspension on the day of an event, will not be permitted to attend any after school event, either on or off school grounds.

**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 for an appointment or other pre-approved reason. 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.

**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.

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

**Absences/Tardiness – School Monitoring:** The school will monitor the attendance of all students. When a student is continually absent and/or tardy, the following procedure(s) will take place per policy JH School Attendance/Absenteeism/Tardies

- When a student is absent 10 or more half (1/2) days during the school year a letter will be sent home to inform the parents of the number of days the child has been absent and to aid the family.
  - If the student continues to be absent and/or tardy, the school will contact the parent/guardian to discuss the issue and what can be done to resolve it. We will ask for a parent/guardian to participate in a school meeting to have a more in-depth discussion.
3. Students who exhibit chronic absenteeism (falling below 80% daily attendance) may be referred to the Department of Child, Youth and Family Services (DCYF).

Students who are habitually truant for **10 half days** of unexcused absence during the school year will also receive a letter. “Truancy” means an unexcused absence from school and “unexcused absence” is an absence which has not been excused in accordance with RSA 189:35-a.

The school will make every effort to work with the family to support their child in getting to school each day.

### **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). Bus expectations 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. 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.

### **Cell Phones/Electronic Devices/Smart Watches**

Students may have cell phones/electronic devices/smart watches at school. They may use them before 8:30 and after 3:00 to contact family members. Cell phones and smart watches are to be turned off and placed in backpacks during the school day. The use of cell phones and smart watches is discouraged to call other students, make alternative arrangements to go home, or to call for forgotten items. Students may make calls outside the building. Once students enter the building, they cannot use their cell phones or smart watches. The rationale for this policy relates to our desire to maintain academic integrity and safety throughout the building. Students are not permitted to use their cell phones, smart watches or electronic devices to voice record and/or videotape other students, faculty, and staff at any time without their permission or consent. The school is not responsible for students choosing to bring these devices into the school. Students assume the risk of losing their devices due to theft or misplacement. If a teacher or administrator requests a cell phone, smart watch or other electronic device due to its inappropriate use by a student, the student must provide it or face additional consequences that will depend upon the student's reaction and compliance.

1st Offense: Student will pick their electronic device at the end of the day

2nd Offense: The student's parent will be required to pick up the electronic device at the end of the day

3rd Offense: The Administration will request a meeting with the parent and the student will no longer be permitted to have their electronic device at school.

### **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 (524-5710). Lisa Holiday, Student Services Coordinator, for PSS & ESS or Andrea Faller Student Services Coordinator, for WHS & Laconia Preschool.

### **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, Academic Coordinator 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.



