

# Laconia Middle School

Student Handbook 2023-2024



## **Laconia School District**

Our Mission - Ensuring Success With Every Student, Every Day, In Every Way

Our Vision - Learning transfers to life beyond the Laconia School District experience so students have the confidence to lead, to follow and to grow in order to be responsible citizens who own their future.

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## *School Overview*

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### **School History and Profile**

Laconia Middle School has been a symbol of the collaborative efforts of the city and the school district since its inception. In January 2006, a new building project to replace Memorial Middle School began, and in 2009, Laconia Middle School was completed. One of the greatest benefits of the new building is its access to our natural surroundings, including Lake Opechee and its associated parks.

Our collaborative efforts with the city continue to show the strength of our work at Laconia Middle School. Our beautiful building is inviting to all learners, and we are proud hosts to school, district, and community events all year long.

Laconia Middle School serves approximately 420 students in grades 6-8. Our students participate in rigorous core academic and exploratory classes. We offer a broad variety of extracurricular activities where students have unique opportunities to further develop skills and build relationships within our school community.

### **Portrait of a Graduate**

The Laconia School District's Portrait of a Graduate ensures that all Laconia students will be able to effectively communicate, collaborate, create, persevere, problem-solve, and self-direct. We are the bridge from elementary to high school in supporting students in their growth regarding these traits.

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*STAFF*

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Administrative Team: Aaron Hayward - Principal  
 Dennis DelBarone – Assistant Principal/AD  
 Katherine Wilson – Student Services Administrator  
 Beverly Puntin - District Curriculum Coordinator

Secretaries: Tiffany Mayo and Heather Beane

<u>Name</u>	<u>STAFF</u> <u>Room</u>	<u>Subject</u>
<b><u>Guidance</u></b>		
Rebecca Noe	153	Grade 7/ Grade 6 Voyager
Abigail Rivet	151	Grade 8/Grade 6 Discovery/Opportunity
<b><u>6th Grade</u></b>		
<b><u>Team Discovery</u></b>		
Irene Stinson	125	ELA & Social Studies
Andrea Besegai	123	Math & Science
<b><u>Team Opportunity</u></b>		
Brian Bolduc	122	Math & Science
Amanda Youssef	124	ELA & Social Studies
<b><u>Team Voyager</u></b>		
Elise Commons	103	Science & Social Studies
Whitney McCallum	102	ELA & Social Studies
Joanna Bergman	104	Math & Science
<b><u>7th Grade</u></b>		
<b><u>Maple Team</u></b>		
Wesley Bates	203	Science
Cathy Baylus	204	Social Studies
Abigail Ball	201	Math
Joshua Scarponi	202	Language Arts
<b><u>Oak Team</u></b>		
Tara Columb	225	Language Arts
Jim Carmody	224	Social Studies

Susan Oehlschlaeger-Hildreth	223	Science
Kevin Bisson	222	Math
<b><u>8th Grade</u></b>		
<b><u>Team Winnisquam</u></b>		
Leanne Keller	323	Science
Lindsay Middleton	325	Language Arts
Derek Pabst	324	Math
Greg Lounsbury	322	Social Studies
<b><u>Team Opechee</u></b>		
Kieran Gokey	303	Science
Chelsea Sanders	302	Language Arts
Chris Carey	301	Math
Stephanie Atherton	304	Social Studies
<b><u>Exploratory</u></b>		
Angela Vaillancourt	232	Library/Media
Alexis Lorden	240	French
Courtney Spears	239	Spanish
Joseph DiTommaso	186	Physical Education
Lindsay Poulin	188	Physical Education
Teagan Sault	167	Band/Music
Marc Didonato	166	Chorus/Music
Tiffany Nye	333	Art
Elisabeth Moreau	339	College and Career
Carolyn Muniz	334	Health
<b><u>Student Support Services</u></b>		
Davlyn Wholley	127	School Nurse
Taylor McNeil	152	Social Worker
Bryan Moynihan	156	School Resource Officer
Anna Solomon	159	Behavior Intervention
Courtney Spears	239	Academic Excellence
Hailey Martel	239	Academic Excellence
<b><u>Special Education</u></b>		
Leslie Lazio	105	Life Skills
Jessica Gluyas	117	Discovery/Opportunity
Carrie Duhamel	101	Voyager
Linda Kennedy	205	Maple
Karen Muthersbaugh	217	Oak
Jayne Duggan	317	Winnisquam
April Hackley	305	Opechee

### **Paraeducators**

Erin Davis, Paula Fernandez, Barbara Chapman, Brittany Hilliard, Kristen Merkwan, Jessica Kaufkoulas, Nancy MacKinnon, Calyce Swormstedt, Marianne Tarling

### **Custodial Staff**

Bill Caruso, Paul O'Brien, Jeff Haven, Brandon Loving, Caleb Sargent

### **Cafeteria Staff**

Manager- Dianne Ouellette, Imsuk Contois

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## *General Procedural Information*

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### **Backpacks and Bags**

Backpacks and bags may be used to bring materials to and from school. **Backpacks and bags do not travel from classroom to classroom** with students; they are to remain in student lockers during the day.

### **Lockers**

Lockers are issued during the school year for the convenience of students. The lockers are for the use of one student per locker only and remain the property of the Laconia School District. They are subject to inspection by the administration upon a reasonable suspicion.

Students are subject to a \$8.00 charge for all lost or stolen locks. Personal locks must be approved by the Principal or Assistant Principal. **It is the student's responsibility to lock their locker and not give out the combination to anyone. Security of items in the locker are the responsibility of the students. Students are responsible for reporting broken locks or lockers.** Administration reserves the right to cut off locks that are not registered with the office.

### **Passes**

Other than during passing times, students will have a written, signed pass indicating destination when they are not in class.

### **Lost & Found**

Any clothing article found should be placed in lost and found. Clothing items in the lost and found will be disposed of during vacation weeks. Books, jewelry, or electronic devices should be turned into the Main Office. These items will be recycled or donated at the end of July.

### **Pledge to the flag**

As per NH state statute section 194:15-c LMS offers a time every morning for the Pledge of Allegiance salute to the flag. The statute states students who do not wish to participate must either stand silently or sit silently during this time.

### **Animals**

Students are not allowed to bring animals of any kind to school without prior consent by the building principal.

### **Fundraising**

If a club, group, or team requires additional funds and wishes to hold a fundraiser this must be approved by the building principal.

