**LACONIA MIDDLE SCHOOL**

**FACULTY AND STAFF HANDBOOK**

**2017-2018**

****

***Engage. Prepare. Inspire. Challenge.***

**LMS Faculty Handbook 2017-18**

*We are committed to providing an engaging learning experience for each of our young adolescent learners. We are committed to monitoring and changing instruction to meet students’ needs based on data gathered from assessments. We are committed to using the best practices in instruction while taking into consideration the instructional needs of individual students. As a school, we will foster a culture of learning. We will work together to create and maintain a welcoming, positive, and respectful environment for all students, families, community members, and staff. Each year as a school, we will set goals that are tied to the district’s goals and focus on student achievement and school improvement.*

*Alison Bryant, Principal*

## Kelly O’Brien, Assistant Principal

## Marcy Kelley, Coordinator of Student Services

*Angel Burke, Academic Coordinator for Teaching and Learning*

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# LACONIA MIDDLE SCHOOL

# STAFF

Administrative Team: Dr. Alison Bryant -Principal

 Mr. Kelly O’Brien- Assistant Principal/Athletic Director

 Mrs. Marcy Kelley- Coordinator of Student Services

 Ms. Angel Burke -Academic Coordinator of Teaching & Learning

Secretaries: Mrs. Dawn Emond

 Mrs. Katie Whitney

 Ms. Catherine Tokarz

TEACHERS

6th Grade

Name Room Subject

**Team Atlantis**

Mrs. Joanna Bergman 104 Math & Science

Mrs. Stephanie Atherton 102 Language Arts & Social Studies

Mr. Jonathan Sandlin 124 Special Education

**Team Discovery**

Mrs. Whitney McCallum 125 Language Arts & Social Studies

Mrs. Sonya Roberts 123 Science & Social Studies

Mrs. Kelsea Doucet 122 Math & Social Studies

Ms. Deb Matsumoto 124 Special Education

Team Enterprise

Mrs. Ann Peterson 103 Math & Science

Mrs. Deborah Tivey 101 Language Arts & Social Studies

Mr. Jonathan Sandlin 124 Special Education

7th Grade

**Maple Team**

Mrs. Martha Jane Connelly 203 Science

Ms. Cathy Baylus 204 Social Studies

Mr. Bob Clay 201 Math

Mrs. Rebecca Sims 202 English

Mr. James Carmody 205 Special Education

**Oak Team**

Ms. Tara Columb 225 English

Mr. Chris Carey 222 Mathematics

Mrs. Susan Oehlschlaeger-Hildreth 223 Science

Mrs. Karen Muthersbaugh 217 Special Education

8th Grade

**Team Winnisquam**

Ms. Leanne Keller 323 Science, Social Studies

Ms. Lindsay Middleton 322 English, Social Studies

Mrs. Jen McDonald 324 Mathematics, Social Studies

Mrs. Basia Jarvis 325 Special Education

**Team Opechee**

Ms. Jessica Roberts 303 Science

Mrs. Shannon Siegler 302 English

Ms. Jordan Rock 301 Mathematics

Mrs. Tami Dubois 304 Social Studies

Mrs. Carrie Duhamel 317 Special Education

**World Language**

Mrs. Anita Fair 240 6-7-8

**Physical Education**

Mr. Joseph DiTomasso 183/185 6-7-8

Mrs. Kate Hohenberger 183/187 6-7-8

Music

Mr. Nathan Wotton 166 6-7-8

Mr. John Cardin 167 6-7-8

Art

Mrs. Sharon Frick 333 6-7-8

**Health**

Mrs. Lindsy Poulin 334 6-7-8

Behavior Education

Ms. Anna Solomon 239 Behavior Teacher

Paraeducators

Mr. Derek Pabst, Mrs. Jackie Jones, Mrs. Erin Davis, Ms. Karen McDonald,

Mrs. Deborah Hamel, Mrs. Paula Fernandez, Mrs. Deb Williams, Mr. Tom Fish,

Mrs. Betty Ann Holloran, Mr. Will Buesser, Mrs. Kerry Joyce, Ms. Sami Hicks, Ms. Patti Thibeault

**Guidance Counselors**

Mrs. Rebecca Noe 153 Grade 7/6

Mr. Greg Schneberger 151 Grade 8/6

**ISS Specialist**

Mrs. Karen Lowell 148 6-7-8

School Nurse

Mrs. Kerri Reynolds 127 6-7-8

School Library

Mrs. Tina Fleming 232 Library Media Specialist

Psychological Services

Sarah Sarette 156 6-7-8

**Social Work** 156 6-7-8

Ms. Melissa Pacini

**Student Assistance Counselor** 156 6-7-8

Ms. Jessica Conrad

**Speech**

Leigh Builing 217 6-7-8

ESOL Grade 6-8

Ms. Dottie Keller 305B 6-7-8

Custodial Staff

Facilities Director- Peter Johnson, Maintenance Technician – Paul O’Brien, Staff: Tom Langthianos, Jeff Haven, Adam Stewart, Eddie Deforge, Alan Vicente

Cafeteria Staff

Manager- Dianne Ouellette. Anne Flanagan, Imsuk Contois, Betzy Weller, Penny St. Cyr, Dona Hoffman, Roberta Nadeau, Debra White, Jennifer Henderson

**LACONIA SCHOOL DISTRICT**

STRATEGIC PLAN



**OUR MISSION**

Ensuring success with every student, every day, every way!

### *Laconia Middle School Focus*

***2017-2018***

### In order to ensure academic, behavioral, and social/emotional success for all students at Laconia Middle School, our big focus areas for this school year will continue to be the following:

**Relationships**

Our primary focus this year will be on nurturing positive relationships within our school community. We will actively seek out opportunities to strengthen our relationships with students, staff, parents, and the community. Our positive school culture will be the foundation of all that we achieve together.

**Positive Behavior Intervention and Supports**

We will continue to maximize student instructional time by using evidence-based best practices when addressing student behavior.  We will work together to foster a positive school climate by teaching our students pro-social behaviors, as well as maintaining a consistent set of expectations across our building.  We will further expand our available resources to implement the interventions necessary for student achievement.

**PACE**

We will engage in PACE Tier II work so that students and teachers are prepared to enter the Tier I phase in the 2018-2019 school year. PACE will lead our curriculum work, which includes an ongoing focus on UbD unit development, common performance based assessments, and student-centered learning.

### *WORK PLACE FACTS*

 **AMERICANS WITH DISABILITIES ACT; (Section 504 of the Rehabilitation Act of 1973 and Fair Housing Act).**

The provisions of the ADA regulations insure that individuals with a "disability" are accommodated within the school setting to include appropriate modification of rules, policies and practices, the removal of architectural barriers and are provided auxiliary aides and services to meet the accessibility and communication impairment relative to the disability. If an employee of the Laconia School District has a physical or mental impairment that substantially limits their ability to perform their responsibility in the school setting they are to notify in writing the district 504 coordinator (Dr. Brendan Minnihan.) The communication should include:

 1. Statement of disability

 2. Accommodations which cause undue hardships

 3. Any request for modification of rules, policies, practices or architectural barriers.

All statements of disability will be confidential in nature and will be accessible only to those individuals who have direct responsibility for modifying either rules, policies, practices or architectural barriers to accommodate the disability. In the event that a Laconia School District employee wishes to file a complaint relative to the limitation to one or more of the major life activities in a school setting he/she may submit, to the district 504 coordinator, a written complaint on a form available from each building principal. Should any Laconia School District employee have any questions concerning the American with Disabilities Act they are requested to confer with either of the district coordinators.

**CONDITIONS OF EMPLOYMENT**

 For answers to employment questions, consult the most current Master Agreement Booklet.

##### DELAYED OPENING/NOSCHOOL

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

**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

The Family Educational Rights and Privacy Act (FERPA) affords parents (and students over 18) certain rights with respect to student’s education records. Any request(s) that come to a staff member from a parent or guardian, regarding reviewing or gaining access to a student’s records **must be referred to the building principal,** as there are certain procedures that must be followed. (For a more detailed explanation, please refer to the student handbook, under “Notification of Rights under FERPA”.

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

### HANDICAP ACCESSIBILITY

Laconia Middle School is a modern facility completed in 2009 and meets all handicap codes. Handicap parking spaces are located near the loop in the front of the building. Students with temporary conditions (ie. on crutches) can get an elevator pass from the nurse. Persons who have handicap access problems or hearing impairment problems will be accommodated in all middle school activities provided the building principal is notified of specific needs at least one week prior to any event or activity. All three entrances to the middle school are handicapped accessible, although only the main office entrance is available during the school day because all other entrances are locked.

# 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 deal 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.

 **INTERNET ACCESS POLICY FOR STAFF**

POLICY GBEF

The Laconia School District recognizes that technology is an important tool in 21st Century education. Technology offers tools to assist in providing quality instructional programing, facilitating communication with parents/guardians. connecting teachers and the community, supporting District and school operations and improving access to and exchange of information. The School Boards expects all staff to learn to use the available technical resources that will assist them in the performance of their professional responsibilities. As needed, staff shall receive training that will assist them in the performance of their professional responsibilities. As needed, staff shall receive training, lessons and instruction in the appropriate use of these resources.

Staff shall be responsible for the appropriate use of technology and shall use the School District’s technological resources primarily for purposes related to their professional responsibilities. Staff members are hereby notified that there is no expectation of privacy on district computers, electronic devices, computer files, e-mail internet usage logs and other electronic data.

Staff shall recognize that the School District and its employees have certain moral, ethical and legal responsibilities that are associated with certain types of information and that staff must understand these responsibilities and comply with them when using ANY electronic device whether district, personal, or public owned.

Staff shall refrain from using any electronic device to share or otherwise disclose any information regarding student, regardless of whether such information is personally identifiable or would qualify as an educational record under the Family Educational Rights and Privacy Act (FERPA) with any party who is not legally entitled to receive such information under the the FERPA, without the written consent of the parent or legal guardian of the student.

Staff shall maintain the security and privacy of any educational record, as defined in the FERPA, which is stored in the on any personal electronic device and ensure that such educational record is transferred to the District’s computers within a reasonable time period after such educational record is created.

The Superintendent or designee shall ensure that all School District equipment with Internet access have a technology protection measure that prevents access to visual depictions that are obscene or pornographic and that the operation of such measures is enforced. After review of a blocked site, the Superintendent of designee may enable access for research, education or other lawful purpose.

