Inter-Lakes High School
Student Handbook
2018-2019

“Laker Pride”

1 Laker Lane
Meredith, NH 03253
(603) 279-6162
interlakes.org/ilhs.html
Welcome Lakers!

The purpose of this handbook is to provide students and parents with information regarding the rules and regulations governing Inter-Lakes High School. Student rights, responsibilities, and privileges are detailed in the following pages. It is hoped that this information will prevent misunderstandings and will guide actions and decisions throughout your high school career. Please read the handbook carefully and feel free to contact any staff member if you have suggestions, 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 his/her 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 communication 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 is 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.

Mrs. Patricia Murphy
Principal

Mr. Mark Parsons
Assistant Principal
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>WELCOME TO INTER-LAKES HIGH SCHOOL</td>
<td>1</td>
</tr>
<tr>
<td>TABLE OF CONTENTS</td>
<td>2</td>
</tr>
<tr>
<td>INTER-LAKES HIGH SCHOOL’S CORE VALUES, BELIEFS, AND SCHOOL-WIDE LEARNING GOALS</td>
<td>6</td>
</tr>
<tr>
<td>Philosophy</td>
<td>9</td>
</tr>
<tr>
<td>Personal and Academic Competencies</td>
<td>9</td>
</tr>
<tr>
<td>Personal Competencies (for Grades 6-12)</td>
<td>9</td>
</tr>
<tr>
<td>2018-2019 FACULTY/STAFF</td>
<td>11</td>
</tr>
<tr>
<td>ATTENDANCY/TRUANCY/EXCESSIVE ABSENTEEISM/MISSED CLASS ASSIGNMENTS DUE TO ABSENCES (Policy #5110)</td>
<td>14</td>
</tr>
<tr>
<td>Absences for Family Vacations</td>
<td>15</td>
</tr>
<tr>
<td>ACADEMIC INTEGRITY POLICY</td>
<td>15</td>
</tr>
<tr>
<td>Examples of an Academic Integrity Violation:</td>
<td>16</td>
</tr>
<tr>
<td>Suggestions to Students:</td>
<td>16</td>
</tr>
<tr>
<td>Consequences for the Failure to Adhere to the Academic Integrity Policy:</td>
<td>17</td>
</tr>
<tr>
<td>ACCIDENTS</td>
<td>17</td>
</tr>
<tr>
<td>AGE OF MAJORITY</td>
<td>18</td>
</tr>
<tr>
<td>ANNOUNCEMENTS</td>
<td>18</td>
</tr>
<tr>
<td>ARRIVAL</td>
<td>18</td>
</tr>
<tr>
<td>BELL SCHEDULES</td>
<td>18</td>
</tr>
<tr>
<td>2018 - 2019 Freshman Bell Schedule</td>
<td>18</td>
</tr>
<tr>
<td>2 Hour Delay Bell Schedule</td>
<td>18</td>
</tr>
<tr>
<td>GRADE 10 – 12 SCHEDULE</td>
<td>19</td>
</tr>
<tr>
<td>2 Hour Delay Bell Schedule</td>
<td>19</td>
</tr>
<tr>
<td>BUS CONDUCT</td>
<td>20</td>
</tr>
<tr>
<td>Bus Regulations</td>
<td>20</td>
</tr>
<tr>
<td>Audio and Video Surveillance on School Buses( Inter-Lakes School District Policy #3544)</td>
<td>21</td>
</tr>
<tr>
<td>Late Bus</td>
<td>22</td>
</tr>
<tr>
<td>BULLYING/PUPIL HARASSMENT</td>
<td>23</td>
</tr>
<tr>
<td>COLLABORATIVE SUPPORT TEAM</td>
<td>27</td>
</tr>
<tr>
<td>CO-CURRICULAR ACTIVITIES</td>
<td>27</td>
</tr>
<tr>
<td>Athletic Program</td>
<td>27</td>
</tr>
<tr>
<td>(Back to Table of Contents)</td>
<td></td>
</tr>
<tr>
<td>Topic</td>
<td>Page</td>
</tr>
<tr>
<td>------------------------------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>IMMUNIZATIONS</td>
<td>50</td>
</tr>
<tr>
<td>LIBRARY</td>
<td>50</td>
</tr>
<tr>
<td>LOCKERS</td>
<td>52</td>
</tr>
<tr>
<td>MEDICATIONS</td>
<td>52</td>
</tr>
<tr>
<td>NATIONAL HONOR SOCIETY</td>
<td>53</td>
</tr>
<tr>
<td>NO SCHOOL ANNOUNCEMENTS</td>
<td>53</td>
</tr>
<tr>
<td>NOTIFICATION OF RIGHTS UNDER FERPA (I-L Policy #5150)</td>
<td>53</td>
</tr>
<tr>
<td>OFFICE HOURS</td>
<td>55</td>
</tr>
<tr>
<td>PARENT/TEACHER CONFERENCE DAYS</td>
<td>56</td>
</tr>
<tr>
<td>PARKING</td>
<td>56</td>
</tr>
<tr>
<td>PASS POLICY</td>
<td>57</td>
</tr>
<tr>
<td>PERSONAL PROPERTY</td>
<td>57</td>
</tr>
<tr>
<td>PROHIBITED CONDUCT</td>
<td>57</td>
</tr>
<tr>
<td>SCHEDULE CHANGES</td>
<td>60</td>
</tr>
<tr>
<td>SCHOOL ACCIDENT INSURANCE PROGRAM</td>
<td>60</td>
</tr>
<tr>
<td>SENIOR ACTIVITIES</td>
<td>60</td>
</tr>
<tr>
<td>SENIOR PRIVILEGES</td>
<td>60</td>
</tr>
<tr>
<td>SEXUAL HARASSMENT</td>
<td>61</td>
</tr>
<tr>
<td>SIGNS AND POSTERS</td>
<td>63</td>
</tr>
<tr>
<td>SMOKING/POSSESSION OF TOBACCO/E-CIGARETTES/VAPORIZERS</td>
<td>63</td>
</tr>
<tr>
<td>SPORTSMANSHIP</td>
<td>64</td>
</tr>
<tr>
<td>STUDENT COUNCIL</td>
<td>64</td>
</tr>
<tr>
<td>STUDENT DRUG AND ALCOHOL POLICY</td>
<td>64</td>
</tr>
<tr>
<td>STUDENT FINANCIAL ACCOUNTABILITY</td>
<td>67</td>
</tr>
<tr>
<td>STUDENT MESSAGES</td>
<td>68</td>
</tr>
<tr>
<td>STUDENT SEARCHES AND THEIR PROPERTY (I-L Policy #5128)</td>
<td>68</td>
</tr>
<tr>
<td>STUDENT SUPERVISION</td>
<td>68</td>
</tr>
</tbody>
</table>

(Back to Table of Contents)
INTER-LAKES HIGH SCHOOL’S CORE VALUES, BELIEFS, AND SCHOOL-WIDE LEARNING GOALS

The vision of Inter-Lakes High school is that every person will affect positive change in themselves, the school and society.

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

We will accomplish these goals by emphasizing relationships, rigor, relevance and reflection in an atmosphere of respect, integrity, dignity and ethical behavior:

➢ **Relationships** - knowing our students as learners so we can help them continually progress

➢ **Rigor** - student-centered learning that emphasizes independent inquiry, higher order thinking skills and active engagement in learning

➢ **Relevance** - helping students make interdisciplinary connections and connections to prior learning and real-life experiences

➢ **Reflection** - modeling continual growth

Inter-Lakes High School has identified the following School-Wide Learning Goals for all learners:

**Academic:**
- We are a community of critical thinkers
- We are a community of effective communicators

**Personal Competencies:**
- Time Management
- Preparation/Organization
- Perseverance
- Cooperation
- Engagement
- Reflection
School Wide Learning Goal

The critical thinker is able to develop solutions to problems by using a logical thought process.

To attain Developing, Proficient, or Proficient with Distinction, all criteria up to and including that level must be successfully fulfilled.

**Developing**

☐ Analyzes information and applies knowledge to make (some) connections between the key elements while completing the objective.

**Proficient**

☐ Provides a quality product that accomplishes the objective.

**Proficient with Distinction**

☐ Provides a sophisticated product that is innovative and/or extends knowledge/connections beyond the objective.

Student Self-Assessment

____________________________________________________________________

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Teacher Assessment

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____________________________________________________________________
School Wide Learning Goal

The effective communicator is able to clearly express ideas through speaking, writing, performing, and/or creating.

To attain Developing, Proficient, or Proficient with Distinction, all criteria up to and including that level must be successfully fulfilled.

**Developing**

☐ Conveys aspects of the main idea but lacks adequate detail and incompletely expresses the message to the intended audience.

**Proficient**

☐ Effectively conveys the message to the intended audience with adequate details that support the main idea and meet the criteria.

**Proficient with Distinction**

☐ Has a clear and compelling purpose and conveys the message to the intended audience in an engaging style with powerful details and a strong conclusion. The presenter is adept at responding to the reaction of the audience (if applicable.)

Student Self-Assessment

____________________________________________________________________
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____________________________________________________________________

Teacher Assessment

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____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
GUIDING PRINCIPLES FOR SUCCESS

Philosophy
Inter-Lakes High School uses competency-based instruction, assessment, and reporting in order to communicate specific information about a student’s academic proficiency, academic growth, and progress on personal competencies. In a competency-based environment, students learn through a progression of skills and concepts which increase in complexity over time to become proficient in the overarching competencies in academic disciplines.

Competency-based learning is beneficial to our learning community because:

- students learn at different rates and in various ways.
- assessments are connected to clearly defined learning expectations, so educators, students, and parents know, with precision, what a student has actually learned.
- assessments are focused on learning progress and growth.
- assessments separate academic achievement from behaviors.

Personal and Academic Competencies

Our assessment practices are guided by the belief that academic ratings (those that report learning, academic performance, and proficiency) must be separate from behavioral ratings. The assessment and grading guidelines require that educators remove cooperation, time management, organization, perseverance, engagement, and reflection factors when determining academic proficiency as these are the student’s personal competencies.

Personal Competencies (for Grades 6-12)

Effective learners display a high level of personal competency. They understand that arriving at each and every class on time and organized with all necessary materials is the first step in being successful. Successful students do not stop at just being present. They understand that engaging in learning allows them to achieve at high levels. Effective learners actively participate, follow directions, initiate tasks, and seek assistance when needed. Students who are the most successful keep up with the day to day learning tasks and assignments. This allows them to maximize achievement that is based on a carefully planned progression of learning activities. These students meet deadlines and benefit from timely feedback. When successful students struggle, they reflect on the obstacles they face, take appropriate steps to meet their challenges, and persevere to success. Effective learners understand that their active engagement in the journey through competency-based learning is the most important factor in outstanding achievement.

