

Office of Extended Learning
Program Policy and Procedure Manual

Updated 2/14/24

Office of Extended Learning (OEL) programs policy and procedure are developed in collaboration with the OEL Advisory board and are consistent with pertinent Federal and State laws and regulations on non-discrimination regarding age, color, handicap, national origin, race, religion, sex, sexual orientation, or veteran's status.

The Office of Extended Learning follows Laconia School District Policy and Procedures.

<https://www.laconiaschools.org/policies.html>

Please see Laconia School District Non-Union Personnel Manual and OEL Employee Protocols:

http://laconiaschools.weebly.com/uploads/5/1/9/0/51903427/personnel_manual_7-23-18.pdf

https://drive.google.com/file/d/1xBFR_Q5Ypg_RI-rkHREA0jgy-7XcTj8I/view?usp=sharing

for additional information on employee practices, emergency response plans, etc. A written copy can be provided upon request.

Office of Extended Learning Advisory Board

Karen Salome, School Board Member
Jennifer Ulrich, School Board Member and Elementary School Parent
Steve Tucker, Superintendent and High School Parent
Andrew Hosmer, Laconia Mayor and Parent
Patrick Cate - President of Lakes Region Community College
Kathy Gifford - President of the Lakes Region Chamber of Commerce
Joanne Allen, Director of Extended Learning
Lisa Hinds, LHS Principal Dave Warrender,
HUOT Director Aaron Hayward
LMS Principal and Middle School Parent
Beverly Puntin, Curriculum Director
Mollie Greeley, Director of Guidance and Elementary School Parent
Kate Salome, Adult Learning Director and Elementary School Parent
Sharon De La Vergne, HUOT
Ken Martin, Engineering Teacher
LHS Site Director, ELO Coordinator
Elisabeth Moreau, LMS Pathways Teacher
Sean Walsh, LHS Woodworking Teacher
Candice Hyde, Extended Learning Coordinator
Kathryn Beane, High School Parent and Local Realtor
Savannah Barlow, High School Student
Aiden Hayward, Middle School Student
Tammy Mueller, Tbones Manager
Jessica Gaston, Lakes Region Community Services
J.W. Scott, Capital Region Health Care
Mark Lathem, VP Clinical Operations of Taylor Home

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Identification and Registration of Students

The Office of Extended Learning will primarily target students and their families who attend high poverty schools demonstrating 30 percent or more free and reduced lunch eligibility. All Laconia Schools meet these criteria.

The following goals have been identified in the Laconia School District Nita M. Lowey 21st Century Community Learning Center grant:

- Increase the literacy and numeracy skills and academic performance of regular attendees with an emphasis on students designated with low socio-economic status. OEL analyzes student formal assessment data and refers students for targeted academic intervention based on low performance in math and reading (PIQUES, Homework Help, Academic Assistance at LMS)
- Improve student competencies regarding essential life skills to include motivation, resilience, self-discipline, focus, confidence, teamwork, organization, and self-advocacy. OEL reaches out to an inclusive group of students to represent membership (Student Leadership Team at LMS, Extended Learning Opportunities at LHS).
- Advance student competencies in preparation for career, college and life readiness. OEL provides hands-on, project-based learning opportunities at all levels and actively participates in the Laconia School District Portrait of a Graduate initiative. (ELOs, Summer Learning at Elementary, REAL Initiative).

To achieve the goals, OEL policy and procedure adheres to strategies designated toward families and students in need and utilizes best practices regarding program/service delivery to meet those needs.

Registration is available through the Laconia School District, Office of Extended Learning website: <https://projectextralaconia.weebly.com/>

Sharing of Student Data

Office of Extended Learning staff are employees of the Laconia School District and have access to pertinent student data, including academic records. Parents/Guardians agree to release this information upon registration. The Office of Extended Learning adheres to the Family Educational Rights and Privacy Act (FERPA) and Protection of Pupil Rights Amendment (PPRA) regulations.