The Superintendent shall establish administrative regulations and an Acceptable Use Agreement that outlines staff obligations and responsibilities related to the use of School District technology. He/she also may establish guidelines and limits on the use of technological resources. Inappropriate use may result in cancellation of the staff member’s user privilege, disciplinary action, and/or legal action in accordance with law, School Board policy and administrative regulations.

The Superintendent or designee shall provide copies of related policies, regulations and guidelines to all staff. The staff shall be required to acknowledge in writing that they have read and understood the School District’s Acceptable Use Agreement.

**Adopted: April 16, 2013**

### 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. Any person having inquiries concerning Laconia School District’s compliance with regulation implementing these laws may contact Christopher Ennis or Jen Sottak at Laconia Middle School (524-4632) regarding Title IX, and Kirk Beitler, Assistant Superintendent of Schools, SAU #30, (524-5710) for Section 504 and other federal laws. The Region I Director for Federal Law Office is located at: Office of Civil Rights, US Department of Education, J.W. McCormack, Post Office & Courthouse, Room 222, 01-0061, Boston, MA 02109 (617) 223-9662, TDD (617) 223-9695.

### STUDENTS WITH DISABILITIES

As mandated by the Individual With Disabilities Education Act, public schools must provide special education for all children determined to be educationally handicapped. The law also requires that school districts identify such children from birth through age 2. The law applies to all children including those in pre-schools, hospitals and non-public schools. If at any time you feel that one of your students may have a handicapping condition, please speak with the coordinator of student services. Staff will be supplied with Individual Education Plans (IEPs) for students that they work with. It is important that these plans be read, followed and kept in a secure location but accessible so they may be referred to.

**TEACHER EVALUATION**

Teachers will be evaluated using the Laconia School District’s teacher evaluation tool. At Laconia Middle School, we view teacher evaluation as a process that supports teachers in continuously improving his/her teaching practice.

WORKER’S COMPENSATION LAW & FMLA

All teachers and employees are covered by the Workmen’s Compensation Law. It is most important that the following procedures be followed in case of accident or injury.

1. Notice of the injury, in writing on blanks furnished by the Labor Commissioner, must be made out and sent immediately to the Superintendent’s Office. If it is not possible for the injured to make out the notice, it may be filled out by someone else acquainted with the facts.
2. The notice shall state the name and address of the injured and the date and place the accident occurred.
3. Notice shall be executed in duplicate, both copies to be signed by the employee.
4. Information on the Family Medical Leave Act can be accessed from the Administration or the SAU office.

**STUDENT SAFETY**

**THE SAFETY OF THE STUDENTS IS A PRIMARY CONCERN. It is imperative that were remain vigilant throughout the school day relative to their interactions with each other as they move throughout the building. This responsibility falls to each and every one of us. The following duty assignments have proven to be crucial in our initiatives to create a friendly, safe and secure environment for our students.**

**#1 IS THE SAFETY OF ALL STUDENTS**

**STUDENT MANAGEMENT/DAILY SUPERVISION: (ALSO SEE: FACULTY DUTY ASSIGNMENTS)**

**Teachers and para-educators are expected to be at their assigned duties at all times unless excused by the principal in advance of the duty.** Please remember that while not at a duty someone else must fill in. Teachers and teams should help supervise corridors and lavatories when students enter in the morning, leave in the afternoon, and pass between classes. During assemblies they should be on hand to help supervise, especially while the student body is moving to and from the auditorium. During assemblies, staff **must sit** with their students.

Assigned **para-educators** will be on duty at 7:15 am so that students will have early supervision. . Students will be held in designated areas until they are allowed to go to their homerooms. Grade 6 will be dismissed first, followed by the 7th graders and then the 8th graders. **If for some reason, you cannot be at an assigned duty, please find someone to fill in for you and notify the front office. Please notify the administration of someone is failing to report for their duty.**

**Staff who are assigned outside duties/supervision, should be extra attentive to cautioning the students about rushing in front of the buses and cars that are picking up students. Students who have skateboards, bicycles, rollerblades or scooters MUST WALK them off school grounds.**

**ATTENDANCE (Faculty)**

Unless notified to the contrary, the Principal's office will assume that teachers are present and on duty each day in the area of their responsibility. The contract specifies that teachers are to be in the school twenty (20) minutes before and thirty (30) minutes after school. This means 7:37 a.m. to 2:51 p.m. daily. Any teacher who needs to leave the building during the day for any reason will need approval from the Principal or Assistant Principal and will sign out on a form in the main office. **It is expected that teams will develop a system for after school academic support that will meet the needs of their students.** Meetings other than faculty, curriculum, special ed., parent, or early release, may not begin before 2:51 p.m.

**ATTENDANCE (Student)**

**It is imperative that when student daily attendance is taken that it be accurate. There is nothing more frightening to a parent than to have the school call their home and ask why their child is absent from school when the parent dropped the student off at school, watched their child board the school bus, or watched him/her walk out of the house and leave for school. Make sure that your daily attendance is correct when you report student absences each day. Should a student, whose name is not on the absence list, be missing from your class, please notify the office immediately!**

**SEATING PLANS**

Seating plans play an important role in student safety, particularly when substitutes are in the building. All teachers are to keep up-to-date seating plans for all classes and periods. These are to be kept readily available for use by substitute teachers in the event of your absence.

**SUPERVISION**

HALL Student behavior in the hallways/stairways is of serious concern to the successful functioning of a safe school. Fights and injuries resulting from misbehavior in passing must be dealt with. **It is the responsibility of everyone to provide for the safety of all persons in our school.** Each teacher has the responsibility to their teaching area. Team teachers will post themselves covering the end of their hallway past the lockers. Supervision should be done before school as students enter as well as after school when students are leaving. Teachers will also supervise as students pass from class to class. Teachers near stairways or bathrooms should check these places in order to assure proper behavior.

**VIDEO CAMERAS**

A reminder that video camera surveillance is used throughout LMS as well as on school buses. School safety is greatly enhanced through the use of video cameras. Cameras are positioned to provide views of the hallways, exterior doors and the parking areas.

**Student Services**

##### Purpose of Student Services

* Support students having difficulties learning within the classroom.
* Support classroom teachers in need of developing different programs for individual students; i.e. academic, behavioral.
* Facilitate community and family involvement for those students requiring support outside of the school environment.

##### Student Information

Whenever a teacher attends a meeting on a child, (s)he is asked to bring documentation to give a profile of the student’s learning.

Documentation could include:

* Assessment: Observational Survey, Informal Assessments in Reading, Writing, and Mathematics, NWEA, Smarter Balanced
* Samples of writing and other work
* Notes on student behavior, social interactions, meetings with parents
* Grade book and attendance

**Student Service Process**

See Student Service Flowchart

##### Special Education Process

See Special Education Process Flowchart

##### Students Identified as Having an Educational Disability

If a student is identified as having an educational disability and has an I.E.P., the classroom teacher **and** the special education teacher are responsible to:

* Become familiar with the I.E.P. and notes from last year’s staffings
* Participate in meetings to discuss progress and ensure that objectives are being addressed.
* In the event that an I.E.P. is not being implemented appropriately, a classroom teacher should collaborate with the special education teacher, consult with the principal and/or coordinator of student services.
* Participate in the annual review and revision of the I.E.P.

###### *Educational Disability*

A disability determined through evaluation to interfere with the student’s ability to learn. Disabling conditions include: intellectual disability, hearing impairment, communication impairment, visual impairment, serious emotional disturbance, orthopedic impairment, autism, traumatic brain injury specific learning disability, deaf-blindness, multiple disabilities and other health impairments.

###### *Free Appropriate Public Education*

Special education and related services that are provided at public expense, meet the education standards of the state and are provided in conformity with an I.E.P.

###### *Accommodation*

A change in the course, standard, test preparation, location, timing, schedule, expectations, student response, and/or other attribute which provides access for a student with a disability to participate in a course, standard or test which does not fundamentally alter or lower the standard or expectation of the course, standard or test**.** (“Outside the body,” that is physical or environmental changes around the student.)

###### *Modification*

A change in the course, standard, test preparation, location, timing, schedule, expectations, student response, and other attribute which provide access for a student with a disability in a course, standard or test, but which does fundamentally alter or lower the standard or expectation of the course, standard or test. (Structural, cognitive change in the level of the material.)

##### Special Education Process for Referral Meetings

##### Referral Process in appendix

##### Section 504

The Rehabilitation Act of 1973, commonly referred to as “Section 504”, is a nondiscrimination statute enacted by the United States Congress. The purpose of the Act is to prohibit discrimination and to assure that disabled students have educational opportunities and benefits equal to those provided non-disabled students. An eligible student under Section 504 is a student who (a) has, (b) has a record of having or (c) is regarded as having, a physical or mental impairment which substantially limits a major life activity such as learning, self-care, walking, seeing, hearing, speaking, breathing, working and performing manual tasks.

 **PUPIL SAFETY AND VIOLENCE PREVENTION POLICY**

**POLICIES JICK AND GBAAA**

**BULLYING and HARASSMENT**

**ONLY THE PRINCIPALOR THEIR DESIGNEE CAN CONDUCT BULLY, HARASSMENT OR SEXUAL HARASSMENT INVESTIGATIONS.**

1. **General Statement of Policy**

All pupils have the right to attend school and school sponsored activities that are safe, secure and peaceful environments. Pupils should be protected from all forms of physical, emotional and psychological bullying and cyber-bullying. Bullying in schools has historically included actions shown to be motivated by a pupil’s actual or perceived race, color, religion, natural origin, ancestry or ethnicity, sexual orientation, socioeconomic status, age, physical, mental, emotional or learning disability, gender, gender identity and expression, obesity or other distinguishing personal characteristics, or based on association with any person identified in any of the above categories.

It is the intent of this policy to protect pupils from physical, emotional and psychological harm by addressing bullying and cyber-bullying of any kind in our district/school, and to prevent the creation of a hostile educational environment. All pupils are protected under this policy, regardless of their legal status. While this policy applies to pupils only, school district employees, regular school volunteers, coaches and persons who have contact with pupils in connection with school classes, activities and programs have responsibilities for reporting incidents of bullying to school administration. Bullying and cyber-bullying outside of school activities or off school premises are subject to this policy as set forth herein.

1. **Bullying, Cyber-bullying and Retaliation Prohibited**

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

1. **Definitions**

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

 1. Physically harms a pupil or damages the pupil’s policy.

1. Causes emotional distress to a pupil.
2. Interferes with a pupil’s educational opportunities.
3. Creates a hostile educational environment, or
4. Substantially disrupts the orderly operation of the school.

