



*Preparing Learners for Their Future*

## EMPLOYEE HANDBOOK

***Welcome to SAU 24!***

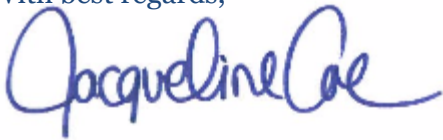
Our five schools, Center Woods Elementary School, Henniker Community School, James Faulkner Elementary School, John Stark Regional High School, and Weare Middle School belong to the four school districts that comprise our SAU 24. Back in Fall of 2019, we set out to align educational experiences in order to best prepare our students to meaningfully compete and contribute in the 21st century. Through a collaborative process that involved over 250 members of our community, we created our Portrait of an SAU 24 Learner. The focus of our continued work is to create lifelong learners who are prepared to follow their passions.

In the pages that follow, you will find helpful information pertaining to our organization. This handbook has been produced to assist employees in understanding some of the procedures that guide our practice as well as employees' responsibilities. All employees are expected to become familiar with its contents.

It is important to note that not all district policies and procedures are included. Those that are, have been summarized. Suggestions for additions and improvements to this handbook are welcome and may be sent to the superintendent. This handbook is neither a contract, nor a substitute for collective bargaining agreements, nor for school district policy manuals. The procedures found within this handbook can change at any time; these changes shall supersede any handbook provisions that are not compatible with the change.

Again, SAU 24 appreciates your dedication, on behalf of our students. We know that each staff member plays an important role in the education of each student in our schools.

With best regards,

A handwritten signature in blue ink that reads "Jacqueline Coe". The signature is fluid and cursive, with the first name and last name clearly distinguishable.

Superintendent of Schools  
SAU 24

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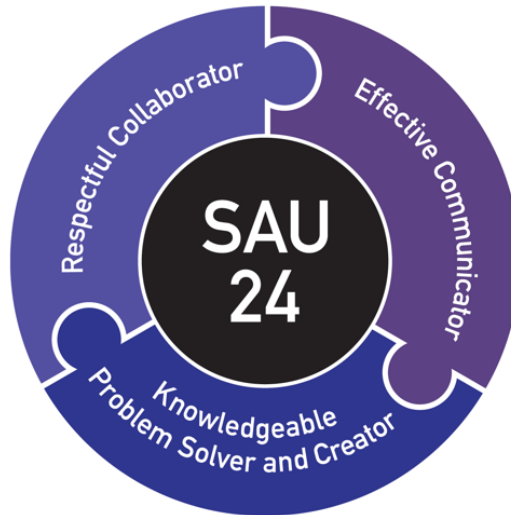
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## Portrait of an SAU 24 Learner

Beginning in fall 2019, over 250 people participated in the powerful process to develop our Portrait of an SAU 24 Learner. The portrait is a visual representation of the skills our community is committed to developing in our students to prepare them for their future. Now that the Portrait is developed, the conversation has shifted to identifying ways to create educational experiences to ensure that our students graduate with content, skills, and mindsets essential to the 21st century.



*SAU24 learners are empowered with the skills and dispositions to achieve their goals and contribute to the world. Our learners are knowledgeable problem solvers and creators, effective communicators, and respectful collaborators. They are lifelong learners, prepared to follow their passions.*

- A **Knowledgeable Problem Solver and Creator** adapts information and skills to persevere through challenges and innovate new solutions.
- An **Effective Communicator** is mindful of the audience, engages in meaningful dialogue, and constructively conveys messages using a variety of methods.
- A **Respectful Collaborator** employs strong interpersonal skills, demonstrates compassion, and contributes as a positive community member.

SAU 24	Academic	Social/Emotional	Application
<b>Knowledgeable Problem Solver and Creator</b>	Adapt skills and knowledge	Perseverance	Innovative
<b>Effective Communicator</b>	Mindful of audience	Engagement	Conveys messages constructively
<b>Respectful Collaborator</b>	Interpersonal skills	Compassionate	Positive community member

## SAU 24 Governance

The four districts of SAU 24 are each governed by an individual school board. The SAU 24 Board is composed of the members of the district school boards. Follow the links for more information, including access to agendas, minutes and board policies.

- [Henniker School Board](#)
- [John Stark School Board](#)
- [Stoddard School Board](#)
- [Weare School Board](#)
- [SAU 24 Board](#)

## SAU Directory

SAU 24 258 Western Avenue, Henniker, NH 03242		Telephone: 428-3269 Fax: 428-6545 HR Fax: 719-0999	
<b>ADMINISTRATORS</b>			
Jacqueline Coe	Superintendent of Schools	<a href="mailto:jacqueline.coe@sau24.org">jacqueline.coe@sau24.org</a>	603-428-8863
Natasha Kolehmainen	Assistant Superintendent of Schools	<a href="mailto:natasha.kolehmainen@sau24.org">natasha.kolehmainen@sau24.org</a>	603-428-8860
Christopher Roy	Business Administrator	<a href="mailto:christopher.roy@sau24.org">christopher.roy@sau24.org</a>	603-428-8866
Martha LeMahieu	Student Services Administrator	<a href="mailto:martha.lemahieu@sau24.org">martha.lemahieu@sau24.org</a>	603-428-8865
Lee Despres	Director of Technology	<a href="mailto:lee.despres@sau24.org">lee.despres@sau24.org</a>	603-428-8875
Tom Weston	Director of Facilities	<a href="mailto:tom.weston@sau24.org">tom.weston@sau24.org</a>	<b>603-428-8872</b>
HENNIKER COMMUNITY SCHOOL 51 Western Avenue, Henniker, NH 03242		Telephone: 428-3476 Fax: 428-8271	
<b>ADMINISTRATORS</b>			
Matthew Colby	Principal	<a href="mailto:matthew.colby@sau24.org">matthew.colby@sau24.org</a>	Ext. 251
Christina Keating	Assistant Principal	<a href="mailto:christina.keating@sau24.org">christina.keating@sau24.org</a>	Ext. 222
Courtney Beach	Student Services Coordinator	<a href="mailto:courtney.beach@sau24.org">courtney.beach@sau24.org</a>	Ext. 250
JOHN STARK REGIONAL HIGH SCHOOL 618 North Stark Highway, Weare, NH 03281		Telephone: 529-7675 Fax: 529-4646 Guidance Fax: 529-5299	
<b>ADMINISTRATORS</b>			
Gary Dempsey	Principal	<a href="mailto:gary.dempsey@sau24.org">gary.dempsey@sau24.org</a>	603-529-5887
Brian Emery	Assistant Principal	<a href="mailto:brian.emery@sau24.org">brian.emery@sau24.org</a>	603-529-1601
Beth Dooly	Assistant Principal	<a href="mailto:beth.dooly@sau24.org">beth.dooly@sau24.org</a>	603-529-1601
Tiffany Smith	Director of Student Pathways	<a href="mailto:tiffany.smith@sau24.org">tiffany.smith@sau24.org</a>	603-529-5308
Andra Hall	Student Services Coordinator	<a href="mailto:andra.hall@sau24.org">andra.hall@sau24.org</a>	603-529-0894
Rodney Brown	Athletic Director	<a href="mailto:rodney.brown@sau24.org">rodney.brown@sau24.org</a>	603-529-5301
JAMES FAULKNER ELEMENTARY SCHOOL 200 School Street, PO Box 365, Stoddard, NH 03464		Telephone: 446-3348 Fax: 446-3638	
<b>ADMINISTRATOR</b>			
Jill Pinard	Principal	<a href="mailto:jill.pinard@sau24.org">jill.pinard@sau24.org</a>	<b>603-446-2318</b>
CENTER WOODS ELEMENTARY SCHOOL 14 Center Road, Weare, NH 03281		Telephone: 529-4500 Fax: 529-0446	