Personal competencies are an indicator of a student’s likelihood of success in school and beyond and are rated using the following: C-Consistent, O-Often, I-Inconsistent,
N-Needs Attention. The Personal Competencies are Time Management, Preparation/Organization, Perseverance, Cooperation, Engagement, and Reflection.

We know from experience that students who have inconsistent attendance and/or fall behind in their work have a difficult time passing classes and often encounter anxiety and/or depression when in this situation. In addition, meeting these expectations maximizes high school success and ensures that our graduates are college and career ready. It is our goal to offer many opportunities and multiple pathways to practice and achieve academic competencies as well as employability and life skills.

*Personal competencies are an indicator of a student’s likelihood of succeeding in school and beyond.*

<table>
<thead>
<tr>
<th>Personal Competency</th>
<th>Description</th>
<th>Q1</th>
<th>Q2</th>
<th>Q3</th>
<th>Q4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time Management</td>
<td>is punctual, meets deadlines, follows through with commitments, and uses time wisely</td>
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<tr>
<td>Preparation/Organization</td>
<td>arrives ready and organized with all necessary materials (homework, utensils, etc.)</td>
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<tr>
<td>Perseverance</td>
<td>problem solves, sees task through despite difficulty, works to finish a quality product</td>
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<tr>
<td>Cooperation</td>
<td>works positively and respectfully with others</td>
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<tr>
<td>Engagement</td>
<td>follows directions, actively participates, is willing to initiate and work independently, advocates for one’s self</td>
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<tr>
<td>Reflection</td>
<td>is self-aware, takes responsibility, takes feedback, and seeks improvement</td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>
Adams, Lori  Special Education Paraeducator
Adams, Tiana  Special Education Paraeducator
Anderson, Heather  Special Education Paraeducator
Ashley, Diana  Administrative Assistant to Principal
Barber, Cathy  Special Education Paraeducator
Bedford, Mary-Margaret  World Language
Bogert, Patricia  Library/Media Aide
Brusseau, Laura  Social Studies
Carney, Lora  Math
Carpenter, Brigitte  Special Education Paraeducator
Clark, Ashley  Nurse’s Assistant
Clogston, Heather  Family & Consumer Science
Cloos, Jeffrey  Athletic Director/Physical Education
Coes, Patty  Technology Assistant
Conti, Lynn  Special Education Paraeducator
Copatch, Glen  Industrial Arts
Cotreau, Karen  School Psychologist
Crowell, Donald  Social Studies
Custance, Michelle  Special Education
DelFrari, Roxanne  Special Education Paraeducator
Divers, Chelsea  Science
Donahue, Lori  English
Eynon, Emily  Music
Ferren, Jessica  Social Studies
Forkell, Colleen  English
Gagnon, Stacey  Guidance Counselor
Gatherum, Daizha  World Language
Glover, KarolBeth  Technology Integration Specialist
Harbrook, Sarah  Library Media Generalist
Hardy, Brendan  Technology Assistant
Hayman, Tim  English
Judge, Jocelyn  World Language
Kovacs, Katie  Special Education
Langevin, Jeffrey  Math
Lazar, Will  Head Custodian
Locke, Sarah  Math
Lyons, Natalie  Special Education
Mariano, Lori  Special Education Paraeducator
Martin, John  Technology Coordinator

Greater Meredith Partnership Internship Director
<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maxwell, Linn</td>
<td>Special Education Paraeducator</td>
</tr>
<tr>
<td>McGurkin, Kristine</td>
<td>Science</td>
</tr>
<tr>
<td>Miller, Angie</td>
<td>Humanities</td>
</tr>
<tr>
<td>Murphy, Patricia</td>
<td>Principal</td>
</tr>
<tr>
<td>Nesbit, Leslie</td>
<td>Special Education Paraeducator</td>
</tr>
<tr>
<td>Nyhan, Mary</td>
<td>English</td>
</tr>
<tr>
<td>Otis, Bob</td>
<td>Special Education Paraeducator</td>
</tr>
<tr>
<td>O'Connor, Shannon</td>
<td>Math</td>
</tr>
<tr>
<td>Patten, Katie</td>
<td>Special Education Paraeducator</td>
</tr>
<tr>
<td>Parsons, Mark</td>
<td>Assistant Principal (7-12)</td>
</tr>
<tr>
<td>Pendexter, Jodi</td>
<td>Nurse</td>
</tr>
<tr>
<td>Pion-Burlison, Beth</td>
<td>Special Education Paraeducator</td>
</tr>
<tr>
<td>Preston, Andrea (Ajai)</td>
<td>Student Support Room Coordinator</td>
</tr>
<tr>
<td>Quinn, Patrick</td>
<td>Art/Technology Teacher</td>
</tr>
<tr>
<td>Ransom, Linda</td>
<td>School Outreach Counselor</td>
</tr>
<tr>
<td>Reid, Cindy</td>
<td>Health</td>
</tr>
<tr>
<td>Robinson, Michelle</td>
<td>English</td>
</tr>
<tr>
<td>Ryan, Maribeth</td>
<td>Administrative Assistant to the AP</td>
</tr>
<tr>
<td>Savage, Elizabeth</td>
<td>Physical Education</td>
</tr>
<tr>
<td>Schultz, Larry</td>
<td>Special Education Paraeducator</td>
</tr>
<tr>
<td>Siek, Melanie</td>
<td>Special Education Paraeducator</td>
</tr>
<tr>
<td>Seitzinger, Kim</td>
<td>Special Education</td>
</tr>
<tr>
<td>Snyder, Jonathan</td>
<td>Physical Science</td>
</tr>
<tr>
<td>Summers, Brent</td>
<td>Industrial Arts</td>
</tr>
<tr>
<td>Sweeney, Billie Jo</td>
<td>Math/Business</td>
</tr>
<tr>
<td>Vacant</td>
<td>Library Supervision</td>
</tr>
<tr>
<td>Taggett, Christine</td>
<td>Receptionist</td>
</tr>
<tr>
<td>True, Keith</td>
<td>School Resource Officer</td>
</tr>
<tr>
<td>Van Velsor, Judith</td>
<td>Special Education Paraeducator</td>
</tr>
<tr>
<td>Vieten, Holly</td>
<td>Guidance Director</td>
</tr>
<tr>
<td>White, Alicia</td>
<td>Registrar</td>
</tr>
<tr>
<td>Zumbach, Rebecca</td>
<td>Math</td>
</tr>
</tbody>
</table>
### INTER-LAKES SCHOOL DISTRICT

**School Calendar 2018-2019**

<table>
<thead>
<tr>
<th>M</th>
<th>T</th>
<th>W</th>
<th>Th</th>
<th>F</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>August &amp; September</strong></td>
<td><strong>October</strong></td>
<td><strong>November</strong></td>
<td><strong>December</strong></td>
<td><strong>January</strong></td>
</tr>
<tr>
<td>X</td>
<td>21</td>
<td>22</td>
<td>23</td>
<td>24</td>
</tr>
<tr>
<td>22</td>
<td>X</td>
<td>28</td>
<td>29</td>
<td>30</td>
</tr>
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<td>24</td>
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<td>31</td>
<td>30</td>
<td>31</td>
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<td>X</td>
<td>27</td>
<td>28</td>
<td>29</td>
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<td>29</td>
<td>30</td>
<td>31</td>
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</tr>
<tr>
<td>30</td>
<td>31</td>
<td>X</td>
<td>22</td>
<td>23</td>
</tr>
</tbody>
</table>

**X** = No School for Students

**Early Release**

#### Special Dates:

**August 21**
- New Teacher Orientation

**August 22-24**
- Teacher/Paraprofessional Work Days

**August 28**
- 1st Day of School for Students

**September 3**
- Labor Day

**October 8**
- Columbus Day

**October 19**
- Paraprofessional Workday/Parent Conf.(PK-12)

**November 12**
- Veterans' Day

**November 19-20**
- Teacher Workshop Days

**November 21-23**
- Thanksgiving Recess

**December 21**
- Early Release

**December 24 - January 1**
- December Recess

**January 21**
- Martin Luther King, Jr. Civil Rights Day

**January 25**
- Teacher/Paraprofessional Workday (PK-12)

**February 25-March 1**
- Winter Recess

**March 13**
- Parent Conferences (PK-12)

**March 29**
- Early Release

**April 22-26**
- Spring Recess

**May 17**
- Early Release

**May 27**
- Memorial Day

**June 15**
- ILHS Graduation (6/22 Snow-Day Date)

**June 18**
- Last Student Day-Early Release (Tentative)

**June 20-28**
- Snow Make-Up Days (if necessary)

**PLEASE NOTE:** This calendar may be changed by school board action or by inclement weather conditions. Such changes will be announced as far in advance as possible to avoid personal and family inconvenience. School cancellations, e.g., snow days, will extend the school year.

School Board Approved: February 13, 2018
ATTENDANCY/TRUANCY/EXCESSIVE ABSENTEEISM/MISSED CLASS ASSIGNMENTS DUE TO ABSENCES (Policy #5110)

Consistent attendance correlates to better grades, higher GPA and increased likelihood of college completion. Conversely, poor attendance makes it very difficult for students to succeed in a traditional classroom setting. As such, we have identified a 94% on time attendance rate as the acceptable level of performance. Students who fall below the 94% on time attendance rate are subject to a loss of privileges and may be referred to the Student Support Team for intervention planning. A parent or guardian must be present at this meeting. The purpose of this meeting will be to develop a plan that allows students to meet acceptable levels of performance. Items for consideration include Directed Office Hours Assignments, restriction of privileges, social/emotional counseling, and/or schedule changes.

If a student’s attendance rate does not improve, the Student Support Team may reconvene to formulate a way other than a traditional classroom for the student to meet the course competencies.

Inter-Lakes School District Policy 5110, Excessive Absenteeism / Missed Class Assignments Due to Absences, states in part:

Students ages 6 through 18 years who reside within the three towns that comprise the Inter-Lakes Cooperative School District shall attend the public school to which the student is assigned unless otherwise enrolled in another school as stipulated in RSA 193:1. It is the legal responsibility of the parents/guardians to ensure that their child is in attendance during the days and hours that school is in session, except that the principal may excuse a student for temporary absences when receiving satisfactory evidence of conditions or reasons that may reasonably cause the student’s absence.

