

INTER-LAKES HIGH SCHOOL

“LAKER PRIDE”

Student Handbook 2009 - 2010

Inter-Lakes High School
1 Laker Lane
Meredith, NH 03253

(603) 279-6162

Principal
Ms. Patricia Kennelly

Assistant Principal
Mr. William R. Athanas

Central Administration

SAU #2
103 Main Street, Suite 2
Meredith, NH 03253
603-279-7947

Superintendent
Dr. Phillip McCormack

This handbook belongs to:

Name: _____

Address: _____

Town: _____

Grade: _____ Home Room: _____

TABLE OF CONTENTS

Introduction.....	4
Mission Statement.....	5
Vision Statement.....	5
School Wide Learning Goals.....	5
Social Expectations.....	6
School Information/Faculty Staff.....	6
School Calendar.....	7
Schedule Information.....	8
Freshman Academy.....	8
Bell Schedules.....	9
RULES AND REGULATIONS FOR ALL STUDENTS.....	10
Academic Integrity Policy.....	10
Definition of Plagiarism.....	10
Consequences for Failure to adhere to Academic Integrity Policy.....	12
Accidents.....	12
Age of Majority.....	12
Announcements.....	13
Arrival.....	13
Attendance Policy.....	13
Bus Conduct.....	15
Bus Regulations.....	16
Late Bus.....	17
Bullying/Pupil Harassment.....	17
Cell Phones.....	18
Classroll.....	18
Co-Curricular Activities.....	18
Athletic Program.....	18
Activities, Clubs and Organizations.....	19
Co-Curricular Eligibility.....	19
Co-Curricular Eligibility – Permission to Play Pass.....	21
Co-Curricular Eligibility – Use of Tobacco.....	21
Co-Curricular Eligibility – Use of Drugs and Alcohol.....	22
Corridor Passes.....	22
Dances.....	22
Discipline Policies and Procedures.....	23
Forms of Student Discipline.....	23
Dismissals.....	29
Distribution of Printed Materials.....	29
Displays of Affection.....	29
Dress Code.....	30
Early Graduation.....	31
Final Exams.....	32
Fire Drills.....	32
Food.....	33
Fund Raisers.....	33
Grading System.....	33
Hazing.....	34
Homework Policy.....	34
Student Responsibility.....	35
Parent Responsibility.....	35
Teacher Responsibility.....	35
Principal Responsibility.....	36
Homework Guidelines – Grades 9 – 12.....	36

Purpose of Homework	36
Homework Expectations	36
Grading Homework	36
Assignment Books	37
Long-Term Assignments	37
Group/Team Assignments	37
Homework Over School Vacations	37
Late Assignments	37
Make-up Homework	37
Make-up Homework Requests	38
Absences for Family Vacations	38
Honor Roll	38
iPods and MP3 Players	39
Late to Class	39
Late to School	39
Library	40
Lockers	41
Medications	41
National Honor Society	42
No School Announcements	42
Parking	43
Pass Policy	43
Personal Property	44
Prohibited Conduct	44
Right to Privacy – Searches	47
Schedule Changes	47
School Accident Insurance Program	47
Senior Activities	48
Sexual Harassment	48
Sexual Harassment Defined	48
Grievance/Complaint Procedure	49
Action if Complaint is Valid	50
Retaliation	50
Confidentiality	50
Signs and Posters	50
Sportsmanship	50
Student Council	51
Student Drug and Alcohol Policy	51
Abuse of Prescription, Over the Counter Medications and Other Products	53
Student Financial Accountability	54
Student Messages	55
Student Supervision	55
Student Transportation to School Sponsored Events	55
Student Withdrawal from School	56
Substitutes	56
Summer School	56
Technology Acceptable Use Policy	56
Vandalism – Damage to School Property	57
Visitors	57
Weapons on School Property/Gun-Free Schools Act	57
Title IX Notification Statement	58
Notification of Rights Under FERPA	58
FERPA Directory Information Notification	60

INTER-LAKES HIGH SCHOOL
"LAKER PRIDE"
2009-2010

The purpose of this handbook is to provide students and parents with information regarding the rules and regulations governing Inter-Lakes High School. Student responsibilities, expectations for behavior and consequences for infractions are detailed in the following pages. It is hoped that this information will prevent misunderstandings and will guide actions and decisions throughout the year. Please read the handbook carefully and feel free to contact any staff member if you have questions or need clarification.

Excellence in education requires a partnership between the school, parents and students. Each member in the partnership must accept the responsibility inherent in their role in order to achieve the best possible results. Students and parents are invited to take an active role in shaping the future of the school. Through cooperative effort, we will be able to continually enhance the educational process at Inter-Lakes High School.

Reasonable behavior and open communications are the keys to a healthy and productive school climate. Every effort will be made to meet the needs of the students while maintaining a safe and orderly educational environment. You are encouraged to inform us of any special situations or circumstances, and to come to us for assistance when you need it.

A wealth of opportunities are available to Inter-Lakes students. It is hoped that each student will take full advantage of these opportunities. We wish you a successful and productive year as you grow in knowledge, skills and character. We welcome your efforts to become an active and positive member of the school community, and will assist you in your quest for personal excellence.

Ms. Patricia Kennelly
Principal

MISSION STATEMENT

The mission of the Inter-Lakes School District is to **foster quality teaching and learning, promote social responsibility and encourage personal growth.**

At Inter-Lakes High School we will accomplish this through emphasizing Relationships, Rigor, Relevance and Reflection in an atmosphere of Respect, Integrity, Dignity and Ethical Behavior

Relationships:

We will meet our students where they are and know them well as learners so that we can help them continually progress in their knowledge, skills and abilities.

Rigor:

We will promote student centered learning by emphasizing independent inquiry, higher order thinking skills, and active engagement in learning.

Relevance:

We will emphasize the relevance of what students are learning through making interdisciplinary and co-curricular connections and connections to prior knowledge and real-life experiences.

Reflection:

We will model continual growth by reflecting, experimenting, collaborating, and sharing best practices.

We will produce Great Schools that enhance Strong Communities and inspire personal success.

VISION STATEMENT

Every person at Inter-Lakes High School will affect positive change in self, school and society.

SCHOOL-WIDE LEARNING GOALS:

We are a community of Critical Thinkers

We are a community of Effective Communicators

We are in the process of developing a plan for students to be able to practice these school-wide learning goals in each course.

SOCIAL EXPECTATIONS:

All students and staff at Inter-Lakes High School are expected to R.I.D.E. the Blue Wave by treating others with Respect, Integrity, Dignity and Ethical Behavior

SCHOOL INFORMATION
2008-2009 FACULTY/STAFF
(Tentative as of Time of Printing)

Bates, Chuck Computers/Business
Bedford, Mary-Margaret..... Foreign Language
Bogert, Patricia Library/Media Aide
Brusseau, Laura Social Studies
Burhoe, Tracey Special Education
Burke, William Mathematics
Bush, Steven Music
Carney, Lora Math
Carpenter, Brigitte..... Special Ed. Aide
Clement, FranceineHealth Room Assistant
Copatch, Glen..... Industrial Arts
Cornelissen, Cathy Guidance Secretary
Culkin, Eileen..... Media Specialist
Dailey, Cheryl Student Assistance Program Coordinator
Diamond, Michelle English
Donahue, Lori English
Donovan, Peggy Special Ed. Aide
Ferren, Jessica Social Studies
Galligan, Anne Soc. Studies/Athletic Dir.
Gribben, Christina..... Guidance Director
Hale, Allan Technology Coordinator
Harbrook, Sarah English
Hartson, Donna..... Special Ed. Aide
Hayman, Tim English
Henderson, Corey..... Foreign Language
Holly, KathleenAcademic Support
Jordan, KarenChorus
Knee, Jo..... Technology Assistant
LaBrie, LouellaPhysical Education

2008-2009 Faculty/Staff (Continued)

Lamper, Carol High School Office Manager
 Lougee, Laurence..... Social Studies
 Marcoux, Robert Mathematics
 Mega, Diane Math/Computer
 Merrill, Bart School Resource Officer
 McGurkin, Kristine Science
 McIver, Nancy..... Home Economics
 Millard, Chanda..... Special Ed. Aide
 Nelson, David Math
 Nicholas, Elaine Assistant Principal's Secretary
 Nichols, Martha..... Social Studies
 Nye, Diane Special Ed. Aide
 Nyhan, Mary English
 Parsons, Mark..... Science
 Pendexter, Jodi..... Nurse
 Price, Rebecca Industrial Arts
 Puorro, Angela..... Special Ed. Aide
 Reid, Cynthia Health, Biology
 Rosset Smith, Gina..... Restriction Room Aide
 Sanguedolce, Janet..... Art
 Skaff, Cynthia Special Ed. Aide
 Stetson, Nancy Foreign Language
 Stevens, Sherry Health Room Assistant
 Summers, Brent..... Industrial Arts
 Sutherland, Brian..... Guidance Counselor
 Swedberg, Carol Special Ed. Aide
 Ulm, Deborah..... After-School Aide
 Vieten, Holly..... Guidance Counselor
 Warburton, Joyce..... Science
 West, William Special Education
 Whalley, Marilyn Special Ed. Aide
 White, Alicia Special Ed. Aide
 Winsor, Donna Academic Support

**Inter-Lakes Jr./Sr. High School 2008-2009 School
 Calendar** (Tentative as of Time of Printing)

August 24 – 28	Teacher Workdays
September 1	First Day of School for Students
September 7	Labor Day

October 12	Columbus Day
October 22	Early Release Day (K-12)
October 23	Parent/Teacher Conferences
November 11	Veterans' Day
November 25, 26, 27	Thanksgiving Break
November 30	Classes Resume
December 24 – January 3	Christmas Break
January 4	Classes Resume
January 18	Civil Rights Day
January 22	No School - Teacher Workshop Day
February 12	Parent Conferences (K-12)
February 15	Early Release
February 16	Early Release
February 22 – February 26	Winter Break
March 1	Classes Resume
April 26 – April 30	Spring Break
May 3	Classes Resume
May 31	Memorial Day
June 17	Last Student Day (Tentative)
June 18	Teacher Workshop Day (tentative)
June 21 – June 30	Snow Make-Up Days (if necessary)

Inter-Lakes High School Schedule

Inter- Lakes High School uses a 4 x 4 block schedule; offering four 90 minute classes per day each semester. One credit courses are one semester in duration in the block schedule and one half credit courses are one quarter in duration. All students are expected to take four classes per day. Students must be enrolled in a minimum of 3 classes in order to participate in school activities. There are no study halls and therefore students may not drop courses because they are failing unless there is another course available for them to take.