Fees

As of July 1, 2021, The Office of Extended Learning no longer charges fees for any level of programming K-12. Fees have been determined to be a barrier to participation.

Monitoring-Fiscal and Programmatic

The Office of Extended Learning partners and/or contracts with several community partners and outside agencies to assist in providing programming. (Examples: The Belknap Mill, Family Resource Center, Sachem Self Defense, Advantage Kids). Memorandums of Understanding are created between the OEL and these agents to ensure fiscal and programmatic fidelity. (See addendum for MOU example).

The Laconia School District business office (Business Administrator, Payroll Clerk, Accounts Payable, Human Resources) acts as the OEL fiscal agent, tracking and monitoring 21st CCLC income and expenditures submitted by the Program Director.

Attendance/Waitlist

Regular attendance is now defined by the Nita M. Lowey 21st Century Community Learning Centers grant guidance for 30 days or more. Regular attendance is encouraged and monitored by OEL program staff, and recorded daily in Cayen- the managed information system required by the New Hampshire Department of Education for use in 21st CCLC programs.

Site Coordinators who notice a pattern of student absence follow up with a phone call to the parent/guardian.

Site capacity is staffed and limited to a maximum of students per day. Registration is capped to ensure a daily average. Registrations received beyond the maximum number of students are placed on a wait list.

If a student is not regularly attending program, their spot may be given to a student on the waitlist (if one currently exists). This is communicated to families on registration paperwork and family letters.