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

Cyber-bullying means bullying undertaken through the use of electronic devices. Electronic devices include, but are not limited to, telephones, cellular phones, computers, pagers, electronic mail, instant messaging, text messaging and websites.

Perpetrator means a pupil who engages in bullying or cyber bullying.

School Property means all real property and all physical plant and equipment used for school purposes, including public or private school buses or vans.

Victim means a pupil against whom bullying or cyber-bullying has been perpetrated.

1. **Actionable Incidents of Bullying or Cyber-bullying**

Bullying or cyber-bullying shall occur when an action or communication as defined in the above “definitions” section:

1. Occurs on, or is delivered to school property or a school sponsored activity or event, on or off school property, or
2. Occurs off of school property or outside of a school-sponsored activity or event, if the conduct interferes with a student’s educational opportunities or substantially disrupts the orderly operations of the school or school-sponsored activity or event.
3. **Reporting Procedures**

A pupil may report bullying or cyber-bullying to any school district employee or agent. Any school employee or contracted agent, who receives a complaint of bullying or cyber-bullying or is otherwise aware of such conduct, must immediately report it to the principal.

The principal or a designee must report the incident to the parents or guardians of both the alleged victim and perpetrator within 48 hours of the report, and in a manner that protects the child’s privacy rights, unless the superintendent grants the principal or his designee a parental notification waiver in writing after determining that a waiver is in the best interest of either the alleged victim or perpetrator. The principal or designee must promptly report all substantiated incidents of bullying or cyber-bullying to the superintendent or his designee.

The principal or designee shall report a written communication to the parents or guardians of the victim and perpetrator of confirmed bullying incidents regarding the school’s remedies and actions within the boundaries of the applicable law. The principal or designee shall provide an oral communication to the parents or guardians of students involved in alleged bully cases not substantiated. The school district shall annually report substantiated incidents of bullying or cyber-bullying to the Department of Education using the Department’s standard form. Such reports shall not contain any personally identifiable information pertaining to any pupil.

1. **Investigation**

The principal or designee must initiate an investigation within five (5) school days of the reported incident of bullying or cyber-bullying. The investigation shall be completed within ten (10) school days of the reported incident and should include speaking with the alleged victim, alleged perpetrator, known witnesses and reviewing other evidence available through reasonable good faith efforts. Forms provided by the school district will be utilized in this process. The results of the investigation shall be documented ion writing and preserved in accordance with laws governing retention of educational records.

The superintendent or his/her designee may grant in writing an extension of the time period for the investigation and documentation of reports for up to an additional seven (7) school days, if necessary. The superintendent or his/her designee shall notify, in writing, all parties involved, of the granting of an extension.

1. **Training**

The school district shall provide annual training for school employees, regular school volunteers or employees of a company under contract to a school or school district who have significant contact with pupils for the purpose of preventing, identifying, responding to and reporting incidents of bullying or cyber-bullying.

The school district shall provide educational programs for pupils and parents in preventing, identifying, responding to and reporting incidents of bullying or cyber-bullying. Programs for pupils shall be written and presented in age appropriate language.

1. **Use of Video or Audio Recordings in Student Discipline Matters**

The school district reserves the right to use audio and/or video recording devices on school district property (including school buses), to ensure the health, safety and welfare of all staff, students and visitors. Placement and location of such devices will be established in accordance with the provisions of school district policies EEAA, EEAE and ECAF.

In the event an audio or video recording is used as part of a student discipline proceeding, such audio or video recording may become part of a student’s education record. If an audio or video recording does become part of a student’s educational record, the provisions of Policy JRA shall apply. The superintendent is authorized to contact the school district’s attorney for a full legal opinion in the event of such an occurrence.

1. **Notice of Policy**

This policy shall be provided to school employees, regular school volunteers, pupils, parents, legal guardians and employees of a company under contract, through handbooks and website postings. **(Revised: 01/04/11)**

**PERSONAL/PROFESSIONAL RESPONSIBILITIES OF TEACHERS**

ASSEMBLIES

Any time a teacher has a class go to an assembly, it is the TEACHER'S RESPONSIBILITY TO ACCOMPANY HIS/HER CLASS AND SIT WITH HIS/HER CLASS and help maintain proper conduct and behavior. When we have an all school assembly all teachers are expected to attend.

BOOKS

Teachers should take great care in keeping track of the books used in their courses. All textbooks should be numbered and those numbers recorded by the teachers. Teachers should check the quality and quantity of the books used in their classes and note any cases of abuse. The use of book covers is encouraged and if a book is lost, the book number and student name should be turned in to guidance.

BUDGET

In the early fall, each teacher will be requested to help develop a budget for his/her team and/or department. This will include textbooks, supplies, replacement of equipment and new equipment. It is expected that each department member will seek input from those in their department and the ACTL.

CLASS, CLUB AND ORGANIZED MEETINGS

Dates, times and places of meetings should be entered on the master calendar in the main office. Advisors are responsible for obtaining office clearance and approval, as well as for the activities of these pages.

CLEANING SUPPLIES/FURNITURE

**No personal cleaning supplies or furniture may be brought into the school at any time.**

**CONFIDENTIALITY**

1. **It is important to remember that information regarding a student, a student’s parents, a student’s living arrangements, a student’s abilities, academic performance, behavior, and any other personally identifiable information relative to that student, is NOT fodder for public knowledge and must not be talked about with non-school personnel and should never be raised or discussed in a public venue.**

CORPORAL PUNISHMENT/ RESTRAINT

Teachers are **never** to use corporal punishment. Teachers should not make physical contact in the course of discipline. Teachers are to exhaust all possible alternatives before physical restraint/removal; including evacuating the students to the hall or connecting classroom or calling for assistance from administration or another teacher. Any incident of corporal punishment (grabbing, shaking, etc.) has to be reported to the superintendent's office in writing. If serious enough, a teacher involved in physical contact with a student, will be asked to meet with the superintendent. A teacher who engages in such activity may also face criminal charges.

COURSE OUTLINES

**Teachers are to maintain updated course outlines for their subject areas**. Course outlines should be submitted to the Academic Coordinator at the beginning of each school year.

CUSTODIAL SERVICES

.We are fortunate to have capable and devoted custodians. You will find that they will help you in any way they can. However, we must remember they have their regular routine of daily work that they must accomplish. **All requests are to be made on your computer** via School Dude**. This includes both maintenance and computer related requests. Please support the custodians by keeping your rooms as tidy as possible and by placing chairs on tables/desks at the end of every day. If you need cleaning supplies, please see a custodian. No personal cleaning supplies may be brought into the building!**

DRESS CODE STAFF

Professional dress helps set a tone of high expectations at Laconia Middle School.  It is the administration’s expectation that all faculty and staff members dress as professionals during their work days with students.  Professional dress includes appropriate pants / dresses / skirts, a tie, collared shirts and shoes. Jeans may be worn on Fridays only with a Laconia or red top. Specific staff dress down days and/or Laconia Pride days will be scheduled during the year.

EVENTS CALENDAR

A master calendar of the events, sporting activities, and team activities will be kept throughout the year. It is required that all school activities are listed on this calendar. These items must be approved by administration and placed on the calendar a minimum of two weeks in advance. The master calendar will be in the main office.

# Field Trips – IJOA

Field trips are an important supplement to the learning experiences of students when used judiciously and effectively. A field trip is defined as a visit to site(s) off school grounds that school personnel have determined to be an important part of a group of students’ educational program. Field trips are to be educationally relevant, consistent with goals and objectives of the class curriculum, and offer experiences not available through direct classroom instruction.

Field trips and itineraries shall be authorized by the Principal and Superintendent and/or his or her designee.

A Warning and Consent Form should be sent to the parents/guardians of each child participating for a signature and return. Consent Forms of those attending should be filed with the Principal before the trip. No child may leave school grounds on a field trip unless the form has been signed by the parents.

Arrangements for financing all field trips must be made prior to the trip. If student contributions are involved, the necessary funds must be in the hands of the Principal or vendor before the trip will be taken.

Where emergency services are not available, arrangements for immediate and adequate emergency care of students and school personnel who sustain injury or illness during field trips must be in place (i.e. CPR certified staff and/or, in isolated instances a CPR trained chaperon must attend field trip).

The School Board must be notified of any overnight or out-of-state field trips. For out-of-state field trips the School Board must be notified at least 30 days prior to the field trip.

School Board approval must be in place at least six months prior to International field trips. School Board approval/notification of the field trip must be in place prior to holding fund raising events supporting overnight, out-of-state, or International field trips.

* Chaperone/student ratios are 10/1 for day trips. The number of chaperones needed will be determined by the classroom teacher. Chaperones are limited to parents and/or guardians only. Due to supervision and student need, we require that chaperones ride the bus to and from the event unless an alternative is approved by the building principal. Additional family members are not allowed to attend school based field trips in an effort to ensure the safety of all students.
* Use buses rather than parents’ cars. Students are not permitted to ride to/from a field trip in a parent’s car, except in emergency situations, or a note from the parent in advance and the permission of administration.
* Field trip requests must be approved by the Superintendent and Principal.

* All students in the group, regardless of their ability to pay for the trip, will be allowed to attend. Please see your building administrator if additional funding is needed to support a student.
* Teachers are responsible for all behavioral concerns on the field trip. Paraeducators who are assigned to a student are allowed to attend, however, additional school staff need the approval of the principal to attend. Please notify the cafeteria two weeks in advance of a field trip. Forms to order lunches can be found in the office.(See office for walking field trip forms)
* At least one staff member who has their CPR/First Aid certification must be present in order for a class to go on a field trip.

###### FUNDRAISING

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

##### HALL PASSES

Teachers are to give hall passes to students who are allowed to leave their rooms. **Students are to be admitted to class if they do not have a pass. Note the time of arrival and send this information to administration if you doubt the validity of the excuse.** If students come without a pass, you may admit them and require the time lost to be made up before, after school, or at lunch.

Any student who arrives late for school, will be issued a pass (excused or unexcused) to class. Any student who is late for class for reasons other than school tardiness should be permitted to stay in the class. They should not be sent to get a pass, but they should be given 24 hours to produce a pass from the staff member that the student was with prior to your class. If the student cannot produce a pass, the teacher should assign a detention. Any student who is chronically late should be referred to the office. Teachers should maintain a record of every 3rd tardy after 1st period for students.

MAILBOXES, VOICE MAIL AND E-Mail

All teachers should check their mailboxes, voicemail and e-mail frequently. Many times, messages are left for you that are important to you and/or a student.