Freshman Academy

Inter-Lakes High School has adopted a Freshman Academy Schedule for 9th graders. Freshmen will take Freshman Seminar English, Math, Social Studies, Science and Physical Education within the Freshman Academy. English and Math classes will meet four days per week for one credit per subject and students will go to Physical Education on the fifth day for ½ credit. Science and Social Studies will meet five days per week to give students 1.25 credits in each subject. Science credits will be for Earth/Space and Physical

Sciences and Social Studies credits will be for Ancient and Medieval History and American and State Government. Freshmen will take two elective credits during D Block with the rest of the school population.

Freshman Academy Schedule

Bell Schedule

7:20 – 7:50	Fr. Seminar
7:51 – 8:51	Period 1
8:54 – 9:04	Break
9:07 – 10:07	Period 2
10:10 – 11:10	Period 3
11:13 – 11:33	Lunch
11:36 – 12:36	Period 4
12:38 – 2:08	D Block

Early Release

7:20 – 7:30	Fr.Seminar
7:32 – 8:07	Period 1
8:09 – 8:44	Period 2
8:46 – 8:56	Break
8:58 – 9:33	Period 3
9:35 – 10:10	Period 4
10:12 – 11:00	D Block

2 Hour Delay

9:20 – 9:30	Freshman Seminar
9:32 – 10:19	Period 1
10:21 – 11:18	Period 2
11:20 – 11:40	Lunch
11:42 – 12:19	Period 3
12:21 – 1:06	Period 4
1:08 – 2:08	D Block

Grades 10 – 12

Bell Schedule

A Period	7:20 - 8:48
11/12BHR-9/10B	8:50 - 9:00
10HR-11/12 B	9:02-9:12
B Block	9:15 – 10:43
C Period	10:45 - 12:36
1 st Lunch	10:46 – 11:06
2 nd Lunch	11:30 – 11:50
D Period	12:40 – 2:08

Early Release Bell Schedule

A Block	7:20 - 8:06
B Block	8:09 - 9:54
11/12 HR-9/10B	8:56-9:06
10HR-11/12B	9:08-9:18
C Block	9:20 - 10:08
D Block	10:12 – 11:00

90 Minute Delay Bell Schedule

A Block	8:50 - 9:56
11/12B-9/10HR	9:58-10:08
10B-11/12 HR	10:10-10:20
B Block	10:22 – 11:22
C Block	11:26 - 12:56
1 st Lunch	11:22 - 11:46
2 nd Lunch	11:56 - 12:18
D Block	1:00 - 2:08

2 Hour Delay Schedule

A Block	9:20 - 10:20
11/12B-9/10HR	10:20-10:28
10B-11/12 HR	10:30-10:38
B Block	10:41 - 11:41
C Block	11:44 - 1:04
1 st Lunch	11:44 - 12:04
2 nd Lunch	12:14 - 12:34
D Block	1:08 - 2:08

Activity Period Bell Schedule

A Block	7:20 – 8:40
Break 9/10	8:40 - 8:50
Act/HR 9/10	9:52 – 9:22
Act/HR 11/12	8:40 – 9:10
Break 11/12	9:12 – 9:22
B Block	9:25 – 10:43
C Block	10:45 – 12:36
1 st Lunch	10:46 – 11:06
2 nd Lunch	11:30 – 11:50
D Block	12:40 – 2:08

Exam Schedule

A or C Block	7:20-9:20
Break	9:20-9:47
B or D Block	9:50-11:50

RULES AND REGULATIONS FOR ALL STUDENTS***INTER-LAKES ACADEMIC INTEGRITY POLICY***

The faculty and administration of Inter-Lakes High School support an academic integrity policy that will ensure the honesty of all student work.

Academic integrity is a general term that incorporates numerous elements of student activities such as research, written and oral reports, homework, tests and quizzes, as well as technological resources. All currently available forms of media fall under the academic integrity policy. Failure to demonstrate academic honesty will result in an escalating series of consequences as defined by the Academic Integrity Committee.

Inter-Lakes High School Definition of Plagiarism

Regardless of intent, the failure to provide proper recognition of the content's origination is plagiarism. Plagiarism is the use of someone else's ideas or work without including appropriate

acknowledgment of that work. This definition relates to all forms of media from books, magazines, web sites, interviews, periodicals, radio, television, to other recorded media, such as compact discs or tapes. **All student work must be the result of the student's own efforts or the original author must be referenced.**

Examples of Plagiarism:

- Using material in its original format with no or little modifications without referencing
- Whole and/or partial copying, translating or paraphrasing without proper citation
- Direct quotation of a reference source without quotation marks or the source cited
- Copying information and/or software without referencing the original author or owner

Examples of Cheating:

- Discussing test or quiz materials with other students
- Copying answers during an exam or quiz
- Copying tests or quizzes
- Allowing a student to copy answers
- Copying of student notes or projects
- External collaboration on a project intended as an individual project
- The use of the same work in more than one course without prior approval of the instructor
- Passing answers to another student on a calculator
- Using translators without teacher approval on homework, quizzes or tests.
- Using whole or partial internet-generated essays
- Using peer or parent feedback verbatim for corrections and/or revisions

Suggestions to Students:

Keep all your research and drafts to demonstrate effort and progress of projects and papers

Seek assistance from a proof-reader for your work if you are not sure how to handle a resource or referencing example. Students must make their own corrections or revisions.

Talk to your teachers. Every class has its own unique requirements and expectations. Ask your teacher BEFORE you turn in a project, paper or activity if you have questions.

Seek the resources of the Library and Media Center for acceptable examples of how to reference all sources of research and the correct format for your project. The examples are also on the Media Center's web page for you to use from home.

A student who allows his work to be copied is also guilty of cheating and will also receive a zero.

Consequences for the Failure to Adhere to the Academic Integrity Policy:

The student will receive a grade of zero. The student can appeal the zero by requesting to meet with the Academic Integrity Committee within two school days. The student must request the meeting through his teacher, who will not sit on the review committee.

Students and their parents will be requested at all student reviews; however, attendance is not mandatory. Decisions by the Academic Integrity Committee will be made within two school days.

The student may still be required to complete the project, paper or activity (for a maximum grade of 64 percent) again to complete the skills or exit outcome goals as a requirement of the completion of the course. Violation of the Academic Integrity Policy is grounds for automatic removal from the National Honor Society.

A second offense will result in assignment to the restriction room and referral to a counselor and may result in a suspension from school and extra-curricular activities including sports, clubs, and other school sponsored events such as dances, plays, etc.

When in doubt, cite it! Check the Media Center's web page for the correct MLA format at: www.interlakes.org.

ACCIDENTS

Any injury, regardless of how small or how extensive, shall be reported to the school nurse.

AGE OF MAJORITY

Although students eighteen years of age and older are considered

adults in the eyes of legal agencies, Inter-Lakes High School considers them responsible to their parents as long as they reside at home. Regardless of age, ALL Inter-Lakes High School students will be subject to ALL school policies and regulations. Inter-Lakes High School reserves the right to communicate with a parent of any student, regardless of the student's age, unless both the student (who must be 18 or older) and the parent submit a letter to the school stating that the student is not living at home.

ANNOUNCEMENTS

Announcements will be read during home room each morning. Students should be quiet and attentive, as these announcements are read for your benefit.

Organizations wishing announcements read must have them approved by the advisor and submitted to the office before 7:00 A.M. in order to be read that day.

ARRIVAL

All students are to report to the cafeteria upon entrance to the building in the morning. Students may not leave school grounds once they have arrived. A bell at 7:10 will signal dismissal from the cafeteria for the purpose of going to lockers and otherwise getting ready for the day. A warning bell will ring at 7:17, and students who are not in their A period class when the bell rings at 7:20 will be considered late and must sign in at the office.

ATTENDANCE POLICY

Inter-lakes School District policy 5110, Attendance High School, states:

Every child between the ages of six and sixteen years shall attend the public school within the district or a public school outside the district to which the child is assigned or to an approved private school during all the time the public schools are in session, unless the child has been excused from attending on the grounds that the child's physical or mental condition is such as to prevent the child's attendance or make it undesirable.

Within the Inter-Lakes School District, attendance in class is an essential part of the learning process. Students need to be present in order to participate in the class as well as completing

assignments. When they are absent there is an academic consequence. We encourage all students to strive for excellent attendance to ensure their maximum scholastic performance. We urge all parents and guardians to support their child's education by reinforcing the importance of attending school all day, every day.

1. During any Semester class, eight (8) days of absence may accrue before credit is denied.
 - When a student returns to school following an absence, documentation (i.e., doctor's note, court papers, note from college admission office, funeral notes) may be presented to the office in the event that it may be needed for an appeal.
 - Students/parents should keep a record of absences and documents.
 - If a student exceeds the eight days, please call the office (279-6162) to schedule an appeal hearing at the end of the semester.
 - Have all documents ready for this process.
 - Parents will receive written notification from teachers when a student has accumulated four (4) absences in a semester class.
2. During any Quarter class, five (5) days of absence may accrue before an administrative failure occurs.
 - When a student returns to school following an absence, documentation (i.e., doctor's note, court papers, note from college admission office, funeral notes) may be presented to the office in the event that it may be needed for an appeal.
 - Students/parents should keep a record of absences and documents.
 - If a student exceeds the five days, please call the office (279-6162) to schedule an appeal hearing at the end of the semester.
 - Have all documents ready for this process.
 - Parents will receive written notification from teachers when a student has accumulated three (3) absences in a semester class.
3. Three tardies (late to class by less than 45 minutes) will equal one class absence. If a student is late by more than 45 minutes to a class, he/she will be recorded as being absent.
4. Students involved with school sponsored activities (sports, field trips, band, chorus, etc.) who miss all or a portion of a

- class due to these activities will not be considered absent.
5. Students placed in the Restriction Room will not be considered absent from classes.
 6. Students in out-of-school suspension will be considered absent.
 7. Students, who attend classes at the Vocational Center and are placed in the Restriction Room, will not be allowed to attend their vocational program on that day(s).
 8. Dismissal from class before 45 minutes have passed will be counted as an absence.
 9. At the end of each quarter and semester, students will be allowed to appeal an administrative failure. A student or parent will be given two (2) days following the issuing of report cards to request an appeal. A committee composed of members of administration and the faculty will hear the appeal. Parents are also required to attend the appeal hearing. At this time, parents/students shall provide documentation to explain the absences of the student. Examples would include documentation from a health care provider, court appearances, funerals, college visits or other compelling reasons. Without documentation, the appeal will be denied.