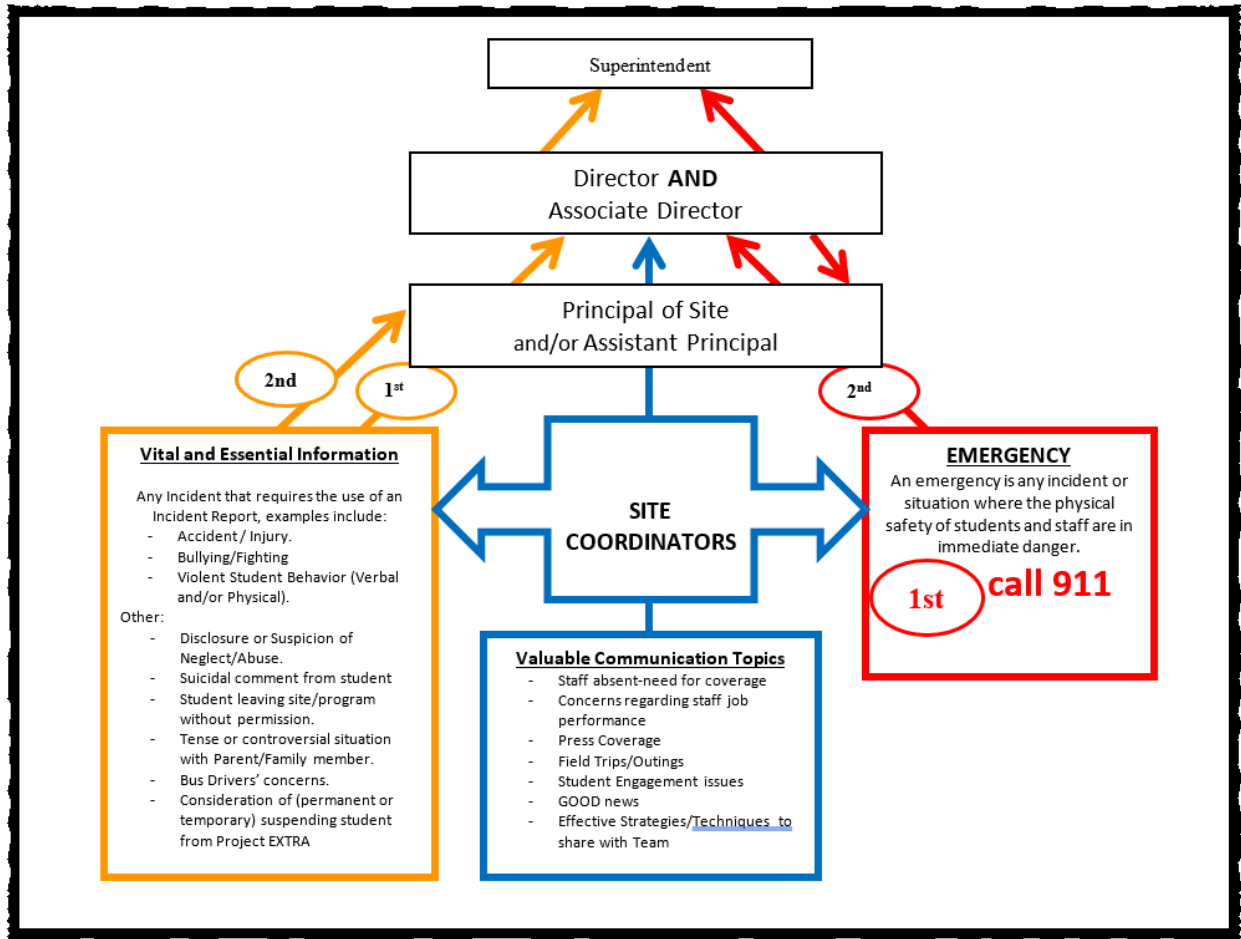
Safety

The Office of Extended Learning follows the Laconia School District safety and security protocol, sometimes unique to each building. They can be found here: [Laconia School District Emergency Operations Plans](#)

Hard copies of the school's Emergency Operations Plans (EOPs) are available at the central office (SAU 30) as well as in the front office of each school building.

Laconia School District has developed a response plan for crisis and suicide that can be viewed here: [Laconia School District Crisis and Suicide Response Plan](#)

The Office of Extended Learning follows the following protocol regarding communication in any situation and/or emergency situation:



Transportation

Students attending programs with the Office of Extended Learning are offered school bus transportation (First Student) via a late bus that runs in the evening. Transportation is offered to families and students for whom lack of transportation would be a barrier to participation (i.e. family does not have a vehicle, work hours prevent timely pickup).

Students whose families live within walking distance are allowed to walk home if given parent written permission. Students who live within walking distance, even with permission, will not be allowed to walk home during daylight savings in the dark and bus transportation will be arranged if the family lacks transportation.

If a family needs to arrange participation, they should contact their school Site Coordinator, as space on the late bus is limited.

Snacks

The Office of Extended Learning provides afterschool snacks at all sites through the United States Department of Agriculture (USDA) afterschool snacks program in partnership with the Laconia School District Food Service Department. There are no fees for these snacks, as our programs qualify for free snacks through this program. There is no need to apply. Participants of the program automatically qualify.

Dinners are provided at our programs through the Child and Adult Care Food Program (CACFP), also in partnership with the Laconia School District Food Service Department. We are proud that our program was the first in the state of New Hampshire to offer afterschool dinners through this program. There are no fees for afterschool dinners, as our programs qualify for free dinners through this program. There is no need to apply. Participants of the program automatically qualify.

Accommodating Students

The Office of Extended Learning is an inclusive program of universal design, as are the public schools in Laconia. OEL programs are inclusive of students with physical, developmental, behavioral and/or emotional disabilities. The OEL leadership and staff are professionals who regularly take part in Laconia School District professional development opportunities that address best practices in accommodating students with all kinds of needs. The OEL also provides program-specific professional development for staff that address current topics and best practices in out of school time program delivery. A list of prior and current professional development opportunities completed by staff is available upon request and recorded in the Cayen Information Systems database.

Site Coordinators regularly meet with building administrators, teachers and specialists to keep up-to-date and informed about program participants and their individual needs. Individualized Education Plans (IEPs), 504s and student-specific behavior plans are shared and implemented in programming.