MORNING ANNOUNCEMENTS

Each morning will begin with a salute to the flag and announcements. It is essential that all classrooms are attentive during this time. Students who do not wish to participate in the flag salute may sit quietly during this time. Notices on the daily bulletin pertaining to students may also be read as announcements during lunch periods.

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MOVIES: Any teacher who desires to show a full length movie in class must get permission from administration and have parent permission sheets filled out.

NEWS RELEASES

All news releases involving middle school activities, meetings, clubs, trips, etc. must be submitted to the principal for his approval. The office will then take care of the proper distribution of school news to local and state news media. For the sake of public relations and consistency, no school news should ever be released to the news media without the knowledge and approval of the principal.

PARKING OF CARS

The new parking lot has ample space for all. Please do not park in spaces reserved for visitors or for handicap parking. Please make sure that your cars are locked and any valuables are kept out of sight.

PERSONAL/PROFESSIONAL LEAVE

During the course of the school year, when a teacher is not in school for something other than illness, whether it be a professional, personal or emergency leave, the teacher must fill out a Leave/Request Form prior to taking the leave. This form should be handed into the office 48 hours before the leave is taken, unless it is an emergency situation. Leave/Request Forms may be picked up at the main office, and returned for the principal's signature and forwarded to the superintendent's office. If any teacher has a question regarding this procedure, please contact the principal.

PERSONAL PROPERTY AND VALUABLES

Although rooms are to be locked when not in use, do not leave anything of value in your room or desk. The school cannot accept responsibility for items stolen. Students also should be instructed by teachers not to leave money or valuable items in their lockers at any time. At the end of the school year all personal property and valuables must be removed from rooms as all areas of the classroom will be cleaned.

POSTERS AND SIGNS

No posters or signs may be displayed in the school building without the approval of the principal or assistant principal. Ordinarily, posters will be displayed only on bulletins boards. When posters have been approved for display, they will be put up with “putty” or any other substance that does not cause the removal of paint when the poster is removed.

##### RANK BOOKS/PLAN BOOKS

Laconia School District Policy ref#6850(GCN-R

Record Keeping Regulations

The building administrator will be responsible for determining that the instructional staff observes the following guidelines in preparing and maintaining **lesson plans, rank books, and other record-keeping materials**:-Teachers will regularly develop and maintain appropriate lesson plans for their subject area(s) which will cover the number of school days in a given week. Lesson plans should have the following features for each day:

* A clear and specific learning objective/goal for each day.
* Details articulating the procedure of each lesson.
* A description of the learning activities for each day’s lesson.
* A method of assessment (formative or summative) to show evidence of student learning for each day’s lesson.

Lesson plans, rank book, and other related materials will be made available for review upon request.

Each teacher will prepare three days of emergency sub plans in the case of any unplanned absences. Seventh and eighth grade teachers will leave these plans with their team leaders while sixth grade teachers will leave their plans with a teaching teammate or grade level designee.

ROOMS AND EQUIPMENT

Each teacher is responsible for his/her room and equipment and should leave both in good order at the end of the day. Custodians are here to help us, but each teacher should make certain the lights are off, windows are closed, and the room is in order. (**Placing chairs on the tables is a great help**.) The door should be locked when leaving at the end of the day. Staff will be required to do an annual inventory of furniture and equipment located in their assigned areas.

ROOM CARE

Adhesive material that does not rip off paint should be used when hanging items on the walls. Do not hang anything from the ceiling and do not cover the doorway with decorations as each are a fire hazard. Each floor is provided a teacher’s room with refrigerator for convenience

##### SCHOOL DAY: START/END

Students must be in their home room by 7:57 am or he/she will be considered late for school. School dismissal is at 2:21 pm.

SEATING PLANS

All teachers are to keep up-to-date seating plans for all classes. These are to be kept available for use by substitute teachers in the event of your absence.

SMOKING: In accordance with Chapter 236, relative to RSA:155 of the New Hampshire State Statutes. **Smoking on school grounds by anyone is prohibited**.: **No person shall use any tobacco product in any public educational facility or on the grounds of any public educational facility. Any person who violates this section shall be guilty of a violation and shall be punishable by a fine not to exceed $100 for each offense.**

STUDENT RECORDS

When students enter Laconia Middle School from elementary school, their personal folders are sent here. These usually contain information that can be of much help to the teachers as they work with students. In the folder, there is a comprehensive record of the student's academic and social experience for grades K-5. Pertinent comments on student performance and student behavior have been made by some of the elementary teachers. A variety of testing scores are also included. The teachers are encouraged to refer to the folders of the students they are working with. When teachers look at the student's personal folders, there is a record sheet at the beginning of each folder that must be signed. Folders must not be removed from the file room. Confidential information is kept in the guidance office. Limited access to the confidential material may be granted through the appropriate guidance counselor or the child's case manager.

STUDENT SUPPORT ROOM (SSR)

The Student Support Room is staffed by our behavior educator and is supported by our ISS specialist. SSR provides students with an opportunity to process, learn, and reflect. SSR supports our goal to minimize loss of academic instructional time while also supporting students in learning and exhibiting appropriate behaviors.

SUBSTITUTES

Whenever you need to take a day off, whether it be sick, professional or personal, you need to let the Substitute Coordinator know. If you put in on My Learning Plan for a professional day, or your personal day or medical day is in the future, you should e-mail the substitute line at [www.laconiaschools.org/substitutes](http://www.laconiaschools.org/substitutes) as soon as possible. If there is need for only a ¼ day or if you do not need a substitute or you wish to request a certain substitute, please fill in the comment section with this information.

SUPPLIES

##### Supplies are distributed to teachers or teams prior to the start of school. Throughout the year, when supplies arrive, orders will be filled. Other supplies may be requested through the main office

TEACHERS’ ROOM

Each floor has a room that can be utilized as a work area, “break area” of lunch area. This room is for faculty use only. Please make sure that it is kept neat and orderly. The fridge and the microwave should be kept clean – no food spills or rotted food please.

TEACHER/TEAM LOGS

Teachers and teams are responsible for maintaining a log that keeps track of all parent communication and team and/or parent meetings.

TEAM CELEBRATIONS

It is important that all team celebration activities are approved by administration a minimum of two weeks in advance. In addition to this, team celebrations that will an impact on the number of students eating lunch must inform the cafeteria. **All teams should be consistent in team celebration practices.**

TELEPHONE USE PHONES/CELL PHONES

Teachers may use the classroom telephone for school related business. **Teachers will not be called out of a class to answer a phone call unless it is an emergency. Teachers should keep an eye out for the blinking light on their phone. This means they have a voice mail waiting for them.**  Teachers often have cell phones with them which can be a valuable asset in an emergency. Teachers must remember that if their phone is used in an emergency they must notify the office so emergency personnel can be properly directed. Cell phones **should not be used for personal business** during class or in the presence of students during the school day.

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WITHDRAWAL FROM SCHOOL

Whenever a student informs you that he/she is moving please let the guidance department know so that they may follow-up to determine if such information is factual or just “wishful thinking” on the part of the student.

**STUDENT/FACULTY SERVICES:**

LIBRARY

The library/media center functions as the heart of a well-run school. It must provide an atmosphere conducive to concentration and research, while at the same time it must be comfortable, inviting, and a relaxing place for all to use and enjoy. We encourage responsible library usage and we look for your help and suggestions as to how we can continue to improve our services.

Assignments and Library Permits

Students need passes before school and during school hours, but not after school. These passes should be filled out before students come to the library. Teachers should put the time the student is expected to return to class and initial the pass. Students will remain in the library until the end of the period if time is not indicated on the pass.

**Substitute teachers should not send students to the library unless it is authorized by the office or previously arranged by the absent teacher with the librarian.**

Subject teachers should sign passes that relate to specific assignments (reports, etc.). Teachers should send only two students at a time from each room unless they have first checked with the librarian.

The librarian will contact students and teachers early in the school year concerning those students interested in working in the library

Classroom Collections

Teachers who desire to maintain a collection of library books and electric media in the classrooms for a period of time may do so upon coordination and permission of the librarian. Books are provided with colored student cards. Teachers may check these books out to students from the classroom.

Library Hours

The library will be open from 8:01 a.m. to 2:51 p.m. daily .Certain periods of the day the library will not be open to general use as a class may be is session in the library. Please check with the Librarian in advance to be certain when it is available.

Policies

1. The library will be used by students and teachers for the purpose of research, reading, and collaborative work which is coordinated with the Library Media Specialist. Please review expectations and procedures with the Library Media Specialist.

Services may include:

1. Prepare print and non-print bibliographies.

2. Assemble library reserve collections and class collections.

3. Give orientations to new students at the beginning of the school year.

4. Offer large group instruction during the year.

5. Secure inter-library loans.

6. Route magazines and brochures to interested faculty members.

7. Plan library skill lessons for all students in grade 6.

8. Provide audiovisuals and equipment for classroom use.

9. Arrange for film/video rentals/purchases.

10. Set up and run searches on the internet for faculty and students.

*The Digital Cameras are available through team leaders and Video Camcorder will be available for sign-out in the main*

*office.*

THE ISSUANCE, INSPECTION AND CONTROL OF SCHOOL LOCKERS

Lockers will be issued to students during the school year for the convenience of students. The lockers are and remain the property of the Laconia School District and are subject to inspection by the administration. Periodic general inspection may be conducted by the administration (with or without notice) and specific inspections of individual lockers may be conducted by the **administration** upona reasonable suspicion that illegal or prohibited items or substances are present. .All property stored in student lockers must be related to authorized school activities and shall not include illegal or prohibited items or substances or any item or substance which may cause or tend to cause a health hazard. A shared locker implies shared responsibility for the locker and its contents.

Each student to whom a locker is issued shall receive a copy of this policy at the time of issuance.

Assigning locks and lockers

Locks will be issued by teachers for every student. A piece of paper with the lock id# and combination will be with the lock. Write down the combination for the student, print their name on the front side of the paper and return to Mrs. Whitney. At the end of the year, these pieces of paper will be given back to the teacher. The teacher will attach the student’s lock to the piece of paper and turn it into Mrs. Whitney. These locks will move along with the student to the 7th and 8th grade. Do not request any of these locks to be cut. All lost locks will be a $8.00 charge for the student. Locks are to remain on the lockers at all times.