If the appeal has a favorable outcome, the student's credit will be awarded. If the appeal process does not support compelling reasons for the absences, the denial of credit will stand and the student will not receive credit for those classes involved.

Parents will receive notification from teachers when a student has accumulated three (3) absences in a quarter class and/or four (4) absences in a semester class. Parents will be asked to respond to this notification.

10. Absence from school due to a family vacation will be counted in the eight (8) per semester or five (5) per quarter allowed absences.
11. Parents are asked to call the Attendance Phone Line (279-5306) when a student will be absent from or tardy to school. If the school does not receive a call, the office will contact a parent either at home or at work to verify the student's status.
12. "Class cuts" are counted in the number of absences and are subject to disciplinary action. If a student's absences include any "cutting" or truancy, the appeal process may be denied.

NOTE: Participation in a "Senior Skip Day" or other unauthorized absences may lead to automatic denial of appeals.

BUS CONDUCT

In accordance with NH RSA 189:9A, the Superintendent of Schools has designated the appropriate building administrator as the official having the authority to administer the policy dealing with "Bus Conduct." Rules of Conduct - Bus Regulations - are to be found in copies of the student handbook and in the office of each building. These will be reviewed with students at the beginning of each school year and violations will be handled by the administration. Each violation will be reported by the bus driver on the 'Bus Conduct Report' and a copy will be forwarded to the building level administrator. After investigation of the incident, the administrator will use the following guidelines as means of correcting the behavior.

1. First Offense: Warning - Contact parents by phone or mail
2. Second Offense: Three days suspension from bus - Contact parents by phone or mail.
3. Third Offense: Five days suspension from bus - Contact parents by phone or mail.
4. Fourth Offense: Ten days suspension from bus - Contact parents by phone or mail. Conference with parents may be required.
5. Fifth Offense: Recommendation for suspension from bus for remainder of school year. Notification in writing to parents by certified mail. Board of Education approval required.

Note: Actions under paragraphs 2-5 require 24 hours notice. In unusual cases, the administration reserves the right to take action which differs from the consequences above, provided that allowing the student to continue to ride the bus does not present a danger to the driver and/or other passengers. The administration also reserves the right to move at once to any level above should the offense dictate such corrective measures.

Bus Regulations

The bus driver and bus contractor are responsible for the safety, welfare, conduct and control of the pupils whom they are transporting. The following rules therefore, will be strictly enforced:

1. Obey the driver's instructions.
2. Cross the street only when the bus driver signals.
3. Remain seated while the bus is moving.
4. Keep the aisle and exits clear.
5. Respect the rights of others.

Late Bus

Students wishing to use the late bus must sign up by 1:00 p.m. in the office. This bus is only for students who are involved in approved school related activities.

BULLYING/PUPIL HARASSMENT

Bullying is a pattern of conduct which subjects a pupil to insults, taunts, or challenges, whether verbal or physical in nature, which is likely to intimidate or provoke a violent or disorderly response from the pupil. Schools within the Inter-Lakes School District are committed to providing a safe school environment in which the members of the school community are treated with respect. Bullying interferes with this proper school environment. Accordingly, the school follows a procedure intended to minimize and prevent bullying by dealing with such acts of verbal or physical abuse. See Inter-Lakes School District Policy 5149.1.

All students and staff at Inter-Lakes High School are expected to R.I.D.E. the Blue Wave by treating others with Respect, Integrity, Dignity and Ethical Behavior.

We are committed to a school culture that is intolerant of disrespectful behavior.

This means we have zero tolerance for:

- Harmful and/or uninvited physical contact

- Teasing/taunting/bullying
- Hazing
- Harassment
- Foul language
- Put downs
- Belittling other people
- Hateful/hurtful insulting comments
- Gossip and rumors

Comments that are directed towards **race, religion, ethnic background, gender, age, handicap, and/or sexual orientation** are considered especially hateful and will be dealt with most severely.

CELL PHONES

Cell phones are to be off and away from 7:00 – 2:08. Parents are asked not to call or text their children during the school day. Messages left with the office will be delivered to students in as timely a manner as possible.

CLASSROLL

Inter-Lakes High School uses an electronic grade book called Classroll. Parents and students are encouraged to set up their own on-line accounts to keep track of grading and student progress throughout the school year.

CO-CURRICULAR ACTIVITIES

A wide range of inter-scholastic sports are offered as part of the extracurricular program at Inter-Lakes High School. Each student is urged to participate in the total school program which includes involvement in some of the activities. Each individual must decide to what extent he/she is able to participate in school activities without interfering with his/her studies.

Co-curricular activities include the athletic program, clubs and organizations. In order for students to participate in these activities, they must meet all eligibility rules and they must be present for the entire school day on the day of the activity. Students who miss a portion of the school day due to illness will not be allowed to participate in co-curricular activities that day in order to ensure their

health and safety. If an activity is to take place on a non- school day, these rules apply to the last school day prior to the activity. Students who are suspended from school on the day of an activity or the last school day prior to an activity may not participate in or attend the activity.

Athletic Program

The Inter-Lakes athletic program offers students a wide variety of opportunities for students to represent Inter-Lakes High School in competition with other schools.

The Inter-Lakes Athletics Program includes:

<u>Season</u>	<u>Boys</u>	<u>Girls</u>
Fall	Cross Country (V) Golf (V) Football (V, JV) Soccer (JV, V)	Cross Country (V) Soccer (V, JV) Spirit (V) Volleyball (V, JV, Freshman)
Winter	Alpine Ski Nordic Ski Basketball (V, JV) Spirit (V) Ice Hockey (V)	Alpine Ski Nordic Ski Basketball (V, JV, Freshman) Spirit (V) Ice Hockey (V)
Spring	Baseball (V, JV) Track (V) Tennis (V)	Softball (V, JV) Track (V) Tennis (V)

Activities, Clubs and Organizations

The following list indicates the various clubs and activities that are planned to be included in the co-curricular program. The amount of student interest and participation, as well as availability and interest of faculty members will be considered in the offering of these activities. Students who desire to initiate an activity not listed are encouraged to contact the administration.

Student Council	Class Officers
National Honor Society	FHA
Granite State Challenge	FBLA
Drama	Chorus
Math Team	Band

Yearbook	Newspaper
Olympics of the Mind	Outing Club
Intramural Floor Hockey	Equestrian Team

CO-CURRICULAR ELIGIBILITY

Inter-Lakes School District Policy 5140, Co-Curricular eligibility states in part:

“The following guidelines shall apply for eligibility:
In order for students to meet initial eligibility requirements, the students must pass a minimum of three (3) courses for the previous marking quarter. (Note: Eligibility is based on QUARTER grades, not semester grades.)

In order to maintain their eligibility, students must be enrolled in a minimum of three (3) courses, conform to the rules of the school, and work to their fullest potential in all their classes (Independent Study, In and Out of School Work Experiences and Driver Education can count as one of these courses towards eligibility.)

A student who, in the opinion of a teacher, is not maintaining satisfactory performance in a class can be placed on probation for eligibility for co-curricular participation. The student and their parent will be notified in writing by the teacher as to the reason for being placed on probation, the specific performance that needs to improve and the length of time in which the student must correct the performance. A student may continue to participate in co-curricular activities while on probation. The probation period shall be no less than two (2) weeks.

If satisfactory performance is achieved within the probationary period, the student will be taken off probation. If satisfactory performance is not achieved within the prescribed time period, the student will be declared ineligible and may not participate in any co-curricular activities until the teacher determines that the student is again demonstrating satisfactory performance. If the course ends while the student is on probation, the student will not be eligible for the remainder of the year.

A student who drops a course will be considered to be not working to their potential and will be declared ineligible, unless the teacher, guidance counselor and principal agree that it is in the student's best interest to drop that course.

Students may appeal eligibility rulings to the principal, whose decision is final.

All student athletes must sign an Athletic Conduct Code contract with their coach (Inter-Lakes School Board Policy 5131.7.)”

CO-CURRICULAR ELIGIBILITY - PERMISSION TO PLAY PASS

It is the expectation of the school administration that a student athlete will be in attendance for the entire school day (7:20 - 2:08) in order to be able to participate in practices, games and meets. Exceptions to this are tardiness and dismissals that are due to bereavement, pre-approved family functions or appointments that cannot be scheduled outside the school day. **A student who misses a portion of the school day for illness will not be allowed to play or practice in order to ensure his/her health and safety.**

A student who misses a portion of the school day due to bereavement, pre-approved family functions or appointments that cannot be scheduled outside the school day may obtain a “Permission to Play Pass” from the athletic director. The student **must** present this pass to his/her coach in order to participate.

Students who miss a portion of the school day and participate in games or practices without having a “Permission to Play Pass” will be ineligible for the next contest on the first offense and will be dismissed from the team on the second offense.

CO-CURRICULAR ELIGIBILITY - USE OF TOBACCO

Use and possession of tobacco products are forbidden, both on and off school grounds.

Students who are in violation of this will, upon a due process investigation, be declared ineligible pending the completion of a 5 page research paper on the health risks and hazards of tobacco use. Athletes will also be suspended for a minimum of one game. A second offense will result in a student being declared ineligible until the student can present proof of documentation of enrollment in a smoking cessation program. In order to retain their eligibility, students must submit a weekly log of their experiences in the smoking cessation program throughout its duration. Further

offenses will result in the student being declared ineligible for a period of no less than 10 school days and no more than 60 school days. This period of ineligibility will be determined by the Principal or designee and will carry over from season to season and school year to school year if applicable. Any appeals will be made directly to the Superintendent of Schools whose decision will be binding and final.

If the use or possession occurs on school grounds or at a school sponsored activity, students will also be assigned the restriction room or out of school suspension.

CO-CURRICULAR ELIGIBILITY - USE OF DRUGS AND ALCOHOL

Use and possession of drugs and alcohol are prohibited both on and off school grounds.