Addendum 1: Registration Information

https://docs.google.com/forms/d/e/1FAIpQLSdl2qSt60fKtPwcTmjDbLUFNL4Zrf2D3hR4iyhdg_bjx-c10XA/viewform

Addendum 2: Paper registration form for all sites

Office of Extended Learning

Enrollment Form 2022/23

*All fields are required. Incomplete registrations will delay enrollment.

Student Name		Date of Birth
Gender	Transport Home (Pickup or Needs Transportation*)	Lives with

*Transportation at this time is for families with no other option. Contact School Site Coordinator.
Enrollment information

Address

Home Phone Number	Parent Email		
School	Grade	Teacher	
Planned Start Date	Days attending		
Photograph permission: I give permission for Laconia School District Office of Extended Learning to use, without limitation or obligation, photographs, voice recordings, or film footage for program use and/or for purposes of occasionally promotion program activities .		Circle one YES NO	

Medical Information If yes, more information

Asthma	NO	
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Dietary Needs/Concerns	NO	
Allergies	NO	
Other?	NO	
Special Assistance	NO	
If you answered yes to any above, is an emergency plan necessary and on file with the school?		

Authorization Agreement:

Medical Treatment: I give permission for the Office of Extended Learning Programs (Project EXTRA, REAL Initiative at LMS, and LHS ELOs and Clubs) staff or volunteers to provide minor emergency medical treatment for my child or to call 911 for more severe medical emergencies. Also, I consent to medical treatment for my child deemed immediately necessary or advisable by a physician. I agree to make any medial or behavioral concerns known to the Office of Extended Learning programs via written description.

Property Loss: Office of Extended Learning programs are not responsible for personal property lost, damaged or stolen during Office of Extended Learning programs hours of operation.

Rules/Regulations: I acknowledge my child must adhere to all the rules, regulations, and instructions pertaining to the safety and protection of all participants and staff, and that failure to comply will result in temporary dismissal. A plan for re-engagement will be created with the student, family and the Site Coordinator.

Health/Immunization Records: I give the Office of Extended Learning permission to release current copies of my child's physical health form and immunization records to the Site Coordinator.

Parent Name printed _____

Parent Signature _____

Date: _____

Addendum 3: Sample Memorandum of Understanding (MOU) with community partner or service provider

CONSULTING AGREEMENT

(with student contact)

THIS CONSULTING AGREEMENT (the "Agreement") is entered into this _____ day of _____, 2017 (the "Effective Date" except as provided in Section 6) by and between the Laconia School District, a municipal corporation having a usual place of business at 39 Harvard Street, Laconia NH 03246 (hereinafter referred to as the "District") and _____ of _____ (hereinafter referred to as the "Consultant").

WHEREAS, the District wishes to engage the Consultant to provide the services described herein and Consultant agrees to provide the services for the compensation and terms and conditions contained in this Agreement.

NOW THEREFORE, in consideration of the foregoing, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, accepted and agreed to, the District and the Consultant, agree as follows:

1. TERM. Commencing as of the Effective Date, and continuing for a period of ____ (__) months (the "Term"), unless earlier terminated pursuant to Section 5 hereof, Consultant agrees that he/she will serve as a consultant to the District.
2. DUTIES AND SERVICES.
 - (a) Consultant's duties and responsibilities shall be those services set forth in Schedule A attached hereto and incorporated herein by reference (the "Duties" or "Services").
 - (b) Consultant agrees that during the Term he/she will devote up to ____ (__) days per month to his/her Duties.
 - (c) Consultant represents and warrants to the District that he/she is under no contractual or other restrictions or obligations which are inconsistent with the execution of this Agreement, or which will interfere with the performance of his/her Duties. Consultant represents and warrants that the execution and performance of this Agreement will not violate any policies or procedures of any other person or entity for which he/she performs Services concurrently with those performed herein.

