

# LACONIA SCHOOL DISTRICT

*Department of Continuing Education*



## LACONIA ADULT EDUCATION

345 Union Avenue  
Laconia, New Hampshire 03246  
(603) 524-5712

Christopher Ennis- *Director*  
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-Laconia Academy	-HSET Preparation
-Adult Basic Education	-ESOL
-Adult Learner Services	-Electrical Apprentice
-Plumbing Apprentice	-Enrichment

## **Laconia Academy Policies Handbook-(Effective July 1, 2017)**

***Mission: The Mission of Laconia Adult Education is to provide students the opportunity for educational excellence leading to job/career and/or post-secondary success.***

### **Descriptor:**

Laconia Academy is a 20 credit high school diploma program. The year is comprised of two semesters. The fall semester starts in late August/early September and runs for 15 weeks. The winter semester starts in early January and runs for 15 weeks. Classes are offered either semester at night Monday-Thursday. Classes meet once a week for 3 hours (Chemistry is twice a week for 2.5 hours each night for 13 weeks). Attendance and grades are both important (see grading and attendance policies) in the completion of any course at Laconia Academy. Each spring a graduation is held by Laconia Academy honoring all students who received a high school diploma over the course of the school year from the program.

### **Payments:**

All Laconia Academy classes have a registration and book/Lab fee (When applicable) due at the time of registration. Students who have not paid before their 1st class will not be eligible to participate in that class. A letter or email from an outside agency or school stating an agreement to cover the cost of a student will enable the student to start classes. A letter will be sent to the school or outside agency as an official Notice of Payment request. All such notices should be paid in full promptly.

### **Credit Check:**

Those individuals either taking, or interested in taking, Laconia Academy classes for credit may ask for a credit review. It is the responsibility of the student to get update transcripts from locations outside of Laconia Academy in order for the Academy to accurately provide information regarding necessary credits for graduation.

**Student Records**

Information regarding the maintenance, review, and release of student records can be obtained by contacting the Adult Education Office. Laconia Academy Transcripts are \$2.00, HiSET or GED transcripts are \$10.00.

**Refund Policy:**

Refunds will be paid at 100% when the student drops the class before it meets for a second time. Students can “sell back” their books also during this time if they are in excellent condition and have not been written in.

**Add/Drop Policy:**

Students are not allowed to add a class beyond 6 hours of teacher offered instruction into that class (typically before the 3<sup>rd</sup> class). Students can drop a class without the class being posted as a fail up to 27 hours of teacher offered instruction into that class (typically before the 10<sup>th</sup> class). All drops beyond the 27 hours are posted as a fail on the transcript.

**Deferment Policy:**

Under rare extenuating circumstances a student may make a request of the Director to defer their enrollment to the next semester after they have attended multiple classes. If there is an outside agency or sending school involved they must also agree to this deferment.

**Scholarships:**

Students are expected to pay their registration fees along with book/lab fees in full. Under some circumstances a student may find they are unable to afford the fees. Under these circumstances it is recommended the student have a meeting with the Director to further explain their circumstances. Due to some generous donations scholarships may be available on a limited basis and said scholarships are likely to only cover a portion of the fees. A “Thank-You” note may be required for some scholarships.

**Change of Address or personal information:**

Those students enrolled in Laconia Academy are responsible for updating the Laconia Academy office with any address or personal information change. (ie. Name change due to marital status)

## **NON-DISCRIMINATION**

The Laconia School District does not discriminate in its education programs, activities, or employment practices on the basis of race, color, national origin, age gender, handicap or disability in compliance with the provisions of Title VI of the Civil Rights Act of 1964, the Age Discrimination Act of 1967, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, the Education for All Handicapped Children Act of 1975 and other applicable state and federal laws. SAU #30 at 524-5710 for other federal laws and Section 504. The Region I Director (federal law offices) is located at: Office of Civil Rights, US Department of Education, J.W. McCormack, PO & Courthouse, Room 222, 01-0061, Boston, MA 02109 (617) 223-9662, TDD (617) 223-9695.

## **HANDICAP ACCESSIBILITY**

Laconia High School is equipped with an elevator. Push button access from outside is located from the left side entrance of the building which is where the Handicap Parking spots are located. The Huot building also contains an elevator and handicap parking spaces located at the Huot Center (far right side of campus).

### **Disabilities Coordinator**

Jim Swarmstedt and Chris Ennis are the Laconia Adult Ed disabilities coordinators.

Roll: Refer learners to appropriate outside agencies as needed, help learners access helpful information, assist in identifying effective strategies for teaching and learning, aid learners if realistic goal setting, assist in the HiSET accommodations process and scholarship applications, maintain confidentiality.