Students who are in violation of this will, upon a due process hearing be declared ineligible for a minimum of one game or event. The student will remain ineligible pending an evaluation by a certified alcohol and drug abuse counselor and the completion of a 5 page research paper on the health risks and hazards of the use of alcohol and/or drugs. In addition, in order to retain eligibility, the student must abide by the recommendations of the alcohol and drug abuse counselor. Further offenses will result in the student being declared ineligible for a period of no less than 10 school days and no more than 60 school days. This period of ineligibility will be determined by the Principal or designee and will carry over from season to season and school year to school year if applicable. Any appeals will be made directly to the Superintendent of Schools whose decision will be binding and final.

If the use or possession occurs on school grounds or at a school sponsored activity, students will also be assigned a minimum of five (5) days out of school suspension.

CORRIDOR PASSES

All students should have a signed destination pass before leaving a class. Each teacher should keep a log recording a student's name, destination, time of departure and time of return. **Only one student should leave a class at a time.**

DANCES

1. All requests for any dances must be initiated and approved by an advisor
2. All dances must have prior administrative approval, and all paperwork must be completed in a timely manner.
3. Only one dance may be scheduled per month and no dances will be scheduled in June.
4. A minimum of six (6) chaperons must be in attendance.
5. A police officer must be in attendance at all dances and is to be paid by the sponsoring group.
6. Dance hours are 7:00 p.m. to 10:00 p.m. unless otherwise specified. Admittance to dances will be limited to one hour after the start of the dance. Students who need to arrive at a dance more than one hour after the start time must get prior administrative approval.
7. Dances are extensions of the school day and all school rules apply
8. Students may have guests attend dances provided the guest is signed up on the guest list in the office by 3:00 p.m. on the last school day before the dance.
9. No elementary or junior high school students will be allowed to attend high school dances.
10. No one is allowed to leave a dance and then re-enter.

DISCIPLINE POLICIES AND PROCEDURES

While discipline at Inter-Lakes High School is intended to be corrective rather than punitive, students need to understand that the sanctity of the classroom is paramount. Just as your individual rights will be protected so will those of your classmates. You will in all cases be given due process, but **actions that interfere with another individual's most precious right, the right to an education, will not be tolerated.**

It is considered a fundamental understanding by each student and his/her parents that any teacher or school official has not only the right, but the duty to insist on good behavior. The right of discipline extends to all areas of the school program.

It is a fundamental requirement of an orderly school that student respect for the faculty, staff, and administration will be accompanied by an equal respect for the students on the part of the faculty, staff, and administration. **The greater the mutual respect, the less the need for rules and disciplinary procedures.**

Because occasionally students fail to follow the expectations defined by the above, rules and consequences will govern inappropriate behavior. These are listed in the section labeled "Levels, Examples and Consequences"

Forms of Student Discipline

When students violate the rules and policies of the school, they will be subject to a continuum of disciplinary consequences including behavioral contracts, parent contact and/or meetings, teacher detention, central detention, Restriction Room and Out of School Suspension. The severity of the consequence will be designed to match the severity of the infraction. It is important to note that student discipline is designed to change disruptive behavior and continued infractions will result in more severe consequences.

Behavioral Contracts: Behavioral contracts are designed individually for students and list behaviors which need to be changed and the consequences for failure to do so.

Teacher Detention: Teacher detention is assigned by individual teachers, is served at a place and time designated by that teacher, and is generally one half hour in length. Students will be provided with a minimum of 24 hours notice before being required to serve the detention.

Central Detention: Central detention is assigned by the Assistant Principal in half hour sessions and is served in room 107 from 2:10-2:40. Students will be provided with a minimum 24-hour notice before being required to serve the detention.

Restriction Room: The Restriction Room is assigned by the Assistant Principal. Students assigned to the Restriction Room must report to the Restriction Room immediately upon their arrival to school and will remain in the Restriction Room until the end of the school day. There will be two scheduled bathroom breaks during the day, and students may bring their lunch or order lunch while in the Restriction Room. Students will be isolated from social

interaction with their peers, but will be allowed to complete their work for credit, and will have their absence from class be considered an “excused” absence.

Students will not be dismissed from school on a day when they are assigned to the Restriction Room except for verified appointments. Students must make up any time missed in the Restriction Room due to lateness or dismissal. Violation of school rules or policies while assigned to the Restriction Room will result in the assignment of additional Restriction Room time or Out of School Suspension. Students who fail to report for their assignment to the Restriction Room will be suspended for a minimum of two (2) school days.

Students who attend the J. Oliva Huot Technical Center will not be allowed to attend the vocational school on any day that they are assigned to the Restriction Room.

Students assigned to the Restriction Room will serve on the first day following notification of the assignment. This notification period will allow students to procure their class work and materials. Certain behaviors and/or repeated offenses in any given day may result in a student being placed in the Restriction Room for the remainder of that day.

Students are responsible for collecting their work and materials which they should bring to the Restriction Room with them. Students will not be allowed to go to their lockers from the Restriction Room. No radios, tape players, forms of entertainment or sleeping will be allowed in the Restriction Room.

Out of School Suspension: RSA 193:13-Suspension and Exclusion of Pupils provides that:

“I. (a.) The Superintendent, or chief administering officer, or a representative designated in writing by the Superintendent, is authorized to suspend pupils from school for a period not to exceed 10 school days for gross misconduct or for neglect or refusal to conform to the reasonable rules of the school.

(b.) The school board or representative designated in writing of the school board is authorized, following a hearing, to continue the suspension of a pupil for a period in excess of 10 school days. The school board’s designee may be the superintendent, or any other individual, but may not be the individual who suspended the pupil for the first 10 days under subparagraph (a). Any suspension shall

be valid throughout the school districts of the state, subject to modification by the superintendent of the school district in which the pupil seeks to enroll.

(c.) Any suspension in excess of 10 school days imposed under subparagraph (b) by any person other than the school board may be appealed to the school board, provided that the superintendent received an appeal in writing within 10 days after the issuance of the decision being appealed. The school board shall hold a hearing on the appeal, but shall have discretion to hear evidence or to rely upon the record of a hearing conducted under subparagraph (b.) The suspension under subparagraph (b) shall be enforced while that appeal is pending, unless the board stays the suspension while the appeal is pending.

II. Any pupil may be expelled from school by the local school board for gross misconduct, or for neglect or refusal to conform to the reasonable rules of the school, or for an act of theft, destruction, or violence as defined in RSA 193-D:1, or for possession of a pellet or BB gun, rifle or paint ball gun and the pupil shall not attend school until restored by the local board. Any expulsion shall be subject to review if requested prior to the start of each school year and further, any parent or guardian has the right to appeal any such expulsion by the local board to the state board of education. Any expulsion shall be valid throughout the school districts of the state.

III. Any pupil who brings or possesses a firearm as defined in section 921 of Title 18 of the United States Code in a safe school zone as defined in RSA 193-D:1 without written authorization from the superintendent or designee shall be expelled from school by the local school board for a period of not less than 12 months.

IV. The local school board shall adopt a policy which allows the superintendent or chief administering officer to modify the expulsion requirements set forth in paragraphs II and III on a case by case basis.

V. Any pupil expelled by a local school board under the provisions of the Gun-Free Schools Act of 1994 shall not be eligible to enroll in another school district in New Hampshire for the period of such expulsion. Nothing in this section shall be construed to prevent the local school district that expelled the student from providing educational services to such students in an alternative setting.

VI. A pupil expelled from school in another state under the provisions of the Gun-Free Schools Act of 1994 shall not be eligible to enroll in a school district in New Hampshire for the period of such expulsion.

VII. For purposes of paragraphs I, II, and III, school board may be either the school board or a subcommittee of the board duly authorized by the school board.

Students who are suspended from school are prohibited from being on school grounds and from attending or participating in any school sponsored activities from the time of the notification of the suspension through the time of their return to school.

Students who are assigned Out of School Suspension may complete their work for credit, however, class absences occurring during the time of suspension will be counted against students in terms of the Inter-Lakes School District's Attendance Policy. Students who are suspended from the J. Olive Huot Technical Center will also be suspended from Inter-Lakes High School for the same period of time. Students who are suspended from Inter-Lakes High School will also be suspended from the J. Oliva Huot Technical Center for the same period of time.

LEVELS, EXAMPLES AND CONSEQUENCES

LEVEL I	EXAMPLES	CONSEQUENCES
Minor misbehavior which interferes with established school or classroom rules and procedures. Littering of buildings or grounds	Tardiness to class Classroom disturbances Inappropriate language/behavior Failure to complete assignments Harassment Behavior contract	Handled by teachers Detention Phone call home Teacher conference Parent conference

LEVEL II	EXAMPLES	CONSEQUENCES
Misbehavior whose educational consequences are serious enough to require immediate corrective action	Unmodified level I behavior Abusive language/behavior Being in an unsupervised area Disrespectful/offensive Cutting teacher detention Unexcused absence from class Forged note Roughhousing/horseplay Smoking/possession of tobacco Failure to follow a reasonable request	Central detention to restriction room

LEVEL III	EXAMPLES	CONSEQUENCES
Any action which threatens the safety or well being of persons in the school or damages school or personal property. Behavior which causes significant disruption to the learning process	Unmodified Level II behavior Fighting Stealing Pushing and shoving Vandalism Flicking a lighter or lighting a match. Failure to follow a reasonable request Rude or disrespectful to staff	Restriction room to out of school suspension

LEVEL IV	EXAMPLES	CONSEQUENCES
Behaviors which directly endanger or result in harm to others or property Behaviors which are in violation of the law	Unmodified Level III behavior Bomb threats False fire alarms/false 911 calls Physical assault Possession/use or under the influence or drugs or alcohol Possession of drug paraphernalia Transfer or selling of alcohol or drugs Possession of weapons Possession of fireworks	Out of school suspension Expulsion Police involvement

DISMISSALS

Students being dismissed from school during the day should wait in their assigned class until the person picking them up arrives in the office. At that time they will be called to the office to sign out. All students who have their own transportation must check out in the office at the time they are to be dismissed. Dismissal notes are to be brought to the Assistant Principal's office first thing in the morning. Students are responsible for obtaining assignments before being dismissed from school. Students who are ill must be dismissed through the health office.