<b><u>ADMINISTRATORS</u></b>			
Jessica Potter	Principal	<a href="mailto:jess.potter@sau24.org">jess.potter@sau24.org</a>	603-529-4505
Jacquelyn Cornwell	Assistant Principal	<a href="mailto:jacquelyn.cornwell@sau24.org">jacquelyn.cornwell@sau24.org</a>	603-529-4504
Morgan Hallock	Student Services Coordinator	<a href="mailto:morgan.hallock@sau24.org">morgan.hallock@sau24.org</a>	603-529-5052
<b>WEARE MIDDLE SCHOOL</b> <b>16 East Road, Weare, NH 03281</b>		<b>Telephone: 529-7555</b> <b>Fax: 529-0464</b>	
<b><u>ADMINISTRATORS</u></b>			
Jon Barry	Principal	<a href="mailto:jon.barry@sau24.org">jon.barry@sau24.org</a>	603-529-8049
Carla Dionne	Assistant Principal	<a href="mailto:carla.dionne@sau24.org">carla.dionne@sau24.org</a>	603-529-8009
Jennifer Huard	Assistant Principal for Student Services	<a href="mailto:jennifer.huard@sau24.org">jennifer.huard@sau24.org</a>	603-529-8008

## Strategic Plan

The SAU 24 Strategic Plan is focused on high leverage action steps. Each member of the Leadership Team is responsible for specific steps within the plan. The strategic plan provides focus to our work and ensures that the five schools are moving in the same direction.

## Collective Bargaining Agreements

There are six collective bargaining agreements within SAU 24. The most current agreement for each unit can be found at the link above or on the Human Resources tab of the SAU 24 website. The associations include:

- Henniker Teachers' Association (HTA)
- Henniker Community School Support Staff (HCSSS)
- John Stark Teachers' Association (JSTA)
- John Stark Support Personnel Association (JSSPA)
- Weare Education Association (WEA)
- Weare Educational Support Staff (WESS)

## School Delays & Cancellations

**Delays** - When school is delayed, teachers should arrive two hours after the typical start time. A delayed opening may turn out to be a cancellation if conditions do not improve. Staff members should stay tuned to radio or TV for further announcements. Breakfast is not served on delayed opening days. Lunch will be served according to the delayed opening schedule.

**Cancellations** - The Superintendent of Schools is the only one authorized to cancel school. Closing decisions are made between 5:30 A.M. and 6:30 A.M. When bad weather or emergency conditions cause school closings, all staff members will be contacted via School Messenger. Notices of school closings are also broadcast on WMUR. Once the telephone is answered, the message will play, then pause for a few seconds, and then play again. The message is automatically repeated 4 times. When school is closed for the day, all evening events are canceled.

## SAU-wide Tools and Resources

### **USERNAMES AND PASSWORDS**

The SAU issues usernames and passwords for the use of e-mail, PowerSchool® and educational software. Usernames and passwords are confidential and should not be shared with others. Individuals sharing confidential usernames and passwords will be held accountable for the actions of others and face disciplinary action.

### **INCIDENT IQ**

Technology and facilities help requests need to be submitted through Incident IQ. Incident IQ is

the easiest way for you to submit a request for help, track ticket progress and status, and communicate with IT & Facilities.

Access Incident IQ at <https://sau24.incidentiq.com>

[IIQ - First Time Login Instructions](#)

If you have an emergency concern, please find your building facilities lead and speak with a building administrator.

## **LEARNING MANAGEMENT SYSTEM**

SAU 24 uses Canvas for our learning management system. Below are the links for the district expectations.

[Link to the SAU Expectations](#)

## **POWERSCHOOL**

### **Attendance Information**

1. Teachers/office staff are to enter attendance at the start of the school day. Secondary school attendance is entered during each class period. Delays or inaccuracies in entering attendance are a safety concern and will be addressed by administration if persistent.
2. Concerns about student attendance are to be addressed through the MTSS process.

### **Grading Information**

1. Grades are to be updated minimally every two weeks or as per your school's procedures. Parents should be aware of an academic concern before report cards are released.
2. Initial student or parental concerns regarding grades should be addressed by the teacher. If concerns are not resolved, the teacher may refer the student or parent to the building principal.
3. Missing or incomplete work is to be identified using the school specific coding system (absent, missing, collected, or exempt).

### **Teacher Log Entries**

In order to help streamline the communication about students, teachers are encouraged to log correspondence with students and families by using the PowerSchool log feature. These entries are visible to the administration, school counselors, and the teacher who enters it. The entries can't be seen by other teachers, students, or parents. [Here are directions on how to use log entries.](#)

# **PROFESSIONAL RESPONSIBILITIES & EXPECTATIONS**

## **GENERAL PROCEDURES AND EXPECTATIONS**



As employees of SAU 24, each is held to a high standard of conduct. When on school grounds, staff must be good role models for students. A reminder, warning, or reprimand, verbal or written, are options for dealing with inappropriate employee behaviors.

There are some behaviors that can lead to severe disciplinary consequences, up to and including immediate suspension, termination or dismissal. Those behaviors include:

- Possession of a weapon on school grounds, such as a gun or any device that has been determined to have no purpose other than to cause harm to another;
- Possession or use of drugs or alcohol on school grounds;
- Harassment of adults or students;
- Inappropriate conduct with a student or group of students;
- A breach of confidentiality regarding protected student information;
- Thefts of school property;
- Giving false information, particularly with regard to personnel or work-related report;
- Inappropriate use of school computers or personal computers brought to school;
- Insubordination;
- Conduct during work hours which substantially jeopardizes the safety, health or well being of others.

### **CODE OF ETHICS and CODE OF CONDUCT FOR NEW HAMPSHIRE EDUCATORS (Policy GBEA)**

The NH Department of Education has a code of ethics and code of conduct for all educational professionals. Both the Code of Conduct and Code of Ethics include four core principles that were enumerated in the 2017 legislation. Those include the responsibility to students, responsibility to education profession and educational professionals, responsibility to the school community, and ethical use of technology. While both the Code of Conduct and the Code of Ethics define and clarify inappropriate activities, an important aspect that should not be overlooked is the procedural improvements. While these rules and procedures become effective immediately, the NH DOE has established a process whereby educators will be asked to acknowledge they have read and agreed to the Code of Conduct and Code of Ethics during the credentialing process.

Any employee charged with a violation of a law has a duty to report such a fact in writing to the superintendent and in the case of potential violations of law that also violate the NH Code of Conduct for Educators, certified staff have a duty to report to the NH ED.

### **DRUG-FREE WORKPLACE AND BAN ON USE OF TOBACCO ON SCHOOL GROUNDS (Policy GBEC)**

SAU 24 schools are Drug-Free School Zones. You may not smoke on school grounds. You may not have drugs, alcohol and/or tobacco within the Drug-Free Zone on school grounds. (The Drug Free Zone extends 1,000 feet from the school borders.)

### **HARASSMENT FREE WORKPLACE (Policy GBA, GBAA)**

The SAU will not tolerate harassment of any kind. Inquiries, complaints, and other communications relative to this policy and to the applicable laws and regulations concerned with non-discrimination shall be received by the superintendent or his/her designee. This policy of non-discrimination is applicable to all persons employed or served by the district. Any complaints or alleged infractions of the policy, law or applicable regulations will be processed through the grievance procedure. This policy implements PL 94-142, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act, Title VI or VII of the Civil Rights act of 1964, Title IX of the Education Amendments of 1972, *Title II of the Genetic Information Nondiscrimination Act of 2008*, and the laws of New Hampshire pertaining to non-discrimination.