Directions for opening locks

1. Turn knob twice to the RIGHT, stopping at the first number.

2. Turn LEFT one whole turn past the second number and stop at the second number the second time.

3. Turn to the RIGHT, stopping at the third number.

**FACULTY DUTY ASSIGNMENTS**

Please review your bus duty schedule. The safety of our students depends upon your commitment to your supervision duty. Inform administration of any switches you make with colleagues. **Let your subs know about your duties!**

**MORNING AND AFTERNOON DUTY:**

**Team 1:** Atherton-a, Sandlin-b, Baylus-c, DiTomasso-d, Van Nest-e, P. MacDonald-f, Fair-g, Poulin-h, Fleming-i **8/31-9/1, 9/25-9/29, 10/23-10/27, 11/20-11/22, 12/18-12/22, 1/22-1/26, 2/19-2/23, 3/26-3/30, 4/30-4/5, 5/28-6/1**

**Team 2:** Tivey-a, Columb-b, Sims-c, Middleton-d, Siegler-e, Wotton-f, McCallum-g, Carmody-h, Matsumoto-i **9/4-9/8, 10/2-10/6, 10/30-11/3, 11/27-12/1, 1/2-1/5, 1/29-2/2, 3/5-3/9, 4/2-4/6, 5/7-5/11, 6/4-6/8**

**Team 3:** Bergman-a, Peterson-b, OH-c, Connelly-d, J. Roberts-e, Cardin-f, Jarvis-g, Duhamel-h, Keller-i, **9/11-9/15, 10/9-10/13, 11/6-11/10, 12/4-12/8, 1/8-1/12, 2/5-2/9, 3/12-3/16, 4/9-4/13, 5/14-5/18, week of 6/11**

**Team 4:** So. Roberts-a, Doucet-b, Carey-c, Rock-d, Clay-e, Frick-f, Muthersbaugh-g, Hohenberger-h, Duggan-i, **9/18-9/22, 10/16-10/20, 11/13-11/17, 12/11-12/15, 1/15-1/19, 2/12-2/16, 3/19-3/23, 4/16-4/20, 5/21-5/25, (Week of 6/18)**

**A.M. Bus Duty P.M. Bus Duty**

a- Multi Purpose a-SW corner looking down Batting cage road

b- Multi Purpose b- Front walk- view roundabout, front walks, bike rack

c- Multi Purpose c- End bus lane and parking lot lane near Jackson St

d- Multi Purpose d- Outside of MP doors on McGrath St. sidewalk

e- Multi Purpose e- Upper crosswalk near reader board

f- Multi Purpose f- Watching Opechee St. turn/Near outer wall of generator

g- Cafe g- Outside teacher’s entrance

h- Cafe h- On sidewalk near long jump pit

i- Cafe i- End of bus lane and parking lot lane near Jackson St.

j- Café j- Individually placed by admin. Please check with Principal

1-Café 1-Island between bus lane and parking lane/watch parking lot

 2-Café 2-Outside teacher entrance/watching walkways

 3-Multi Purpose 3-Outside main office vestibule/watching walkways

 4-Multi Purpose 4-Gym lobby watching lobby and hallways.

 5-Fire doors near ISS (gate keeper) 5-Open area outside AP office and ISS/ (gate keeper)

 6-Multi Purpose 6-End of Loading dock hallway/No exit hall/watch bathrooms

 7-Outside of bathrooms in hall 7-Outside gym vestibule/ roundabout, bike racks

 8-Gym lobby with hallway view 8-Walkway corner by café/ view toward “f” and behind building

Paraprofessional Duty Schedule

A.M. Duties

Deb Hamel-Gym Lobby, Derek Pabst-MP Room, Deb Williams-MP, Betty Anne Holloran-Café, Jackie Jones- Café Hallway, Erin Davis- café , Tom Fish – MP Room

P.M. Duties

Deb Hamel-Gym Vestibule, Derek Pabst-Bathrooms/Loading Dock, Deb Williams-Main Office Lobby, Betty Anne Holloran – Gym vestibule, Jackie Jones-Outside AP office, Erin Davis-Teacher Exit, Karen McDonald-Café Hall

**AM AND PM DISMISSAL**

**AM duty should have staff dismissed staggered so teachers are mixed in with students and not as a pack of teachers. 7th and 8th grade teachers who lead off should remain in stairwell C at their perspective floor until the mass of students for their grade has passed.**

**AM DISMISSAL:** Students arriving to school will enter the school through the gym entrance between 7:00 and 7:47. Those arriving after 7:47 must enter through the main entrance. All students will enter the multi-purpose room and remain there until dismissed. At 7:15 breakfast students will be able to go to the café. Oncestudents are finished eating breakfast they need to report back to the multi-purpose room. 6th graders will be escorted to the 6th grade common area at approx. 7:37. 8th graders will be dismissed first from the MP room followed by 7th graders.During homeroom period, the PLEDGE OF ALLEGIENCE and announcements will take place. Students need to be attentive to the morning announcements.

**PM DISMISSAL:** At 2:15 pm announcements will commence. Students should exit the building through the main entrance, gym entrance, or teacher entrance. Students riding a bus should try to board their bus as soon as possible. Students being picked up by a parent should wait for their ride on the curb directly next to the car “pick up/drop off” lane. Students who walk home should leave immediately after exiting the building. Staff on duty need to make sure that students stay on the sidewalk until they have left school property.

**NOTE: Teachers on PM duty must report to their location as quickly as possible when the bell rings. The safety of the students depends on it!**

**COMPUTER LAB:** A computer Lab has been set up in rooms 338, 339, and 234( the seminar room) for the convenience of all grades. Sign-ups should be done on-line in School Dude. See office for help. It is important that we take care of the computers during use. Teachers are responsible for supervising their students at all times in the computer lab.

**HALLWAY SUPERVISION BETWEEN CLASSES:** Teachers MUST get into the hallway. On each academic wing one teacher should be at the common area of the hallway, one at the bathrooms and two by the classrooms. Please notify the administration as to who will be covering what area. Exploratory teachers must be in the hallway. Please watch any alcoves, bathrooms, and water fountains that are near your room. Special educators are watching the common areas and supporting staff in the hallway toward stairwell C. SSR and Language are supervising stairwell C on their floors, admin. 1st floor.

**HALLWAY SUPERVISION TO/FROM LUNCH:** Walk your class to lunch. A member of every team for 7th and 8th should be in stairwell C, and one member in exploratory hallway. 6th grade teachers are picking up their students from the café.

7th and 8th grade teachers will send at least one staff member to the cafeteria to pick up students returning from lunch.

**HOMEROOM ASSIGNMENTS:** Exploratory teachers and staff without a homeroom will be “paired up” with a homeroom teacher to assist in taking attendance and other morning duties. The homeroom assignments are as follows:

**Homeroom Assignments:**

**Rm# Teachers Rm# Teachers**

104 Bergman, Hohenberger 103 Peterson, Schneberger

102 Atherton, DiTomasso 101 Tivey, Sandlin

125 McCallum, Matsumoto 123 So. Roberts, Lowell

122 Doucet, Duggan

 225 Columb, Frick

223 O-Hildreth, Muthersbaugh 222 Carey, Noe

203 J. Connelly, Fair 201 Clay, Carmody

204 Baylus, Fleming 202 Sims, Solomon

324 McDonald 323 Keller, Jarvis

322 Middleton,

304 Van Nest, Duhamel 303 J. Roberts, Poulin

302 Siegler, Keller 301 Rock, Poulin

 ??? Cardin, Wotton

**LUNCH SUPERVISION:**

A teacher supervising lunch should adjust his/her meeting/lunch schedule to accommodate an uninterrupted lunch time of 30 minutes for the teacher. **If you are going to be absent from lunch duty, it is your responsibility to find a substitute/switch your day with another teacher/staff member ahead of time.**

**Grade 7 Lunch:** Anna Solomon,Alison Bryant, Kelly O’Brien, Greg Schneberger

**Grade 8 Lunch:** Anna Solomon, Alison Bryant

 MW: Angel Burke

 MWF: Rebecca Noe

 T: Anita Fair R: Nathan Wotton

 F: Lindsy Poulin, John Cardin

**Grade 6 Lunch:** Kelly O’Brien, Alison Bryant, Rebecca Noe

MWF: Greg Schneberger

 T: Kate Hohenberger R: Joey DiTomasso

Para will cover Mrs. Lowell’s lunch

 **PM Activity Supervision:** Teachers will walk with their students and will sit with their students during assemblies..

**Signed out area supervision:** Teachers who sign up for use of a computer lab, seminar room, library computers, family and consumer science room, or multi-purpose room are responsible for these areas

**THINGS TO KNOW**

**Project EXTRA! At LMS**

Project EXTRA supports a great deal of education and opportunities at LMS each year. Over the course of the school year Project EXTRA will support student tutoring, summer school, specific teacher driven learning opportunities, and some afterschool exploration opportunities.

Other school opportunities that meet at various times include Student Council, Math Teams, & Yearbook.

**NATIONAL JUNIOR HONOR SOCIETY**

Students will be invited to apply based on high academic standing. This is done in the spring time. Student applications will be brought to the NJHS committee without student names attached. A vigorous process looking at involvement in the school, community, role model behavior and contributions to society will be looked at. The NJHS is comprised of leaders and does a great deal of community service.

 **PTO – LMS**

LMS PTO meets the first Wednesday of each month at 6:30pm in the school Library. Our meetings are open to all families and staff of LMS. The purpose of LMS PTO is to provide information on school programs, opportunities for parent education, enhance learning and education objectives, support staff, provide volunteers for activities, and fundraisers. We provide volunteers to help with the magazine drive in September. Please join us for our meetings as we continue to share ideas and support our school.

**GUIDANCE DEPARTMENT**

The scope of guidance in the middle school is broadened to provide specific attention to:

Personal Guidance: This has to do with peer and adult relationships.

Educational Guidance: Pupils are formally helped to study and think seriously about immediate and future educational choices and are encouraged to plan accordingly.

Through planned exploration, pupils can also be helped continuously to widen their range of cultural, social, civic, and vocational and recreational interests

**The Counselor**

Many issues that are sent to the office could be dealt with by the student's guidance counselor first.

If the guidance program is to support the purposes of the total school organization, the counselor must be knowledgeable of testing and group guidance activities as well as to clearly understand the general policies and the philosophy of the middle school.

It is the counselor's responsibility also to establish a good working relationship between the teachers and the guidance program. As a resource person, he or she seeks cooperation of all teachers in interpreting tests results, in preparing units on student self-understanding and career development information, and in the effective and regular use of pupil records.

The counselor's most important responsibility, however, is to the individual student. Much of the counselor's effort will be to cooperate with the teachers in identifying or counseling pupils in need of individual help, and at the same time maintain his concern for the progress of all the students in his charge.