Parents/guardians are expected to notify the school when their child is going to be absent. When students are absent, parents are requested to call notify the school of the absence by calling the attendance line or completing the Absence Notification form linked on the website. If notice has not been provided, the school will make a reasonable effort to contact parents/guardians when their child is absent.

Parents are required to submit written documentation explaining the reasons for the absence. The principal may require parents to provide additional documentation in support of their written notice, including, but not limited to, doctor’s notes, court documents, or other documents supporting the reason for the absence.

The principal or his/her designee has sole authority to designate an absence as excused or unexcused. An absence for one of the following reasons shall be considered excused:

- Illness
• Recovery from an injury or accident  
• Required court attendance  
• Medical and/or dental appointments  
• Death in the family  
• Observation or celebration of a bona fide religious holiday  
• Participation in a school-related activity  
• Such other good cause as may be acceptable to the principal or permitted by law

An absence that has not been excused for any of these reasons will be considered an unexcused absence.

If parents wish for their child to be absent for a reason not listed above, the parent must provide a written explanation to the Principal of the reason for such absence, including why and for how long the student will be absent. The principal or his/her designee will make a determination as to whether the stated reason for the student’s absence constitutes good cause and will notify the parents of the decision. If the principal or his/her designee determines that good cause does not exist, the parent/guardian may request a conference with the principal or his/her designee. The principal or his/her designee may then reconsider the initial determination; however, at this juncture, the principal’s or his/her designee’s decision shall be final.

Absences for Family Vacations

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

• With a minimum of a week’s advance 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.
• When the student returns to class, he/she is responsible for checking with the teacher to get any further assignments.
• 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.

ACADEMIC INTEGRITY POLICY

Academic integrity means that students’ learning behavior is ethical, and all work is their own. All student work—including research, writing, oral presentations, homework, tests, and quizzes—as well as using technological resources, is expected to be a principled representation of students’ skills and abilities. 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 (AIC).

Plagiarism is the use of someone else’s ideas or work without including appropriate
acknowledgment of that work. REGARDLESS OF INTENT, the failure to provide proper recognition of origination of work is plagiarism. All student work must be the result of the student’s own efforts or the original author/creator must be referenced.

Examples of an Academic Integrity Violation:

- Allowing a student to copy answers
- Collaboration on a project intended as an individual assignment
- Copying answers during an assessment
- Copying information and/or software without referencing the original author or owner
- Copying tests, quizzes, or projects
- Copying student notes without teacher permission
- Direct quotation of a source without quotation marks or the source cited
- Discussing test or quiz materials with other students
- Passing answers to another student on a calculator or any other device
- Sharing written work with another student and having that work copied
- Using material in its original format with no or little modifications without referencing
- Using peer or parent feedback verbatim for corrections and/or revisions
- Using the same work in more than one course without prior approval of the instructors
- Using translators without teacher approval on homework, quizzes, tests, projects, or any assessments
- Using whole or partial internet-generated essays
- Whole and/or partial copying, translating or paraphrasing without proper citation

Suggestions to Students:

- Keep all research and drafts to demonstrate effort and progress of projects and papers. When using Google Docs, make all revisions viewable to the teacher.

- When in doubt, seek assistance. Tutors in the Writing Center and teachers can offer assistance if you are not sure how to reference a resource. 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, assignment, or assessment if you have questions.

- Keep track of sources while you are using them, not after you have finished an assignment. It is difficult to go back and document properly; instead, document while you are working on even the first draft of an assignment.
• Give yourself enough time before the assignment is due to utilize support from the Writing Center or your teachers.

• Seek the resources of the Library for acceptable examples of how to reference all sources of research and the correct format for your work.

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

In the event a student is suspected of an academic integrity violation, the student is required to meet with the Academic Integrity Committee (AIC) which consists of up to eight faculty members after school. Meetings are scheduled as soon as possible, hopefully within 72 hours, to review the situation and to discuss appropriate behavioral and academic consequences.

Parent attendance will be requested at all student reviews; however, parental attendance is not mandatory.

First and second violations will not be recorded on the student’s transcript.

(last updated 8/24/2017)

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 are emailed to students and posted on the web page each day.

Teachers, coaches, and advisors must submit announcements to the Main Office before 8:00 A.M. to be included on the announcements.

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 8:05 will signal dismissal from the cafeteria for the purpose of going to lockers and getting ready for the day. A warning bell will ring at 8:12, and students who are not in their A period / period 1 class when the bell rings at 8:15 will be considered tardy and must get a pass to class from the office of the Assistant Principal.

BELL SCHEDULES

2018 - 2019 Freshman Bell Schedule

**Grade 9 Bell Schedule**

<table>
<thead>
<tr>
<th>Period</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period 1</td>
<td>8:15 to 9:19 AM</td>
</tr>
<tr>
<td>Period 2</td>
<td>9:23 to 10:27 AM</td>
</tr>
<tr>
<td>Period 3</td>
<td>10:31 to 11:36 AM</td>
</tr>
<tr>
<td>Lunch</td>
<td>11:36 to 11:56 AM</td>
</tr>
<tr>
<td>Period 4</td>
<td>11:58 to 12:55 PM</td>
</tr>
<tr>
<td>Office Hours</td>
<td>12:57 to 1:33 PM</td>
</tr>
<tr>
<td>D Period</td>
<td>1:36 to 3:00 PM</td>
</tr>
</tbody>
</table>

**2 Hour Delay Bell Schedule**

<table>
<thead>
<tr>
<th>Period</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period 1</td>
<td>10:15 to 10:55 AM</td>
</tr>
<tr>
<td>Period 2</td>
<td>10:57 to 11:37 AM</td>
</tr>
<tr>
<td>Period 3</td>
<td>11:38 to 12:17 PM</td>
</tr>
<tr>
<td>Lunch (1st)</td>
<td>12:17 to 12:37 PM</td>
</tr>
<tr>
<td>Period 4</td>
<td>12:40 to 1:31 PM</td>
</tr>
<tr>
<td>Office Hours</td>
<td>1:33 to 2:00 PM</td>
</tr>
<tr>
<td>D Period</td>
<td>2:03 to 3:00 PM</td>
</tr>
</tbody>
</table>
GRADES 10 – 12 SCHEDULE

Grades 10 – 12 use 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.

Grades 10-12 Bell Schedule

<table>
<thead>
<tr>
<th>Block</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Block</td>
<td>8:15 to 9:39 AM</td>
</tr>
<tr>
<td>B Block</td>
<td>9:45 to 11:10 AM</td>
</tr>
<tr>
<td>C Block</td>
<td>11:12 to 12:54 PM</td>
</tr>
<tr>
<td>1st Lunch</td>
<td>11:36 to 11:56 PM</td>
</tr>
<tr>
<td>2nd Lunch</td>
<td>12:05 to 12:25 PM</td>
</tr>
<tr>
<td>Office Hours</td>
<td>12:57 to 1:33 PM</td>
</tr>
<tr>
<td>D Block</td>
<td>1:36 to 3:00 PM</td>
</tr>
</tbody>
</table>

2 Hour Delay Bell Schedule

<table>
<thead>
<tr>
<th>Block</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Block</td>
<td>10:15 to 11:12 AM</td>
</tr>
<tr>
<td>B Block</td>
<td>11:15 to 12:12 PM</td>
</tr>
<tr>
<td>C Block</td>
<td>12:14 to 1:31 PM</td>
</tr>
<tr>
<td>1st Lunch</td>
<td>12:14 to 12:34 PM</td>
</tr>
<tr>
<td>2nd Lunch</td>
<td>12:40 to 1:00 PM</td>
</tr>
<tr>
<td>Office Hours</td>
<td>1:33 to 2:00 PM</td>
</tr>
<tr>
<td>D Block</td>
<td>2:03 to 3:00 PM</td>
</tr>
</tbody>
</table>

Exam Schedule – 1st Semester

<table>
<thead>
<tr>
<th>Block</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>A or D Block</td>
<td>7:20 to 9:20 AM</td>
</tr>
<tr>
<td>Break</td>
<td>9:20 to 9:47 AM</td>
</tr>
<tr>
<td>B or C Block</td>
<td>9:50 to 11:50 AM</td>
</tr>
</tbody>
</table>

Exam Schedule – 2nd Semester

<table>
<thead>
<tr>
<th>Block</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>A or D Block</td>
<td>7:20 to 9:20 AM</td>
</tr>
<tr>
<td>Break</td>
<td>9:20 to 9:47 AM</td>
</tr>
<tr>
<td>B or C Block</td>
<td>9:50 to 11:50 AM</td>
</tr>
</tbody>
</table>
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 points #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.
Audio and Video Surveillance on School Buses (Inter-Lakes School District Policy #3544)

To assist in providing a safe and secure environment for all passengers, the Inter-Lakes School Board authorizes the use of video and audio recording devices by the District on any or all buses or other vehicles (hereinafter “bus”) used to provide transportation for District students. The School Board authorizes the Superintendent to establish and maintain guidelines and procedures for the retention and viewing of the recordings in accordance with the requirements of this Policy.

Notification
A. The presence of video and audio recording devices on a bus shall be announced by signage displayed prominently on the bus in accordance with the requirements of RSA 570-A:2, II(k).

B. The District shall provide notice of this Policy annually to students and parents in the student/parent handbooks.

Confidentiality
All recordings are considered confidential and shall be viewed only by those individuals authorized in this Policy for the purposes set forth in this Policy.

Authorization for Viewing Recordings
A. A recording shall only be viewed if the District receives a report of an incident or complaint about conduct on a bus.

B. All requests to view recordings must be approved by the Superintendent or designee.

C. The following individuals are authorized to view the recordings: Superintendent or designee Transportation Coordinator, Transportation Carrier Representative, Building Principal.

D. When necessary, the Superintendent may authorize individuals not specified in Section C above to view recordings.

E. The Superintendent or designee shall maintain a log of the dates and names of all individuals who view the recording.

F. Recordings used as part of disciplinary investigations or other proceedings shall be considered an educational record for purposes of the Family Educational Rights and Privacy Act ("FERPA"). If an audio recording does become part of a student’s education record, the provisions of Policy #5124, Confidentiality and FERPA shall apply as well as the restrictions set forth in Section G below.

