



# LACONIA HIGH SCHOOL

and  
Huot Technical Center

## ELO - TEACHER ORIENTATION

**Robert Bennett**  
*Principal*

**David Bartlett**  
*Assistant Principal*

**Jennifer Sottak**  
*Student Services  
Administrator*

**Angel Burke**  
*Academic Coordinator  
For Teaching &  
Learning*

**David Warrender**  
*Huot Technical Center  
Director*

**Mollie Greeley**  
*Director of School  
Counseling*

**Craig Kozens**  
*Athletic Director  
Dean of Students*

**Chris Ennis**  
*Continuing Education  
Director*

- ✓ After the teacher decides to participate - Extra Responsibility Form (attached to this document) must be submitted to the ELO Coordinator who will then **forward to the High School Principal for approval.**
- ✓ Teacher Mentor must participate in the development of the Learning Plan - Identify competencies, activities, assessments, and benchmark dates. Teacher Mentor should create and maintain a GOOGLE Classroom for the ELO.
- ✓ **Daily attendance** - the student should have the ELO in their schedule - that student must be accounted for in case of emergency (fire-drill, evacuation, etc.)
  - ❖ Attendance must be taken daily - if the student is not directly in your classroom, **THEY** must stop by your room to notify you of attendance, and then go to the location where they will be working (possibly the Library where they will sign in and be accounted for in case of emergency.
- ✓ Teacher Mentor must ensure the student is completing weekly electronic or written journal reflections. (What did the student work on, what did they complete, what still needs to be done etc.)
  - ❖ ELO's are NOT Pass/Fail -
  - ❖ The ELO will show up in your gradebook (if it doesn't please let guidance or the ELO Coordinator know)
  - ❖ **BI-WEEKLY PARTICIPATION GRADES ARE REQUIRED IN EACH QUARTER the student is participating.** (you do not need to enter a "Midterm" for full year ELO's, but you do need to enter a Final Grade (FAV) for single semester and full-year ELO's
- ✓ Complete Mid-Year evaluation form for full-year ELO's - student progress toward completion.
- ✓ Assist student in developing the ELO Final Product and Presentation.
- ✓ Attend the Final Presentation
- ✓ **Enter a Final Grade (FAV) the same way you would with any other class (1/2 year or full year ELO**

The ELO Coordinator has gone over the ELO Teacher Expectations with me. I understand that these conditions must be met to be eligible for the Extra Responsibility payment.

Staff: \_\_\_\_\_ Date: \_\_\_\_\_

(a copy of this document will be left in your mailbox.)