DISTRIBUTION OF PRINTED MATERIALS

Students may not distribute non-school related printed materials (pamphlets, flyers, leaflets, etc.) in the school or on school grounds.

DISPLAYS OF AFFECTION

While it is expected that close friendships will develop between students, public displays of affection are not acceptable. This behavior creates a poor image of the school and student body. School is not the place to engage in affectionate gestures other

than holding hands or an occasional hug. Any sitting on another's lap, long embraces, or 'making out' is unacceptable. Staff will confront the students and direct them to cease the behavior.

DRESS CODE

The following guidelines are consistent with Inter-lakes School Board policy #5132 on dress:

- Parents are expected to see that their children are clean, neat and appropriately dressed for school with an emphasis on modesty. Students are expected to participate in all aspects of the school program and should, therefore, be dressed appropriately for the season.
- Clothing that may prove distracting or offensive to the general school population is unacceptable. For example, clothing that is physically revealing, or clothing displaying vulgar or sexually suggestive language is not acceptable. Clothing imprinted with words or pictures of alcoholic beverages, drugs or violence are not acceptable. General guidelines prohibit shirts that expose the midriff, tube tops or tank tops that have straps smaller than one inch for girls and tank tops for boys. Underwear should not be showing. Skirts and shorts should be of moderate length covering mid thigh while sitting down.
- Hats or other head coverings may not be worn at school.
- Footwear must be worn at all times at school.

General Consequences:

- Teachers will send students who do not meet dress code to the nurse "When in doubt, send them out." (to the nurse).
- Parent contact will be made
- Student will change into appropriate clothing (t-shirts, basketball shorts, sweat pants will be available in the nurse's office)

Chronic offenders will be referred to Mr. Athanas, who will use the customary disciplinary continuum (detention, restriction room, suspension).

EARLY GRADUATION

Student requests for early graduation would be approved if one of the following conditions were met:

1. The student were a transfer student with the appropriate number of credits as defined by state graduation requirement,
2. An external independent course(s) needed to comply with State graduation requirements could be arranged and successfully completed. Or,
3. Other extenuating circumstances necessitate early graduation.

Procedure for Three Year Early Graduation:

1. A request must be made in writing and presented to the building principal no later than the end of a student's sophomore school year, except in the case of a student transfer during the junior or senior school year. This request should include:

- a. A statement of intent defining a student's career and educational goals as well as stating the educational and/or economic needs that would be met by an early graduation
- b. A completed time-line which would define the manner in which graduation requirements will be met.

Procedure for Three -and-a-Half-Year Early Graduation:

1. A request must be made in writing and presented to the building principal no later than the end of a student's junior school year, except in the case of a student transfer during the junior or senior school year. This request should include:

- a. A statement of intent defining a student's career and educational goals as well as stating the educational and/or economic needs that would be met by an early graduation
- b. A completed time-line which would define the manner in which graduation requirements will be met.

Request will be acted upon by the building principal and subject to review by the superintendent.

FINAL EXAMS

Final exams represent an assessment of curriculum taught and completed by the end of a course. They provide practice in test taking skills which students will need in their future endeavors. Final exams also assess the alignment of instructional practices and strategies with curricular goals. These exams can take the form of many different experiences - portfolios, projects, oral exams, etc.

Final exams will count for a minimum of 10% and a maximum of 20% of the final grade. Teachers may administer mid term exams. If a mid term exam is used, it will count as 10% of the final grade. A two-hour final exam or culminating project will be scheduled during the last two days of the semester for each course at Inter-Lakes High School. Students must remain in the classroom for the entire two-hour period. Students who miss a final exam/project/assignment for unexcused reasons will not be given the privilege to make up the work. All students must take final exams. Seniors who maintain an A+, A, or A- throughout the semester will be exempt from the assigned final exam in that class. Students who are exempt from the exam must continue to attend the class through the last day of classes.

Students needing to reschedule exams must present a written request, signed by the parent or guardian to an administrator. Administrators will determine the merits of these requests on a case-by-case basis. When administrative permission is given to reschedule an exam, the classroom teacher, in consultation with the student, will determine the time and place that the exam will be taken.

FIRE DRILLS

When the fire alarm sounds, all students are to walk from the building in a quiet and orderly fashion, following posted and announced directions for leaving the building. Students not following directions or being disruptive will be referred to the office. Students should remain outside in class groups until the bell sounds signaling all clear. Teachers are to take attendance when classes are assembled outside.

FOOD

Students may bring food and drink to class with the following exceptions: no food or drink is allowed in the Science labs; near

computers; in the library; in the auditorium or during tests and quizzes. Teachers can make areas and/or certain situations off limits for food and drink in the room they teach in.

Students are expected to be responsible with this privilege. If students are not responsible for neatness and cleanup, a teacher can take the privilege away after first giving the student a warning. If trash or food is left in an area of the building, that area can be deemed off limits for food and drink.

FUND RAISERS

Fund-raisers must provide some service given for money raised. All club and class advisors must get administrative approval prior to scheduling ANY FUND RAISING ACTIVITY OR DANCE. The organization sponsoring the event is responsible for submitting all necessary paperwork in a timely fashion.

Fund raising activities that require selling items or services to the general community are regulated through a patent system. Patents are granted through the Fund Raising Committee, which is composed of the four building principals, one teacher from each building and one community member.

GRADING SYSTEM

Report cards are issued four times during the school year. The mark in each subject consists of a letter to indicate the pupil's scholarship. The significance of the letter symbols are as follows:

A+	97-100	C+	77-79
A	94-96	C	74-76
A-	90-93	C-	70-73
B+	87-89	D+	68-69
B	84-86	D	66-67
B-	80-83	D-	65

F = Failing (64 & below)
INC = Incomplete

Except in cases of prolonged illness or emergency, all work must be made up within one week of the close of marks. A zero will be assigned for all work not made up during this time.

ILHS uses an on-line grade book called Classroll. Parents and students are encouraged to set up individual accounts in order to monitor grades and progress. Teachers are expected to update grades on a bi-weekly basis.

Progress reports and report cards will be issued to parents and students who have not set up an account with Classroll as follows:

Week Five:	Progress Reports
Week Nine:	Report Cards
Week Thirteen:	Progress Reports
Week Eighteen:	Report Cards

HAZING

NH State law states that a person is guilty of a class B misdemeanor if they:

1. Knowingly participate in any student hazing
2. Submits to hazing and fails to report it to law enforcement or educational institutional authorities
3. Has direct knowledge of hazing and fails to report it to law enforcement or educational institutional authorities.

No student shall participate in any activity deemed to be hazing. Hazing is any act, whether physical, mental, emotional or psychological which subjects another person, voluntarily or involuntarily, to anything that may abuse, mistreat, degrade, humiliate, harass or intimidate him or her, or which may in any fashion compromise his or her dignity as a person.

HOMEWORK POLICY

Homework is the assignment of educational tasks that are the logical extension of classroom learning, meant to be completed during non-class hours. Homework is assigned to provide students with the necessary practice to master skills and/or to enrich and extend classroom experiences. It is also designed to be a link between home and schools so that parents are aware of and actively involved in their child's education. This policy is designed to express the basic philosophy and responsibilities for homework.

The assignment of homework is intended to enhance learning and

increase student achievement. It is also designed to illustrate for students the direct connection between disciplined effort and the achievement of success. Through completion of homework, students will develop the skills and dispositions of self-discipline, task commitment, time management, responsibility, independence, initiative, critical thinking and problem solving.

Homework is never to be used as a form of punishment. No student should be penalized for lack of sufficient resources to accomplish homework within her/his home environment. Provisions will be made to supply essential needed materials and resources for any student/family who expresses a hardship.

By working together in the interests of students in the Inter-Lakes School District, all concerned can create and promote a more consistent, effective and stimulating educational climate for our students. To this end, parents, teachers, students and principals must consistently support the successful completion of homework.

Students are responsible for completing homework assignments that demonstrate their attention to quality, neatness, and accuracy. Homework should reflect the student's own work. He or she must return homework assignments to teachers as directed and on time. Students are responsible for assignments due to absences.

Parents play an integral role in making homework a positive experience for their children. Therefore, parents are responsible for making homework a top priority, providing quiet homework environment, setting a daily homework time, providing praise and support, and not letting children avoid homework. While we encourage that parents work with and assist students when requested, it is equally important that the parents not perform the work for their child. If parents notice a problem with homework, they should contact the teacher.

Teachers are responsible for assigning homework in accordance with the prescribed guidelines at each grade level. They must communicate their expectations for homework to students and parents at the beginning of the year/semester and as necessary throughout the school year. Teachers must ensure quality and value in homework by making assignments that are: an outgrowth of classroom instruction, clear and definite in purpose, and clearly related to the curriculum. Teachers are expected to monitor and review homework, providing feedback that enhances learning.

Principals are responsible for communicating the School Board Policy on homework to staff members, students and parents. They should review the policy and applicable guidelines with the school staff annually. The principal will assist teachers in providing resources for individual students as needed. They will encourage parents and teachers to communicate homework related issues.

HOMWORK GUIDELINES - GRADES 9-12

Purpose of homework

The purpose of homework is to reinforce learning, prepare students for instruction in class, complete necessary class work, and enrich learning. It is the logical extension of classroom learning that can be completed by students outside of the classroom. Homework is intended to develop the skills and dispositions of self-discipline, task commitment, time management, responsibility, independence, initiative, critical thinking and problem solving. Homework is never to be used as a form of punishment. No student should be penalized for lack of sufficient resources to accomplish homework within his/her environment. Provisions will be made by the school to supply any essential materials and resources for families or students who express a need.

Homework Expectations

Homework will be assigned on a regular basis (including weekends) in all classes and will count toward the grade. Reading, studying for tests and working on long-term projects are all considered homework. Time spent on regular homework will average 30 minutes a night per class and may vary due to the complexity of the content being studied. Students may need to spend additional time on extended long-term projects. Parents are encouraged to provide structure and support for their children in regards to homework. Homework should reflect a student's own work.

Grading Homework

Homework will be meaningful and checked on a regular basis. Teachers will communicate their homework grading system to students at the beginning of the semester/quarter in the course description and through discussion.

Assignment Books

Each year each student will be given a student handbook that includes a planner in which to write homework assignments. Teachers are responsible for clearly communicating homework assignments to students.