G. Review and use of the audio recording is limited by RSA 570-A:2, II(k). Specifically, the audio recording shall only be viewed when there has been a report or complaint relative to conduct on the bus and only that portion of the audio recording which is relevant to the incident or complaint shall be reviewed.
Parents/legal guardians of any student against whom an audio recording is being used as part of a disciplinary proceedings shall be permitted to listen to the portion relevant to the incident.

H. For cases involving law enforcement or court requests to review the recordings, the Superintendent or designee will review the case and decide on the response to the request based upon federal and state laws and this Policy. The Superintendent is authorized to contact the District’s attorney for a legal opinion in the event of such a request. The Superintendent or designee will maintain the original recording pending the outcome of the law enforcement or court action.

Custody, Storage and Retention of Recordings

A. All recordings are the property of the Inter-Lakes School District and shall be maintained in accordance with this Policy.

B. After a recording has been made, the District’s transportation carrier will retain the recording in a secure location for a period of ten (10) school days.

C. After ten (10) school days, the District’s transportation carrier shall erase and reuse the recording media.

D. Recordings requested by an authorized District official (the superintendent or designee, building principal, or the District’s transportation coordinator) will be provided to and be retained by the District pursuant to federal and state laws, and this Policy.

E. The District may use recordings in discipline of students. The recordings shall be retained by the District until the final resolution of any discipline, including the time for appeal or a court ordered retention period.

F. Recordings provided to the District that are not used for discipline, will be erased and the recording media reused at the direction of the Superintendent or designee.

Legal References:
\( \text{NH RSA 189:15; 193-F:3; and 570-A:2, II(k) } \)
\( 20 \text{ U.S.C. § 1232g – FERPA } \)

Late Bus

Students wishing to use the late bus must sign up by 1:00 p.m. in the Main Office. This bus is only for students who are involved in approved school related activities. The Late Bus will have centralized bus stops which may not be the same as the regular morning and afternoon bus stops. There is one late bus at 5:30.
BULLYING/PUUPIL HARASSMENT

Pupil Bullying
All students have the right to attend a school in which a safe, secure and peaceful environment is in evidence. Bullying, and/or cyberbullying of students is unacceptable in the Inter-Lakes schools and is prohibited. Founded acts of bullying will result in strong intervention from school personnel and disciplinary action when appropriate.

The Superintendent of Schools shall work with building level administrators to ensure the implementation of this policy.

Definitions:
I. Bullying is defined as a single significant incident or a pattern of incidents involving a written, verbal, or electronic communication, or a physical act or gesture, or any combination thereof, directed at another student, which:
   1. physically harms a student or damages a student’s property;
   2. causes emotional distress to a student;
   3. interferes with a student’s educational opportunities;
   4. creates a hostile educational environment; or
   5. substantially disrupts the orderly operation of the school.

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

Bullying or cyberbullying occurs when an act or communication as defined in paragraph I:
   1. occurs on, or is delivered to, school property or a school sponsored-activity or event on or off school property; or
   2. occurs off of school property or outside of a school-sponsored activity or event if the conduct interferes with a pupil’s educational opportunities or substantially disrupts the orderly operation of the school or school-sponsored activity or event.

II. Cyberbullying is defined as conduct specified in paragraph I of this section that is undertaken through the use of electronic devices.

III. Electronic devices include, but are not limited to, telephones, cellular phones, computers, pagers, electronic mail, instant messaging, text messaging and websites.

IV. Perpetrator is a student who engages in bullying or cyberbullying.
V. School property is defined as all real property and all physical plant and equipment used for school purposes, including public or private school buses or vans.

VI. Victim is defined as the student against whom bullying or cyberbullying has been perpetrated.

Retaliation and false reporting:
Retaliation against any student (victim or witness) or other individual is strictly prohibited. Any student who retaliates against any person who makes a good faith report of alleged bullying or against any person who testifies, assists, or participates in a proceeding or hearing related to such bullying will face disciplinary action.

If an alleged victim or any witness expresses to the Principal or other staff member that he/she believes he/she may be retaliated against, the Principal shall develop a process or plan to protect that student or individual from possible retaliation. Each process or plan may be developed on a case-by-case basis.

Consequences for bullying, cyberbullying, retaliation and false reporting:
I. Disciplinary measures will be enacted against any student who commits an act of bullying, falsely accuses another student of bullying, or who retaliates against any student or witness who provides information about an act of bullying.

II. Contingent upon the severity of the incident, the Principal may invoke disciplinary measures up to, and including, suspension and expulsion.

III. When appropriate, as determined by the Principal, alternatives to traditional discipline will be considered. This will include, but not be limited to early intervention measures, alternative dispute resolution, conflict resolution, and other similar measures.

IV. Consequences and appropriate remedial actions for a student who commits one or more acts of bullying or retaliation may range from positive behavioral interventions to stern disciplinary measures. These consequences may be varied according to the nature of the behavior, the developmental age of the student, and the student’s history of problem behaviors.

V. Remedial measures shall be designed to correct the problem behavior, prevent another occurrence of the problem, protect and provide support for the victim, and take corrective action for documented systematic problems related to bullying or cyberbullying.

Distribution and Notice:
All students, staff, contracted service providers, and (designated) volunteers will have access, either in hard copy or electronically, to this policy. Copies of the policy will be posted in the District’s building offices. The content of the policy and expectations for
appropriate behavior relative to bullying, and retaliation will be reviewed, at an age appropriate level, with students annually. This review may be incorporated into the district’s anti-bullying curriculum.

All staff will be required to annually review and participate in training related to bullying and related district policies. The Superintendent, in cooperation with the building principals and curriculum coordinator, will ensure this training occurs on an annual basis.

Inter-Lakes School District personnel will act as a resource to contracted service providers (e.g., transportation, foods service, etc) as they work to meet the requirement for annual training on policies pursuant to bullying.

Parents will have access, either in hard copy or electronically, to this policy. School district personnel will work cooperatively with parents to identify and present appropriate educational programs and/or materials related to the prevention, identification, response to, and reporting of bullying and cyberbullying.

**Reporting Procedures:**
The Principal or his/her designee, in each school, shall be responsible for receiving complaints of alleged violations of this policy.

**Internal reporting**

Any student who believes he or she has been the victim of bullying or cyberbullying should report the alleged acts immediately to the Principal or his/her designee. If the student is more comfortable reporting the alleged act to a person other than the Principal, the student may tell any school district employee about the alleged bullying.

All district employees and volunteers shall encourage students to tell them about acts that may constitute bullying or cyberbullying. Any school employee or volunteer who witnesses, receives a report of, or has knowledge or belief that bullying may have occurred shall inform the Principal or his or her designee, preferably as soon as possible, but no later than the end of the school day following the day of the incident.

Upon receipt of a report of bullying, the Principal shall commence an investigation of the alleged incident.

The Principal or his/her designee shall report to the parents of a student who has been reported as a victim of bullying and to the parents of a student who has been reported as a perpetrator of bullying within 48 hours of receipt of the report. Such notification may be made by telephone, in writing (electronically or hard copy), or personal conference. The date, time, method, and location (if applicable) of such notification and communication shall be noted in the report. All notifications shall be consistent with the
student privacy rights under the applicable provisions of the Family Educational Rights and Privacy Act (FERPA).

The Superintendent may, within a 48 hour time period, grant the Principal or his/her designee a waiver from the requirement that the parents of the alleged victim and the alleged perpetrator be notified of the filing of a report. A waiver may only be granted if the Superintendent deems such a waiver to be in the best interest of the victim or perpetrator. Any such waiver shall be in writing.

Reports of each substantiated report of bullying or cyberbullying shall be retained by the Principal or his/her designee. A copy of the report shall be forwarded to the Superintendent.

External Reporting:
The Superintendent or his/her designee shall annually report substantiated incidents of bullying or cyberbullying to the New Hampshire Department of Education. Pursuant to the Family Educational Rights and Privacy Act, such reports shall not contain any personally identifiable information pertaining to any student.

Investigative Procedures:
Upon receipt of a report of bullying, the Principal or his/her designee, shall, within 5 school days, initiate an investigation into the alleged act. The Principal or his/her designee shall complete the investigation within 10 school days of receiving the initial report. If it is deemed necessary, the Superintendent may grant an additional 7 school days to complete the investigative report. If an extension is granted, all parties must be notified.

The investigation may include documented interviews with the alleged victim, alleged perpetrator and any witnesses. All interviews shall be confidential.

If the alleged bullying was, in whole or in part, cyberbullying, the Principal may ask students and/or parents to provide the District with printed copies of emails, text messages, website pages or other similar electronic communications.
Factors the Principal or other investigator may consider during the course of the investigation include but are not limited to:

- Description of the incident, including the nature of the behavior;
- How often the conduct occurred;
- Whether there were past incidents or past continuing patterns of behavior;
- The characteristics (e.g., name, grade, age, etc.) of the parties involved;
- Where the alleged incident(s) occurred;
- Whether the conduct adversely affected the student’s education or educational environment;
- Whether the alleged victim felt or perceived an imbalance of power as a result of the reported incident;
- The identity and number of individuals who participated in the bullying behavior.

**COLLABORATIVE SUPPORT TEAM**

The Collaborative Support Team is a group of faculty, staff, and administrators who meet regularly to monitor student success. In the event that a student is struggling with attendance, behavior, or academics, the board will meet with the student, his/her teacher(s), and parents/guardians to develop a plan to help the student find success. If interventions have been in place and the student is still not finding success, the Collaborative Support Team will reconvene to replan and/or formulate a way other than a traditional classroom for the student to meet the course competencies.

**CO-CURRICULAR ACTIVITIES**

A wide range of interscholastic 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:

<table>
<thead>
<tr>
<th>Season</th>
<th>Boys</th>
<th>Girls</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>Golf</td>
<td>Volleyball</td>
</tr>
<tr>
<td></td>
<td>Football</td>
<td>Spirit</td>
</tr>
<tr>
<td></td>
<td>Soccer</td>
<td>Soccer</td>
</tr>
<tr>
<td></td>
<td>Unified Soccer</td>
<td>Unified Soccer</td>
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<tr>
<td></td>
<td>Cross Country</td>
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<tr>
<td>Winter</td>
<td>Alpine Ski</td>
<td>Alpine Ski</td>
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<tr>
<td></td>
<td>Nordic Ski</td>
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<tr>
<td></td>
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<td>Basketball</td>
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<tr>
<td></td>
<td>Unified Basketball</td>
<td>Unified Basketball</td>
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<tr>
<td></td>
<td></td>
<td>Spirit</td>
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<tr>
<td>Spring</td>
<td>Baseball</td>
<td>Softball</td>
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<td></td>
<td>Tennis</td>
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<td></td>
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<tr>
<td></td>
<td>Lacrosse</td>
<td>Lacrosse</td>
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</tbody>
</table>

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
- National Honor Society
- Drama
- Math Team
- Yearbook
- Destination Imagination
- Class Officers
- FBLA
- Chorus
- Band
- Interact Club
- Outing Club

CO-CURRICULAR ELIGIBILITY

In order for students in grades 10–12 to meet initial eligibility requirements, the student must pass a minimum of three (3) courses for the previous marking quarter.
In order for students in Grade 9 to meet initial eligibility requirements, the student must pass the equivalent of four (4) classes in addition to Physical Education.