(d) In performing the Services, Consultant shall comply, to the best of his/her knowledge, with all policies, regulatory and health and safety guidelines established by the District.

(e) The District may require Consultant to remove any of its employees from providing services under this Agreement when the District determines it is in the best interest of the District. Consultant must then immediately remove the employee. No employee of Consultant shall be considered an employee of the District and Consultant shall assume sole and exclusive responsibility for the payment of wages and all applicable employment taxes and insurance. Consultant alone shall be responsible for the acts, omissions, conduct and/or control of any and all personnel in its employ.

(f) Consultant agrees to comply with all applicable certification/license standards established by federal, state or local agencies or departments during the contract term. Consultant shall immediately notify the District of any change in certification/license status.

(g) All individuals performing services under this Agreement with Consultant shall have a current criminal history records check paid for by Consultant prior to performing services under this Agreement and Consultant shall provide written verification to the District that a criminal history records check has been completed in compliance with RSA 186:13-a for each employee who will regularly have contact with pupils.

3. COMPENSATION.

(a) Subject to the provisions hereof, the District shall pay Consultant a consulting fee of (\$_____) Dollars for Services provided to the District (the "Consulting Fee"). Consultant shall submit monthly a listing of his/her hours, the Duties performed and a summary of his/her activities. The Consulting Fee shall be paid within thirty (30) days of the District's receipt of the report and invoice. The contract sum shall not be exceeded under any circumstances unless the District gives prior written approval to the work and additional cost of the work prior to the work being undertaken that form the basis of Consultant's claim to additional compensation.

(b) Consultant shall be entitled to prompt reimbursement of any expenses pre-approved in writing by the District which are incurred in the performance of his/her Duties, upon submission and approval of written statements and receipts in accordance with the then regular procedures of the District.

(c) Consultant shall have no right to receive any employee benefits including, but not limited to, health and accident insurance, life insurance, sick leave and/or vacation. Consultant agrees to pay all taxes including self-employment taxes due with respect to compensation under

this Agreement and to indemnify the District in the event the District is required to pay any such taxes on behalf of Consultant.

INDEPENDENT CONTRACTOR. Consultant agrees that he/she is an independent contractor and that this Agreement does not create an employer-employee relationship between Consultant and the District. Consultant alone shall be responsible for his/her acts, omissions, and conduct.

EARLY TERMINATION OF THE TERM.

(a) If Consultant voluntarily ceases performing his/her Duties, becomes physically or mentally unable to perform his/her Duties, or is terminated for cause, then, in each instance, this Agreement shall cease and terminate as of such date. Consultant will be paid for work properly completed to the date of termination as Consultant's sole and exclusive remedy.

(b) This Agreement may be terminated without cause by either party upon not less than ten (10) days prior written notice to the other party. Consultant will be paid for work properly completed to the date of termination as Consultant's sole and exclusive remedy.

(c) Upon termination under Sections 5(a) or 5(b), neither party shall have any further obligations under this Agreement, except for the obligations which by their terms survive this termination as noted in Section 17 hereof. Upon termination and, in any case, upon the District's request, Consultant shall return immediately to the District all Confidential Information, as hereinafter defined, and copies thereof.

INSURANCE. Consultant shall maintain insurance in an amount sufficient to meet its obligations to the District under this Agreement including but not limited to workers' compensation, general liability insurance, and errors and omissions insurance. Consultant must deliver to the District a certificate of insurance and policy endorsements in a form and amount acceptable to the District prior to this Agreement becoming effective. Consultant shall name SAU #30, the Laconia School District, their Boards, officers, agents and employees as named insureds in any and all insurance policies required by the terms of this Agreement. Consultant shall not cancel the insurance without 30 days written notice to the District.