## **NOTIFICATION OF RIGHTS UNDER FERPA**

Laconia School District

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

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

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

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

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

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

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

Family Policy Compliance Office

U.S. Department of Education

600 Independent Avenue SW

Washington, DC 20202-460

### **Video Cameras**

Students are reminded that video camera surveillance is used throughout the Laconia School District. School safety is enhanced through the use of video. Cameras are positioned in hallways, exterior doors and the parking areas. The cameras are NOT monitored on a regular basis.

### **Internet Use:**

Appropriate use of the internet is expected. This includes but is not limited to:

1. Respect for privacy
2. Dissemination of personal information
3. Confidentiality of information and passwords
4. Use of appropriate language

5. Use of appropriate sites; sites with violent themes or content, sexually explicit themes or content, sites that advocate hatred, intolerance or contain language unsuitable for a school setting are not appropriate

6. Proper adherence to applicable copyright laws

Failure to follow these internet expectations may result in dismissal for Adult Education programs.

**Animals:**

Students are not allowed to bring animals of any kind to school without prior consent by the Adult Education Director.

**Dress Code:**

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

**Lost and Found:**

Items clearly left from Laconia Adult Education students will be turned in to the Adult Education office and should be picked up in less than 1 week. Items staying longer will be placed in the Laconia High School lost and found.

**Photo Consent:**

Laconia Adult Education will get permission from those individuals captured in still or motion pictures before it is used for any advertising or placed on the website.

**Building Security**

The school building is secured with exterior doors which are locked from the outside during the day. This prevents any unwanted visitors entering unnoticed. The main office door is equipped with a page and buzzer system. Visitors will be required to press the Adult Ed call button. Office staff will then press the "door release" button. All Adult Ed visitors must proceed directly to the Adult Education office. During the evening students are asked to only enter or exit the front main lobby door or the left side handicap entrance. Evening students with classes in the Huot tech center building will enter on the right side of the building near the handicap parking.

## **LACONIA SCHOOL DISTRICT HARASSMENT STATEMENT**

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

### **Harassment**

Harassment refers to any conduct which has the purpose or effect of substantially interfering with an individual's academic/work performance, social performance, social development, or emotional stability by creating an intimidating, hostile, or offensive school/work environment. Teasing, threats, inappropriate physical contact, coercion, spreading false or malicious rumors or gossips, pranks, tampering with personal property, or similar behaviors are considered harassment and will be dealt with in accordance with established disciplinary procedures. Each allegation of harassment reported will be investigated by the administration and fully documented. Disciplinary action for students may include suspensions and/or referral to appropriate authorities. Discipline for adults may include actions up to and including discharge and/or referral to appropriate authorities.

### **Sexual Harassment**

Laconia School District defines sexual harassment as unwanted or unwelcome or unsolicited sexual behavior. Sexual harassment includes but is not limited to: sexual gestures and comments directed toward or reference to another person; inappropriate touching, grabbing or pinching; sexual graffiti directed toward another person; giving or showing a person offensive sexual material; sexual gossip or remarks which affects a person's ability to function in the school environment peacefully; and any other type of unwanted sexual contact. Laconia School District will not tolerate these behaviors. Each allegation of sexual harassment reported will be investigated by the administration, fully documented, and dealt with appropriately in accordance with established disciplinary procedures. Disciplinary action for students may include suspensions and/or referral to appropriate authorities. Discipline for adults may include actions up to and including discharge and/or referral to appropriate authorities.

### **Notification**

Policies regarding harassment in any form will be explained to all students and employees at the beginning of each school year and more frequently as deemed necessary by staff and administration. In addition, all such policies will be published annually in the student handbook and faculty handbook. The school district's Title IX Director will be available to staff, students, and parents to explain harassment policies as necessary.

## Investigation

All complaints deserve a prompt and thorough investigation by a person(s) responsible to act. Students should look to any adult to make a complaint - teachers, guidance counselors, nurses, secretaries, and/or administrators. The adults will then refer all student complaints directly to the appropriate administrator in their building or at the SAU level. Investigators will be as thorough and confidential as possible. Faculty and staff complaints will be processed through the title IX procedures. In all cases, retaliations of any kind against any person involved in the complaint process are prohibited.

## **Credits required to graduate from Laconia Academy:**

Laconia Academy requires a total of 20 credits in order to graduate.