(Note: Eligibility is based on QUARTER grades, not semester or end-of-year grades.)

Participation in co-curricular activities is a privilege. Eligibility for participation in co-curricular activities is based on overall academic performance. 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 has an “IE” or receiving two or more “NYC’s” at the time mid-term progress reports are issued shall be placed on academic probation. Guidance personnel shall submit a list of such students to the Athletic Director and/or co-curricular advisor(s.) The Athletic Director shall notify the student athlete, parent, teacher, and coach that the student has been placed on probation. The co-curricular advisor(s) shall also notify the student and parent of the probation.

The teacher has the discretion to place a student on probation at any time for behavioral issues (e.g. repeated tardiness, disruptive behavior, refusal to conform to classroom rules, etc.)

The teacher shall explain to the student the reason for the unacceptable grade, the specific performance that needs to improve, and the length of time in which the student must improve his/her performance. In no instance shall the probationary period exceed three (3) weeks. A student may continue to participate in co-curricular activities while on probation.

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.

A student who drops a course will be declared ineligible.

1. Students may appeal eligibility rulings to the principal whose decision is final.
2. Coaches and advisors are responsible for ensuring that all students participating in co-curricular activities are, in fact, eligible to participate at that time.

**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 (8:15 - 3:00) 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 or from the Assistant Principal’s office. Students with unexcused tardies must receive 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.

**STUDENT ATHLETICS CONDUCT CODE**

**School Year Policy:** The rules governing the Code of Conduct apply to such students throughout the school year; beginning on the first day of football/spirit practice in August to the last day of school in June. The code will be enforced at school-sponsored and non-school-sponsored activities, whether on or off school grounds, and whether or not the student’s particular sport or activity is in season.

The Student Athletes and Managers are representatives of Inter-Lakes High School and are role models for their peers and younger students. As such, it is expected that they conduct themselves at all times with the highest of sportsmanship and moral standards, displaying respect for themselves, other students, and adults.

Inter-Lakes High School believes that it is a privilege and an honor for students to be representatives of the Inter-Lakes sports program. Through voluntary participation, the student athlete/manager accepts the training rules, regulations, and the responsibilities that accompany this honor. In order to contribute to the welfare of the team, the athlete/manager must willingly assume these obligations as the role demands. All athletes/managers and their parent/guardian are expected to sign this contract indicating their agreement and understanding of the following:

**TOBACCO, ALCOHOL AND/OR DRUGS**

No person shall use any tobacco product in any facility maintained by the School District, nor on any of the grounds of the District. “Tobacco products” means cigarettes, cigars, snuff, smokeless tobacco, smokeless cigarettes, electronic cigarettes, vaping, products containing tobacco, and tobacco in any other form. *(Policy #5335, Use of Tobacco Products Strictly Prohibited in/on All School Facilities and/or Grounds)*
COMPLAINT PROCESS

When conflicts arise or when things do not seem fair or make sense, an appointment should be made directly with the classroom teacher. If satisfaction cannot be found through a meeting with the teacher, an appointment should be made with the Assistant Principal regarding behavioral issues or the Principal regarding academic issues.

CORRIDOR PASSES

Students should obtain permission from an adult and have a pass before leaving a class.

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 Assistant Principal’s office by 3:00 p.m. All guests need prior approval by the administration.

9. No elementary or junior high school students, including guests, 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 and is served in the Art Room from 3:05-3:50. Students will be provided with a minimum 24-hour notice before being required to serve the detention. Students who miss a scheduled Central Detention are subject to further discipline.

**In School Suspension**
In School Suspension is assigned by the Assistant Principal. Students who are assigned In School Suspension must report to the Restriction Room immediately upon their arrival to school and will remain there 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 an 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. Students will not be allowed to go to their lockers from the Restriction Room. No electronic devices, 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 paintball 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 a 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. Oliva 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

<table>
<thead>
<tr>
<th>LEVEL I</th>
<th>EXAMPLES</th>
<th>CONSEQUENCES</th>
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</thead>
<tbody>
<tr>
<td>Minor misbehavior that interferes with established school or classroom rules and procedures.</td>
<td>Tardiness to class, Classroom disturbances, Inappropriate language/behavior, Failure to complete assignments, Peer Conflict, Littering of buildings or grounds, Violation of technology AUP</td>
<td>Handled by teachers, Detention, Phone call home, Teacher conference, Parent conference, Behavior contract</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>LEVEL II</th>
<th>EXAMPLES</th>
<th>CONSEQUENCES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Misbehavior whose educational consequences are serious enough to require immediate corrective action.</td>
<td>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, Possession of tobacco, Failure to follow a reasonable request, Violation of technology AUP</td>
<td>Central detention to Restriction Room</td>
</tr>
</tbody>
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<thead>
<tr>
<th>LEVEL III</th>
<th>EXAMPLES</th>
<th>CONSEQUENCES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any action which threatens the safety or well-being of persons in the school or damages the school or personal property; behaviors which cause significant disruption to the learning process.</td>
<td>Unmodified Level II behavior, Fighting, Stealing, Pushing and shoving, Bullying/Harassment, Vandalism, Flicking a lighter or lighting a match, Failure to follow a reasonable request, Rude or disrespectful behavior to staff, Violation of technology AUP</td>
<td>Restriction Room to Out of School Suspension</td>
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<tr>
<th>LEVEL IV</th>
<th>EXAMPLES</th>
<th>CONSEQUENCES</th>
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</thead>
<tbody>
<tr>
<td>Behaviors which directly endanger or result in harm to self, others, or property. Behaviors which are in violation of the law.</td>
<td>Unmodified Level III behavior, Bullying/Harassment, Bomb threats, False fire alarms/false 911 calls, Physical assault, Possession/use or under the influence or drugs or alcohol, Smoking or Vaping, Possession of drug paraphernalia, Transfer or selling of alcohol or drugs, Possession of weapons, Possession of fireworks, Violation of technology AUP</td>
<td>Out of School Suspension, Expulsion, Police involvement</td>
</tr>
</tbody>
</table>
DISMISSALS

Students being dismissed from school during the day will receive a pass from the Assistant Principal's office. Dismissal notes are to be brought to the Assistant Principal's office before school starts in the morning. At the time of their dismissal, they will give the pass to their teacher and sign out in the Main Office. All students who have their own transportation must sign out in the Main Office at the time they are to be dismissed. Students are responsible for obtaining assignments before being dismissed from school. Students who are ill must be dismissed through the health office.

DISTRIBUTION AND POSTING OF PRINTED MATERIALS

Students may not distribute or post 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. 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:

- Students should be 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 is not acceptable.

General guidelines include the following:

- Backless, strapless, and/or halter clothing is not allowed
- Clothing should not be revealing in nature
- Mesh, sheer, see through, and cut out clothing is not allowed
- Shoulder straps should be at least one inch thick on tank tops
- Midriffs, buttocks and cleavage are to be covered
- Undergarments/underwear shall not be visible
● Skirts and dresses must be to the tip of the middle finger or below
● Hats or other head coverings may not be worn at school
● Footwear must be worn at all times at school
● Clothing, jewelry or accessories which represent drugs, tobacco, alcohol, sex, violence, obscene words, lettering, pictures or symbols is not allowed.

General Consequences:

● Teachers will send students who do not meet dress code to the main office.
● Parent contact will be made.
● Student will change into clothing that meets the dress code. Clothing will be available in the main office if needed.

Students who violate the dress code more than three times will be referred to the Assistant Principal who will use the customary disciplinary continuum (detention, restriction room, suspension).

E BLOCK — EXTENDED EDUCATION

Students are encouraged to seek assistance from their teachers after school frequently and as often as needed. If necessary, a teacher may assign a student an after school session known as E Block. If a teacher assigns a student an E block, contact will be made with a parent explaining that the student will be staying after school. If possible for both parties, the student may be asked to stay that day. If the student cannot stay that day, the student should plan to stay the following day which provides 24 hour notice for the E Block session.

In the event of a student absence, the student should plan to stay after school with his/her teachers to stay current in each class (this may require multiple afternoons).

Students who do not report to an agreed upon and assigned E Block session will be referred to the Assistant Principal for disciplinary action.

Students who are consistently late with assignments will need to attend a mandatory meeting with the Student Support Team, which may include a parent or guardian.

EARLY GRADUATION

Student requests for early graduation may be approved if one of the following conditions are met:

1. The student is 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 can 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 October 1st of a student’s junior 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.

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

**ELECTRONIC DEVICES**

Cell phones, laptops, ipads, personal communication devices, digital, electronic, all-in-one, or telecommunication instruments are considered *electronic devices* for the purpose of inclusive description. As technology is emerging rapidly, it is understood that new versions or new technology could expand this definition even before the end of the current school year. The possession and use of personal technology devices in school is a privilege. This privilege may be restricted when students do not meet expected levels of performance.

The main purpose of ILHS is to foster quality teaching and learning, promote social responsibility and encourage personal growth. As such, we expect ethical and appropriate use of electronic devices at all times.
Electronic devices are to be off and away in all classroom areas unless express permission to use them has been granted by the classroom teacher for purposes that promote and enhance learning.

Electronic devices can be used in the cafeteria and outside the building during lunch and during passing time between periods. Electronic devices are not allowed to be used in the hallways or bathrooms during class time. Music should be at a volume that is not able to be heard by others. Taking pictures of others without their knowledge and consent is prohibited.

Students may go to an office to ask for permission to use their cell phones during scheduled academic times in emergency or urgent situations.