### **Student Usage of School Phones**

Students may only use a school phone with permission from a staff member and only when necessary. There is a phone for student use located in the guidance office. Students should not use any other school phones unless directed to do so by a staff member.

### **Parent-Teacher Conferences**

Communication between teachers and parents is a key component for student academic success. Parents who wish to discuss concerns regarding their child's academic progress can arrange for a conference by calling guidance (524-4632) and setting up an appointment. Additionally, school-wide parent-teacher conferences are scheduled in November.

### **Student Records**

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

### **Video Cameras**

Students and parents are reminded that video camera surveillance is used throughout LMS as well as on school buses. School safety is enhanced through the use of video. Cameras are positioned in hallways, exterior doors and the parking areas.

### **Withdrawal from School**

Parents and Students who plan to transfer from Laconia Middle School to another school should make their request to the guidance office as soon as possible. Students who are leaving must make sure that their lockers are clean, and all books and materials should be turned in to their respective teachers. If materials are not returned parents/guardian may be charged the cost of those materials. The day the student is to leave, they should pick up the withdrawal form in the office.

### **Change of Address**

Parents must report any change of address or telephone numbers to the school as soon as possible.

### **Visitors or Appointments**

For the safety of students and staff, all visitors **must** check in at the Main Office 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**.

### **Sign-in/Sign-out**

All students arriving to school late must sign in at the office. The arrival time and the reason for being late must be stated on the sign-in list. A late pass will be issued by the office.

All students leaving school during the school day must be dismissed by a parent/guardian in the office. We ask that the parent/guardian call in the morning prior to the dismissal time so that our staff has notice. It is our recommendation that appointments be scheduled during non-school hours whenever possible. If returning before the end of the school day, the student is to sign in and receive a hall pass before returning to the classroom.

It is the responsibility of the parent/guardian, or their designee, to come to the main office to release a student before dismissal.

### **Arrival and Dismissal**

#### **Arrival**

1. Students are to arrive no earlier than 7:30 a.m.
2. All students arriving at school must go to their designated area in the morning.
3. Student drop off by automobile is located in the parking lot parent drop off area. Only buses are permitted in the bus lane during drop off and pick up.
4. Students who ride bicycles to school must park them in racks upon arriving at school. All bicycles should be secured with a chain and lock. Any bicycle locked to something other than the bike rack may be subject to having the lock cut off. Students must leave bicycles belonging to other students alone. Bicyclists should arrive/exit school property by walking their bikes. **The school is not responsible for bicycles/scooters/ skateboards brought to school.**
5. Skateboards, scooters, bikes, rollerblades, etc. may not be used upon reaching school grounds.

#### **Afternoon Dismissals**

1. Students will be dismissed at 2:21 p.m.
2. It is imperative that parents pick up students right after school to avoid loitering.
3. Students participating in after school activities will go to the designated area promptly and not exit and re-enter the building.

Students staying after school for activities or homework help should be picked up promptly. All students staying after school must be with a teacher or coach. "Hanging out" or wandering the building and school property is not permitted. Students waiting for pick-up after 2:50 should report to the office and call for transportation.

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## *School Expectations*

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### **School Dances**

Laconia Middle School students are allowed to bring a guest from a different school with administration pre-approval-

- All LMS PRIDE Expectations will be followed at dances.
- Students who receive a Major Behavior Referral resulting in administrative disciplinary action on the week of the dance will not be allowed to attend. The school dress code applies. Any student remaining 15 minutes past the end of the dance will not be allowed to the next dance. Dances are from 6:00-8:00.

### **Field Trips**

During the school year teachers may plan to take their classes on educational field trips. Participation is based upon, but not limited to, the following factors:

1. Completed permission forms are required
2. Student is in good academic standing

### **8th Grade Promotion Activities**

Class Day activities have included a picnic, promotion ceremony, and a dance. Eighth-grade students not being promoted or those who have academic concerns may lose the privilege of participation

Semi formal attire is requested for the promotion ceremony.

### Acceptable Use Policy

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 every school year parents must complete the Acceptable Use Policy form, which is posted online on the school and district websites. Hard copies of this form are available in the



main office. 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.

#### **Parental Permission for Internet Use**

Parents will complete the Acceptable Use Policy form on an annual basis. At the start of each school year a list of students not permitted to use the Internet in the school setting will be generated and distributed to appropriate faculty and staff. These lists will be updated as needed.

#### **Procedures for Internet Use**

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

Instructors and staff members are responsible for monitoring student use of the Internet, which will be consistent with the District's educational mission. However, the responsibility for proper use of the Internet as outlined in this procedure rests with each student.

Any student that accidentally accessed inappropriate materials is to immediately notify the staff member in charge. If a student has any question about a site, the student has an obligation to ask the staff member in charge whether the site can be accessed. Chat rooms or similar sites are not to be accessed.

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### **Consequences for Misuse of the Internet**

Each building administrator will develop and publish the disciplinary actions related to misuse of technology.

#### Consequences:

First Offense: The first consequence may result in up to one quarter suspension of computer use as well as any other consequences in accordance with the school discipline policy. (This includes possible replacement of damaged software or hardware.)

Second Offense: May result in loss of computer use for one full year as well as any other consequences in accordance with the school discipline policy.

#### Copyright:

There are specific laws regarding the use or copying of information. This includes copying pictures/symbols or information from textbooks, internet, television, or other information avenue. If there comes a question regarding copyright information, please refer to your teacher or the school librarian for clarification.

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### *School Attendance*

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Being in school and on time regularly is the most important aspect of student behavior that impacts academic learning and social/emotional growth.

**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. Students who are absent from school are not permitted to attend school-related functions that day/evening.

1. Excused Absences -We understand that there are times when a child must be out of school. We see these as excused absences, and these may include illness, death in the family, religious holiday, or medical appointment. Please submit a note from the provider for any appointments. ([Policy JH](#))

2. If a student has been absent from school, they will not be permitted to attend or participate in any school function that day or evening (including any weekend activities if the absence occurred on a Friday) unless prior permission has been granted by the administration.

**Chronic Absenteeism:**

We strive to support every child as a student and member of our school community. If a student begins to display chronic absenteeism, the school will partner with the family to improve their attendance. If you need assistance in getting your child to school, please speak with your child's teacher, school counselor and/or a school administrator.

**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](#) Student Absences and Excuses.

1. 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.
2. 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 may be referred to the Department of Child, Youth and Family Services (DCYF).

**Tardiness:**

We encourage all of our students to arrive at school by 7:45 am, and students arriving to class after the 7:57 am late bell will be considered tardy.