The credit breakdown requirement is as follows:

- 4 English Credits
- 3 Math Credits
- 2 Science Credits
- 1 Social Studies Credit
- 1 U.S. History Credit
- 1 Economics Credit (This shall include  $\frac{1}{2}$  Economics,  $\frac{1}{2}$  Civics)
- $\frac{1}{2}$  Credit Computer Literacy
- 7  $\frac{1}{2}$  Credits Electives

$\frac{1}{2}$  credit computer literacy is a relatively new requirement by the state. Laconia Academy offers a Life Experience option. If someone is interested in this they must fill out the Life Experience paperwork in the Laconia Adult Education office. With the approval of the director the student's life experience may be eligible for a  $\frac{1}{2}$  credit.

Additional credits that may be used as electives:

- ELO (Extended Learning Opportunity)- This may include Community service or Volunteering
- VLACS (Virtual Learning Academy)/Online learning
- College or Vocational courses
- Life Experience- This may include Military, Apprenticeship, Computer training
- HiSET- Students who previously took the HiSET exam may be eligible for credit (Subtest scores below 15 will not be considered).

## **LACONIA ADULT EDUCATION EXPECTATION and INFORMATION**

### **BEHAVIOR EXPECTATIONS:**

Laconia Adult Education, as its name suggests, is for adults interested in their own education. Person or persons who fail to act as adults and instead choose to disrupt the education of others will be asked to leave.

If an instructor asks a student to leave the student must do so immediately and report to the Adult Education office. The student is expected to do this and not just leave the building. Once a discussion occurs the student will be sent home and deducted a minimum of 1 hour. If a student fails to report to the Adult Education office they will be dropped from the class. Continued failure to comply with Adult Education Expectations, or a significant incident as deemed by the director, will result in being dropped from the class with no reimbursement or credit.

### **PLEASE LEAVE THE CLASSROOM AS YOU FOUND IT:**

Do not touch or raise the window blinds. Please shut the windows, make sure trash is in receptacle, put chairs upside down on the desks/tables, and turn out the lights when you leave. \*Note: If property should happen to be left in the building, please contact the Adult Education Office at 524-5712.

PLEASE DO NOT ERASE items on the whiteboard that the daytime teacher has put there. Do erase all the materials you have put on the board during the evening.

Adult Education students are NOT permitted to sit at the daytime teacher's desk. Adult Education should not be using the supplies of the daytime teachers and should not be going through any of the classroom cabinets or drawers.

### **CANCELLED CLASSES:**

Cancellations due to bad weather will be scrolled on Channel 9 (WMUR TV) and will state: Laconia Adult Learning Center.....No Evening Classes. You can also visit the WMUR app or check the Adult Education website <http://adulthoodlaconia.weebly.com> and click on Cancellations tab for WMUR school cancellations.

**Vacation Dates:** Posted based on the Laconia School District Calendar.



**Class Make-Up Policy:**

Only Laconia Academy classes will have Friday night make-up classes.

Cancelled Enrichment/ABE/ESL classes are made up at the end of the course.

**Laconia School Property and surrounding area is a SAFE SCHOOL ZONE.**

**Not only are drugs, consumption/possession/selling, illegal, by law they come with larger more strict legal consequences which will be pursued. Alcohol is also not allowed on any school grounds. If a person is suspected of being on school grounds intoxicated or under the influence, they will be sent home, police may be notified, and the student will be deducted these hours. If a student is suspected a second time they will be dropped from the program for the remainder of the semester. A NO TRESSPASS order may be put into place as well.**

**It is the Policy of the Laconia School District that no student or visitor to the Laconia Adult Education Program will have in his/her possession a dangerous or deadly weapon on school property or at any school sponsored activity. This is prohibited. Violation of this Policy will result in the said weapon being confiscated immediately, the Laconia Police Department will be notified, and the student will be dropped from the program.**

**The State of New Hampshire has revised the law concerning youth access to tobacco. Under this Act (Chapter 338, Laws of 1997, Effective January 1, 1998), prohibition against the purchase, possession or use of any tobacco product by a minor continues. In addition, it states that “no person shall use any tobacco product in any public school facility or on the grounds of any public educational facility.”**

**NO SMOKING/CHEWING TOBACCO/VAPE is allowed anywhere on School Property.** Failure to comply with this may result in a NO TRESSPASSING order and being dropped from all classes.

- The wearing of sunglasses/hoodies/headphones in class will not be permitted. Hats are at the discretion of the instructor.

- The chewing of gum or chewing tobacco is NOT permitted at night in classrooms or in the building.

**CELL PHONE POLICY:** Cell phones need to be turned off in class. This means Sending/Receiving calls/texts/emails/snapchats etc... are NOT permitted during class. You will be asked to leave class and will miss the remainder of class (Losing a minimum of 1 hour class time).