Guidance counselors will be present at all special education meetings for their respective grade levels. They are responsible for handling all special education referrals through to special education determination. Guidance counselors at the middle school are not expected to case manage special education students.

**HEALTH SERVICES**

The middle school has a full time nurse, Kerri Reynolds, and if a teacher has a concern about the physical condition of a student, it is advisable to contact the nurse's office immediately. This contact can be made through the intercom with the office. Teachers must write passes for students who ask to go to the nurse. These requests should be held to a minimum and teachers should use good judgment in allowing this privilege. Students who repeatedly ask to go to the nurse should be referred to the office. The nurse keeps a daily log of each student's visit. If a teacher issues a pass to the nurse's office, and the student does not return to the class with the pass signed, teachers should go to the nurse's office to confirm whether or not the student went. A student who does not go to the nurse's office when sent will be considered truant for that period.

Any student with crutches or a cast may have access to the elevator via a pass from the nurse. Students are not allowed to carry/possess any prescription medication in school

The nurse is also a valuable resource for staff. Any staff members on medication for any reason or staff with particular medical issues are encouraged to share such information with the nurse. She has a process in which such information may be given to her in a sealed/confidential envelope which would only be opened in case of a health issue. This is for those staff who prefer to have such issues confidential. **Anything that a staff member shares verbally with Kerri is “sacred” and remains confidential.**

**HEALTH EMERGENCIES**

Sometime emergencies happen that necessitate that necessitate requesting the nurse to come to the classroom. It is extremely important that you remain CALM and give as much information as possible over the intercom or phone. Call the nurse’s office at 2128 or the main office at 2500. **In such an emergency:**

* **Identify yourself**
* **Your location**
* **The nature of the problem**
* **The name of the student so that the nurse may arrive with the appropriate equipment, medication, etc**

**HEALTH PRECAUTIONS/AWARENESS:**

**PEDICULOSIS (HEAD LICE) PROCEDURE**

**See student agenda.**

**UNIVERSAL PRECAUTIONS**

To Laconia substitutes and volunteers: as you are aware public schools need to insure that a safe environment is maintained for students, staff and other people to include volunteers and substitutes who are a part of the school program. Universal precautions have been adopted in School Administrative Unit Thirty which are outlined below.

In the event that you are involved in a situation as applied below we ask that you inform the school nurse and/or administrations. Please read the following carefully.

USE OF APPROPRIATE BARRIER PRECAUTIONS ROUTINELY TO KEEP FROM EXPOSING YOUR SKIN OR MUCOUS MEMBRANES TO BLOOD AND BODY FLUIDS OF OTHERS.

1. Wear latex gloves when touching blood and body fluids, mucous membranes or broken skin or soiled items.

2. Do not reuse latex gloves or items soiled by blood or related body fluids.

3. You may decontaminate and reuse utility gloves if not cracked, peeling, discolored or torn.

4. Wash any skin surfaces immediately and thoroughly if they are contaminated by blood or body fluids.

5. Wash hands with warm water and soap immediately after removing your gloves.

6.. Take precautions to prevent injuries caused by needles or sharp instruments during procedures/activities.

7. Wear protective eye glasses if splattering occurs and available.

8. If you have open lesions or weeping dermatitis, do not give direct care until condition has cleared up.

9. You need not wear gloves when feeding students or wiping salivafrom skin.

10. Wear gloves when changing diapers, urine bags, and cleaning vomit.

**GUIDELINES FOR HANDLING AND CLEANING OF BODY FLUIDS**

**STUDENT AND STAFF SHOULD BE ENCOURAGED TO CARE FOR THEIR OWN MINOR INJURIES UNDER PROPER SUPERVISION**.

TREATMENT OF BODY FLUIDS

.**Human Bites**: wear latex gloves when blood is present. Wash area with soap and warm water.

Remove gloves and discard in lined receptacle .Wash hands with soap and warm water.

**Nasal discharge and saliva**: wipe with disposable Towels/Tissues. Discard towels in lined receptacle. Wash hands with warm water and soap.

**Nose Bleeds:** Wear latex gloves to hold pressure on nose and handle bloody items. Discard disposable bloody items and gloves in lined receptacle. Wash hands with warm water and soap. Call custodian for proper removal.

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**Scrapes:** Wear latex gloves to clean broken skin areas and handling of bloody items. Wash area with warm water and soap. Remove gloves and discard in a lined receptacle. Wash hands with warm water and soap. Call the custodian for proper trash removal.

**Cuts**: Wear latex gloves. Apply pressure and call for help. Dispose of bloody items and gloves in lined trash receptacle. Wash hands with warm water and soap. Call the custodian for proper trash removal.

**Vomit, Urine, Feces:** Wear latex gloves. Use disposable towels for heavy spills. Discard Feces: materials in a lined receptacle and/or flushable toilet. Disinfect surfaces involved. \*Disinfect mopsand cleaning apparatus. \*Place contaminated clothes in a plastic bag. Discard gloves in a lined receptacle and wash hands with warm water and soap. Call the custodian for proper disposal of waste

**STEPS FOR CLEANING AND DECONTAMINATING FOR BODY FLUIDS**

1. Wear Latex Gloves

2. Use disposable towels to clean hard surface areas.\*\*

3. Dispose cleaning towel into plastic lined receptacle.

4. Apply sanitary absorbent agent-vacuum-apply rug shampoo which

contains germicidal detergent.\*\*

5. Clean and disinfect mops/cleaning apparatus in germicidal

detergent.\*\*

6. Dispose of gloves in lined receptacle.

7. Soak work gloves in germicidal solution.\*\* (Custodian use)

8. Wash hands with warm water and soap.

**CARE OR DISPOSAL OF CONTAMINATED MATERIAL**

1. Wear Latex Gloves

2. Non-disposable items must be washed out and placed in plastic bags.\*\*\*

3. Place disposable items into plastic lined waste receptacle.

4. Remove gloves and dispose in waste receptacle.

5. Wash hands with warm water and soap.

6. Contact custodian of contaminated waste.

7. Custodian must double bag and remove material.

8. Reline waste container with clean plastic bag.

\*\* Germicidal detergent:

1. Bleach (1 part bleach/10 parts H20

2. Ethyl or isopropyl alcohol

3. Phenolic germicidal detergent in a 1% aqueous sol.

4. Sodium hypochlorite/100 ppm chlorine

5. Quaternary ammonium detergent/2% aqueous solution

6. Iodor germicidal detergent/500 ppm iodine.

\*\*\* Soak bloody clothes in cold water. (Use 1/2 bleach to wash cycle or 1/2 non-chlorine bleach to items.)

NOTE: DISPOSABLE ITEMS MUST BE DOUBLE-BAGGED AND PLACED IN A TRASH RECEPTACLE.

**STUDENT POSSESSION OF MEDS**

Prescriptions that must be kept with a student for medical reasons (ie. Severe asthma) must be disclosed to the nurse and administration prior to the student maintaining possession of the prescription. A pupil may possess and self-administer a metered dose of inhaler or a dry powder inhaler to alleviate or prevent asthmatic reactions, auto injectors for severe allergic reactions and other injectable medications,  **if authorized in writing by both the student’s physician and parent/legal guardian.** Please refer to student handbook under discipline policy for consequences relating to possession and/or distribution of medications.A staff member will not give any type of non-prescription medication to a student without authorization from the nurse.. . All such medications are handled by the school nurse. The school nurse does have some over the counter medications, including cough drops, which can be administered if the parents have signed an Over the Counter Medication Authorization.

 **ACADEMIC POLICIES/PROCEDURES**

**ACADEMIC RECOGNITION POLICY HONOR ROLL**

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

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

On a Roll shall be composed of students who earn an 83 average for all their courses combined with no D’s or F’s.

**PLACEMENT**

Any student who fails one subject for the year will be placed in the next grade. Summer school programs will be recommended for any student failing 2 or more courses. Participation in 8th grade class day/night activities is an earned privilege, not a right.

**PROMOTION**

Promotion at Laconia Middle School is earned by passing grades. This includes Exploratory classes, P.E., and World Language. Summer school classes may be recommended for certain students who have not achieved all of the academic /attendance requirements.

**REMEDIATION**

Students who fail to turn in assignments are at risk of failing. Students failing to turn in assignments with a given teacher may be assigned an after school academic remediation period by the teacher, to be served on Tuesday, Wednesday or Thursday. Students will be notified prior to the day of the remediation period, what work is owed to the teacher. This remediation period is designed to create a structured, mandatory work environment so that students do not fall too far behind in their work. Students who finish their work prior to their scheduled remediation time should hand the work in to the teacher. This will remove their requirement to stay after school.

If the student skips 1 remediation, the teacher should call the student’s parent/guardian. If the student skips a 2nd remediation, a parent conference should be arranged. If the student skips a 3rd remediation, a progressive discipline policy is followed which involves a contract with the student. The contract requires that the student stay after school; that the parent agrees to communicate with the teachers on any changes in the plan; that the teachers agree to to notify the parent and the administration of the student’s failure to follow the contract and that the administration agrees to assign consequences as set forth in the contract.

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**GRADE REPORTING**

**CHEATING/PLAGIARISM**

Students who cheat will be given a zero for weight value of the assignment, test, project, etc. Cheating shall include plagiarism. In such cases, a telephone call will be made to the parent/guardian by the teacher. Administration will be notified of the incident. Any additional offenses will be dealt with in a progressive discipline manner.

**GRADING SYSTEM**

For each course that a student is enrolled in he/she receives a numerical grade for academic performance and a comment grade. RE will be a pass/fail course. The following definitions of these grades are offered as a guide for teachers.

**TEACHERS ARE NOT TO ALLOWED TO HAVE STUDENTS GRADE STUDENT WORK**.

GRADE REPORTING PROCEDURES

93-100 = A 73-76 = C

90-92 = A- 70-72 = C-

87-89 = B+ 67-69 = D+

83-86 = B 63-66 = D

80-82 = B- 60-65 = D-

 77-79 = C+ <=59 = F

 INC=less than a 55 and/or Missing large quantities of work

**INCOMPLETE GRADES**

A student will normally be given a period of one week, from the time of closing of the marking term, to make up any work in a course that he/she received a grade of “incomplete”. If such work is not made up, the student may receive a failing grade in the course(s).

**PROGRESS REPORTS ON STUDENTS**

Quarterly progress reports will be prepared and available to parents.