# WE ARE WILDCATS

|                                 | Hallway                                                                                                                                                                               | Cafeteria                                                                                                                                                                   | Assemblies                                                                                                                                                                                  | Bathroom                                                                                                                                                                             | Playground                                                                                                                                                                                                 | Bus                                                                                                                                                                                                                   | Classroom                                                                                                                                                                                                                                                                     |
|---------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>We are... Responsible</b>    | <ul style="list-style-type: none"> <li>✓ Walk in single file line</li> <li>✓ Stay to the right</li> <li>✓ Follow directions</li> <li>✓ Go directly to where you need to be</li> </ul> | <ul style="list-style-type: none"> <li>✓ Keep lunch line moving</li> <li>✓ Follow directions</li> <li>✓ Stay in seat you choose</li> <li>✓ Leave your area clean</li> </ul> | <ul style="list-style-type: none"> <li>✓ Walk to designated area</li> <li>✓ Sit on bottom</li> <li>✓ Leave assemblies for emergencies only</li> </ul>                                       | <ul style="list-style-type: none"> <li>✓ Ask adult for permission (sign out properly)</li> <li>✓ Go, Flush, Wash</li> <li>✓ Leave bathroom the way you found it</li> </ul>           | <ul style="list-style-type: none"> <li>✓ Dress for the weather</li> <li>✓ Follow adult directions</li> <li>✓ Be a problem solver</li> <li>✓ Return recess equipment</li> <li>✓ Line up promptly</li> </ul> | <ul style="list-style-type: none"> <li>✓ Follow adult directions</li> <li>✓ Walk, single file line</li> <li>✓ Keep bus clean</li> <li>✓ Take all belongings with you</li> <li>✓ Go directly to destination</li> </ul> | <ul style="list-style-type: none"> <li>✓ Take care of yourself and your belongings</li> <li>✓ Be at school on time</li> <li>✓ Bring all materials to school</li> <li>✓ Work together to keep room clean</li> <li>✓ Be a problem solver</li> </ul>                             |
| <b>We are... Respectful</b>     | <ul style="list-style-type: none"> <li>✓ 0 voice</li> <li>✓ Look with eyes only</li> </ul>                                                                                            | <ul style="list-style-type: none"> <li>✓ Use manners</li> <li>✓ Use a partner voice</li> <li>✓ Raise your hand for help</li> <li>✓ Listen to lunch room adults</li> </ul>   | <ul style="list-style-type: none"> <li>✓ Show wildcat signal for no voice</li> <li>✓ Use appropriate voice level</li> <li>✓ Look and listen</li> <li>✓ Clap to show appreciation</li> </ul> | <ul style="list-style-type: none"> <li>✓ Give others privacy</li> <li>✓ Follow classroom procedure on what to do if stalls are full</li> <li>✓ Conversations to a minimum</li> </ul> | <ul style="list-style-type: none"> <li>✓ Exit classroom with 0 voice</li> <li>✓ Follow rules of game</li> <li>✓ Be a good sport</li> <li>✓ Include others</li> <li>✓ Kind language</li> </ul>              | <ul style="list-style-type: none"> <li>✓ Maintain personal space</li> <li>✓ Use kind words</li> <li>✓ Partner voice</li> </ul>                                                                                        | <ul style="list-style-type: none"> <li>✓ Use polite words, tone, and behavior</li> <li>✓ Use appropriate voice level</li> <li>✓ Respect others belongings and personal space</li> <li>✓ Be a good listener</li> <li>✓ Follow directions</li> <li>✓ Raise your hand</li> </ul> |
| <b>We are... Ready to Learn</b> | <ul style="list-style-type: none"> <li>✓ Enter and exit learning spaces</li> </ul>                                                                                                    |                                                                                                                                                                             | <ul style="list-style-type: none"> <li>✓ Participate as directed</li> </ul>                                                                                                                 | <ul style="list-style-type: none"> <li>✓ Return to class promptly</li> </ul>                                                                                                         | <ul style="list-style-type: none"> <li>✓ Enter building with 0 voice,</li> </ul>                                                                                                                           |                                                                                                                                                                                                                       | <ul style="list-style-type: none"> <li>✓ Participate in class discussions</li> <li>✓ Stay on task</li> </ul>                                                                                                                                                                  |

|                           |                                                                                                                                                    |                                                                                                                                                                                                            |                                                                                |                                                                                                          |                                                                                                                             |                                                                                                                                                                                                                                                                  |                                                                                                                                                                                           |
|---------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                           | with 0 voice                                                                                                                                       |                                                                                                                                                                                                            |                                                                                | ✓ Keep conversations to a minimum                                                                        | single file line<br>✓ Be ready to learn                                                                                     |                                                                                                                                                                                                                                                                  | ✓ Finish work on time<br>✓ Do quality work<br>✓ Try your best                                                                                                                             |
| <b>We are...<br/>Safe</b> | <ul style="list-style-type: none"> <li>✓ Face forward</li> <li>✓ Report big problems to adult</li> <li>✓ Keep hand and feet to yourself</li> </ul> | <ul style="list-style-type: none"> <li>✓ Walking feet</li> <li>✓ Eat your own food</li> <li>✓ Stay in seat</li> <li>✓ Hands and feet to yourself</li> <li>✓ Sit on your bottom feet under table</li> </ul> | <ul style="list-style-type: none"> <li>✓ Hands and feet to yourself</li> </ul> | <ul style="list-style-type: none"> <li>✓ Personal space</li> <li>✓ Hands and feet to yourself</li> </ul> | <ul style="list-style-type: none"> <li>✓ Use playground equipment properly</li> <li>✓ Hands and feet to yourself</li> </ul> | <ul style="list-style-type: none"> <li>✓ Stay seated</li> <li>✓ Face forward</li> <li>✓ Keep hands and objects inside the bus</li> <li>✓ Report dangerous, destructive or threatening behavior to an adult</li> <li>✓ Keep hands and feet to yourself</li> </ul> | <ul style="list-style-type: none"> <li>✓ Keep hands and feet to yourself</li> <li>✓ Walking feet</li> <li>✓ Work, play, and move safely</li> <li>✓ Use materials appropriately</li> </ul> |

### 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

Students are expected to adhere to standards of cleanliness and dress that are compatible with the requirement of a good school environment. Hygiene and appearance are important. A student's appearance or mode of dress or cleanliness will not be permitted to disrupt the educational process or constitute a threat to health or safety.