It is the policy of the district to maintain a learning and working environment that is free from sexual harassment and sexual violence. The district will not tolerate sexual harassment or sexual violence of students or employees by anyone, whether on school property, at school or work-related assignments off school property, at school-sponsored social functions, or elsewhere. The district will act to investigate all complaints, formal or informal, verbal or written, of sexual harassment or sexual violence and to discipline any student or employee who sexually harasses or is sexually violent to a student or employee of the district.

Any person who believes he or she has been the victim of sexual harassment or sexual violence by a student or an employee of the district, or any third person with knowledge or belief of conduct which may constitute sexual harassment or sexual violence should report the alleged acts immediately to an appropriate district official. The district encourages the reporting party or complainant to use the district's report form, although it is not mandatory.

## Title IX (Policy ACAC)

Sexual harassment prohibited under Title IX and by this policy is conduct on the basis of sex (including, without limitation, gender, sexual orientation, and/or gender identity), occurring in a school system education program or activity that satisfies one or more of the following:

- A school district employee conditioning an aid, benefit, or service of an education program or activity on an individual's participation or refusal to participate in sexual conduct irrespective of whether the conduct is welcomed by the student or other employee;
- Unwelcome sex-based/related conduct determined by a reasonable person to be so severe, pervasive, AND objectively offensive that it effectively denies a person equal access to the education program or activity (this standard requires consideration of all the facts and circumstances, including, but not limited to, the ages and disability statuses of the harasser and victim and the number of individuals involved and their authority; OR
- Sexual assault, dating violence, domestic violence, or stalking as defined in state or federal law.
- Behaviors that constitute sexual harassment may include, but are not limited to:
  - Sexually suggestive remarks or jokes;
  - Verbal harassment or abuse;
  - Displaying or distributing sexually suggestive pictures, in whatever form (e.g., drawings, photographs, videos, irrespective of format);
  - Sexually suggestive gesturing, including touching oneself in a sexually suggestive manner in front of others;
  - Harassing or sexually suggestive or offensive messages that are written or electronic;
  - Subtle or direct propositions for sexual favors or activities;
  - Touching of a sexual nature or groping; and
  - Teasing or name-calling related to sexual characteristics or the belief or perception that an individual is not conforming to expected gender roles or conduct.

Note: incidents of the above conduct would still need to satisfy one or more of the criteria in paragraphs 1-3 of this definition.

Sexual harassment may be directed against a particular person or persons, or a group, whether of the opposite sex or the same sex.

Any person may report sexual harassment whether relating to her/himself or another person. However, if any District employee other than the employee harasser, or the Title IX Coordinator receives information of conduct which may constitute sexual harassment under this Policy, s/he

shall, without delay, inform the Title IX Coordinator of the alleged sexual harassment. A report of sexual harassment may be made at any time, in person, by mail, by telephone, electronic mail, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Additionally, while the District strongly encourages reports of sexual harassment to be made directly to the Title IX Coordinator, the report may be made to any District staff member, including, for instance, a counselor, teacher or principal.

If the Title IX Coordinator is the alleged respondent, the report or formal complaint may be made directly to the Superintendent.

#### **SAU 24's Title IX Coordinator:**

Martha LeMahieu  
258 Western Ave. Henniker, NH 03242  
428-3269 ext. 270  
martha.lemahieu@sau24.org

## **ATTENDANCE & EMPLOYEE ABSENCES**

If you will be out for a planned absence, please notify the sub coordinator as soon as you are able so that coverage can be arranged and complete the workday exception form. The workday exception form is very important, but NOT the primary means to notify anyone of your absence. Notify your administrator using established building procedures. If you are going to be out at the last minute (illness, emergency, etc), please contact the sub coordinator. Email any plans and an up-to-date roster (if you are able) before the school day begins. The principal reserves the right to refuse a personal day request when a high number of teachers are absent or when substitutes are not available.

Staff who know in advance of an absence must complete a leave request form (located in the office) and place it in the principal's mailbox. The principal will confer with the secretary to find a substitute. After the request has been approved the leave request form will be returned to the staff member in his or her mailbox granting permission for the absence.

In the event that a staff member needs to take an unplanned absence, the staff member must call the sub coordinator at home if not during school hours. Calls should not be made after 9:00PM or before 6:00 AM. Messages are not to be left on a school voicemail. Contact the principal if the sub coordinator is unreachable.

Absences longer than three days or excessive intermittent absences may result in a request for documentation of illness from a physician. Leave forms must be completed for all absences to assure proper record keeping.

***SUBSTITUTE FOLDERS*** - Teachers are responsible for completing the substitute teacher cover sheet and for making sure all required elements are in the sub folder. Substitute folders contain a class list, accurate seating arrangements, daily schedule, attendance lists, lesson plans, emergency information and a list of students who leave the room for services. Be sure to also indicate any special needs the teacher needs to know about children in your class (bee sting allergies, for example). Please develop an emergency sub plan to have on file in the office. Assignments should be of a skill-based nature. Post on your room door where sub plans can be located in your classroom.

## **STAFF IDS**

Individual picture identification cards are issued free of charge to students and staff at the beginning of the school year provided that photos are taken during school picture day. All personnel should carry/wear IDs during the school day. Substitutes will be issued a substitute

badge.

## KEYS/FOBS

Staff members are issued keys to their rooms and FOBs for access in and around the building. Staff members are responsible for their safekeeping. Keys must not be duplicated or given to students at any time. If you find that you need a key in addition to what you have been issued, please see an administrator.

## LEAVING CAMPUS DURING THE SCHOOL DAY

If a staff member needs to leave campus for any reason, there is a sign out sheet in the main office. If the leave needs to occur during a block when they are responsible for students, please also notify an administrator that you will be leaving campus. If coverage is needed, please make arrangements before leaving.

## PROFESSIONAL APPEARANCE

Staff should dress professionally. Please be reminded that staff are held to a higher standard than students. All staff' dress should meet and exceed the requirements of the student dress code. Principals are expected to counsel staff assigned to their building on professional appearance and conduct.

## ACCEPTABLE USE POLICY (Policy GBEF) (See Appendix B)

This policy outlines efficient, safe, ethical and legal use of network and Internet resources within the School Administrative Unit 24 (SAU 24). This policy applies to users of electronic information resources located or accessed on any SAU 24 network. SAU 24 provides a network to facilitate communication and sharing.

## CYBERSECURITY

Cyber attacks are on the increase in K-12 schools. While the district maintains defenses to help protect our students, staff and systems, we rely on you to be our first line of defense.

The most common way cyber criminals enter district networks is through email. Often, these scammers will include malicious links or attachments in emails that look harmless. **To avoid this trap, please observe the following email best practices:**

- Do not click on links or attachments from senders that you do not recognize. Be especially wary of .zip, .exe or other compressed or executable file types.
- Do not provide sensitive personal information (like usernames and passwords) over email.
- Watch for email senders that use suspicious or misleading domain names.
- If you can't tell if an email is legitimate or not, please contact the IT Team.
- Be especially cautious when opening attachments or clicking links if you receive an email containing a warning banner indicating that it originated from an external source.
- If something seems wrong, please notify the IT Team immediately.

## REQUIRED TRAININGS

Federal law requires that all employees be trained every three years in the sexual harassment policy and annually on suicide prevention and anti-bullying laws. These trainings can be taken through SAU 24 University or completed online through our insurance company's website. The complete sexual harassment policy can be found on the SAU web site.