##### REPORT CARDS

Report cards are issued quarterly. Please refer to the LMS calendar for grade closing dates and report card issue dates.

**SPECIAL PROGRESS REPORTS ON STUDENTS**

On several occasions during the year, teachers are asked to submit a progress report on students to the principal, assistant principal or guidance counselor. These reports include information on academic progress, behavior, and effort. They are very important in reporting to parents for meeting with students, and for consulting with appropriate community social agencies. Please submit these when requested with reasonable detail.

**Parents & guidance are to be notified of any student in danger of failing at least four weeks prior to the close of the marking period. All students will have progress reports to be handled through their teams. Those teachers not receiving progress reports signed by parent/guardian should call those parents and inform them.**

**HOMEWORK**

**HOMEWORK ASSIGNMENTS**

It is expected that teams will work together in order to ensure that students are assigned a reasonable amount of homework. **Homework assignments should be purposeful and meaningful**. Homework should not be assigned as a punishment. Homework assignments properly prepared and handled by teachers can help student learning. On the other hand, poor homework practices by teachers can create deep resentment on the part of both students and parents, creating negative community-school relations, and do little to help students improve academically.

**GUIDELINES FOR HOMEWORK ASSIGNMENTS**

1. Assignments should be thoroughly explained, clearly understood and students should know when they are due.
2. Homework assignments should be for the purpose of reviewing, extending, enriching and strengthening skills.
3. Assignments should be reasonable in length, content and required resources.
4. Assignments should be directly related to classroom work.
5. It is inappropriate and ineffective to use homework as a punishment.
6. Books and necessary materials should be provided.
7. Teachers should consistently review assignments to make sure they are not excessive in nature.
8. Weekends and holidays are not conducive to good homework assignment performance.
9. Completed assignments merit consistent checking and recognition. Some will require correcting.

**MAKE-UP SCHOOL WORK/EXTRA HELP**

Teachers will provide time on Tuesdays. Wednesdays and Thursdays for the purpose of allowing students to seek extra help and to make up missing work. Each teacher will notify students of their make-up schedule time. Students returning from suspension will be given the opportunity to make up their work.

**STUDENT DISCIPLINE POLICY**

Laconia Middle School practices Positive Behavior Interventions and Supports (PBIS). Effective classroom discipline is a prime ingredient of any successful educational program. Good discipline may be described as a friendly, yet business-like rapport in which students and teachers work cooperatively toward mutually recognized skills. An ultimate aim of good disciplinary techniques is to achieve maximum "self-discipline" on the part of the students. Short of this ideal condition, however, the teacher must be fully prepared to implement various types of disciplinary methods whenever the need arises.

The following list of considerations for classroom control is offered with the understanding that all teachers have their own favorite methods that have proven effective for them in previous experiences. This list may serve to help in evaluating our teaching effectiveness from time to time.

 HAVE I:

1. Thoroughly planned for the activities that are to take place in the allotted time? Do I have a contingency plan?
2. Established and explained behavior standards that are firm, fair and consistent?
3. Established and explained set procedures for carrying out routine classroom activities?
4. Provided for an adequate and attractive physical classroom environment and seating arrangement?
5. Provided a well-organized and neat classroom. Do I require my students to help maintain it?
6. Provided instructional materials and utilized methods meaningful to my students?
7. Considered individual student differences while utilizing my motivational techniques?
8. Established classroom rules/expectations with the students? Are they posted in the classroom?

DO I:

1. Take advantage of each constructive classroom opportunity?
2. Reinforce positive student behavior?
3. Admit my errors and show a sense of humor when appropriate?
4. Maintain my cool in handling classroom incidents.
5. Reject unacceptable student behavior instead of the student himself?
6. Recognize that threats and ultimatums are ineffective in achieving desired student behaviors?
7. Refrain from punishing an entire group because of the behavior of one or a few individuals?
8. Try to get to the root of a student’s inappropriate behavior by showing concern and caring?

If these and other similar measures prove ineffective, the teacher should establish contact with the parent(s) and ask for their cooperation in the matter. Concurrently, the teacher should begin seeking assistance from the guidance department and administration in handling a chronic behavioral case.

Basic responsibility for classroom order rests with the teacher. Only after all reasonable resources are exhausted, should the teacher call for an administrator. Exceptions to this procedure should be in the case of an extreme and spontaneous classroom incident in which the welfare of the teacher or other students is in jeopardy or a student has completely disrupted the classroom. It is important for your total classroom control, to handle as much as you can of your own discipline. Sending a student to someone else to deal with indicates to that student and the rest of the class that you are not able to handle your own student problems

**Teachers are reminded that students are given 24 hour notice /or approval from a parent for detentions or for staying after school to make up work.**

**SUSPENSIONS**

Occasionally it becomes necessary for a student to be suspended from school because of various forms of gross misconduct. The authority to suspend is delegated to the administration by the superintendent of schools. The length of suspension may vary from one to ten days. Students are sometimes placed on in-school suspension when it seems advisable to remove them from a classroom for a specified period of time. When a student is assigned an ISS, teachers should provide work for the student.

**Teachers do not possess the authority to suspend. Therefore, they should refrain from using the threat of suspension in an attempt to control the behavior of a student.** A student returning to school from a suspension is officially readmitted after a parental discussion has been held. During the time a student is suspended from school, his/her teachers may **not** use their discretion as to whether or not the student is allowed to make up any of their work (academic punishment in addition to suspension is double jeopardy and has not been supported in legal cases. ).

**TEACHER/STUDENT CONFERENCES**

Most teachers at one time or another will have students who are experiencing academic or behavioral problems in their classes. Very often the student can be helped, and the problems eliminated or minimized, by the teacher scheduling a teacher/student conference. If the problem is serious enough and continues despite the teacher's best efforts to help solve it, the teacher will contact the parents and set up a parental conference.

As we all know, the prevention of problems is not always attainable. If a student becomes a constant nuisance in the classroom, it may be necessary to keep him/her after school as punishment. This provides the opportunity for the teacher to admonish the student and also to help him/her to begin modifying his/her behavior.

Procedure:

1. Deal with discipline by yourself, i.e. speak to, keep after school, etc.

2. Call parent for support at home.

3. Meeting with team, student and parent.

4. Involve guidance.

5. Involve administration.

**SCHOOL SECURITY/EMERGENCY MANAGEMENT:**

##### SECURITY

Every teacher will receive their own key for the door electronic pads. Cameras are located throughout the building. If you leave the building for any reason, **do not leave the doors ajar.** Security is of prime concern.

**VISITORS**

All visitors must report to the main office prior to going elsewhere in the building. Visitors will be issued a visitor badge to wear while in the school. This will keep us informed as to who is in the building and provide the school with proper security. All doors are locked during the school day. If you see a visitor in the building without a visitor’s badge, please send them to the main office to get one. If you leave the building for any reason do not leave the doors ajar.

# LMS EMERGENCY PLAN

###### REVISED 2009

**LMS INCIDENT COMMAND STRUCTURE**

**Information**

SAU

**INCIDENT COMMANDER : Principal**

LMS Principal

**Release Team**

Principal Sec.

 Sec.

**Holding Team**

Beh. Teacher

**Registration**

**Team**

St. Serv. Sec.

**Reunification**

Student Services

**LMS Operations**

LMS Asst. Principal **CommCommand**

**Student Care**

Guidance, Nurse

**Transportation**

Business Admin

**Liaison**

SAU

**Safety**

SAU

**Logistics**

SAU

**Planning**

SAU

**Finance**

Business Admin/SAU **CommCommand**

**Reunification Command Structure**

**Reunification**

**Commander**

**Release Team**

**Leader**

**Registration**

**Team**

**Leader**

**Holding Team**

**Leader**

**Holding Area** – Managed by Holding Team Leader. Classroom teachers will remain with assigned students in the holding area. There will be a staff member assigned to assist students with access and functional needs. The Holding Area will have the list of students under their supervision and the exact name of their parents/guardians. The Holding Area is responsible for student accountability. Anyone absent or dismissed will be noted.

**Registration Area** – Managed by Registration Team Leader. When a parent/guardian arrives at designated registration area, s/he will fill out the **Student Release Form**, which asks for the name of the student(s) being picked up. The parent/guardian will be required to show proof of their identification. The Student Release Form is given to the Release Team Member who escorts parent/guardian to the Release Gate.

**Release Area** – Managed by Release Team Leader. When the registration member confirms the parent/guardian’s identity and authority to pick up the student, the register will use a Release Team Member to escort the parent/guardian to the release gate.

**Holding Team Leader Responsibilities**

* Follow directions of Reunification Commander
* Direct Holding Team members
* Request from Reunification Commander additional personnel when needed
* Ensure morning attendance is at the site
* Report missing persons to the Incident Commander
* Request from Reunification Commander food and drinks when needed
* Communicate with Reunification Commander number of students remaining in Holding Area
* Interact with Reunification Commander to identify problems and update status
* Collect the injury and missing person’s report from the team members and make them readily available to Incident Commander

**Registration Team Leader Responsibilities**

* Follow directions from Reunification Team Leader
* Interact with Reunification Team Leader to identify problems and update status
* Direct Registration Team members
* Make sure all student parent/guardian documentation is at registration area
* Make sure that there are available needed quantities of clipboards, pens, and forms available at the site
* Make sure staff do the following:
* Greet parents/guardians
* Have parents/guardians fill out registration forms
* Check parents/guardians identification
* Notify Holding Area and Release Area of student to be escorted to pick up area

**Release Team Leader Responsibilities**

* Follow directions of Reunification Leader
* Direct Release Team members
* Review all policies for Reunification
* Staff the release area
* Escort parents/guardians to the release gate
* Escort students to the release gate
* Supervise the release to students to their parents/guardians
* Coordinate transport of students whose parents/guardians are unable to pick up their child
* Make arrangements for shelter of students who parents/guardians are unavailable to pick up their child

The building Emergency Plan makes up the rear pages of the faculty handbook. It is important that everyone has a working understanding of this plan. Emergency drills are conducted throughout the year for the protection of both students and staff. It is important that teachers talk to their students and practice the following drills:

DRILLS-Quick review of procedure and expectations.

**Evacuation Drill**

Evacuations are due to a need to remove the student body and all faculty in a quick and organized fashion from the building. (This could be due to bomb threat, fire, etc…) The most typical method of facilitating an evacuation is the use of our fire alarm. This signal is a continuous series of short blasts made by a loud buzzer.