Teachers will handle violations of the expectations for the use of electronic devices with the standard disciplinary continuum – warning, detention and disciplinary referral. Administrators will handle violations of the expectation for use of electronic devices commensurate with the offense. Repeat offenses may result in requiring the student to drop off his/her electronic device in the office at the beginning of each day for a period of time, confiscation of the device until it is picked up by a parent, and/or assignment to the restriction room and/or out of school suspension.

If there is reasonable suspicion of inappropriate conduct using an electronic device, the device may be searched and disciplinary consequences will be administered as warranted. Inappropriate conduct includes using electronic devices in ways that are disruptive to classroom environments, in ways that harass or bully others, in ways that interfere with the educational opportunities of others, and/or in ways that violate the ILSD Acceptable Use Policy.

●

**FINAL EXAMS**

Final exams or culminating projects represent an assessment of curriculum taught and completed by the end of a course. Final exams also assess the alignment of instructional practices and strategies with curricular goals. These exams or projects can take the form of many different experiences - portfolios, projects, oral exams, etc.

Final exams or culminating projects will count for a maximum of 20% of the final grade. Teachers may administer mid-term exams. If a mid-term exam is used, it may 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. 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, 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.

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.

**FRESHMAN ACADEMY**

Inter-Lakes High School has adopted a Freshman Academy Schedule for 9th graders. Freshmen will take English, math, social studies, science and physical education within the Freshman Academy. In social studies, students will take American and State Government for the first semester and Ancient and Medieval History for the second semester. During D Block, freshmen will take two elective credits with the rest of the school population.

Each of the four core classes will attend a physical education class once every two weeks during the class period. In this two-week cycle, PE will meet every Monday and Thursday. In the first week, English will attend physical education on Monday, and social studies will attend on Thursday. During the second week, math will attend on Monday, and science will attend on Thursday. This cycle will repeat throughout the year.
FUNDRAISERS

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

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

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

GRADING SYSTEM

Inter-Lakes High School is in the process of shifting to a competency based grading system. Competency based learning is an approach focused upon the demonstrated acquisition of specific skills and knowledge by a learner.

The Inter-Lakes School District believes that a competency-based learning, assessment and reporting system is beneficial to our learning community because:

✓ competency-based assessments are connected to clearly defined learning expectations, so educators and parents know, with far more precision, what a student has actually learned or failed to learn.
✓ competency-based assessments are focused on learning progress.
✓ competency-based assessments separate academic achievement from personal behaviors.

Assessing Personal Competencies
Those factors which contribute to the success of a learner not only in the classroom, but beyond. The factors that the Inter-Lakes learning community has chosen are: time management, preparation/organization, perseverance, cooperation, engagement, and reflection.

Eliminating D/F ratings in favor of NYC and IE
With the adoption of competency-based learning comes a more rigorous assessment process. Included in this process is the removal of “D” and “F” grades as those labels do not provide adequate information as to why a student has not achieved competence in the specific learning area. Instead, learners are identified as either Not Yet Competent (NYC), meaning that they are working towards competence but are still missing some fundamental aspects of their learning, or they are identified as having submitted Insufficient Evidence (IE) to support an accurate assessment.

Reassessment Guidelines
The intent of competency-based grading is to ensure that students have the knowledge and skills of a course in order to earn credit for that course. The following guidelines will apply when a student has not demonstrated proficiency on assessments that are utilized to determine course competencies:

● the student will be required to reassess if he or she has not demonstrated proficiency / competency (usually 75% or above)
• an improved grade earned on any reassessments shall replace the previous grade up to 75%
• the student may be required to complete missing / additional work (aka formative assessments) and/or complete a relearning plan to demonstrate that he or she has had sufficient practice and is well prepared before reassessing
• the teacher may impose a reasonable deadline for completion of work and reassessment
• any additional reassessment opportunities are solely at the discretion of the teacher

Grade Reporting
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:

<table>
<thead>
<tr>
<th>Letter</th>
<th>Mark Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>97–100</td>
</tr>
<tr>
<td>A</td>
<td>94–96</td>
</tr>
<tr>
<td>A-</td>
<td>90–93</td>
</tr>
<tr>
<td>B+</td>
<td>87–89</td>
</tr>
<tr>
<td>B</td>
<td>84–86</td>
</tr>
<tr>
<td>B-</td>
<td>80–83</td>
</tr>
<tr>
<td>C+</td>
<td>77–79</td>
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<tr>
<td>C</td>
<td>74–76</td>
</tr>
<tr>
<td>C-</td>
<td>70–73</td>
</tr>
<tr>
<td>NYC</td>
<td>60–69</td>
</tr>
<tr>
<td>IE</td>
<td>59 and below</td>
</tr>
</tbody>
</table>

NYC = Not Yet Competent  
IE = Insufficient Evidence

HAZING (Policy #5149.2)

No student or employee of the Inter-Lakes School District shall participate in or be members of any secret fraternity or secret organization that is in any way related to the school or to a school activity. No student organization or any person associated with any organization sanctioned by the Inter-Lakes School Board shall engage or participate in hazing. This District does not permit or condone student hazing.

For purposes of this policy, hazing is defined as any act directed toward a student, or any coercion or intimidation of a student to act or to participate in or submit to any act, when:

1) Such act is likely or would be perceived by a reasonable person as likely to cause physical or psychological injury to any person; and

2) Such act is a condition of initiation into, admission into, continued membership in or association with any organization. Hazing includes but is not limited to an activity which recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization sanctioned or authorized by the Board of Education.
"Endanger the physical health" shall include, but is not limited to, any brutality of a physical nature, such as whipping; beating; branding; forced calisthenics; exposure to the elements; forced consumption of any food, alcoholic beverage, drug or controlled dangerous substance; or any forced physical activity which could adversely affect the physical health or safety of the individual.

"Endanger the mental health" shall include any activity, except those activities authorized by law, which would subject the individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual.

Any hazing activity upon which the initiation or admission into or affiliation with an organization sanctioned or authorized by the Board of Education is conditioned, directly or indirectly, shall be presumed to be a forced activity, even if the student willingly participates in such activity.

This policy is not intended to deprive School District authorities from taking necessary and appropriate disciplinary action toward any student or employee. Students or employees who violate this policy will be subject to disciplinary action which may include expulsion for students and employment termination for employees.

The Superintendent shall take reasonable measures within the scope of the District's authority to prevent student hazing. All hazing reported to the District or which any District staff member has knowledge of shall be promptly reported to law enforcement, as required by RSA 631:7, Student Hazing.

**HOMEWORK POLICY (ILSD POLICY 6154)**

**Types of Homework:**
In order to have a homework policy that reflects best educational practices, it is essential to recognize that the term homework encompasses many different experiences designed to support student learning. These different experiences share the commonality, that they are completed outside the classroom environment, hence, the term homework. Below are descriptions of these various learning experiences.

- **Preparation:**
  Students engage in assignments designed to support upcoming learning in the classroom. One example is the “flipped classroom”, which allows students to use an online learning tool to gain information outside of the classroom and then, the next day in the classroom apply the concept(s).
● **Formative Work:**
The completion of formative work provides ongoing checks of the student’s understanding, which guides instruction. It is informative for the teacher and student as it provides “ongoing feedback on learning and provides information to guide and improve teaching and learning.” (McTighe) In order for a teacher to measure student progress toward mastery of competencies, formative work is used to gauge student understanding and to provide feedback for further learning. Formative work can take many different designs; some examples of formative work, include, practicing concepts from the day’s lesson, writing a paragraph in response to a particular text, and completing a task developed to pre-assess a student’s prior knowledge before introducing a new learning topic.

● **Summative Work:**
Summative work, which is more commonly referred to as summative assessments, measures a student’s ability to apply the concepts, skills, and knowledge of a course competency at a certain point in time. Summative assessments/work is “periodic and culminating assessments that provide information to measure the student achievement level at the conclusion of a learning cycle.” (McTighe) Summative assessments/work are rigorous and include a variety of opportunities to demonstrate depth of knowledge. Summative work is: used to make a decision about a student’s level of learning, completed at the end of a period of instruction for progress reporting, used only after students have been given repeated opportunities to practice learning goals and competencies; and can include, but not limited to, formal demonstration of knowledge, projects, performance tasks, essays and written assessments.

● **Key Tenets to Ensure Quality Homework Practices:**
In addition to defining the types of student work that makeup homework, the School District has identified through educational research key tenets to ensure quality homework practices.

  ● As each student’s learning needs are different, the type and amount of homework is left to the discretion of the student’s teacher.

  ● In order for homework to be meaningful, it requires that students understand the purpose of the assignment. Therefore, teachers will communicate to students the purpose of the assigned work.

  ● An essential component of the learning process is feedback; therefore, students will receive teacher feedback on their demonstration of learning of the academic and personal competencies aligned to their assignments.

● **Grading:**
All assigned homework is important to supporting student learning. As there are different purposes for the work completed outside the classroom, there are different ways this work influences a student’s academic and personal competency grades, which are outlined below.
Homework that is used for preparation or is formative in nature will not be factored into a student’s academic grade.

Homework considered summative in nature will be factored into the student’s academic grade. The teacher will explain to students how such assignments influence the academic grade.

The responsibility and quality demonstrated by a student on completing all types of homework assignments may be factored into a student’s personal competency grade. The teacher will explain to students how such assignments influence the personal competency grade.

**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.

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 return day 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 the student’s name, dates of the absence, and 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.

Homework FAQs:

Why do I have homework?
- The practice of basic rules, algorithms, or laws can help your skills become natural. The increase in skill speed helps you apply those skills in more complex problem solving.
- To deepen your understanding of a concept by providing time to read further; elaborating on a new idea expands your understanding.
- To prepare for the following day’s learning which may include asking questions about what you did not understand.
- To finish what wasn’t completed in school.

Why do my classmates have different homework than I do?
- Your homework should be at the instructional level that matches your skills. You may have different questions to answer or content to read.
- A good rule of thumb is to multiply the grade by 10 to approximate the TOTAL (all subjects) minutes per night. You may have 90 minutes of homework if you are a freshman in high school. If you are taking classes at an advanced level, you might have more homework than your classmates.
Where and when should I complete my homework?

- Try to think of homework as home learning. Choose a spot that is quiet and free from distractions. You may want to choose the same place so it becomes your work area: this is where you work and the room where the television is located is the place where you take a break.

- The best time to complete your homework is when you are aware and awake. If you try to complete your homework right before you fall asleep, chances are that you won’t be at your best. It’s okay to take a physical break from your home learning for a few minutes, but get right back to it before you become distracted.

What if I need help?