- Students must wear attire, which is not distracting, or does not promote weapons, the use of tobacco, alcohol, or illegal substances, and is not vulgar or profane. This includes sexual innuendos.
- Halter tops, muscle shirts, short shorts and pajama bottoms are not allowed.
- Tank tops must be 2 inches wide for the straps. Multiple tops can't be added up to equal 2 inches.
- Clothing which exposes the belly, waist or cleavage is not allowed.
- Pants that fall down without holding them up are not allowed. Undergarments should never be visible.
- Skirts and shorts should be below the fingertips of the wearer with arms down by their sides. Skirts should not ride up when bending over. Shorts or leggings worn under short skirts does not make them acceptable. Holes in jeans above the arm fingertip measuring length are not allowed.
- Hats, bandanas, and hoods are not to be worn in school. (There may be special days scheduled to wear hats)
- Chains or jewelry with spikes are not allowed.
- Students should not wear sunglasses or gloves in the school building.
- Students who wear flip flops to school will not be permitted to use playground equipment due to safety concerns

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. Students are not permitted in the building or on the playground until breakfast is available at (time). Guardians who need to drop students off before 8:15 am should contact Lakes Region Childcare for information regarding program options. Students who are eating breakfast will enter the school through the side entrance by the cafeteria at 8:15.

### **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 Cards**

A properly completed and up-to-date student emergency card must be on file in the office to respond promptly to a student-related emergency.

### **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).

### **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 Study/Chaperones**

Field Studies 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 study. 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. 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 Study 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 Study if written permission is given to the teacher prior to the Field Study. Guardians will only be granted permission to take home their own child from Field Studies. Special transportation requests must be approved by the building principal.

If you plan to coach a team, chaperone a Field Study, 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 we will be offering. Fingerprinting and affidavits must be complete 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.

### **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](http://www.laconiaschools.org/fservice). If your child received a benefit last year, they are entitled to the same benefit for the first 30 school days of the new year, or until a new application is submitted that changes the prior year's status. If you qualify for free meals but choose to send lunch from home and only get milk at school, by regulation the milk is not free and must be

purchased for the regular price of \$.50. The district's charging policy is available on the Food Service website at [www.laconiafoodsolutions.weebly.com](http://www.laconiafoodsolutions.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](http://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](http://www.mymealtime.com) and setting up an account using your student's school ID. Online deposits using a credit or debit card can also be made at [www.mymealtime.com](http://www.mymealtime.com). This is a great way to pay for multiple children at once, even if they are in different Laconia Schools. There is a \$25 minimum, but this is per DEPOSIT, not student, meaning you can spread the \$25 over several students if you wish. Meal prices can be found on each month's menu or online at [www.laconiaschools.org/fservice](http://www.laconiaschools.org/fservice). Menus are sent home monthly and posted on our website. If you have any questions or comments on the Food Service program in your school, please contact the Food Service office at 524-3543 or [food.service@laconiaschools.org](mailto:food.service@laconiaschools.org).

### **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.

### **Head Lice Procedures**

When a child is suspected of having head lice, the child will see the school nurse for diagnosis. If head lice are diagnosed, the parent will be called, and the student will be sent home for treatment. The parent will be given information by the school nurse about the medical procedures for treatment of head lice to be used at home. Siblings in the same school will also be checked. The nurse will check friends of the students of those who have had close proximity. The nurse will:

- Inform the teacher (s) of the student that head lice have been diagnosed.
- Inform the building principal.
- Support and training will be provided to parents of students with head lice.

- Check students for live head lice and nits before they are readmitted to school.

Students who continue to have live lice will be sent home. Students who have nits will be admitted to class with a communication to parents that there are nits remaining and that additional treatment is required (nit picking). School nurses will continue to check students until they are clear.

### **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 you have any questions, please contact your school nurse.

### **Homework**

Homework may be assigned to students in grades one through five. Research has indicated that it can have positive effects on achievement and character development and can serve as a vital link between the school and the family.

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

Students may be assigned school suspension for inappropriate behavior. Any student refusing to actively participate in ISS will be sent home for the remainder of the day. Teachers will provide students with all assigned work at the start of the school day. All completed work will be returned to the respective teacher at the end of the In-School Suspension. Students removed from class may spend the remainder of the day in the ISS.

### **Insubordination**

Students who willfully refuse to follow instruction of school personnel will be subject to disciplinary consequences. Students will earn a consequence at the direction of the administrator based on the infraction in line with the discipline policy.