 During evacuation: 1. Close all windows (having students designated will help)

1. Lights should be turned off.
2. Teacher should take class lists and backpack (if avail.)
3. Classroom door should be closed but not locked.
4. Two students should be designated to lead the group out.
5. Follow the pre-determined route posted in each room.
6. Group should remain together.
7. Group should assemble is designated area.
8. Teacher will take attendance once outside.
9. Any missing students will be reported to the person in charge of that area.
10. Students should be reminded that the safety of all depends upon a quick, organized, compliant student body.

## **Shelter in Place Drill-**

Shelter in Place would take place as a result of some sort of toxic plume in the area. Teachers must be sure to have their windows closed. The air circulation system in the school will be shut down. Everyone will remain inside until the fire department gives us the all clear.

## **Drop & Cover Drill-**

Drop & Cover takes place in the event that items may be thrown around the classroom. This would usually be from an earthquake, tornado, wind sheer, or hurricane. Simply have your students practice going under their desks and putting their heads down with their hands/arms protecting their heads. It is important that students are familiar with this terminology because this drill requires the quickest response.

## **Intruder Drill-**

Intruder Drills take place when it is believed that someone has entered the building unauthorized and appears to intend to do harm. The need to lockdown will be passed by phone, word of mouth or PA system. All teachers should lock their doors and turn out their lights. The windows on classroom doors should be covered with paper to make the interior of the room to prevent anyone from looking into the classroom. Adjoining rooms must also be locked. Students then should be placed out of site of the hallway within their classroom. Should an evacuation alarm sound after a lockdown has been called, it should be ignored.

## **LACONIA MIDDLE SCHOOL EMERGENCY MANAGEMENT PLAN**

Drill Review

Table of Contents

Purpose of Emergency Management Plan

M.M.S. Emergency Team

Role of Emergency Intervention Team

Role of Non-Emergency Team Members

Emergency Type: Evacuation

Emergency Type: Medical Emergency

Emergency Type: Bomb Threat

Emergency Type: Psychiatric Emergency

Emergency Type: Kidnapping or Missing Child

Emergency Type: Hostage Situation/Person With Deadly Weapon

Emergency Type: Toxic Plume

Emergency Type: Natural Disaster

Emergency Prevention and Preparation

School Becomes Evacuation Center

#### PURPOSE OF EMERGENCY MANAGEMENT PLAN

In order to provide as much protection as possible for children and faculty while at school, each organization and department must be aware of its responsibilities in all emergency situations.

The emergency management plan will provide the basis for coordinating protective actions prior to, during, and after any type of disaster. By providing adequate instruction, the school emergency plan can be carried out with the greatest possible speed and safety in an emergency.

#### L.M.S. EMERGENCY INTERVENTION TEAM

-Alison Bryant-School Principal

-Kelly O’Brien-Asst. Principal

-Kerri Reynolds-School Nurse

-Bill Tetreault-Librarian

-Steve Dalzell-Facility Manager

 The Emergency Team is designed to facilitate all emergencies.

### ROLES OF EMERGENCY INTERVENTION TEAM

**COMMAND POST LEADER**

Leader of the Emergency team on location

Maintain normalcy.

Orchestrate Command Post and use of all assets.

Gives a review of what the situation is.

Contact 1ST student for transportation needs if necessary.(524-1787)

**LIASON COORDINATOR**

Reports to Command Post Leader

Contacts Superintendent and School Board members to brief them on the situation.

Contacts other schools in the SAU and any appropriate community agencies.

Works directly with Command Post of outside agencies (Fire dept, Police dept.)

Disseminates information from Command Post Leader.

**FIRST AID LEADER**

Reports to Command Post Leader regarding current medical status of group and individuals.

Orchestrates the medical post and those connected with it.

Disseminates information from Command Post Leader.

Helps identify staff or students at risk.

Assists in getting information from hospitals, mental health agencies, and other pertinent personnel after the incident.

Will make parent contact as needed.

Will be prepared to render first aid, treat casualties, and identify and tag children, unconscious persons, and others as indicated, and prepare patients for transportation to hospitals.

Will act as a health resource person for those in need.

Will assist Command Post Leader in determining the need for additional emergency supplies and equipment.

**CRISIS LEADER**

Reports to Command Post Leader regarding current emotional status of group

Orchestrates counseling and post trauma support.

Disseminates information from Command Post Leader.

**FACILITY LEADER**

Reports to Command Post Leader regarding current conditions of the physical surroundings (building, property).

Provides information to outside agencies regarding the physical surroundings.

Organizes use of physical assets to support situation.

Disseminates information from Command Post Leader.

**LOGISTICS LEADER**

Reports to Command Post Leader regarding current status of student and adult tracking.

Provides medical information support to First Aid Leader.

Tracks movement of the group.

Disseminates information from Command Post Leader.

**RUNNERS**

Reports to Leader of the group they are working with.

Communicates between group and Command Post.

Provides supervisory support to other staff.

Disseminates information from the Command Post.

**ROLES OF THE ENTIRE EMERGENCY TEAM**

Remain updated of current situation.

Should assess each other’s ability to carry out functions, if unable, they should be excused from their responsibilities.

Plan the logistics; lead the school and community through the emergency.

Provide education and support for students and staff as needed.

Support and/or fill in for each other when needed.

#### ROLES OF NON-EMERGENCY TEAM MEMBERS

**ROLE OF SECRETARIES**

During evacuation the secretaries will be in charge of office go-boxes, attendance lists, visitor/faculty/student sign-in/out sheets.

A secretary will most likely become the Logistics Leader.

The secretaries will handle the telephone for all incoming or outgoing calls.

**ROLE OF FACULTY**

Create a knowledgeable environment for students to prepare for evacuation or other emergency.

Perform walk through evacuation, shelter in place, duck and cover, and intruder drills making sure students know what to do.

Make sure they have class lists with them during evacuation.

Inform Command Post of missing students after assembling and taking roll following evacuation.

Disseminate any information passed on to them by the Emergency Team.

Provide as much normalcy and structure as possible to help maintain the integrity of the school day.

Help identify students at risk and notify the Crisis Leader.

Set students at ease as much as possible.

*If no supervisory duties at the time of an emergency check into Command Post & become “runners”*

**ROLE OF SUPPORT STAFF (CAFETERIA, PARAEDUCATORS, ETC**..)

Help identify students at risk.

If no direct supervision responsibilities during the emergency report in to the Command Post as a “runner.”

**ROLE OF CUSTODIANS AND MAINTENANCE PERSONNEL**

Update Facility Leader (or Command Post Leader when Facility Leader is unavailable) on condition of facilities in regards to structural safety or pending safety concerns.

Will be knowledgeable of all emergency shutoff valves and switches.

Be prepared to inspect the building following disaster and report damage.

Be prepared to make emergency repairs to building services.

EMERGENCY TYPES

**EVACUATION**

Building will be notified to evacuate. This will most likely be done with the fire alarm.

Teachers grab their class lists, close all windows, turn off the lights, and close the door on the way out.

Principal, Assistant Principal, Behavior specialist, Custodians, and appointed teachers will check predetermined areas to ensure full building evacuation.

Students and teacher follow the posted evacuation route from that room/area.

Once in one of the three outdoor meeting areas attendance will be taken to account for all people.

The teachers will check in with one of the group listed above.

Alternative evacuation destination will be determined based on emergency situation. (Possibly high school, students bused home, fire department, etc…)

**MEDICAL EMERGENCY**

School nurse notified or possible 911 call made depending on severity.

Nurse performs situation evaluation to determine if ambulance (call 911) is necessary.

Nurse administers emergency first aid.

Parent or emergency contact of student(s) or faculty member notified.

Emergency team decides on further plan if necessary.

**BOMB THREAT**

Threat assessment is made by administration, police, and fire.

Fire alarm may sound and pre-determined evacuation plan is followed.

Fire/police department must give all clear before building is re-entered.

 (If a called in bomb threat, as much information as possible should be ascertained from the caller as the specifics for location, type, time, etc… of the bomb. Once the caller hangs up \*57 should be dialed on the same line as the incoming bomb threat had been received on immediately.

**PSYCHIATRIC EMERGENCY**

Emergency team notified and maps out plan.

----If individual child…

Parents called and child picked up. (Child should not be left alone.)

Parents informed of private or public agencies available.

Follow-up the next day will be made with the parent to make sure the parent has procured help for the student. Failure to bring child for evaluation on the parent’s part is considered neglect.

----If school wide/community emergency…

Emergency team will mobilize area agencies through upstream.

Public forums will be offered.

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Guidance support in the school backed up by area agencies.

Hot line set up if necessary.

Outside consultant brought in to guide crisis team. Robert Bryant used in past.

Fact clarification/release –issued by principal and/or central office.

Question and answer session within the school for the students.

**KIDNAPPING OR MISSING CHILD**

We will maintain our absentee policy of phoning parents first thing in the morning if a child is absent and we have not been notified. If unable to reach the parents or verify with someone why the child is absent, the local police will be called.

**HOSTAGE SITUATION/PERSON WITH DEADLY WEAPON**

School wide lock down will be done. (In the event lockdown occurs and the evacuation alarm sounds afterward, nobody is to respond to the evacuation alarm—ALL ARE TO REMAIN IN LOCK DOWN)

Lock down entails all to lock their doors, turn out lights, move to an area of the room where they can’t be seen from the hallway.

911 will be called immediately.

The two-way intercom system of the school can be utilized for communication in a hostage situation.

**TOXIC PLUME**

School wide alert to shelter in place.

Ventilators and circulators will be shut down by custodians.

**NATURAL DISASTER**

In the event of a natural disaster (tornado, hurricane, earthquake, etc…) a duck and cover should be performed by all in the area they are located.

**EMERGENCY PREVENTION AND PREPARATION**

Teachers will perform walk through evacuation, intruder, duck & cover drills for every class so students know how to respond during each of these emergency responses.

All three grades will perform walk through fire drills during their lunch period.

Evacuation plan is posted in every room in the school.

Evacuation plan/floor plan is in every fire engine and every police cruiser in the city.(checked 5/02)

Teachers will be prepared to evacuate with their individual class rosters.

All outside doors except the doors by the office will remain locked throughout the day.

All visitors will be required to check in with the main office and wear “VISITOR” badges.

**SCHOOL BECOMES EVACUATION CENTER**

In the event the school should become an evacuation center the Emergency team will act as internal support for the city community support personnel. These personnel include representatives of local police, fire EMT, DCYS, Court and/or agencies involved in Upstream, Red Cross (where appropriate), Radio Station, and Telephone Company.

-The Laconia School District Emergency Plan should be followed for more details.

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