State law requires all employees to be trained upon hire and annually about anti-bullying laws. This training may be done online through our insurance company's website or will be offered before the start of school each year. The complete bullying policy can be found on the SAU web portal. In addition all staff must receive annual suicide awareness and prevention training under SB 282.

Employees may also need to attend a session put on by our nurse to be trained in anaphylactic shock and Epi-pen use. There are increasing numbers of children with bee-sting and food allergies which require a quick response to be treated effectively.

The annual training plan for SAU 24 can be found [here](#).

## COMMUNICATION

Effective communication is the best means of preventing problems from arising. Establishing a trusting relationship between parents and school personnel is an important key to student success and communication between school and parents is the cornerstone in building that relationship. While each parent or guardian may choose a different level of involvement in his or her child's school life, parents/guardians should have sufficient information about that child's academic progress and classroom disposition to assist in making good educational decisions.

Parent notification will include, but not be limited to, the following:

- A student who is falling behind in his or her classes and/or is in danger of failing the initial contact will be made by the teacher. Notes, e-mails or phone calls are appropriate ways of making the initial contact with the parents to discuss student progress. Teachers will make contact as soon as potential failure or a continued drop in performance is noticed.
- A student who is seen by the nurse for a non-routine health issue or taken for medical treatment by parents or emergency contacts will be notified by phone by school personnel anytime a child requires immediate medical attention. Parents will be notified by note or by phone by the nurse or other staff member by the end of the school day if there is a health concern of which the parents may not be aware.
- Communication home should include positive information about a child's progress when appropriate. Communication is effective when information is timely, on point, and helps to assure parents/guardians that school personnel have the best educational interests of each child as a priority.

All communication must be free of spelling, usage and mechanical errors. Teachers are responsible for reading all school newsletters. **Please provide the principal with an email copy of all newsletters/notices before they are sent to parents.**

Telephone communication—Staff members are encouraged to contact parents on a regular basis for both positive and unfavorable news. Staff members are encouraged to keep a log of all calls made and a summary of the conversations using the PowerSchool Log.

Whenever possible communication with colleagues should be conducted face to face. **All staff are expected to check email at the beginning of the work day and at least one other time, if possible, during the day.** It is also expected that responses to emails are answered in a timely manner. It is recommended that a reply be given within 24 hours.

Parents will be contacted within 24 hours following an investigation if their son or daughter commits a violent or threatening act, is the victim of violence or is threatened.



Teachers will respond to parent calls, emails, or other forms of communication within two (2) business days.

A student who is exhibiting behaviors that significantly disrupt a safe school learning environment. Parents will be called within 24 hours from the time administration becomes aware of a problem.

In order to have balanced and complete information, communication home should include positive information about a child's progress when appropriate. Communication is effective when information is timely, on point, and helps to assure parents/guardians that school personnel have the best educational interests of each child as a priority.

It is expected that any communication sent home is legible, and free of spelling, usage and grammatical errors. A school letterhead may be used if necessary. If a teacher has concerns about sending out communications, they should consult with their teaching team or administration. All classroom or group communications sent home need to be shared with the principal.

**Newsletters** - The school uses School Messenger to send out newsletters which contain items of interest regarding school activities and community events. Teachers are encouraged to share the information contained in the newsletter with students in class.

**Public service announcements** - Upon approval of the principal and at no expense to the school district, information concerning local, non-profit local service groups may be distributed to students.

**Political notices** - Advertising by candidates for election, persuasive arguments to approve budgets or specific warrant articles may not be disseminated by students.

**Business advertisements** - Students may not be used to disseminate information for private for-profit businesses. The principal may determine if it is appropriate to make information regarding student opportunities for tutoring, camps, and private lessons available in the office for parents to pick up. Such information will be prepared and paid for by the business and require no time or expense on the part of the district.

**Invitations** - Parents or students are not allowed to distribute private party invitations through the school.

**News releases** - Administration must approve any official correspondence (including email) sent out on behalf of the entire school. All news releases are to be handled through the principal. An individual is not to release information to the news media on their own. Teachers should notify the principal of any media personnel scheduled to visit the campus.

## COMMUNICATION TECHNOLOGY (Policy GBEBD)

Staff are prohibited from inappropriately connecting with students outside of school including telephoning, texting, and social networking websites, via but not limited to Instagram, Twitter, and SnapChat. All employees, faculty and staff who participate in social networking websites, shall not post any school data, documents, photographs or other district owned or created information on any website. Further, the posting of any private or confidential school material on such websites is strictly prohibited.

Employees are prohibited from engaging in any inappropriate conduct on social networking websites that violates the local, state, and federal law, school board policies, or other standards of conduct. Employees who violate this policy may face discipline and/or termination, in line with other school board policies and/or collective bargaining agreements, if applicable. Nothing in this policy prohibits employees, faculty, staff or students from the use of educational websites if such sites are used solely for educational purposes.

School phones are provided for teachers to use in their classrooms and in faculty rooms.

Personal cell phones should not be used to make school related phone calls without prior approval from the principal. SAU 24 employees are strongly discouraged from using their personal cell phones during school hours. When necessary, employees may use their personal cell phones and similar communication devices only during time of non-instructional and non-supervision of students. In no event, shall an employee's use of a cell phone interfere with the employee's job obligations and responsibilities. Staff are reminded that they must refrain from contacting (i.e., texting, email, phone) students for personal reasons.

### **BUILDING USE (Policy KF)**

Staff must fill out a facility use form and gain approval from the maintenance supervisor and principal. A calendar for student activities and building use is kept and updated in the office.

### **RELATED POLICIES**

In addition to the policies referenced above, please review the following related policies for your school district.

- GCR - Non-School Employment
- GBD - Board-Employee Communications
- GCRD - Tutoring For Pay
- GBI - Staff Participation in Political Activities

## RESPONSIBILITIES TO STUDENTS

### EMPLOYEE/STUDENT RELATIONS (Policy GBEBB)

SAU 24 expects that the relationship between employees and students will be one of cooperation, understanding, and mutual respect. In a professional staff/student relationship, school employees maintain boundaries that are consistent with the legal and ethical duty of care that school personnel have for students.

A boundary invasion is an act or omission by a school employee that violates professional staff/student boundaries and has the potential to exceed boundaries of the staff/student relationship. An inappropriate boundary invasion means an act, omission, or pattern of behavior by a school employee that does not have an educational purpose. These relationships require a delicate balance and sound judgment to determine the difference between appropriate and inappropriate relationships.

### STAFF CONFIDENTIALITY (POLICY GBAAA, JIAA)

As educators, we are entrusted with a significant amount of personal information about children and their families that is not common knowledge. The manner in which this information is handled impacts their lives and reputations. Information regarding a student is confidential and should be shared only with those who 'need to know' in order to appropriately support the student. While seeking advice from a colleague, asking questions of prior year teachers, and communicating with family members to gather information is expected, sharing such information with others in a non-professional setting (i.e., hallway, lunch room or work room) is not. At no time should any staff member share any information about a student or a family situation that is not necessary to providing an appropriate education or with any individual who is not directly involved in providing a child's education. Please refer to FERPA: Federal Family Educational Rights and Privacy Act.

Information of a private nature about colleagues should also be considered confidential and is not to be discussed. Breaches of confidentiality will be addressed with disciplinary action.

### STUDENT SUPERVISION

Adults must supervise students at all times. Students sent out of class must have a pass. Teachers must maintain a sign in/out sheet in a location close to their door for students to record the times they leave the room. Students may not be left unsupervised – especially at lunch and recess times. Teachers are expected to supervise and monitor hallways, bathrooms, common areas and stairwells on a regular basis.