INDEMNIFICATION. Consultant shall, at its sole expense, defend, indemnify and hold harmless SAU #30, and the Laconia School District, their Boards, the Superintendent of Schools, their respective officers, agents and employees from any and all claims, demands, actions and causes of action, damages, costs, loss of services, defenses and compensation, including but not limited to any and all claims for personal injury, death and property damage which may, in any way arise from or out of the services provided by Consultant pursuant to the terms of this

Agreement, whether such services be performed by Consultant, or anyone directly or indirectly employed by Consultant or any other person or company retained in any way by it to carry on all or a portion of the services necessary to abide by the terms of this Agreement.

CONFIDENTIAL INFORMATION.

(a) Definitions. For the purposes of this Agreement, the terms set forth below shall have the following meanings:

(i) Confidential Information. Confidential Information shall mean and collectively include: all information relating to District students including, but not limited to raw data, or clinical data, records, databases, clinical protocols, tests, examinations or other personally identifiable information whether in writing or presented, stored or maintained in or by electronic, magnetic, or other means.

(b) NonDisclosure to Third Parties. Except as required by Consultant's Duties, Consultant shall not, at any time now or in the future, directly or indirectly, use, publish, disseminate or otherwise disclose any Confidential Information, concepts, or ideas to any third party without the prior written consent of the District and all of the same, together with publication rights, shall belong exclusively to the District. Consultant and its employees shall maintain the privacy and confidentiality of student records and shall comply with FERPA and all District policies, procedures and rules.

WAIVER. Any waiver by the District of a breach of any provision of this Agreement shall not operate or be construed as a waiver of any subsequent breach of the same or any other provision hereof. All waivers by the District shall be in writing.

SEVERABILITY; REFORMATION. In case any one or more of the provisions or parts of a provision contained in this Agreement shall, for any reason, be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any other provision or part of a provision of this Agreement; and this Agreement shall, to the fullest extent lawful, be reformed and construed as if such invalid or illegal or unenforceable provision, or part of a provision, had never been contained herein, and such provision or part reformed so that it would be valid, legal and enforceable to the maximum extent possible. Without limiting the foregoing, if any provision (or part of provision) contained in this Agreement shall for any reason be held to be excessively broad as to duration, activity or subject, it shall be construed by limiting and reducing it, so as to be enforceable to the fullest extent compatible with then existing applicable law.

ASSIGNMENT. Consultant shall not have the right to assign his/her rights or obligations under this Agreement without the prior written consent of the District. This Agreement shall be binding upon and inure to the benefit of Consultant's heirs and legal representatives in the event of his/her death or disability.

HEADINGS. Headings and subheadings are for convenience only and shall not be deemed to be a part of this Agreement.

AMENDMENTS. This Agreement may be amended or modified, in whole or in part, only by an instrument in writing signed by all parties hereto. Any amendment, consent, decision, waiver or other action to be made, taken or given by the District with respect to the Agreement shall be made, taken or given on behalf of the District only by authority of the District.

NOTICES. Any notices or other communications required hereunder shall be in writing and shall be deemed given when delivered in person or when mailed, by certified or registered first class mail, postage prepaid, return receipt requested, addressed to the parties at their addresses specified in the preamble to this Agreement or to such other addresses of which a party shall have notified the others in accordance with the provisions of this Section 13.

COUNTERPARTS. This Agreement may be executed in two or more counterparts, each of which shall constitute an original and all of which shall be deemed a single agreement.

GOVERNING LAW. This Agreement shall be construed in accordance with and governed for all purposes by the laws of New Hampshire applicable to contracts executed and wholly performed within such jurisdiction. Any dispute arising hereunder shall be referred to and heard in only a court located in Belknap County.

SURVIVAL. The provisions of Sections 7 to 10 and 17 of this Agreement shall survive the expiration of the Term or the termination of this Agreement. This Agreement supersedes all prior agreements, written or oral, between the District and Consultant relating to the subject matter of this Agreement.

EXECUTED, under seal, effective as of the Effective Date.

LACONIA SCHOOL DISTRICT

CONSULTANT

By:

By:

Name_

Name:

Title:

Duly Authorized