- Check your teacher’s website, Google Classroom, or handouts given to you by your teacher--you may have the answers right at your fingertips.

- Are there online support systems?

- Buddy up! Ask a classmate for clarification, but make sure your classmate is helping you understand and not just giving you the answer. It’s not about getting the right answer; it’s about understanding how to achieve the answer.

- It is okay to ask for help from someone at home--maybe having something explained by another person will make the difference. If not, write down your specific questions so you can ask your teacher the next day.

What about listening to music while I study?

- “Music with lyrics is very likely to have a problematic effect when you are writing or reading,” said Clifford Nass, professor at Stanford University. Try to find a low-key instrumental station that will keep you focused but not distracted. You want your brain to focus on your learning, not that new song by your favorite artist.

What else can I do to support my learning at home?

- Read through the notes or handouts from class.

- Read through the comments made by your teachers on your schoolwork and homework.

- Ask questions from the previous night’s homework in class.

- Email your teachers--even if they don’t respond that evening, they will read your email in the morning and prepare answers for you when you walk into class.
• Find other practice tools online. Quizlet and Kahoot are free websites that turn your notes into games!

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 he/she 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.]

ILLNESS

Students who have influenza like symptoms such as fever over 100° F; cough, sore throat, runny nose, headache, body aches, and fatigue are encouraged to stay home while they are sick. Students are strongly encouraged to stay home if they have a fever over 100° F. They should stay home until they are fever free for 24 hours without fever reducing medication.

Students should stay home for any of the following:
   A. Fever over 100° F
   B. Diarrhea
   C. Eye infection
   D. Rash with unknown cause
   E. Vomiting

IMMUNIZATIONS

It is New Hampshire Law that students must have an updated immunization record at ILHS. If the student is not immunized for religious reasons, the school must have on record a certificate of religious exemption and it must be notarized. Please note that students who are not immunized will not be permitted to attend school if there is an epidemic of a contagious disease.

LIBRARY

Library Hours
In order to meet the academic and literacy needs of all patrons, the library is open each
day from 7:30 am to 5:30 p.m. and is staffed by professionals who are experts in literature, technology, and collaborative teaching.

**Circulation**
Because our inventory is in high demand, we ask students to be respectful in meeting return deadlines. If a resource is needed longer than the circulation period, the material can be renewed. If it is on hold for another patron, it may not be possible to renew. Overdue notices are distributed on a monthly basis.

Students and staff may check out materials for the following periods of time:

- Books/printed materials: 3 weeks
- Kindles: 3 weeks
- Movies: 1 week
- Tablets: 1 week
- Chromebooks: 1 day
- Headphones: 1 day

We will be happy to hold books for students when they are checked out. Students are responsible for the cost of materials that are damaged or lost.

**Usage**
Students are always welcome to use the library to do work, collaborate, read, or use computer and tech resources. During the school day, students must have a pass from a teacher so that the staff knows the purpose of the visit and can assist students with any resources needed. Student use during Office Hours is available by signing up ahead of time in Enriching Students. Before and after-school use is for productive work only.

The library provides multiple places for different kinds of work to get done. In addition to the main room, study carrels are available on the back wall for quiet work, a study room for quiet or collaborative work is available by sign up, and the media lab is available for recording and other digital work by sign up.

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 middle and high school, 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. VLACs and independent-study students may also use the library with appropriate communication between guidance, faculty, and library staff.

A school library provides equitable academic access for all of its patrons. All stakeholders are expected to be responsible for and respectful of materials, physical
space, and one another in order to ensure that our space is a place where all feel welcome and comfortable.

**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 must meet a minimum GPA of 3.6 (A-) in order to be eligible for the process of qualifying for membership in the National Honor Society.

The Faculty Council will invite qualified candidates to complete an application and will then 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 by phone message, email, and/or text for those students and parents who sign up for the Honeywell Instant Alert for Schools service. To create an account go to https://instantalert.honeywell.com/ or call the technology office at 279-6162.

NOTIFICATION OF RIGHTS UNDER FERPA (I-L Policy #5150)

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:

- The right to inspect and review the student’s education records as soon as possible not to exceed 45 days of the day the District receives a request of access.
- Parents, (“Parent” means parent, parents or legal guardians) or eligible students should submit to the school Principal—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.
- The right to request the amendment of the student’s education records that the parent, eligible student believes is inaccurate, misleading, or otherwise in violation of the student’s rights under FERPA.

Parents or eligible students who wish to amend an educational record should write the school Principal, clearly identify the part of the record they want changed, and specify why it should be changed.

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 with the Superintendent regarding the request for amendment. If the parent, or eligible student requests a hearing, the Superintendent will hold a hearing within a reasonable time and notify the parent, or eligible student of the date, time and place of the hearing. The Superintendent’s hearing shall comply with the requirements of 34 CFR 99.22.
The right to provide written consent before the Inter-Lakes School District discloses 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 volunteer, contractor or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records, 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.

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 administers 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 District will not disclose any personally identifiable information about a student without the parent’s or eligible student’s consent except to the extent that FERPA authorizes disclosure without 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.

OFFICE HOURS

Office Hours ensures that there is a formal, ongoing program through which each student has an adult who knows the student well and assists the student in achieving the school’s academic and personal competencies. Office Hours allows for flexible time for students and teachers to meet and collaborate.

Students can use the time in Office Hours to meet with teachers, work on collaborative projects, make-up competencies, and/or be in band/chorus. This time can also be used for enrichment and/or extension opportunities. Additionally, Office Hours allows for band/chorus to meet during the school day.

Expectations of students during Office Hours:

- **Mondays are Advisory:**
  - Advisors will meet with students to discuss their academic performance and upcoming week. Advisors will work with students to set goals and schedule structured learning time with teachers for the remainder of the week through the Enriching Students program.
  - After student check-ins are complete, the remaining time should be used for students to engage in academic activities.

- **Enriching Students:**
  - If a student is absent on a Monday, the Office Hours Advisor will schedule the student for the week. Students can change the schedule with their advisor when they return to school or contact them through email.
  - If an Advisor schedules a student through Enriching Students, the program automatically locks that appointment. When a student needs to change a teacher-scheduled appointment, he/she should contact the teacher that scheduled the appointment.
  - Students are able to change appointments they schedule themselves but need to do so prior to the beginning of Office Hours so that accurate attendance can be taken.
  - Students who intend to stay with their Advisor for days other than Monday need to schedule appointments through Enriching Students so that their “seat” is accounted for per the attendance policy.
• Students are to remain where they are scheduled for the entirety of Office Hours unless they need to do a quick task, such as checking a book out of the library or get an assignment from a teacher.
• Students must travel with a hall pass during Office Hours.

• **Library Use during Office Hours:**
  o There is a Writing Center in the Library that students can sign up for if they need assistance with the writing process.
  o Students can sign up to work in the library on Tuesdays through Fridays through Enriching Students, but seats are limited. In order to use the library during Office Hours, students need to have an academic purpose such as using conducting research, working with a group on a class project, or using the media lab.

• **Senior Privileges and Office Hours:**
  o *Office Hours are considered scheduled class time.* You must have both C and D Block free to be excused from attending Office Hours. If you have either a free C or D block, you need to attend Office Hours.

**PARENT/TEACHER CONFERENCE DAYS**

Parent/Teacher Conference Days are held twice per year in October and March. Parents are encouraged to meet with their child’s teachers and can schedule an appointment by calling 279-6162.

**PARKING**

Parking is a privilege and therefore vehicles must be registered in the Main Office. Parking privileges may be revoked for violation of school rules. 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 and display a valid parking pass in their vehicle.

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. Exceptions to this may be made during winter when parking is limited due to snow and only for students who sign out by 2:30.

4. Students shall observe all speed limits (15 miles per hour) and shall drive in a responsible and safe manner at all times.

5. Students who are not maintaining acceptable academic and behavioral standards may have their parking privileges suspended.

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 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, etc. 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 I-L Policy 5151), 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 is 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. First degree assault under RSA 631.1;a
3. Any first or second degree assault under TSA 631:
4. Any simple assault under RSA 631:2-a
5. Any felonious or aggravated felonious sexual assault under RSA 632-A;
6. Criminal mischief under RSA 634:2;
7. Unlawful possession or sale of a firearm or other dangerous weapon under RSA 159;
8. Arson under RSA 634:1;
9. Burglary under RSA 635;
10. Robbery under RSA 636;
11. Theft under RSA 637;
12. Illegal sale or possession of a controlled drug under RSA 318-B;
13. Gross misconduct or neglect or refusal to conform to the reasonable rules of the school under RSA 193:13, II;
14. Possession of a pellet or BB gun, rifle, or paintball gun under RSA 193:13, II;
15. Criminal threatening under RSA 631:4;
16. Vandalism under RSA 169-B:45;
17. Bomb threats (false reports) under RSA 158:38; and
18. 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 designee 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.
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 the 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 the 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 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 interscholastic 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.

SENIOR PRIVILEGES

One of the advantages to being a Senior are “Senior Privileges.” Please know that Senior Privileges are not automatic; they are not issued until a form has been completed by a parent/guardian, has been approved by an administrator, and is on file in the main office. Your parent/guardian will decide which of the Senior Privileges you have, which are explained below.

Senior Privileges gives you permission to:

- Leave school grounds during unscheduled time such as lunch or unscheduled classes. This does not include Office Hours. Office Hours are
**considered scheduled class time.** You must have both C and D Block free to be excused from attending Office Hours. If you have either a free C or D block, you need to attend Office Hours.

- Write your own dismissal from school notes (*Must be 18 years old for this privilege*)
  - All students who are dismissed from school must have a written note stating why they are leaving school early (even if you are 18 years old, have parent permission, and writing it yourself). This note must be given to the main office before signing out.

- Sign your own permission slips (*Must be 18 years old for this privilege*)

In order for students to qualify for Senior Privileges, students must have at least 20 credits and must have earned credit or passing marks in all classes from the previous quarter. Parents/Guardians and Administrators approve all requests for Senior Privileges and keep a file in the main office.

**Please Note:** Senior Privileges can be revoked due to low grades, abuse of privileges, and/or excessive absences/tardies to school.

**SEXUAL HARASSMENT**

Inter-Lakes School District Policy #5151, Sexual Harassment, Discrimination and Violence-Students.

Sexual harassment, discrimination, and violence are against the law and against School Board policy. Any form of sexual harassment, discrimination, or violence are strictly prohibited. It is a violation of this policy for any student to harass another student or employee through conduct or communication of a sexual nature as defined by this policy.