### SPECIAL EDUCATION AND 504 (Policy IHBA, IHBA)

It is the responsibility of every adult who works with a student who qualifies for special education services or a 504 plan to follow the plan as written, they are legal documents. Students who have a plan, either an Individual Education Plan (IEP) or a 504 plan, will have an icon in PowerSchool (seen above). The Student Services Secretary will send out plans with a read receipt at the beginning of the year for all students in your classes who are identified. If you have a student in your classroom who has an icon and you don't have a plan for that student please reach out to the Student Service Coordinator. If you have any questions about the plans, please reach out to the student's case manager or the Student Service Coordinator.

#### SPECIAL EDUCATION

In SAU 24 all students are integrated into regular education classrooms to the greatest extent possible for each individual student. Therapists, support staff and special educators have the flexibility to work in classrooms as partners with the classroom teachers. The District is dedicated to providing an inclusion model for special education. In accordance with recent changes in special education law, students may have interventions provided BEFORE special



education identification will be considered. The process is called Multi-Tiered System of Supports (MTSS), a comprehensive intervention structure. A team is assigned to devise ways to help a child and the child's progress will be closely monitored. If sufficient progress is made, identification may no longer be necessary. The special education process begins at the team meeting level and is driven by data collected from a variety of sources, including the regular education teacher.

Special Educators and alternative program teachers are expected to facilitate the special education programming of students identified as having an educational disability across all class environments. They provide direct service out of the classroom, direct service in the classroom, as well as consultative services. Special Educators coordinate services for students, collect data, communicate with parents, run meetings and keep administration informed of any special concerns. They coordinate quarterly IEP reviews with teachers and support staff. They are responsible for the timely and accurate completion of all paperwork.

Classroom teachers are responsible for reading and understanding all IEPs and following through on all goals and accommodations as specified in the IEPs. Concerns should be discussed with the Special Educators and Administration as needed. Classroom teachers are an integral part of the special education process and are expected to attend IEP meetings in their entirety. All staff will follow signed IEPs. Teachers will not alter a student's program unless the IEP team decides it is necessary.

Para-educators will be assigned to work with either specific students or small groups of special education students. They are not clerical or classroom aides. They work under the direction of the classroom teacher and the Special Educator to meet the goals of the IEP.

### **SECTION 504**

Some students require accommodations to be successful in class. Students with a documented disability that does not require special education may be eligible for a 504 plan. Classroom teachers are responsible for reading, understanding and implementing all accommodations listed on individual 504 plans. They are responsible for collecting data on student success and communicating with the 504 coordinator and parents as specified.

## **DISCIPLINE (Policy JLDBA, JI, JIC, JICD)**

Research has shown that one characteristic of an effective school is the evidence of a structured, ordered environment where students know what is expected of them. To create this kind of climate requires the cooperative effort of all our staff. Teachers cannot concern themselves only with the student behavior in the classroom, they must join together to enforce school-wide rules as well. Teachers need to be knowledgeable of the contents of the Student Handbook and be able to respond appropriately to the infractions that they observe.

Discipline means teaching students to be responsible for their actions. The key to effective classroom discipline is CONSISTENCY. Teachers must develop a set of classroom rules and consequences. These must be communicated to the students, parents, and administration so that all involved can be aware of the expectations. The staff in that classroom must then consistently implement the discipline plan. Consequences should logically connect to the infraction.

Effective discipline starts with respect, and with using a positive tone when dealing with students. The following are several items to be mindful of when disciplining students:

1. Make sure to communicate early and often to the parents/guardians of students who tend to make poor choices often. Also, be sure to send the positive note home when these same students have positive stretches of time here at school.
2. Every effort should be made to keep the student in the class. Please do not send students

to another class or out in the halls unsupervised. After attempts have been made to redirect the student or deescalate the situation an RBT or other support staff may be called to help address the situation.

## **CHILD ABUSE AND NEGLECT - MANDATED REPORTING (Policy JLF)**

NH law mandates that any person who suspects abuse of a child report the suspicion immediately to DCYF. Educators have a special charge to protect the safety of children. Each school has procedures in place for reporting suspected abuse and neglect. The Department of Health and Human Services has prepared a procedure to be followed when reporting suspicions of child abuse and neglect. This procedure can be found at the DHHS website. The school nurse, guidance counselor and principal has information about local procedures.

## **SUICIDE INTERVENTION (Policy JLDDB)**

Action to be taken if a staff member has a concern that a student is expressing suicidal ideation by any of the following:

- Any threats to harm or kill oneself, including threats which may be made in a joking manner
- Any expressed desire to die (verbal, written or through artwork)
- Gestures that indicate the possibility of self-harm.
- Report the incident to school counselor or administrator immediately.

## **SUPPORTING HOMELESS CHILDREN AND YOUTH**

SAU 24 complies with the McKinney-Vento Act to support homeless children and youth by enrolling them in local schools without proof of residency and ensuring that they have full and equal opportunity to reach the same high academic standards expected of all children. Each school has a Homeless Liaison whose responsibility is to work with families and schools to support the enrolled students. If a staff member suspects that a student may be homeless, he/she should report suspicions to the Homeless Liaison who will make a determination of homelessness based on personal situations and criteria in the Act.

## **USE OF RESTRAINTS (Policy JKAA)**

SAU 24 authorizes the use of restraint in limited circumstances, when the staff member is properly trained and in adherence to Policy JKAA. If a school employee has intentional physical contact with a student in response to a student's aggressive misconduct or disruptive behavior, the building principal will make reasonable efforts to inform the student's parent or guardian as soon as possible, but no later than the end of the school day. The building principal will ensure a written report of the incident is completed within five (5) business days of the incident. The report will include information required under RSA 126-U: 7.

## **SICK OR INJURED STUDENT DISMISSAL (Policy JLCE, JLCD)**

Students who are feeling ill, or have an injury need to be referred to the school nurse.

- The student needs to obtain a pass from his/her classroom teacher or paraprofessional except in the case of an emergency.
- If the student is not well enough to remain at school, the parent/guardian will be notified. It is their responsibility to arrange transportation home as soon as possible. If a parent cannot be reached, only those contacts listed on the student's emergency card will be contacted to pick up the student.
- If the student returns to the classroom after treatment and is still not feeling well, have them return to the nurse for re-evaluation. Teachers or paraprofessionals are not to take the student to a phone to call home for parent pick-up. Dismissals are to take place through the health office only.
- Students who are dismissed will return to their classroom for a backpack, coat, etc. A note on the hall pass will notify the teacher that the student is going home.