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*SCHOOL SERVICES*

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**Insurance**

Laconia Middle School students are eligible to participate in either of two accident insurance plans:

- a) coverage while attending school, and while traveling to and from school, or
- b) a 24-hour plan

Forms will be sent home at the beginning of the school year with complete information concerning our insurance program, provided by a local agency for a low premium.

**Psychological Services**

The middle school has a psychologist that is available on a part-time basis.

**Health Services**

1. The school nurse is in attendance throughout the school day. If a student does not feel well or has an accident, they should report to the teacher in charge then given a pass to the nurse's office.
2. Any student with an assistive device of any type such as crutches or cast, who has been out for a significant illness, medical emergency or extended period of time, will check in with the

nurse upon returning to school.

3. Students are dismissed when necessary by the nurse. When the nurse is not available, the principal or her chosen designee will contact the student's family; transportation is the responsibility of the parents.
4. In case of emergencies when parents cannot be contacted yet immediate treatment is needed, the emergency contact is called, and necessary treatment is delivered if approved. When necessary, an ambulance will be called if other means of transportation are either not available or would be considered potentially aggravating to the existing illness or injury.

Please keep emergency forms updated with the main office and nurse.

### **Out of State Transfer**

According to the New Hampshire Law RSA200:22-200:38, a student entering the New Hampshire public school system from another state is required to have a physical examination upon entrance or to have certification of the completion of a physical exam within a year prior to entrance.

### **Immunizations**

According to the New Hampshire Code of Administrative Rule HeP301.13(4)c: "Acceptable levels of immunization for school entrance shall be in accordance with the New Hampshire 2016/2017 School immunization Requirements.

Children 11 years and older prior to entering 6<sup>th</sup> grade are required to have a one-time TDaP Booster immunization *prior to the start of the school year*.

According to New Hampshire Administrative Rule He-P301.15: "A child may be admitted under 'conditional enrollment' with documentation of at least one dose of each required vaccine. The parent or guardian shall also provide an appointment date for the next due dose of DTP/DT/Td/TDaP/TOPV, from a health care provider. This appointment date shall serve as their suspension date if they fail to keep the scheduled appointment." (pg. 22)

### **ADMINISTERING MEDICATION TO STUDENTS (Policy JLCD)**

Whenever a student has health needs which require taking medication during the school day, the school nurse shall be responsible for establishing specific procedures to protect and control medication administered in schools. If at all possible, prescribed medication should be taken at home.

1. Prescribed medication, properly labeled and accompanied by a written statement from the prescribing physician detailing the name of the medication, dosage and time schedule to be observed, will be given by the school nurse or administration. A permission to administer form must be signed by a parent or guardian prior to the administration of medication. Forms may be obtained at the nurse's office in the middle school.
2. Student medications must be brought to and from school by a parent or guardian.

**Students are not allowed to bring their own medications to the school nurse.**

3. The school cannot administer medication that is labeled for another person.
4. A limited supply of over the counter medications is available for students. A signed over the counter medication authorization permission by a parent or guardian prior to the administration of these medications is required by state law each school year.
5. A pupil may possess and self-administer an emergency rescue inhaler to alleviate or prevent asthmatic reactions, auto-injectors for severe allergic reactions, and other injectable medications such as insulin, **if authorized in writing by both the student's physician and parent/legal guardian.** The parent/ guardian must provide written proof of the prescription along with verification that the student has the knowledge, skills, and ability to safely possess and use the medication in a school setting.

Students shall not share any prescription or over the counter medication with another student. Each year, the District shall notify students in writing of this prohibition and the violations shall result in appropriate disciplinary action, including but not limited to suspension or expulsion.

**Care Closet**

The Care Closet is a school based, community supported service. The Closet offers academic supplies, clothing and hygiene items to families in need. The Closet is stocked through the generous donations from our school's faculty, staff, and families as well community members and businesses. Families in need can speak with guidance or the school nurse to be connected with essential items and resources.

**Guidance and Counseling Services**

Students will be assigned to one of the following guidance counselors:

Rebecca Noe	Grade 7 / Grade 6 Voyager
Abigail Rivet	Grade 8 / Grade 6 Discovery & Opportunity

The purpose of the guidance program is to support students in the following:

- Assist students in fulfilling their educational requirements and needs.
- Interpret information for the students which will help them acquire a greater self-understanding.
- Assist each student in resolving any special personal problems that arise (family, peer, school, etc.).
- Act as a sounding board for students who want to talk, giving them a moment of friendly time and attention
- Serve as an additional supportive school person.
- Counsel for any reason that is important to the student.
- Provide group guidance.

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## *Transportation*

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### Bus Transportation

Bus transportation is furnished for students who live beyond a 1 ½ mile radius from the school. Bus schedules and associated information will be communicated via ParentSquare, the school website, and posted in the newspaper prior to the start of school each year. Questions regarding location of bus stops and bus routes can be directed to First Student ((603) 524-1787).

Bus expectations will be made clear to students on each bus. Bus rules are posted on each bus. Buses may be videotaping occupants at any time. Students in violation will be referred to the administration of the attending school. Consequences may include loss of bus privileges. Appeals may be made to the SAU office.

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## *Academic Information*

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In compliance with the provisions of the Title IX law, all educational courses and activities are open to all students.

Laconia Middle School has a team model for academic scheduling. Team assignments are done by the administration for the purpose of creating a well-balanced school that best supports all students. Parents will be involved according to Policy JG ([Policy JG](#)).

The following subjects are scheduled regularly throughout the year: English, Math, Social Studies, and Science. Students will participate in Exploratory classes as their schedule permits.

### **Math program of studies**

In Grade 6 the focus is on:

1. connecting ratio and rate to whole number multiplication and division
2. using concepts of ratio and rate to solve problems
3. completing understanding of division of fractions
4. extending the notion of number to the system of rational numbers, which includes negative numbers
5. writing, interpreting, and using expressions and equations
6. developing understanding of statistical thinking

In Grade 7 the focus is on:

1. developing understanding of and applying proportional relationships
2. developing understanding of operations with rational numbers

3. working with expressions and linear equations
4. solving problems involving scale drawings and informal geometric constructions
5. working with two- and three-dimensional shapes to solve problems involving area, surface area, and volume
6. drawing inferences about populations based on samples

In Grade 8 the focus is on:

1. formulating and reasoning about expressions and equations
2. modeling an association in bivariate data with a linear equation
3. solving linear equations and systems of linear equations
4. grasping the concept of a function and using functions to describe quantitative relationships
5. analyzing two- and three-dimensional space and figures using distance, angle, similarity, and congruence
6. understanding and applying the Pythagorean Theorem

Some students in 8<sup>th</sup> grade will take Algebra 1A. Topics include:

1. Foundations for Algebra
2. Equations and Inequalities
3. Linear and Nonlinear Functions
4. Organization and Analysis of Data
5. Systems of Equations and Inequalities

### **Language Arts program of studies**

Language Arts provides a core understanding of reading, writing, vocabulary acquisition, speaking, and listening skills. Students receive a wide range of instruction to challenge, enhance and enrich their learning. The standards of English are used to communicate effectively for multiple audiences. Students learn strategies for lifelong learning to help them understand and problem solve. A variety of before, during, and after methods of instruction are used to aid and assess student readiness and mastery. The key ideas of learning are through the integration of a variety of genres with a wide range of reading and writing that includes technology.