### **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).

### **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.

### **Project E.X.T.R.A.**

The Laconia School District is proud to offer Project EXTRA! - an exciting collaborative project that provides extended school day, summer and vacation programming and other opportunities 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 on November 22, February 6, April 17 and June 23. In addition to Report Cards, conferences are held at the end of the first marking period. Parents may request a conference after the third quarter, but an Academic Learning Fair will be held to show student academic progress. We urge all parents to attend these events. 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.

### **Volunteer at WHS (PTO)**

PTO 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. 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 includes the parent/guardian, classroom teacher, Academic Coordinator, and Student Services Coordinator 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 to the Building Principal. A written plan for the student will be developed.

### **School Day**

The daily schedule is:

|                                   |                                                |                                            |                                  |
|-----------------------------------|------------------------------------------------|--------------------------------------------|----------------------------------|
| <i>Drop Off: 8:15 a.m.</i>        | <i>Breakfast: 8:15 a.m.</i>                    | <i>Morning Bell: 8:30 a.m.</i>             | <i>Warning Bell: 8:35 a.m.</i>   |
| <i>Academics:<br/>9:00 - 3:00</i> | <i>Lunch: 11:15 - 12:55 by<br/>Grade Level</i> | <i>Specials:<br/>Varies by Grade Level</i> | <i>Closing Circle: 2:50 p.m.</i> |

### **School Function Participation**

During the school year, our school sponsors many after school events. This includes, but not limited to: school dances, movie nights, school concerts, etc. If a student has been absent from school, he/she will not be permitted to attend or participate in any school function that day. Students, who earn an Out of School Suspension on the day of an event, will not be permitted to attend any after school event. This includes Project Extra.

### **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. 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.

### **Student Invitations/Classroom Parties**

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. If you plan on bringing in a special treat for your child's birthday, you must notify the classroom teacher within 24 hours so an alternative snack can be provided for students who have allergies.

### **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 school and all school-sponsored functions. The responsibility for these rules and regulations lies jointly with the administration, the School Board, the teachers, and the students

### **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)**

Woodland Heights School is 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 Woodland Heights School 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 at WHS.

### **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.

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 we will be offering. Fingerprinting and affidavits must be complete



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.

### **Walking Path/Nature Trails**

Students are encouraged to use the Walking Path during the school day. However, bicycles are not allowed on the Walking Path during the school day (8:00 am – 4:00 pm). Students are allowed to use the Nature Trail only when there is teacher supervision. Students are not permitted to use the Nature Trail during the school day (ie. before school, recess, after school). However, teachers may take their entire class to the Nature Trail if administration is notified.

## **LACONIA SCHOOL DISTRICT POLICIES and procedures PUPIL SAFETY AND VIOLENCE PREVENTION POLICY (BULLYING)**

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

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

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

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

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

### **III. Definitions**

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

- 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.

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

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

### **Discipline**

The Laconia School District Board expects 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 Pleasant Street 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

### **Emergency drills**

The Laconia Fire Department, Laconia Police Department and the School Administration conduct fire drills and other emergency practice procedures for the protection of the students and staff. When the fire alarm rings, students and staff should quickly and quietly leave the building by the exits designated in each classroom. Students are to stand clear of the building in their assigned areas. Members of the administration will check the building to ensure that everyone has evacuated. Students who are disruptive during emergency situations will face appropriate disciplinary consequences.

### **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 Diversity and Inclusion 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**

Lyndon Baines Johnson Department of Education Bldg. 400 Maryland Avenue  
SW Washington, DC 20202-1100  
OCR@ed.gov

**New Hampshire Commission for Human Rights**

2 Industrial Park Drive, Bldg. One  
Concord, NH 03301  
(603) 271-2767  
humanrights@nh.gov

**NOTIFICATION OF RIGHTS UNDER FERPA  
Laconia School District**

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

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

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

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

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

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

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

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

### **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 Pleasant Street School. If a student feels that he/she has been harassed by any person in any way at Pleasant Street 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.

### **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, Steve Tucker, at 39 Harvard Street, Laconia, NH 03246, 603-524-5710, [stucker@laconiaschools.org](mailto:stucker@laconiaschools.org), or the Title IX District Coordinator, Amy Hinds at 39 Harvard Street, Laconia, NH 03246, 603-524-5710, [ahinds@laconiaschools.org](mailto:ahinds@laconiaschools.org).

### **U.S. Department of Education Office of Civil Rights**

Lyndon Baines Johnson Department of Education Bldg. 400 Maryland Avenue  
SW Washington, DC 20202-1100

OCR@ed.gov

**New Hampshire Commission for Human Rights**

2 Industrial Park Drive, Bldg. One

Concord, NH 03301

(603) 271-2767

humanrights@nh.gov