## REPORTING HEALTH CONCERNS

- **MEDICATION AT SCHOOL** - All medications must be dispensed from the Health Office. Under no circumstances are students allowed to possess any medication at school other than an inhaler or epipen. If a staff member notices that a student has pills, or discovers some pills on the floor or elsewhere, notify the school nurse immediately.
- **ALLERGIC REACTION** - In the event that a student has an allergic reaction in the classroom, send the student with an adult escort to the health office or call the nurse to come immediately.
- **SOBRIETY ASSESSMENT** - If a staff member should suspect that a student is under the influence of alcohol or drugs while at school, the staff member needs to report immediately to administration with evidence to substantiate their suspicions by the student's unusual behavior, mental state, smell, etc.
- **SELF-INJURY** - If a student is self-injuring (cutting, scratching, biting, piercing, etc.) report the incident to guidance or nurse (Guidance/Nurse Incident Report Form will follow)

## TEACHING & LEARNING

### CURRICULUM DEVELOPMENT (Policy IGA) [IGA-Curriculum Development.pdf](#)

Curriculum development is completed at the SAU level for K-8 and within PLCs at the high school. Teachers are expected to teach the curriculum and use provided resources where applicable. The master schedule in each building dictates instructional times. Curriculum development processes are set in policy. Competencies and learning targets are based on the Common Core State Standards, and other state and national standards. Each grade has also identified essential knowledge for reading, math and writing, as well as common assessments to measure proficiency with the standards. All teachers are expected to use these common materials. For each high school level course a document outlining the course expectations is available for students and parents. This document is also shared with the department representative as well as the administration. Common courses should have the same course expectations. Curriculum adoption and development are governed by the following policies:

IGA - Curriculum Development  
IGD - Curriculum Adoption

### INSTRUCTIONAL RESOURCES (Policy IJ, IJL)

The district may provide instructional resources or the teacher may develop or select resources as needed for students. All instructional resources must adhere to policy requirements and align to the curriculum taught in each grade, subject, or course. When selecting instructional materials, staff should consult their building administrator if they have any questions about the appropriateness of materials. All instructional materials that have been developed as common experiences or assessments for students should be administered as agreed upon in PLCs and Curriculum Teams. Instructional materials are governed by the following policies:

IJ-Instructional Resources.pdf  
IJL-Library Materials Selection and Adoption.pdf

### MULTI-TIERED SYSTEM OF SUPPORT (MTSS)

SAU 24 uses a [Multi Tiered System of Support](#) for academics behavior and attendance. MTSS creates a framework for proactively identifying students who may require additional support in order to be successful. If you have any questions or concerns about a student (either academically, behaviorally or emotionally, or in the area of attendance) please contact the MTSS Coordinator in your building.

### GRADING AND REPORTING PROCESS

Report cards are issued 3 times a year at the elementary and middle school levels, and twice a year at the high school (at the end of each Semester). Take care in proofreading the report cards. Comments need to be positive, as well as constructive. Teachers should also send home warning notices on a frequent basis for those students who struggle. Report cards will be done through PowerSchool. Teachers in grades K-5 are expected to communicate student progress and any concerns about student performance throughout the term via email to parents and written feedback on student work. Teachers in grades 6-12 are required to update PowerSchool every 2 weeks. PowerSchool is the primary method of communicating student progress in grades 6-12 and as such it must be detailed, timely, and accurate. Teachers may want to keep hard copies of student grades at midterm and end of trimester as backup. **Please see your individual school calendar for dates regarding student progress reports.**

### **Grading Information (see PowerSchool above)**

1. Grades are to be updated minimally every two weeks or as per your school's procedures. Parents should be aware of an academic concern before report cards are released.
2. Initial student or parental concerns regarding grades should be addressed by the teacher. If concerns are not resolved, the teacher may refer the student or parent to the building principal.
3. Missing or incomplete work is to be identified using the school specific coding system (absent, missing, collected, or exempt).

## **STANDARDIZED TESTING**

In order to know if our curriculum is working, the SAU 24 schools participate in a variety of objective standardized tests each year. In grades K-8, students take standardized tests in Math and Reading 3 times a year via the iReady Benchmark Assessment. Teachers use student scores to tailor their curriculum to the unique needs of the class. Students in grades 3-8 will also participate in NHSAS for Reading, Writing, and Math. Additionally, 5th and 8th grade students participate in an additional NHSAS Science assessment. Periodically, in cooperation with the Federal Government, students are chosen to participate in the National Assessment of Educational Progress (NAEP) test.

## **PROFESSIONAL LEARNING COMMUNITIES (PLCs)**

All faculty are members of a PLC and are expected to meet with this group according to the schedule established in your school. All PLC groups meet at least weekly.

## **SUPERVISION AND EVALUATION (Policy GCO)**

The primary purpose for any system of observation and evaluation is ultimately to improve the quality of instruction and/or job performance. Staff and supervisors must work together to establish goals for professional growth.

Supervision of professional staff and support staff is meant to be a tool to provide constructive feedback to enhance the work of each individual as s/he works with students. All professional staff will be supervised and evaluated by the school principal. The work of Charlotte Danielson provides a useful framework to assess performance and plan professional improvement.

## **PROFESSIONAL GROWTH AND RECERTIFICATION**

SAU 24 maintains a district Professional Growth Committee headed by the Assistant Superintendent. Each school has a teacher representative to that committee. Support staff have representation that is cross-SAU. The job of this committee is to coordinate staff development opportunities throughout the district. Each year, staff input is sought to determine what programs will be offered. Special attention is given to offering workshops and training which address the district and school goals, as well as to job-embedded activities whenever possible.

If a staff member wishes to have staff development clock hours awarded for a non-school sponsored activity, approval is required in advance. Forms are available online. The forms must be completed for approval prior to the activity. After completion of the activity, the form should be re-submitted with proof of attendance. Activities must be reviewed annually by the PD Representative and the principal.

Staff are responsible for maintaining their own professional certifications. Contracts can only be offered to properly certified teachers or those who are under an alternate or provisional certification program. All professional staff are encouraged to keep an updated professional development record to be reviewed at the end of the three-year certification cycle.



## **NON-EDUCATIONAL SURVEYS & QUESTIONNAIRES (Policy ILD)**

For the purpose of this policy, "non-academic survey" shall include a survey, analysis, or evaluation which seeks any information in the categories listed in Policy ILD. All non-academic surveys must have the prior approval of the Superintendent or his/her designee. Surveys conducted for other agencies, organizations or individuals must have the recommendation of the Superintendent and the approval of the School Board as to content and purpose. The results of such approved surveys must be shared with the School Board. No questionnaire or survey requesting sexual information will be administered to any student in kindergarten through grade six unless required by federal or state law or regulation. School personnel administering any such questionnaire or survey will not disclose personally identifiable information. The only exception to this is the Youth Risk Behavior Survey administered by the state to high school students.

## **FEDERAL LAW REQUIRES LESSONS ON CONSTITUTION**

Schools and federal agencies receiving federal funding are required to hold educational programs on the Constitution on Constitution Day. Per the Consolidated Appropriations Act, 2005, Dec. 8, 2004; "Each educational institution that receives Federal funds for a fiscal year shall hold an educational program on the United States Constitution on September 17 of such year for the students served by the educational institution." Information may be obtained at <http://www.ed.state.nh.us/education/doe/organization/curriculum/SocialStudies/SocialStudies.htm# Constitution Day>.

School principals will designate a person/persons to coordinate the programming.

## **THE PROHIBITION ON TEACHING DISCRIMINATION**

Recently, the conceptual framework referred to as Critical Race Theory (CRT) has been in the public discourse in many contexts and often alongside discussions of social and racial justice in the United States. Critical Race Theory was born out of a legal argument made in courtrooms and discussed in law classes starting in the 1970s. It is not an educational theory or curriculum. CRT is not taught in our school. At no time will any member of the SAU 24 staff teach that one group is inherently superior, racist, sexist, or biased to another.

The guidance issued by the NH Department of Education, the NH Department of Justice, and the Commission for Human Rights reflects and affirms the approach SAU 24 schools will take when teaching the history of our country, the goals and beliefs of the republic, and the tenets of democracy. With any new legislation, and specifically the Prohibition on Teaching Discrimination, every member of the SAU will be informed and trained relative to the new law. No part of our curriculum teaches that one group is inherently superior, racist, sexist, or biased towards another. Teaching students how to engage in civil discourse about difficult ideas, differing viewpoints, and events in our past that can make us uncomfortable is a part of our curriculum and will continue to be. There is no prohibition against teaching about slavery, racism, social justice, or current events in the new law.