**\*\*\*The 2nd time this occurs, you will be DROPPED from class.\*\*\***

**ENTERING and EXITING:** Laconia High School: Only front door and side door (handicap entrance), Technical Center: Only entrance off of Tech Center parking lot. Please use these doors for Entering and Exiting. These doors will be locked at 8:30 p.m. for security reasons.

**PARKING:** Parking is available on the left and right side front of the high school, tech center parking lot, and rear athletic field parking lot. DO NOT PARK IN THE HANDICAPPED (without proper vehicle identification) OR THE DESIGNATED POLICE PARKING SPOTS!! YOU WILL BE TICKETED AND/OR TOWED AT YOUR EXPENSE. No parking is permitted in the front section of the Auto Zone parking lot. If you do so, your car will be towed at your expense.

-Bicycles and skateboards are NOT allowed in the building.

**Personal Property:**

-Laconia Adult Education and Laconia High School are not responsible for personal items on school property including Technology, Backpacks, Bicycles, and Cars.

**EMERGENCIES:**

Evacuation: This is done primarily when the fire alarm sounds. Please stay with your class if possible.

Hard Lock Down: This is done primarily in the event of an intruder in the school. Students and teachers should be in a safe corner of the room and remain silent with lights off. Never open the door for a knock.

Hold in Place: May be used when it is necessary to eliminate all hall traffic, most likely due to a medical emergency. All students and staff must remain out of the halls but may continue with their class.

Secure Campus: This is done when there is a threat outside most likely in the nearby neighborhood. Blinds should be closed in this circumstance. Classes can resume but Instructors and Staff will be asked to not go outside. (Note: We will not be letting anyone into the building during Secure Campus.)

**Laconia Academy Grading and Attendance Expectations**

Learning Belief and Philosophy- In order for a student to best prepare for the workforce or further education they need to be prepared in two ways. 1. They need to have learned a set of competencies showing an understanding of what they have learned to the satisfaction of the instructor. 2. They need to have been present for the deeper learning that occurs through Instructor/Student interaction. Therefore: Grading and Attendance are both important parts in the completion of a course and the preparation for the workforce or further education.

**Attendance:**

Each class meets for 15- 3 hour classes per semester for a total of 45 hours of instruction. (Chemistry meets for 65 hours)

**Students should plan to attend all hours instruction is offered.**

**THERE IS NO SUCH THING AS AN EXCUSED ABSENCE.** Students need to work with the instructor if they must miss instructional time.

**At any time if an instructor feels a student is not putting in the effort for the class the student can be dropped.**

**Cheating/Plagiarism:**

Definition: To steal or pass off (the ideas or words of another) as one's own or use (created production) without crediting the source.

Cutting and pasting sections of text when not cited is plagiarism. The student will receive an automatic zero on the assignment. If this is done on a test or final exam the student will receive an automatic "F" in the class.

**FINAL EXAMS/PROJECTS:**

Final exams and Projects MUST be completed within 1 week of the last class or the student automatically fails the class.

**Grading:**

Laconia Adult Education uses the following grading scale:

A: 90-100

B: 80-89

C: 70-79

D: 60-69

F: Below 60

Instructors will give each student an explanation of grading for their class on the first day the class is held. Instructors may choose +/- grading within the grading scale.

### **Crisis Emergency Numbers:**

Here is a list of phone numbers of responsible adults to call in case of emergency.

.....need to report a fire or accident or call an ambulance: 911

.....need information on some substance you ate or drank or sprayed in your eyes or face that might be poisonous:

1 800 562 8236 N.H. Poison Control Center

.....are pregnant or think you are, or are afraid you have a venereal disease:


528 3121 Crisis Pregnancy Center

524 5453 Family Planning

1 800 342 6486 Child & Family Services

1 800 342 6486 AIDS Hot Line

1 800 852 3345, Ext. 4487 Venereal Disease Information Hot Line

.....are a missing child/and you've been taken from your real parent: 800 843 5678 National Center for Missing Children

.....need help for alcohol or drug abuse: 524 1854 Al Anon

.....or, are having trouble coping with a parent or family member with alcohol or drug problems:

1 800 COCAINE 1 800 342 6486 Al Anon Hot Line

.....are, or know, a run away: 1 800 621 4000 National Runaway Switchboard

.....have an eating problem, depression or phobias: 1 800 342 6486 Bulimia Anorexia Hot Line

.....have been beaten, abused or left alone for days with no care or food provided: 524 4485 or 1 800 342 6486

.....need help to quit smoking: 1 800 4 CANCER

.....don't know who to call for help: 524 2733 or 1 800 852 3311 Information & Referral