“Sexual harassment of any employee or student by any other employee or student, or by anyone a student or employee may interact with, in order to fulfill job or school responsibilities is not only illegal as a form of sex discrimination as defined by Title VII of the 1964 Civil Rights Act and Title IX of the Educational Amendments of 1972 but also is violation of this policy and will not be tolerated.

It is the policy of the School District that all students and employees should be able to work and learn in 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.”

**ACTION IF COMPLAINT IS NOT SUBSTANTIATED**

If the complaint proves to be unsubstantiated, the Investigator must review the findings and report with the complainant. This review should include a complete description of the investigation and why the complaint was found to be unsubstantiated.

**RETIATION**

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.

**SMOKING/POSSESSION OF TOBACCO/E-CIGARETTES/VAPORIZERS**

State law prohibits possession of tobacco by anyone under the age of 18. Students are prohibited from being in possession of tobacco and tobacco products and paraphernalia on school grounds. In addition e-cigarettes, vaporizers and e-cigarette liquid are prohibited on school grounds. Violators will be assigned disciplinary consequences and may be referred to the Meredith Police Department.
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

Violations of any/all of the rules listed above may result in disciplinary consequences.

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:

Student Drug and Alcohol Policy

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 prevent the use of alcoholic beverages or drugs by students during school and at any school sponsored activity regardless of whether the use or 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.

This policy does not apply to students who are administered prescription drugs at school in accordance with Ed 311.02 and district policy. Prescribed drugs shall be brought to the school nurse for safe keeping for the school day or while engaged in school sponsored activities. The keeping and administering of medications shall be in accordance with Ed 311.02 and the School Board’s policy adopted to implement Ed 311.02.

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 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 I-L 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.

Testing:

Students suspected of being under the influence of alcohol or other substance may be required to undergo a substance abuse/use impairment assessment and possible drug testing.

The following protocols will be adhered to by school personnel when responding to a suspicion of a student being under the influence:

1. If a staff member suspects that a student is under the influence of alcohol or drugs, she/he is to immediately notify the principal or assistant principal.
2. The principal/assistant principal will meet with the student and assess any visual or odor signs of impairment. Based on this initial assessment and at the discretion of the principal/assistant principal, the student will be asked to consent to a personal search (e.g., emptying pockets), as well as a search of his/her possessions. Failure to consent to a search will be considered insubordination and will result in an automatic five-day, out-of-school suspension.
3. If signs of impairment are detected, the student will undergo an impairment assessment administered by a school staff member (to include, but not be limited to the nurse, SRO, crisis counselor) who is qualified to administer such assessment.
4. Parents/guardians will be notified if their child shows signs of impairment. If the parents disagree with the impairment assessment results, they have the option of bringing in, within 24 hours, additional drug test (administered by a qualified examiner) results to support their position.

5. The School Resource Officer (SRO) will also be notified of any student who shows signs of impairment.

6. Students who show signs of impairment will be referred to the School Outreach Counselor. The counselor will meet with the student, evaluate the student, and recommend a course of treatment to the student and parents/guardians.

**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 Outreach 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 Outreach Counselor.

**STUDENT FINANCIAL ACCOUNTABILITY**
ILSD policy 5160 states: “Report cards will not be issued to any students in grades 7 through 12 who have 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 SEARCHES AND THEIR PROPERTY (I-L Policy #5128)**

I-L Policy #5128 states in part that the Superintendent and/or the principal of the school, or other authorized personnel, may detain and search any student or students on the premises of the public schools, or while attending, or while in transit to, any event or function sponsored or authorized by the school under the following conditions:

**Grounds for Search**

- That School staff have reasonable grounds to suspect that the search will turn up evidence that the student is violating or has violated either the law or school rules. Reasonable Suspicion is defined as: A person must be able to point to specific facts or circumstances even though the level of suspicion need not rise to that of the belief that is supported by probable cause. A reasonable suspicion is more than a hunch.

- Authorized personnel may conduct a search of the student’s person or the student’s belongings whenever a student freely and voluntarily consents to such a search. Consent obtained through threats or coercion is not considered to be freely and voluntarily given.

- If school staff has reasonable grounds to conduct the search and the student fails to allow the search, the student may be disciplined.

**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 3:00 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 to be in the library after 3:00pm 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 6152, Transporting Students, states in part “In all cases where student transportation is provided by a person or company under contract with the school district to provide school transportation services for school-sponsored events, students must travel to and from the event on the designated vehicle in order to be eligible to participate.”

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 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.
UNEXCUSED TARDY PROCEDURE

Students are to be in their A Block / Period 1 classroom no later than 8:15 a.m. each day. Students entering school after the 8:15 a.m. bell are late and must report to the Assistant Principal's Office for a pass to class.

Unexcused tardies will be recorded per semester. Students who are tardy to class should be assigned a teacher detention after they reach two (2) unexcused tardies. Unexcused tardies will be recorded in Alma and parents will receive automated calls each time an unexcused tardy is recorded. At four(4) unexcused tardies to school, parents will receive a warning email from the Assistant Principal's office. Parents/guardians of students who reach five (5) unexcused tardies will be contacted by Assistant Principal’s office and a Central Detention will be assigned to the student. If tardiness continues to be problematic, a meeting involving parents /guardians may be necessary. We stress the importance of students accepting responsibility for themselves. Being on time is the first step in assuming this responsibility.

INTER-LAKES EXPECTATIONS FOR THE RESPONSIBLE USE OF TECHNOLOGY

I will be...

**Responsible**

I accept that my choices and actions, as well as any accounts and/or technology entrusted to me, are my responsibility. Whether I am at school or off-campus, I will protect myself, my accounts/tools, and others by:

- Using passwords that are strong and that I will not share.
- Not sharing personal information, or the personal information of others, including pictures, audio, and/or video.
- Ensuring that the technology tools I use are kept safe, clean and that they are not defaced.
- Using online resources which are safe and appropriate for me.
- Making healthy choices about how, when, and where to use technology.

**Respectful**

I understand that I need to respect and protect myself, others, and the equipment in my care. I will:

- Follow the directions given to me by school staff.
- Use technology to help me learn.
- Create a positive digital presence that represents myself and my school in the best possible way.
- Respect the privacy of others.
- Obtain appropriate permission before taking pictures, video or audio.
- Respect the opinions and the works of others.
- Respect the time of others by avoiding texting and the use of social media during class and unstructured times unless it is part of the learning experience.
Ready

I will strive to:

- Be ready to learn every day and to arrive at school with a fully charged device.
- Practice skills and explore technologies that help my learning and productivity in a positive way.
- Find solutions to problems I encounter with technology.
- Do my best while learning from my mistakes/failures.

I accept that any actions I take or behaviors I engage in which are not in line with responsible and respectful use will be handled in accordance with the behavioral guidelines established by each school.

Signature:__________________________________

Student:____________________________________
Year of Graduation:_________________________

Signature:__________________________________

Parent/Guardian Name:_______________________

School:____________________________________

This form is signed once at each building: SCS, ILES, and ILHS and is good for the student’s tenure in that building.

**VIDEO AND AUDIO SURVEILLANCE ON SCHOOL PROPERTY** (*I-L Policy #5180*)

The Inter-Lakes School Board authorizes the use of video and/or audio surveillance devices on district property to ensure the health, welfare and safety of all students, staff, and visitors to district property and to safeguard district buildings, grounds and equipment. The Superintendent will approve appropriate locations for surveillance devices. Placement of the video cameras will be based on the presumption and belief that students, staff and visitors have no reasonable expectation of privacy in areas or at events that occur in plain view; however, such devices are not to be placed in bathrooms or locker rooms.

The district will retain copies of video recordings until they are erased which may be accomplished by either deletion or copying over with a new recording. The Superintendent will consult with the necessary personnel to determine how and when such recordings should be deleted.

Videos containing evidence of a violation of student conduct rules and/or state or federal law will be retained until the issue of the misconduct is no longer subject to review or appeal as determined by district policy or applicable law. Any release or viewing of the video will be in accordance with the law.

In the event an audio or video recording is used as part of a student discipline
proceeding, such video may become part of a student’s education record. If an audio or video recording does become part of a student’s education record, the provisions of policy #5124, Confidentiality, shall apply.

The Superintendent is authorized to contact the district’s attorney for a full legal opinion in the event of such an occurrence.

SCHOOL DISTRICT INTERNET ACCESS FOR STUDENTS

The Inter-Lakes School District Policy #5153, School District Internet Access for Students states:

The School Board recognizes that technological resources can enhance student performance by offering effective tools to assist in providing a quality instructional program, facilitating communications with parents/guardians, teachers, and the community, supporting District and school operations, and improving access to and exchange of information. The Board expects all students to learn to use the available technological resources that will assist them in the performance of their education. As needed, students shall receive training, lessons and instruction in the appropriate use of these resources.

Students shall be responsible for the appropriate use of technology and shall use the District’s technological resources primarily for purposes related to their education. Students are hereby notified that there is no expectation of privacy on district computers, computer files, email, internet usage logs, and other electronic data.

The Superintendent or designee shall ensure that all District computers with internet access have a technology protection measure (ie. filter) that prevents access to visual depictions that are obscene or pornographic and that the operation of such measures is enforced.

The Superintendent or designee may disable the technology protection measure during use by an adult to enable access for bona fide research, educational, or other lawful purpose.

The Superintendent shall establish administrative regulations and a Responsible Use Agreement that outlines student obligations and responsibilities related to the use of District technology. He/she also may establish guidelines and limits on the use of technological resources. Inappropriate use may result in a cancellation of the student’s user privileges, disciplinary action, and/or legal action in accordance with law, Board policy, and administrative regulations. The Superintendent or designee shall provide copies of related policies, regulations, and guidelines to all students and their parents. Students and their
parents shall be required to acknowledge in writing that they have read and understand the District's Responsible Use Agreement.- Adopted 12/13/16


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 Murphy, Inter-Lakes High School, Meredith, NH 03253. (603-279-6162)

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

During the hours of 8:15am to 3:00pm, visitors are required to enter the building through the courtyard entrance and sign in at the main office. For security reasons, students and staff are not to, under any circumstances, open a door and let someone in 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 Prohibited Conduct Policy 5149. If a student violation involves the possession of a pellet or BB gun, rifle or paintball gun then the student may be expelled by the School Board pursuant to RSA 193:13, II and the Prohibited Conduct 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.