The Prohibition Against Teaching Discrimination applies to all courses, clubs, extra curricular activities, and employment training. Although this law does impact teacher free speech in the context of our classrooms and school activities, it does not impact the free speech of students. The free speech standard for students remains the same and is affirmed in case law from the US Supreme Court, often referred to as the "disruption standard" when determining if free speech needs to be curtailed.

Each district in SAU24 has a position statement posted on its website relative to the Prohibition on Teaching Discrimination.

## **RELATED POLICIES**

In addition to the policies referenced above, please review the following related policies for your school district.

GCCAE - Conferences and Visitations

IF - Instructional Program

IFA - Instructional Needs of Each Individual Student

IGE - Parental Objections to Specific Course Material

IHAM - Health Education and Exemption from Instruction

IHAMA - Teaching About Alcohol, Drugs and Tobacco

IHAK - Character and Citizenship Education

IKB - Homework

IKE - Promotion and Retention of Students

IMAH-Daily Physical Activity

IMG-Animals in the Classroom

IMGA-Service Animals

# SAFETY

## Safe School Act (Policy JICD)

SAU 24 schools, in compliance with the provisions of New Hampshire's Safe Schools Act (NH RSA 193-D), has agreed to coordinate efforts with the local police department. A memorandum of understanding has been drafted dealing with responses to and the prevention of drug and alcohol abuse, violence, assault, weapons possession, theft, vandalism, delinquency, threats or harassment and other criminal behavior by students, at school, school-sponsored events, or on school buses.

Any teacher or other school employee who has reasonable grounds to believe that a student has committed a reportable act shall immediately report the incident to administration. The principal will notify the police and the student's parents/guardians of reportable acts, prepare within 48 hours a written report to the police and initiate disciplinary action according to the school's discipline policy.

Threats against the school will not be tolerated. This is unacceptable behavior. Any threats must be reported to the office immediately. Concerns may also be reported anonymously through a form on the home page of the school and SAU websites.

## STUDENT VIOLENCE PREVENTION AND MANAGEMENT PLAN (Policy JICK, JICDD, JICFA)

Students in SAU 24 are entitled to an educational environment that is safe, secure, and free from bullying and harassment. Unlawful harassment of any type and conduct that constitutes bullying will not be tolerated and is prohibited by Policy JICK in accordance with RSA 193-F.

*STAFF INJURED BY STUDENT* - Whenever a staff member is injured by a student the following needs to be implemented:

- Immediately call other staff for assistance and notify administration.
- Remove the student involved from the area and separate from other students.
- Go to the Health Office for assessment and/or treatment from the school nurse or call nurse to scene if movement is unwise.
- Complete injury paperwork

*STUDENT INJURED BY STAFF* - Whenever a student is injured by a staff member, the following needs to be implemented:

- Immediately call other staff for assistance and notify administration.
- Remove the student involved from the area and separate from other students.
- Remove the staff member from the area to the guidance office, if possible.
- Go to the Health Office for assessment and/or treatment from the school nurse or call nurse to scene if movement is unwise.
- Complete injury paperwork

All staff involved in response to student violence receive Safety Care training annually by a certified trainer.

When an incident occurs involving violent student behavior a variety of forms are completed, depending on the situation, including;

- Intentional Physical Contact Report
- Safe School Zone Incident Report
- Incident Report - Restraint, Seclusion

If an employee is injured, he/she immediately alerts the supervisor and submits a "first report of injury" (form 8WC) to the SAU 24 Human Resource office. SAU 24 Human Resource office



submits the report to Primex within five days of the incident.

At the SAU, a spreadsheet is maintained with information from the first report of injury and the other forms related to the injury. Quarterly, those spreadsheets are shared with the Joint Loss Committees in each building for their analysis.

The Joint Loss Committee is charged with investigating the reports and creating prevention protocols for all staff to reduce violent acts and injuries caused by students.

The Superintendent coordinates the training, investigation, and adherence of the implemented program to reduce violent acts and injuries caused by students.

Pertinent school board policies include;

- EB - Joint Loss Management Committee
- EBB - Safe Schools Practices
- JKAA - Use of Child restraint and Seclusion
- JLDBA - Behavior Management and Intervention

## **SAFETY AND JOINT LOSS COMMITTEE (Policy EB)**

In accordance with Worker's Compensation and safety laws, our district maintains a committee for safety. Any employee may report safety issues to members of this committee. Meetings are held four times each year. The committee consists of a member of maintenance, the nurse, a member of the administrative team and a teacher or support staff. If you have any safety concerns, please contact a member of the committee.

## **CLASSROOMS**

A clean, neat room is important. Teachers are encouraged to assign students duties each day. Safe cleaning supplies will be provided for classroom use. Respect for materials and our facility should be modeled and expected. At the end of the school day, all chairs need to be put up off the floor and any trash picked up and thrown away and all windows shut. Furniture purchased through district funds are the property of the school district and will be assigned to areas that best meet student needs.

Due to fire regulations, no cooking appliances are allowed in classrooms or offices. This includes coffee makers, microwaves or hot plates. The teacher's room is set up to accommodate all these appliances. Refrigerators are not allowed in classrooms without permission from the principal. Please use the common refrigerators in the assigned locations in your buildings. Storage materials and furniture must be at least one foot away from heaters.

Per Fire Department regulations, no extension cords are to be used as permanent wiring. If there is a problem with too few outlets in your room, consult with the head of maintenance to devise a solution. Power strips are allowed to help extend the number of outlets. Also, any curtains or fabrics used in the room must be fire retardant and we must have proof of their fire retardant status on file in the office.

Flammable (untreated) materials, artwork, posters, etc. shall not exceed 20% of the wall area of any room. The art work must also be directly attached to the walls. Papers hung on the walls should not be arranged in a single row since this encourages the spread of fire. Rather, they should be off-set in a less regular pattern. Mobiles, artwork or other objects are not to be attached to or suspended from ceilings.

Stored items are not to be placed closer than 18" from any existing sprinkler heads, smoke alarm, heat detector, etc. Fire safety devices must be easily accessible and unobstructed.

All furnishings, even furnishings not supplied by the district, must meet fire safety codes. New purchases must be flame/fire resistant. Textiles and fabrics such as (but not limited to) carpets, area rugs, pillows, seat cushions, drapery and curtains not fire resistant must be treated with fire retardant chemicals and must meet labeling requirements set forth by the NFPA (National Fire Protection Agency). Any materials that do not meet this requirement should not be brought into the school. Any purchases of such materials for classroom use are subject to approval by the Principal, Safety Committee or other designated person. Appliances such as (but not limited to) microwaves, coffee pots, air conditioners, heaters are not permitted in the classroom unless approved by the principal. Such items required for special needs or as teaching aids are subject to approval by the Principal, Safety Committee or other designated person.

Emergency exits must be clear of obstructions at all times. This includes the doors between adjoining classrooms. Emergency backpacks must be hung near the exit door used in the event of an emergency evacuation. Closets should be organized and uncluttered. Fire exit maps must be posted by exits. Portable space heaters are not allowed in the building.

Classroom pets are limited to fish or other non-venomous animals without fur, unless approved by the principal. If an aquarium is kept, it must be clean and free of odors at all times. Arrangements must be made to feed any pets over vacation periods. Service animals are permitted.

Teachers, students and staff are responsible for classroom safety and are to observe safe practices at all times.