Long-Term Assignments

It is recommended that teachers provide students with a handout describing long-term projects. Teachers will monitor progress on long-term assignments through checkpoints and feedback. Teachers will work to coordinate deadlines for long-term projects. Students are responsible for informing teachers in a timely manner if multiple long-term assignments are due on the same day.

Group/Team Assignments

Sufficient time will be provided for groups/teams to meet to complete collaborative assignments during the school day. These assignments may call for individual team members to do follow-up work at home.

Homework Over School Vacations

No regular homework will be assigned over school vacations. Students will be given sufficient time to complete long-term projects without requiring the use of vacation time. Students may choose to use vacation time as an opportunity to work on long-term assignments. Long-term assignments will not be due in the first two days following a vacation.

Late Assignments

Late homework is discouraged at the high school level. Late assignments will not be given full credit. Teachers will clearly communicate reasonable consequences for late assignments in their classrooms. Exceptions can be made by teachers due to extenuating circumstances.

Make-up Homework

Any work missed during an absence must be made up in a number of days equal to the number of days missed plus one. If a student is absent the day before, or the day of a previously announced test or project, that work is due on the day of the student's return to school.

Make-up Homework Requests

When a student is absent for only one or two days, the student is responsible for speaking to the teacher directly about missed assignments on the day they return to school.

For long-term absences, homework requests must be made before 9:00 a.m. on the high school attendance line (279-5306). When calling, parents should specify:

1. the student's name
2. the dates of the absence
3. who will pick up the assignment.

Homework requests may be picked up in the assistant principal's office at the end of the next school day.

Absences for Family Vacations

When a student is absent during the regular school session for family vacations, the general procedure will be:

1. With a minimum of a week's advanced notice, the teacher will inform the student what work and what assignments the class is expected to cover during his/her absence. The teacher will be as specific as his/her plans allow.
2. When the student returns to class, he/she is responsible for checking with the teacher to get any further assignments.
3. The student is fully responsible for all work missed and must make arrangements with the teacher to take any make-up quizzes or tests within a week of returning to school.

HONOR ROLL

Numerical Criteria:	
High Honors	3.833 and above
Honors	3.500 - 3.832
Honorable Mention	3.00 - 3.499

A student is ineligible for the honor roll if they have more than one letter grade of C even if the numerical average is 3.00 and above.

All courses are included in calculating the honor roll except In and Out of School Work Experiences and Driver Education.

[A minimum of three courses must be carried by the student to be eligible for honor roll consideration.]

IPODS AND MP3 PLAYERS

Students are allowed to use iPods and MP3 players in the halls, at break and at lunch. Failure to be responsible and reasonable with this rule may result in its revocation.

LATE TO CLASS

Students who are late to class are to report to the class and not to the office. The classroom teacher will record any lateness of their students. Some of the disciplinary steps to be taken by the teacher to correct student lateness to class are: conferences, teacher detention, parent notification, guidance referral, and discipline referral.

1st offense - Warning by teacher to student

2nd offense - Teacher detention assigned

When lateness becomes a frequent occurrence, the teacher will consult with the administration.

LATE TO SCHOOL

Students are to be in their A Block classroom no later than 7:20 a.m. each day. Students entering school after the 7:20 a.m. bell are late and must report to the office for an admit slip. A record of all lates will be kept in the office.

We stress the importance of students accepting responsibility for themselves. Being on time is the first step in assuming this responsibility.

LIBRARY

The library is open each day from 7:10 – 3:00. Students are welcome to use the library on an individual basis, aside from classroom visits, following the guidelines below:

Students must present a pass from their teacher so that we know the purpose of their visit and can gauge the time and resources needed.

If there is a class using the library for research, individual students may be asked to return at another time.

No food or open drinks are allowed in the library.

Students may use the library at their lunchtime, however they need to get a pass in the café before coming up. This helps us keep track of the number of students sent during a particular lunchtime.

Overdue notices are distributed on a monthly basis. Students are expected to be responsible and respectful of materials. Many classes research and use information on similar topics, it is important and expected that materials are not kept by individuals for long periods of time. Report cards will be held if materials are overdue.

We will be happy to HOLD books for students when they are checked out. HOLDS will be held for 1 week and HOLDS will not be accepted for students who have overdue materials.

Students may renew books one time and must have the book with them.

Students are responsible for the cost of books that are damaged or lost.

The library is a shared facility with grades 7-12. It is important to respect the use of the library by each of those grades. The schedules and some of the expectations are different for High

School and Jr. High and students need to be aware and respectful of the needs of others.

Seniors may be in the library during free periods if they are working or studying quietly.

The library is staffed by 2 people for only a portion of the day and requests may not be honored when insufficient personnel are available.

As the library is a small, shared facility all users need to be mindful of the fact that guidelines are necessary in order for it to be an effective part of the school.

If a student is asked to leave because a class is using the library or is expected shortly, it is because that is the most efficient way of scheduling and servicing everyone in our small facility.

Teachers sign up for library time with their classes and expect to have the library resources available to them. If individual students are working on computers or in a certain section of the library, they may be asked to make that space or computer available.

Quiet is more necessary at some times than at others .

LOCKERS

All students will be assigned corridor lockers. Students are responsible for the cleanliness of their lockers. Locker clean outs will be held periodically throughout the year.

MEDICATIONS

Whenever a student has health needs which require taking medication during the school day:

1. The medication should be delivered by a parent directly to the school nurse.
2. The medication should be delivered in a container properly labeled with the student's name, the physician's name, the date of

prescription, name and strength of the medication, and directions for taking.

3. A parent's request for giving the medication at school and a "hold harmless" release form will be issued by the nurse, to be signed by the parent or guardian, and kept on file with the student's health record.

NO non-prescription medication will be made available to students by school personnel other than the school nurse or designee. The school nurse will only dispense non-prescription medication to students whose parents have brought in the non-prescription medication and signed a request for the school nurse to dispense it.

NATIONAL HONOR SOCIETY

Students in the classes of 2010, 2011, and 2012 must meet a minimum GPA of 3.5 in order to be eligible to begin the process of qualifying for membership in the National Honor Society. Students in the class of 2013 must meet a minimum GPA of 3.667 (A-) in order to be eligible for the process of qualifying for membership in the National Honor Society.

Staff members will review the students who meet the GPA requirement and nominate students who meet the requirements for character.

The Faculty Council will then review the nominations and invite appropriate candidates to apply.

The Faculty Council will identify inductees based upon a review of completed applications for evidence of scholarship, character, leadership and service.

NO SCHOOL ANNOUNCEMENTS

School cancellations or delays will be announced on TV channels 6 and 9, radio stations WLNH (98.3), WEMJ (1490), WBHG (101.5), WASR (1420), WPNH (100), WLKZ (105), WSCY (106.9) and WNNH (99.)

PARENT/TEACHER CONFERENCE DAYS

Parent/Teacher Conference Days are held from 1:00 – 7:00 on October 23 and on February 12 from 7:00 – 2:30. Parents are encouraged to meet with their child's teachers and can schedule an appointment by calling 279-6162.

PARKING

Parking is a privilege which may be revoked for violation of school rules. Vehicles must be registered in the Assistant Principal's Office. Priority for parking is given to seniors and then juniors by lottery. Students for whom lack of parking can create a hardship may request special parking privileges through the administration.

Rules governing student parking are as follows:

- 1. Students are not allowed to use their cars or to be in the south parking area at any time during the school day without consent of a building administrator.** Students found in their cars during school hours risk losing their parking privileges.
2. All students parking on school property must have a completed student parking permit on file at the office.
3. Student parking is limited to the south parking area and the lower parking lot unless special permission is made for exceptions. No student parking is allowed in the areas across from or adjacent to the courtyard, the gymnasium, the band room and the auditorium.
4. Students shall observe all speed limits (15 miles per hour) and shall drive in a responsible and safe manner at all times.

Any infraction of these rules and/or any disciplinary action taken concerning use of any vehicle on school property will result in the loss of the parking privilege.

PASS POLICY:

Students who request to leave a class should sign out and be issued a pass from the classroom teacher. No more than one

student should be allowed out of any particular room at any particular time. Students who abuse pass privileges will be denied passes for an appropriate amount of time.

PERSONAL PROPERTY

Items such as radios, skateboards, roller blades, remote control vehicles, tc. do not belong in school except with special permission by an administrator. No student should bring in large amounts of money. Students are urged to lock their personal items and to keep their combination confidential in order to minimize the risk of theft. The school is not responsible for student property that is lost, stolen or damaged.

PROHIBITED CONDUCT

Inter-Lakes School District Policy 5149, Prohibited Conduct, states in part:

“Conduct specifically prohibited shall include, but not be limited to: habitual truancy; arson; theft of property; improper use of motor vehicle; improper bus conduct; leaving school grounds without authorization; gambling; verbal or physical abuse toward any student or faculty or staff member; disobedience of reasonable demands of staff or faculty members; distribution, consumption, possession of controlled drugs and/or alcoholic beverages on school property or at school functions; disrupting classroom atmosphere; impeding classroom decorum; causing disturbances among other students in attendance; distracting other students so as to interfere with the educational process; disrupting the disciplinary process; any act of theft, destruction or violence on school property or on a school bus as defined by RSA 193-D; violation of other policies and rules such as drugs and alcohol policies; possession of a weapon on school grounds, in school building, or at school functions which includes knives or any other instruments of a dangerous nature; possession in school of incinerating devices including lighters, matches, cigarettes, firecrackers or smoke bombs, snaps, and caps; vandalism; bomb threats; and criminal threatening, sexual harassment (see policy 4152), fighting and bullying or condoning or encouraging prohibited conduct.

“Bullying” means conduct which subjects a pupil to insults, taunts,

or challenges, whether verbal or physical in nature, which are likely to intimidate or provoke a violent or disorderly response from the student being treated in this manner.

1. Bullying may involve gang or clique behavior, hazing threats and violence.
2. Bullying behavior extends beyond actions that target those groups protected by anti-discrimination legislation including but not limited to sex, race, creed, color, marital status and national origin.
3. Bullying may rise to the level of harassment if it severe or pervasive.

“School day” means:

1. for a pupil who takes the school bus, the time period beginning when a pupil arrives at the bus stop in the morning to the time when a pupil disembarks from the bus in the afternoon; and
2. For a pupil who walks or arrives by any means other than the school bus to school or arrives by private vehicle, the time period beginning when the pupil arrives on the school grounds to the time when the pupil leaves the school grounds.