### **Science program of studies**

The LMS science department continues to refine, design and implement a scientific education that helps students develop an appreciation, excitement and intellectual awareness of the natural and human-made world. Students learn how to function effectively in an increasingly complex, and technological planet within a nurturing and challenging classroom environment. Our vertical model teaches physical science in 6<sup>th</sup> grade, life sciences in 7<sup>th</sup> grade, and Earth sciences in 8<sup>th</sup> grade. The skills of scientific inquiry and reporting are taught each year.

### **Social Studies program of studies**

In the sixth grade, the subject is ancient and medieval history of Western Civilization from Mesopotamia and Egypt to the Renaissance. In the seventh and eighth grades, the subject is a two-year course in United States History that overlaps in the Reconstruction Period. Other

disciplines included in Social Studies are integrated into these courses as appropriate: local and state history, geography, economics, and civics. There are mandatory expository and literary writing assignments that are aligned to content and are consistent in format to allow students to excel in knowledge and skill.

### **Exploratory Courses**

#### **General Music**

At the sixth-grade level, students are introduced to the music of the Middle Ages, Renaissance, Baroque, Classical, Romantic, Impressionistic, and 20th Century music periods. Listening is emphasized, with 2-3 examples analyzed from each period. Treble clef note reading and simple rhythmic concepts are reviewed, extending from whole notes and rests to eighth notes and eighth rests. In 7th grade music, students learn about world cultures and drumming traditions. They will play various African and Caribbean instruments, compose their own ensembles, and learn how to dictate complex rhythmic patterns. In 8th grade music, students learn about popular 20th century American music, how the music industry functions as a business, and how both have evolved over the decades. They will also learn guitar fundamentals including chords and single note songs.

#### **Band**

Any student possessing instrumental ability, or interest, is urged to join the band. This course will further develop the student's musical abilities and experiences through regular rehearsal. Mandatory events include three concerts, a Halloween parade, a tour of the elementary schools (6th grade only), and eighth grade promotion. Additional, optional performances include Solo & Ensemble Festival, Lakes Region Music Festival (7th/8th grade only), and Great East Festival and Six Flags (7th/8th grade only). If you do not currently play an instrument, but would like to learn, we can assist in setting up lessons for you until you are ready to join the full group. Daily practice is encouraged and expected.

#### **Chorus**

This course is offered to any students who would like to participate in it. The ability to read music is not necessary. Throughout the year, members will gain knowledge in the areas of music reading and vocal production. The chorus performs in many events, including concerts and assemblies. There are many opportunities to perform outside of school also, such as state and regional music festivals. All chorus members will be required to participate in four concerts during the school year which is included in determining the final grade.

#### **World Languages**

World Languages is an introduction to the French and Spanish languages and cultures. The fundamentals of French and Spanish pronunciation, grammar, and culture are presented through a balanced development of all four skills: listening, speaking, reading, and writing. The importance of communication and cultural awareness is stressed through a wide variety of activities (group/pair work, video, audio recordings, computer assignments, etc.)



### Foundations of Art

Foundations of Art in grades 6-7-8 is designed as an introduction to art for the middle school student to art. Students will gain hands-on experience with a wide variety of art mediums. These include drawing, collage, color theory, printmaking, ceramics, painting and art history. Students will create unique and original works of art both individually and collaboratively. Through the exploration of art in different cultures, the elements and principles of design, art production, aesthetics, and art history, students will be presented with an all-inclusive approach to art. The main objective of Foundations of Art 6-7-8 is to solve problems in the creation of visual products.

### Physical Education

PE is an important part of promoting lifelong good health. Students assigned to PE class are expected to wear proper dress (gym sneakers, t-shirt, sweatpants or shorts), and they are expected to maintain a clean locker that they keep locked at all times.

All students are expected to participate. Any medical limitations or other accommodations should be shared with the nurse and/or guidance.

### Health

The purpose of health class is to teach students to make informed decisions for a lifetime of fitness and wellness, improve their performance at school and sports, the way they interact with each other and the way they feel about themselves. Students learn through a variety of methods including incorporating adventure activities and technology. Topics covered include: team-building and developing community, violence prevention, safety, substance abuse, healthy eating and physical fitness, mental and emotional health, human growth and development, disease prevention, friendships and food preparation.

### School Library

The library is an instructional materials center that contains books, magazines, newspapers, pamphlets, computers, and a variety of audiovisual materials. It will be used by students and teachers for the purpose of researching print material as well as online material, studying, and recreational reading.

1. Books are checked out for a two-week period with renewal privileges except for books highly in demand.
2. Audio-visual items may be checked out to teachers only, but may be used by students in the classroom.
3. Students are strongly urged to return all books promptly when due in order to retain checking out privileges. Students will be charged for lost books.
4. Library hours include the school day, and 20 minutes before and 30 minutes after school. Books may be returned at any time by placing them in the book slot inside the library door.
5. Students will come to the library for a specific purpose. The teacher making the assignment will give the pass. (ex.) During the school day, a teacher requiring a student's attendance in the library will write a pass.

## **Books**

It is expected that students will take excellent care of all school books and other school materials. All students are responsible for covering their textbooks with a book cover or other appropriate protective materials. Students will be charged for damaged or lost books.

## **Cheating/Plagiarism**

Plagiarism is an act or instance of using or closely imitating the language and thoughts of another author without giving credit or identifying the work as your own. Cheating includes copying the work of another student or utilizing unauthorized sources to complete an assignment or assessment.

Students who plagiarize or cheat on an assignment will be required to redo the assignment under the supervision of an adult. A phone call will be made to parents by the teacher and the administration will be notified.