“School property” means all real property, physical plant and equipment used for school purposes, including but not limited to school playgrounds, bus stops and buses, whether public or private.

“Unlawful possession” in RSA 193-D:1 (e) shall include but not be limited to:

1. Having control over the object during any part of a school day or while on school property which would include school bus stops or at school sponsored activities;
2. Transporting the object to school property or school sponsored activities;
3. Storing the object anywhere on the school premises, whether in the student’s locker or any other place on the school property; or
4. Doing any other act which causes or contributes to causing the object to be on school property or at a school sponsored activity or

which causes or contributes to causing an object to be used on school property or at a school sponsored activity including, but not limited to knowingly being in the immediate vicinity of the object.

Any pupil who engages in or commits any of the following acts may be expelled from school.

- (1) Homicide under RSA630;
- (2)(i) Any first or second degree assault under RSA 631;
(ii) any simple assault under RSA 631:2-a.
- (3) Any felonious or aggravated felonious sexual assault under RSA 632-A;
- (4) Criminal mischief under RSA 634:2;
- (5) Unlawful possession or sale of a firearm or other dangerous weapon under RSA 159;
- (6) Arson under RSA 634:1;
- (7) Burglary under RSA 635;
- (8) Robbery under RSA 636;
- (9) Theft under RSA 637;
- (10) Illegal sale or possession of a controlled drug under RSA 318-B;
- (11) Gross misconduct or neglect or refusal to conform to the reasonable rules of the school under RSA 193:13, II;
- (12) Possession of a pellet or BB gun, rifle, or paint ball gun under RSA 193:13, II;
- (13) Criminal threatening under RSA 631:4;
- (14) Vandalism under RSA 169-B:45;
- (15) Bomb threats (false reports) under RSA 158:38; and
- (16) False alarms under RSAs 644:3, 644:3-a, or 644:3-b

Any pupil who brings or possesses a firearm as defined in section 921 of Title 18 of the United States Code in a safe school zone as defined in RSA 193-D:1 without written authorization from the superintendent or the superintendent's representative designed in writing shall be expelled from school by the school board for a period of not less than twelve months. Any expulsion shall be subject to review by the board if requested by a parent or guardian prior to the start of each school year and further, any parent or guardian shall have the right to appeal any such expulsion by the board to the state board of education. (RSA 193:13, III).

It is the policy of the school board to allow the superintendent to

modify the expulsion requirements of RSA 193:13 II and III on a case-by-case basis. The superintendent shall make the initial decision on whether or not to modify the expulsion and shall notify the pupil that the pupil has a right to appeal that decision to the local school board, in which case the superintendent's decision will be treated as a recommendation, not a decision.

RIGHT TO PRIVACY - SEARCHES

Under the Constitution, all citizens are protected from unreasonable searches and seizures; this does not mean however, that students and their lockers may not be searched if a school official has a reasonable suspicion that a student is breaking a school rule or the law. Lockers are school property and school officials may periodically inspect lockers for reasons of health, safety, or recovery of school property. School officials may also search a student or his/her possessions or locker if there is a reasonable suspicion that they are in possession of illegal or harmful materials. Local police and/or other law enforcement authorities may be called at the discretion of the principal.

SCHEDULE CHANGES

Students may consider changing their academic program, i.e. adding or dropping courses only with approval and written permission from parent or guardian, teacher, guidance counselor and the principal. In order to initiate a schedule change, a student must obtain a Program Planning Change Request form from their current teacher. This ensures that the current teacher has the chance to discuss the benefits or drawbacks of the change the student is planning on making. Once the teacher has commented and signed the sheet, the student can then bring the sheet to guidance for review by their guidance counselor. Any student who withdraws from a credit course after the first ten (10) days of a marking period does so with the understanding that the permanent record will indicate this fact with either a WP (withdrew passing) or a WF, (withdrew failing.) No change in program may take effect until all signatures and authorizations have been submitted to the Guidance Office.

SCHOOL ACCIDENT INSURANCE PROGRAM

All students at Inter-Lakes Jr-Sr High School are eligible for group

accident insurance. Every student is given the chance to enroll in the approved plan only at the beginning of each school year. (Students transferring to the school may apply for insurance when they transfer.) This plan is provided by the school district for all students participating in inter-scholastic athletic programs, but covers those individuals only during the hours of participation. All injuries must be reported immediately to the teacher in charge and/or the school nurse.

SENIOR ACTIVITIES

At the end of each year, seniors have the opportunity to attend the prom, class trip and graduation. These activities are a privilege not a right. Student attendance or conduct issues and non-payment of class dues could prohibit attendance at these activities. Any students with a financial hardship should speak with the principal or the class advisor. Students who have not completed all graduation requirements will not be allowed to participate in the graduation ceremony.

SEXUAL HARASSMENT

Inter-Lakes School District Policy 4152, Title IX - Sexual Harassment Policy and Grievance Procedure states in part:

“It is the policy of the School District that all students and employees should be able to learn and work in an environment free from all forms of unlawful discrimination, including sexual harassment. The School District will not tolerate unlawful harassment of any type.

Employees and/or students who believe they are the subject of harassment, or anyone having questions or concerns regarding harassment, are encouraged to contact one or more of the following individuals: (1) Superintendent of Schools (Title IX Coordinator); (2) any District Administrator; and (3) any District Principal/Assistant Principal.

SEXUAL HARASSMENT DEFINED

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact or other verbal or physical conduct of a sexual nature when:

1. Submission to that conduct or communication is made either explicitly or implicitly a term or condition of an individual's obtaining or retaining employment, or a position as an official; or obtaining an education; or
2. Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting an individual's employment or education; or
3. That conduct or communication has the purpose or effect of unreasonably interfering with an individual's educational or employment performance, or creates an intimidating, hostile, or offensive educational or employment environment,

Sexual harassment is not limited to requests for sexual favors in return for job or educational benefits. Sexual harassment may take the form of verbal abuse; leering, salacious gestures; inappropriate language; jokes of a sexual nature; any undesired touching or patting such as intentional brushing against a student or employee's body; demands for sexual favors accompanied by implied or overt threats concerning one's job, grades, letters of recommendations; the display anywhere on school facilities of sexually suggestive, sexually demeaning or pornographic objects, pictures, writings, posters or cartoons; or graphic verbal comments about an individual's body, clothing or sexual activity.

GRIEVANCE/COMPLAINT PROCEDURE

In compliance with applicable federal and state law, it is the policy of the District to investigate promptly and resolve equitably all complaints of sexual harassment and discrimination on the basis of sex.

The reporting party or complainant should use the Title IX Complaint Form available from the building Principal or available from the Superintendent's office. Victims of sexual harassment shall be afforded avenues for filing complaints that are free from bias, collusion, intimidation or reprisal. Upon filing complaints, victims

may request an investigator of their same gender and may be represented by any person of their choice.

ACTION IF COMPLAINT IS VALID.

1. Upon determination that the complaint is valid, the School District shall take such disciplinary action as it deems necessary and appropriate to end the harassment, and prevent its recurrence.
2. Disciplinary measures include, but are not limited to, expulsion, termination, verbal and written warnings/reprimands in employee or student files, detention or in-school suspension, out-of-school suspension, behavior contract, requirement of a verbal and/or written apology to the victim and mandatory education and training on sexual harassment.”

RETALIATION

The School District will discipline any individual who retaliates or encourages others to retaliate against any person who reports alleged sexual harassment or who retaliates against any person who testifies, assists or participates in an investigation, proceeding or hearing relating to a sexual harassment complaint.

CONFIDENTIALITY

Except as otherwise required by law, no information concerning the complaint of sexual harassment will be released by the School District to anyone who is not involved with the investigation or with any resulting subsequent proceedings.

Copies of the entire text of Inter-Lakes School District Policy 4152, Title IX - Sexual Harassment Policy and Grievance Procedure are available in the main office, or through the Superintendent of schools.

SIGNS AND POSTERS

Students wishing to display signs, posters or other materials must have prior approval from the principal, assistant principal or an advisor.

SPORTSMANSHIP

Inter-Lakes students are asked to strive to always show their best. In the spirit of good sportsmanship, all spectators, athletes and managers are expected to follow the following rules of sportsmanship:

- Only positive cheering
- No noisemakers or distractions
- No booing of players or officials
- No throwing objects on the court
- No use of profanities or displays of anger

STUDENT COUNCIL

The Inter-Lakes High School Student Council strives to create the best learning environment in the school by representing and governing democratically all students in the school, respecting and honoring the concerns of students and building school spirit. Each class elects three representatives to the Student Council. Each class President is automatically a member of the Student Council. Any student can join the Student Council by attending three consecutive Student Council meetings.

STUDENT DRUG AND ALCOHOL POLICY

Inter-Lakes High School recognizes that the use, possession and/or transfer of prohibited substances such as alcohol, drugs, drug paraphernalia or counterfeit drugs is illegal and poses a threat to the health and safety of individuals. As such, there is a "zero tolerance" policy in effect for the possession, use, or transfer of alcohol or prohibited drugs - real or counterfeit, or drug paraphernalia at any time on school district property, at any school sponsored activity, or in any school vehicle which is being used to transport students to or from school, or to or from any school sponsored activity.

Inter-Lakes School District Policy 5131.6, Student Drug and Alcohol Policy states in part:

“The use or consumption of, possession of, or distribution of, alcoholic beverages or drugs on school property or at any school sponsored activity, on or off school property is prohibited. Students are also prohibited from attending school, school sponsored activities, on or off school property under the influence of any alcoholic beverage or any drug.

It is the intent of the School Board to control the use of alcoholic beverages or drugs by students during school and at any school sponsored activity regardless of whether the use of consumption of the alcoholic beverage or drug occurred on or off school property. This policy also applies to any student who is knowingly in the presence of such substances.

Definitions:

“Alcoholic beverage” means any and all alcoholic beverages and liquors as defined under RSA 175:1.

“Distribution” shall mean the sale, transfer, trade, or exchange in any manner of any drug or alcoholic beverage by a student to any person whether or not a student.

“Drug” means any and all drugs, controlled substances, over-the-counter medication, improper use of prescription medication, or any substance regulated under RSA 318-B.