## **REPORTING POLICY**

Report cards are issued every quarter (9 weeks). In addition, progress can be monitored at all times by logging into Alma. Grades are updated weekly by Friday afternoon. A reminder to check progress will be sent to parents halfway through each quarter. Numerical grades will be given for all classes except for remediation, enrichment, and intervention classes.

Please contact the main office for assistance. Hard copies of student progress and end of quarter reports can be provided by contacting the guidance office.

Laconia Middle School Grading Scale:

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

### **Incompletes**

A student will normally be given a period of two weeks from the time of the closing of the marking term to make up any work in a course that they received an incomplete. If they do not make this work up, they may fail the subject.

### **ACADEMIC RECOGNITION POLICY**

High Honor Roll shall be composed of students who earn A's in **all** courses.

Honor Roll shall be composed of students who earn A's and B's in **all** courses.

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## *WORK - STUDY HABITS*

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### **Homework**

The purpose of homework is to provide students with meaningful opportunities to extend their learning and practice important academic skills. Teachers may be assigning daily homework.

Students missing work for sickness, field trips, vacations, suspensions, etc. are expected to contact the teacher upon returning to school for makeup help in a timely fashion. Students are allotted 2 days to make up work for each day they are out. A request for homework may be made by a parent. This could be picked up in the main office the following school day.

### **Good Study Habits**


1. Record assignments in a student planner.
2. Take home necessary study material - assignments, books, etc.
3. Set up a definite study time and adhere to it. After supper can be a good time for most young people.
4. Have a quiet study area free of distraction, radio, TV or other noises.
5. Prepare the next day's assignment thoroughly to be ready for discussion, reports, and written tests or quizzes.
6. Check grades regularly on Alma. Please contact the student's guidance counselor for access information or assistance.

### **Extra Help**

Students should seek extra help from teachers when they have missed classes or need additional support. There is a time for students to seek help both before and after school on Mondays, Tuesdays, and Thursdays each week. Teachers are also available at other times by appointment. If your child is struggling, do not hesitate to set up a conference so that support can be put in place to help your child's academic progress.

*PBIS and PRIDE Expectations*

Laconia Middle School has committed to PBIS (Positive Behavior Interventions and Supports) as a framework for giving students clear and consistent expectations for behavior. At Laconia Middle School, we expect our students to display PRIDE (Personal responsibility, Respect, Involved, Disciplined, Excellence) in order to create a safe and productive environment for learning.

<b>Bursting With Pride</b> 				
	School Wide	Classroom	Bus/Transportation	School Activities
<b>Personal Responsibility</b>  <i>I am a self-directed learner</i>	<i>I will...</i> <ul style="list-style-type: none"> <li>Continue to practice safety guidelines</li> <li>Move quietly and safely to the correct destination</li> <li>Keep areas clean and organized</li> <li>Be a good citizen</li> </ul>	<i>I will...</i> <ul style="list-style-type: none"> <li>Be ready/prepared for learning.</li> <li>Set and work towards learning goals.</li> <li>Utilize class time efficiently.</li> <li>Begin and follow through on tasks.</li> <li>Have a positive attitude about myself as a learner.</li> </ul>	<i>I will...</i> <ul style="list-style-type: none"> <li>Follow the safety expectations.</li> <li>Help keep the bus clean.</li> <li>Take personal belongings with me.</li> </ul>	<i>I will...</i> <ul style="list-style-type: none"> <li>Model LMS PRIDE.</li> <li>Advocate for myself and others.</li> <li>Be on time and prepared to participate.</li> <li>Keep the school area clean.</li> </ul>
<b>Respect</b>  <i>I can communicate effectively and appropriately using a variety of methods.</i>	<i>I will...</i> <ul style="list-style-type: none"> <li>Respect the physical and emotional boundaries of myself and others.</li> <li>Use appropriate language and volume.</li> <li>Follow adult directions.</li> </ul>	<i>I will...</i> <ul style="list-style-type: none"> <li>Communicate with care.</li> <li>Be open to new perspectives.</li> <li>Be an active listener.</li> <li>Use classroom materials and technology appropriately.</li> </ul>	<i>I will...</i> <ul style="list-style-type: none"> <li>Follow the bus driver's directions</li> <li>Follow laws, safety rules &amp; guidelines</li> <li>Respect other passengers.</li> </ul>	<i>I will...</i> <ul style="list-style-type: none"> <li>Be a team player</li> <li>Be a positive participant</li> <li>Be a gracious host/guest</li> </ul>
<b>Integrity</b>  <i>I will be a good citizen.</i>	<i>I will...</i> <ul style="list-style-type: none"> <li>Be a positive representation of my school and community</li> <li>Keep myself and others safe.</li> </ul>	<i>I will...</i> <ul style="list-style-type: none"> <li>Do my best</li> <li>Be proud of my own creative work.</li> <li>Demonstrate honesty and be accountable for my choices</li> </ul>	<i>I will...</i> <ul style="list-style-type: none"> <li>Be flexible with seating and time spent on the bus.</li> <li>Say something when I see something unsafe.</li> </ul>	<i>I will...</i> <ul style="list-style-type: none"> <li>Be supportive when others are performing/competing.</li> <li>Allow others to enjoy the event.</li> <li>Do the right thing when no one's looking</li> </ul>
<b>Determination</b>  <i>I will problem solve, and strive to persevere.</i>	<i>I will...</i> <ul style="list-style-type: none"> <li>Work to improve my environment</li> <li>Challenge myself to go above and beyond.</li> <li>Be open to feedback/support.</li> </ul>	<i>I will...</i> <ul style="list-style-type: none"> <li>Strive for academic excellence</li> <li>Accept feedback, reflect, and strive for mastery.</li> <li>Bounce back from setbacks.</li> </ul>	<i>I will...</i> <ul style="list-style-type: none"> <li>Be patient with others and unexpected challenges.</li> </ul>	<i>I will...</i> <ul style="list-style-type: none"> <li>Look for opportunities to be involved</li> <li>Do my best and persevere.</li> <li>Follow the guidelines of the event.</li> </ul>
<b>Empathy</b>  <i>I am a collaborator in all I do.</i>	<i>I will...</i> <ul style="list-style-type: none"> <li>Practice service over self.</li> <li>Be a team player.</li> <li>Embrace differences.</li> <li>Be kind and help others</li> </ul>	<i>I will...</i> <ul style="list-style-type: none"> <li>Work well with and care for others in our community</li> <li>Be Patient.</li> <li>Share responsibility in collaborative work.</li> <li>Celebrate others' efforts.</li> </ul>	<i>I will...</i> <ul style="list-style-type: none"> <li>Treat people with kindness.</li> <li>Be aware of personal space</li> <li>Thank my driver.</li> </ul>	<i>I will...</i> <ul style="list-style-type: none"> <li>Celebrate the achievements of others.</li> <li>Be encouraging.</li> <li>Be understanding.</li> </ul>

It is the belief of Laconia Middle School that whenever possible consequences for behavior and performance reflect the expectations of society. It is for this reason that LMS follows a progressive discipline philosophy and seeks natural, restorative, or connected discipline whenever possible.

**Dress Code**

Students are expected to adhere to standards of cleanliness and dress that are compatible with the requirement of a good school environment.

Student dress should not interfere with the rights of others, cause disruption to the educational program, or pose a health or safety hazard. Clothing which includes vulgar language, sexual innuendo, or tobacco/drug/alcohol/weaponry references is not allowed. Hats, hoods and sunglasses are not permitted to be worn during the school day. Clothing must cover the body from armpit to mid-thigh (under garments must be fully covered). Students that violate this policy will be required to change their clothing.

*--The administration has the final say on all items of dress or accessories. --*

Parents may be called and asked to bring in clothes. Students unable to change their clothes will be in the office until they are able to obtain appropriate attire. Repeated violations will result in disciplinary action.

### **Personal Electronic Devices**

1. Cell phones are to be turned off when entering the building in the morning and must remain off until 2:21 pm. (Vibrate or silent is not acceptable)
2. **Cell phones must be locked in the student locker throughout the school day.**
3. Phones may only be used after the last bell unless specific permission is granted.
4. Cell phones are the responsibility of the student to secure during the school day.
5. Text messaging is not allowed during the school day.
6. **Recording devices** are only allowed with teacher permission. **Recording without permission will result in disciplinary action.**
7. **Cameras, including cell phone cameras,** are not allowed to be used without consent of a teacher for educational purposes.
8. **I-pods, MP3s, game boys, Apple watches, etc...** should not be used during the school day unless specific teacher permission is given for a specific purpose.
9. **Lasers and Laser pointers** are not allowed at school by students. These must get picked up by a parent.

Students found with their cell phone or electronic device on, or are found using it during the school day, **will have it taken by the staff.** This can be picked up at the end of the day. All further offenses by the student will have the device taken away and picked up by a parent. Failure to comply with this will result in further disciplinary action.

Students are expected to display the specific, expected cafeteria behaviors articulated in our PRIDE expectations. Energy drinks are not to be consumed during the school day. Food is not to be sold in school unless a fundraiser is cleared by administration.

### **Discipline and Remediation**

Discipline and Remediation assigned by teachers and the administration will vary depending on the nature/frequency of the infraction(s) under a progressive discipline model.

Minor infractions may include: Non-compliance that does not cause a major disruption, minor

physical contact, tardy to class (five minutes or less), other minor behaviors that are addressed in the classroom.

Major infractions including examples such as stealing, physical contact (including horseplay), insubordination, profanity, disrespect directed toward staff, skipping class, can lead up to and include suspension from school.

More serious major infractions that may require police notification in addition to remediation/disciplinary consequences could include: falsely calling 911, stealing, distribution of medication/controlled substances, leaving school without permission, threats, assault, vandalism, and arson .

### **Bullying and harassment**

See Laconia School District [Policy JICK](#). (section on bullying/harassment.)

### **Tobacco and/or Tobacco Products/E-Cigarettes, and/or Vaporisers**

In accordance with the Laconia School District Policy ([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. Such products that are seen will be confiscated and student possession or use 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. ([Policy JICI](#))

Such weapons include, but are not limited to, any firearm, air gun, BB gun, spring gun, slingshot, “brass” knuckles, 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.

### **Controlled Substances**

Students in possession or under the influence of controlled substances of any kind shall be subject to appropriate consequences, including but not limited to: out-of-school suspension, loss of privileges, substance abuse counseling, and restorative practices. Such substances can include, but aren't limited to, THC products, illicit drugs, and prescription medication. A certified substance abuse counselor is available at the school to provide these services(see Policies [ADB-P](#), [ADB](#), and [GBEC](#))

### **SSR (Student Support Room)**

The goal of SSR is to provide students a supportive environment in which to process behaviors which may be a distraction from the learning environment. Students will process with one of our behavior educators and develop a plan to address behaviors. The SSR program is facilitated by our behavior teacher.

### **Administrative Detention**

Admin Detention will begin at the conclusion of regular school hours and will run for up to 1 hour. Students may not use cell phones during detentions. Students need to bring work or a book to administrative detention. Skipping assigned administrative detention, or failure to complete administrative detention, will result in two additional administrative detentions. One may be served during lunch. A progressive discipline policy will apply.

### **Out of School Suspension**

Students suspended from school are responsible for all missed assignments, tests, and quizzes. Students will not be punished academically for earning an Out of School Suspension. Upon suspension, a “homework request” will be made by the Administrator’s office and given to the team of the student. Homework and assignments missed will be available for the parent or guardian to pick up the following school day. No student on OSS will be allowed on school district property or be allowed to attend or participate in any school sponsored activity. ( [Policy JCD](#) )

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## *Food Service Department*

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### **Food Service**

Applications for free or reduced price meals are available for any family who wishes to apply. Applications are sent to each household at the beginning of the school year and are available throughout the year at each school cafeteria, at the SAU office and online at <https://laconiafoodservices.weebly.com>. If your child received a benefit last year, they are entitled to the same benefit for the first 30 school days of the new year, or until a new application is submitted that changes the prior year’s status. If you qualify for free meals but choose to send lunch from home and only get milk at school, by regulation the milk is not free and must be purchased.

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

Students having special dietary needs and requiring meal modification must have their physician complete a Special Diet Order. These are available in the nurse’s office, at the SAU office and

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

Each student has an account in our Meal Time system from which meal and a la carte charges may be debited. Parents are encouraged to deposit several weeks of payments. Students can make deposits into their account during breakfast or lunch. Checks are welcome and we will gladly split the amount sent in among different family members if it is indicated on the envelope. Please note that the City of Laconia charges \$25.00 for any bounced checks. It is imperative that you keep enough money in each student's account to cover any charges that are incurred. Balances will move with each student as they move from grade to grade and school to school.

You can check account balances and student activity online free of charge by going to [www.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 <https://laconiafoodservices.weebly.com>. Menus are sent home monthly and posted on our website.