“Possession” shall include, but not be limited to:

1. having control over the alcoholic beverage or drug during any part of a school day or while on school property or at school sponsored activities;
2. transporting the alcoholic beverage or drug to school, school property or school sponsored activities;
3. storing the alcoholic beverage or drug anywhere on the school property, whether in the student’s locker or any other student’s locker, or any other place on the school property; or
4. doing any other act which causes or contributes to causing the alcoholic beverage or drug to be on school property or

at a school sponsored activity, or which causes or contributes to cause the alcoholic beverage or drug to be used on school property or at a school sponsored activity including, but not limited to, knowingly being in the immediate vicinity of the alcoholic beverage or drug.

“School property” means all real property, physical plant and equipment used for school purposes, including but not limited to school playgrounds and buses, whether public or private.

“School Sponsored Activity” shall include, but not be limited to field trips, dances, athletic events, and extracurricular activities.

“Under the influence” means manifesting signs of chemical misuse such as staggering, reddened eyes, odor of chemicals, nervousness, restlessness, falling asleep/dozing in class, memory loss, abusive language or any other behavior not normal for the particular student. The school officials’ determination of whether a student is “under the influence: may be distinct and separate from that of a court.

“Use” shall mean the ingestion, injection or inhalation of any drug or alcoholic beverage and shall also mean a condition or state of being of a student indicating to school authorities that such student is under the influence of a drug or alcoholic beverage.

Penalties:

The use or consumption of, or possession of, or distribution of, alcoholic beverages or drugs on school property or at any school sponsored activity, on or off of school property will result in the student being immediately removed from school. The student shall face disciplinary action under the Prohibited Conduct Policy 5149 which may include but is not limited to suspensions and expulsion from school and/or school sponsored activities.

The local law enforcement agency will be contacted regarding the use, possession or distribution of illegal substances at school.”

Students violating this policy will be immediately removed from school and will be suspended from school for a period of no less than five school days.

Abuse of prescription, over the counter medications and other products

Please be advised that any student misusing prescription, over-the-counter or household cleaning products to the extent that their mind or bodily functions are altered while on school grounds or at school sponsored events will be subject to the same disciplinary consequences as possession or use of illegal drugs or alcohol. This consequence is a minimum 5 day out of school suspension. Students are not to be in possession of prescription or over-the-counter medications in school. All such medications are to be delivered to the school nurse upon arrival to the building. Possession of prescription or over-the-counter drugs on school grounds or at school sponsored events may result in suspension.

Health risks that misusing these products may result in include **seizures, heart attack, respiratory failure and/or brain damage.** Other long-term damage may include cardiac, respiratory, thyroid, kidney, liver and sinus damage.

Students who violate this policy must report to the Student Assistance counselor upon their return to school.

Inter-Lakes high school recognizes that representing the school and participating in any school approved activity including co-curricular activities and interscholastic athletics is a privilege and eligibility to participate in these activities may be withdrawn for violation of this policy. Student athletes and managers who violate this policy will be subject to the sanctions outlined in the Student Athlete Contract.

Inter-Lakes High School also recognizes that rehabilitation through counseling and support programs can be successful in dealing with issues of substance use, abuse and addiction. Students who find themselves involved in substance use or abuse and desire assistance with substance use and abuse issues may refer themselves, without policy violation, to the Student Assistance Coordinator.

STUDENT FINANCIAL ACCOUNTABILITY

ILSD policy 5160 states: "Report cards will not be issued to any students in grades 7 through 12 who has an outstanding financial

responsibility for non-returned books, materials or equipment issued by the Inter-Lakes School District to the student.

Any graduating senior will not be issued a diploma until all books, materials and equipment issued by the Inter-Lakes School District are returned, paid for and approved by the Superintendent, whose decision will be final.”

STUDENT MESSAGES

Except in the case of emergencies, messages to students will only be delivered at the beginning and end of a period. Students will not be allowed to return messages during class time.

STUDENT SUPERVISION

Students are not to be in unsupervised areas of the building at any point during or after the school day.

No student should be in the building after the 2:08 bell without a legitimate reason, such as attending an after-school activity.

If there is a time lag between the end of school and the beginning of an activity, students are either to be in the library, which is open until 3:00, or leave the building and return for the published starting time of the activity.

Students who are in unsupervised areas of the building, either during or after school hours, will receive one warning and then a disciplinary referral.

STUDENT TRANSPORTATION TO SCHOOL SPONSORED EVENTS

ILSD Policy 6145.2 states in part “In all cases where student transportation is provided for school-sponsored events, students must travel to and from the event on the designated school bus in order to be eligible to participate.

This policy applies to all school sponsored field trips and co-curricular events, games, meets, matches and practices.

Exceptions to this rule must be made by the Principal or his/her designee and will only be made on a case-by-case basis. Written requests for alternate transportation arrangement must be submitted in advance by the parents/guardians of individual students and must include a statement which acknowledges that by requesting alternate transportation the parents will assume all responsibility and liability for the safe transportation of the student. Under no circumstances are students to be transported by other students.

STUDENT WITHDRAWAL FROM SCHOOL

A student cannot withdraw from school and re-enroll in the same semester without permission of principal.

SUBSTITUTES

Substitute teachers provide a valuable and needed service to our school. Students are reminded that ALL adults in the building deserve the same respect and consideration.

SUMMER SCHOOL

Inter-Lakes School Board Policy 5122.1, Replacing Failing Grades for Credit, states: "Any student wishing to complete course work at an accredited institution for credit toward the removal of a failure grade from his/her record must have remained enrolled in and completed the year/half year course at Inter-Lakes High School and must achieve at least a grade of "C" in the accredited program.

The grade that will appear on the student's report card will be the average of the grade achieved at Inter-Lakes High School and the grade achieved at the accredited institution. The "four point" system (A=4, B=3, C=2, D=1, F=0) will be used to calculate this average.

TECHNOLOGY ACCEPTABLE USE POLICY

Inter-Lakes School District is committed to efficiently using computer-based educational technologies. As such, faculty, staff, and students may be provided with access to those resources.

Access to computer technologies relies upon the proper conduct of the user, who must adhere to the guidelines contained in the Acceptable Use Policy (AUP).

The purpose of the AUP is to guide users in acceptable and unacceptable use of computer systems, networks, and other informational or educational technology resources available at ILHS.

The AUP help ensure ethical, legal, and responsible conduct of ILSD's users and maintains the integrity of the district's shared computer resources. By agreeing to the terms of the AUP, users acknowledge what is expected from them while using the district's computer network.

All users must sign the AUP as indicated below before authorized access to technological resources will be granted.

- Parents/Guardians of students in grades PreK-12
- Students in grades 5 – 12
- Staff

VANDALISM - DAMAGE TO SCHOOL PROPERTY

ILSD Policy 5131.5 states: "Willful or malicious damage to school property must be reimbursed by the persons responsible, or, in the case of minors, by their parents or guardians. Furthermore, the School Board reserves the right to prosecute to the fullest extent of the law, any or all persons responsible for the damage of school property, based upon the recommendation of the administration."

VISITORS

Visitors are required to sign in at the office upon entering the building. Students wishing to bring guests to visit classes need to obtain the permission of all of their teachers and the administration at least 24 hours in advance of the visit.

WEAPONS ON SCHOOL PROPERTY/GUN-FREE SCHOOLS ACT

(Inter-Lakes School District Policy 5148)

Weapons are not permitted on school property at any time. Visitors, faculty, staff and students are 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 terms "weapons" includes, but is not limited to, firearms, or other dangerous weapons as defined by 18 U.S.C. 921 and RSA 159 which includes but is not limited to rifles, pistols, revolvers, pellet guns, paintball guns, knives, slingshots, metallic knuckles, firecrackers, billies, stilettos, switchblade knives, sword canes, pistol canes, blackjacks, daggers, dirk knives, or any other substances, object or thing which, by appearance or function, is known, thought to or capable of producing death or bodily injury.

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 student violation of this policy will result in immediate confiscation of the weapon and notice to the student's parents or guardians. If a student violation involves a firearm, the School Board shall expel the student from school in accordance with RSA 193:13, III and the Student Discipline Policy 5149. If a student violation involves the possession of a pellet or BB gun, rifle or paint ball gun then the student may be expelled by the School Board pursuant to RSA 193:13, II and the Student Discipline Policy 5149.

The Superintendent or designee, shall have the authority pursuant to RSA 193:13, III to grant written authorization to a student or others to possess a firearm or other weapon on school property.

Any such authorization shall be requested in writing and any such request by the student shall also be signed by a parent or guardian. The authorization shall be issued in advance of the possession and shall identify the student or others, the weapon or firearm, the purpose of the possession, and time frames of the authorization. Law enforcement personnel are exempt from this policy.

TITLE IX NOTIFICATION STATEMENT

The Inter-Lakes School District does not discriminate on the basis of age, race, color, creed, religion, sex, ancestry, national origin, or

social or economic status in its educational programs or activities and employment policies (as required by Title IX or the Educational Amendments of 1972 and the Civil Rights Act of 1964). Inquiries regarding compliance may be directed to the Title IX Coordinator, Patricia Kennelly, Inter-Lakes Junior-Senior High School, Meredith, NH 03253. (603-279-6162)

NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students **18 years or older** ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within **45** days of the day the District receives a request of access.

A parent or an eligible student should submit to the school Principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading.

A parent or eligible student may ask the Inter-Lakes School District to amend a record that they believe is inaccurate or misleading. They should write the school Principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the Inter-Lakes School District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception that permits disclosure without consent is a disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or 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.

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 District discloses educational records without consent to officials of another school district in which the student seeks or intends to enroll. (Note: FERPA requires a school district to make a reasonable attempt to notify the student of the records request unless it states in its annual notification that it intends to forward records on request.)

4. 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. The name and address of the Office that administrates FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

FERPA Directory Information Notification

Parents and students may request designation of any or all information as directory information for their students, provided that a written request to that effect is received by the building Principal by September 30 of each school year.

The Inter-Lakes School Board has not designated any information as directory information which means that the School District will not disclose any personally identifiable information about your child without your consent.

However, federal law requires the School District to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless you, as parents, have advised the School District that you do not want your child's information disclosed without your prior written consent.

If you do not want your child's name, address and telephone listing provided to military recruiters, please notify the building principal in writing by September 30th.