If you have any questions or comments on the Food Service program in your school, please contact the Food Service office at 524-3543 or [lmskitchen@laconiaschools.org](mailto:lmskitchen@laconiaschools.org). The district's Charging Policy is available on the Food Service website at [www.laconiafoodservices.weebly.com](http://www.laconiafoodservices.weebly.com).

### **Breakfast**

All students going to the cafeteria in the morning must be there for the purpose of eating the breakfast meal. The serving of breakfast will begin on the first day of school. Breakfast is served from 7:30-7:45 am. The cafeteria closes at 7:50 am.

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## *Athletic and Extracurricular Programs*

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### **Eligibility and Participation Policy**

We encourage all our students to be involved in their school community while also maintaining high academic expectations. Activities and programs will be defined as any event taking place outside the school or regular school day. A student must be present in school for the day in order to participate in an activity for that day. Exceptions for excused appointments or other excused occurrences can be made by the Administration with appropriate documentation.

In order to participate in activities and/or athletics at LMS a student must not fail more than two classes. Students who fail one or two courses will be on probation for at least one week after the end of a quarter. During probation the student will be able to participate in practices/meetings



but not compete/participate in official events/meets/games. Once the student has established passing grades they may be reinstated to full participation. It is the responsibility of the student to have their teacher sign their reinstatement form. These forms can be found in the main office and also with the Assistant Principal.

### **Student-Athletic Interscholastic Sports Guidelines**

Your child may be a participant with the Laconia Middle School athletic teams and may be representing Laconia Middle School in regularly scheduled games or meets during the season. Please read the Laconia School District Student and Parent Athletic Guide carefully. Additionally, please be familiar with our academic eligibility expectations. Students and parents must sign the contract on the last page in order to participate in any sport. This can be accessed on the LHS or LMS websites. Any questions can be answered by the Coach, Athletic Director or Principal.

For updates/schedule changes, please be sure to check the school website.

**Athletes are not to loiter after school waiting for practice. They must be with their coach, a teacher, or leave school and return.** Athletes are recommended to lock all personal items in a gym locker. The school is not responsible for lost or stolen items. Uniforms are the responsibility of the athlete. Damaged, lost, or stolen equipment/uniforms will be the responsibility of the student.

### **Physical Examination**

In order to participate in athletics at LMS a physical exam must take place and be on file with the school nurse. This is required to be done only once over the course of an athlete's middle school years.

In order to participate in any sport at LMS, parents or guardians must complete the online registration materials found on the athletic website.

### **REAL Initiative at LMS**

REAL Initiative supports a variety of expanded learning opportunities at LMS each year and is open to all students at LMS. Over the course of the school year REAL will support student tutoring, summer learning programs, enrichment activities, and specific teacher driven learning opportunities. Look for more detailed information on the Laconia Middle School and Laconia School District websites.

Other school opportunities that meet at various times include Student Council, Math Teams, and Yearbook. For more information, see the school website.

### **National Junior Honor Society**

Students will be invited to apply based on high academic standing. This is done in the springtime. Student applications will be brought to the NJHS committee without student names attached. A vigorous process looking at involvement in the school, community, role model

behavior and contributions to society will be looked at. The NJHS is composed of leaders and does a great deal of community service.

### **Student Council**

The student council at Laconia Middle School is made up of representatives from grades 6, 7, and 8. Student homeroom representatives will serve on the student council. The purposes of this organization are as follows: encouraging good community, student/faculty relationships, providing for student expression on school activities and promoting the general welfare of the school.

### **Social Activities**

Dances and other social events are planned for each academic year. Students will be notified of upcoming activities at appropriate times throughout the year.

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### *LMS PTO*

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The LMS PTO meets monthly at an allotted time in the school Library. Our meetings are open to all families and staff of LMS. The purpose of LMS PTO is to provide information on school programs, opportunities for parent education, enhance learning and education objectives, support staff, provide volunteers for activities and fundraise. Please join us for our meetings as we continue to share ideas and support our school.

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### *School Safety*

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### **Hazardous Materials**

Information about the potential adverse health effects of lead or chemicals may be found in the nurse's office or with the facility manager.

### **Fire Drills/Evacuation Drills/ALICE Drills**

Periodic fire drills in all schools are required by law. It is necessary that students be familiar with procedures and exits for each of their classrooms. Fire drill instructions are posted in each room. Students will:

- a) listen for directions while passing, or waiting in the designated area.
- b) stay to the right while exiting the building.
- c) walk in orderly fashion.
- d) remain with that group outside of the building, following the teacher's instructions.

Other Emergency Drills will be conducted throughout the school year. Communication with families will occur using the alert system.

### **Building Security**

The school building is secured with exterior doors which are locked from the outside during the day. The main office door is equipped with a page and buzzer system. All visitors are required to check in at the main office upon entry.

### **Emergency/Family Resource Numbers**

#### **FIRE, ACCIDENT, OR NEED AN AMBULANCE - 911**

- Orton, Steve, LPD, Prevention, Enforcement, and Treatment Coordinator – **603-524-5257 ext. 356**
- Al-Anon - **603-524-1854** (help with alcohol/drug abuse)
- Bulimia-Anorexia HotLine - **1-800-342-6486** (help with eating disorders)
- Child and Family Services – **603-524-5835**
- Crisis Pregnancy Center – **603-528-3121** (questions about pregnancy)
- Genesis Behavioral Health – **603-524-1100**
- Information and Referral – **1-800-352-3311** (assistance with who to call for help)
- Laconia Police Department – **603-524-5252**
- Lakes Region Community Services – **603-524-8811**
- National Center for Missing Children – **1-800-843-5678**
- National Runaway Switchboard – **1-800-621-4000**
- NH Poison Control – **1-800-222-1222**
- Quit Smoking – **1-800-4-CANCER**
- Sexually Transmitted Disease Hot Line – **1-800-852-3345**
- Suicide and Crisis Hotline -**988**

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#### *District Policies and Procedures*

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### **No School/Delayed Opening**

The Laconia School District will be utilizing an Emergency Notification System for school cancellations and other important information. Up to date phone numbers are necessary for this system to work. Cancellations can also be found on local radio and TV stations.

### **Non-Discrimination**

The Laconia School Board and the city schools do not discriminate in the administration of our educational programs, activities, or employment practices on the basis of race, color, national origin, age, gender, handicap, disability, sexual orientation, marital status, or pregnancy. This statement is a reflection of the mission of the Laconia School District and refers to, but is not limited to, the provisions of the following laws:

- 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 Americans with Disabilities Act of 1975
- NH Law Against Discrimination (RSA 354-A)
- 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. This Task Force shall commence in November 2019 and convene no less than bi-monthly of every two months.

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](mailto:OCR@ed.gov)

**New Hampshire Commission for Human Rights**

2 Industrial Park Drive, Bldg. One

Concord, NH 03301

(603) 271-2767

[humanrights@nh.gov](mailto:humanrights@nh.gov)

**Students with Disabilities**

The Laconia School District shall provide a free appropriate public education and necessary related services to all children with disabilities residing within the district, required under the Individual with Disabilities Act and New Hampshire Law. It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated and provided with appropriate education services. A Student may be disabled within the meaning of Section 504 of the Rehabilitation Act even though they do not require services pursuant to the IDEA. For students eligible for the program under IDEA, the district shall follow procedures for referral, identification, evaluation, placement, and delivery of services to children with disabilities provided in federal and state statutes, which govern special education. For those students who are not eligible for services under IDEA, but because of a qualifying disability as defined by Section 504 of the Rehabilitation Act of 1973, need or are believed to need special education or related service, shall establish and implement a system of procedural safeguards. The safeguards shall cover students' identification, evaluation, education

safeguards and procedural placement. This system shall include notice, an opportunity for the student's parent(s) guardian(s) to examine relevant records, and impartial hearing with opportunity for participation by the student's parent(s)/guardian(s) and representation by counsel, the right to be represented by legal counsel and review procedure. The Laconia School District recognizes its obligation to provide an education for all students determined to be educationally disabled and in need of special education and related services. This obligation shall begin when a student reaches three years of age and shall continue until the student's 22nd birthday or until such time as he/she receives a high school diploma, whichever occurs first, or until the child's Individualized Education Program(IEP) team determines that the child no longer requires special education in accordance with federal and state law.

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 for review at the Superintendent's office.

### **Notification of Rights Under FERPA**

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

The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the Principal or his designee a written request that identifies the records they wish to inspect. The Principal or his/her 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/her 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

## **Pupil Safety and Violence Prevention (Policy JICK) - 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, Cyberbullying and Retaliation Prohibited**

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

policy.

### **III. Definitions**

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

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

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

**Cyberbullying** means bullying undertaken through the use of electronic devices. Electronic devices include, but are not limited to, telephones, cellular phones, computers, pagers, electronic mail, instant messaging, text messaging and websites. Perpetrator means a pupil who engages in bullying or cyber-bullying. School property means all real property and all physical plant and equipment used for school purposes, including public or private school buses or vans. Victim means a pupil against whom bullying or cyberbullying has been perpetrated. IV. Actionable Incidents of Bullying or Cyberbullying Bullying" or cyber-bullying shall occur when an action or communication as defined in the above "definitions" section: 1. Occurs on, or is delivered to, school property or a school-sponsored activity or event, on or off school property; or 2. Occurs off of school property or outside of a school-sponsored activity or event, if the conduct interferes with a pupil's educational opportunities or substantially disrupts the orderly 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. Laconia School District Policy JICK-Page 3 of 3 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. Appeals  
A parent or guardian who is aggrieved by the investigative determination letter by the principal or his/her designee may appeal the determination to the Superintendent for review. The appeal shall be in writing addressed to the Superintendent, shall state the reason(s) why the appealing party is aggrieved, and the nature of the relief they seek. The Superintendent shall not be required to re-investigate the matter and shall conduct such review as he/she deems appropriate under the circumstances. It is in the best interests of students, families and the District that these matters be promptly resolved. Therefore, any such appeal to the Superintendent shall be made within ten (10) calendar days of the parent/guardian's receipt of the investigative determination letter of the principal or his/her designee. The Superintendent shall issue his/her decision in writing. If the parent or guardian is aggrieved by the decision of the Superintendent, they may appeal the decision of the School Board within ten (10) calendar days of the date of the parent/guardian's receipt of the Superintendent's decision. An appeal to the Superintendent shall be a prerequisite to any appeal to the School Board. The appeal to the School Board shall be in writing, addressed to the School Board Chair, in care of the Superintendent, shall state the reason(s) why the appealing party is aggrieved, and the nature of the relief they seek. An aggrieved parent/guardian has the right to appeal the final decision of the local School Board to the State Board within thirty (30) calendar days of receipt of the written decision of the local School Board in accordance with RSA 541-A and State of New Hampshire Department of Education Regulations set forth in ED 200. The State Board may waive the thirty-day requirement for good cause shown, including, but not limited to, illness, accident, or death of a family member.

VIII. 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 cyberbullying.

Laconia School District Policy  
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.

IX. 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 and 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.



X. 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.

Adopted: July 3, 2001 Revised: August 4, 2004, June 15, 2010, January 4, 2011, June 5, 2018

### **Harassment Statement**

The Laconia School District has an obligation to provide a safe environment for its students and employees based on mutual respect and understanding where the value of diversity is understood, individual differences are appreciated and where discrimination and harassment are not tolerated. The focus of the school district's policy is prevention, intervention, documentation, and the use of good judgment and common sense.

### **Harassment**

Harassment refers to any conduct which has the purpose or effect of substantially interfering with an individual's academic/work performance, social performance, social development, or emotional stability by creating an intimidating, hostile, or offensive school/work environment. Teasing, threats, inappropriate physical contact, coercion, spreading false or malicious rumors or gossip, pranks, tampering with personal property, or similar behaviors are considered harassment and will be dealt with in accordance with established disciplinary procedures. Each allegation of harassment reported will be investigated by the administration and fully documented.

Disciplinary action for students may include suspensions and/or referral to appropriate authorities. Discipline for adults may include actions up to and including discharge and/or referral to appropriate authorities.

### **Sexual Harassment**

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

**The Laconia School District TITLE IX SEXUAL HARASSMENT POLICY AND GRIEVANCE PROCESS ([ACAC](#)) and the TITLE IX COMPLAINT FORM ([ACAC-P](#)) are available on the District Website under School Board Policies and embedded in the above links.**

### **Disability Accessibility**

Laconia Middle School is a modern facility completed in 2009 and meeting all accessibility codes. Parking for persons with a disability is located near the loop in the front of the building. Students with temporary conditions (i.e. on crutches) can get an elevator pass from the nurse. Individuals who have accessibility problems or hearing impairments will be accommodated in all middle school activities provided the building principal is notified of specific needs at least one week prior to any event or activity.