## EGRESS

Aisles and walkways must be clear of furnishings, books, stored materials or other objects with a pathway of at least 36" wide. Doorways must be clear of obstructions and allow unrestricted travel in the event of an emergency. Teachers, paraeducators and students should be continually aware of the risk and prevent unsafe storage of materials.

## CHEMICAL AND MATERIAL SAFETY

Eyewash stations and drench showers are located in several areas throughout the building where there is a potential of eye injury from chemicals or other materials. Teachers and students are encouraged to become familiar with the use of eyewash stations/showers and their locations. Eyewash stations and emergency showers must be kept ready for use at all times and any damage or unsafe conditions should be reported to the facilities manager at once. Everyone is responsible for the safe use of chemicals and students are to be supervised at all times when handling potentially hazardous materials.

## EMERGENCY PLANNING & DRILLS (Policy EBCB)

**Emergency Plan** - Staff are expected to review the emergency plan at the start of the school year and be familiar with the roles and responsibilities included within the emergency plan. This includes familiarity with our entry system and "panic" buttons located throughout the school.

**Drills** - Drills must be held monthly during the school year, with the first drill held within the first 30 days of the school year. Two of the drills can be used to practice response to hazards other than fires (bomb threats, earthquakes, etc.). Office and kitchen staff must participate in the drills.

Each classroom has a red emergency backpack which should be located near the door used in the event of evacuations. Teachers need to post an emergency evacuation plan in their classroom and must make sure that all students know what to do in an evacuation.

**Emergency Backpack** - Every classroom is provided an emergency backpack containing basic safety materials and supplies to engage the children in the event of an evacuation. Every teacher is responsible for ensuring that the backpack contains an updated attendance list of all children in the room. Whenever any materials are used from the backpack, the office should be contacted to provide replacement materials. It is recommended for teachers to add games and

other activities to keep students occupied in the event of an extended evacuation

**Evacuation** - Evacuations should be quick and orderly. Windows and doors to the classroom are to be closed. For classrooms without a door leading directly outside, a teacher must be at the front of the student line to be sure they are led safely out of the building. The teacher handbook contains a map outlining where each classroom should evacuate to. Everyone is to move quietly away from the building. Teachers are required to bring class lists and to take attendance and be able to account for any missing students. If all students/staff members are present, then a green card should be held up. If any student/staff member is absent, then a red card should be held up. The principal or designee will approach and help locate lost individuals. The building may only be repopulated after the all-clear sign has been given.

## VISITORS (Policy KI)

All persons, other than staff and pupils enrolled in the school, who may come to the school for any reason during the school day are considered visitors and must report and sign in at the school office. If a staff member observes a student or adult visitor not wearing a visitor badge, report this to the main office immediately. Student visitors must have prior approval from the principal and grade level teachers before their visit. All guest speakers need to be approved by the principal before being asked to speak. Pets are not allowed to visit our schools. (Refer to Policy IMG, Animals in the Classroom.) If there is a project or lesson that needs an animal to be present, teachers need to see the principal for approval.

Access to the school will be granted only after first contact is made between the office staff and the person requesting to come in. Visitors must state their business to the office staff to be allowed access to sign in and obtain a visitor pass. Do not hold the door to let visitors into the building. Outside doors must remain locked at all times during school hours.

## VALUABLES

Please be careful with your valuables. Do not leave your cash, credit cards, jewelry, and other items unattended in the classroom or elsewhere. Cash must never be left in the classrooms. Each day, any collected money must be brought to the main office with the purpose clearly marked and given to the principal's secretary. A receipt will be issued for the money so you have a record of what was submitted.

## TRANSPORTATION & PRIVATE VEHICLES

SAU 24 school districts will provide school authorized transportation to and from extracurricular activities according to the following guidelines.

School authorized transportation will be provided:

- Following school-sponsored morning events when the students need to be transported directly to school for the beginning of the school day; (Example: athletic practice)
- To school sponsored afternoon events when the students are transported directly after the school day ends; (Example: math meet)
- During the school day as part of an academic program or co-curricular activity; (Example: field trips)
- To and/or from school sponsored events outside the school day as directed by the coach or advisor; (Example: Saturday away soccer games)

Parents and school employees may drive students as part of school authorized transportation within the policy guidelines.

Employees of the school district may not use their cars to transport students aside from school authorized transportation.

Parents or employees of the district may drive students as part of school authorized transportation providing that:

- Proof of license is on file with the main office;
- Proof of adequate insurance is on file with the main office;
- Permission of the principal or his or her designee is obtained no later than the morning of the event;
- Permission of the parents/guardians of the students being transported is obtained in advance.

## **ACCIDENT REPORTS**

Any accident must be reported immediately to the principal. Even minor accidents that do not cause any immediate disability must be reported to the secretary or principal. All staff members are asked to fill out an Emergency Information Card prior to the start of school each year.

## BUSINESS OFFICE

### BUDGET AND ORDERING PROCESS

Each fall, teachers are asked to submit budget requests for the following year. These forms help the principal build the budget that is presented to the School Board. After the budget has been approved by the voters in March, teachers will receive an exact amount that can be spent on the requested items. Requests may not exceed the budgeted amount. Teachers will submit requisitions for classroom supplies to the secretary prior to the last day of school. Orders will be reviewed by the principal before they are submitted to the SAU. If there are items that are needed during the school year, a requisition form must be completed and given to the principal for approval. Purchases must be done through a purchase order. Purchases not pre-authorized by the principal may not be reimbursed. Should staff members order on their own without a proper purchase order, they will assume financial responsibility for the payment.

### P-CARD USAGE

The district utilizes Procurement Cards (P-Card) in some instances to make purchases. If you are assigned a P-Card you are expected to follow all rules as set forth in the P-Card Cardholder Manual. Any employee assigned a P-Card or who signs out a P-Card must sign this agreement.

### FUNDRAISING

All fundraising must be organized according to the applicable school district policy and building level procedures.

The principal must approve all fund-raising projects before any plans are initiated as fundraising will be limited. All monies collected need to include an itemized account of any sales. All money is to be turned in to the executive secretary at the end of each school day. No funds may be kept in a teacher's possession overnight (see Money Collection below).

### GIFTS (District Policy GAJ)

The staff may give gifts to the school or to subdivisions of the school, such as the library, athletic department or co-curricular groups. When recognizing student achievement or special student days, such as birthdays, a small gift such as a pencil or sticker is appropriate. No staff member may give expensive gifts to individual students.

Often students or parents want to express their thanks to a teacher. In most cases a letter expressing gratitude and appreciation is more appropriate than a gift. Staff members are not permitted to accept expensive gifts from individual students or families that would interfere with the teacher/student relationship or that would be seen as extravagant by other teachers, parents or community members. Many teachers will request that parents send classroom gifts that all children can use rather than individual teacher gifts.

### MONEY COLLECTION

Money collected for field trips and fundraisers must be handled according to the following procedures:

1. No money, cash or checks, may be left in any classroom overnight. Any money collected **MUST** be turned in personally to the executive secretary each day accompanied by a completed Activity Account Deposit form.
2. All field trips are expected to be self-funding. Make sure when developing the cost of the trip that you allow extra for students who do not pay, for bounced checks and to pay for chaperones.

## **REIMBURSEMENTS**

Purchases and reimbursements for supplies must receive prior approval from the building principal or SAU administrators. Payments for Henniker, John Stark, and Weare School Districts are processed twice a month and for Stoddard School District once a month.

## EMPLOYMENT PROCESS

### EQUAL OPPORTUNITY EMPLOYMENT/NON-DISCRIMINATION (POLICY GBA)

The district will recruit, consider, and employ candidates without regard to gender, sexual orientation, marital status, race, color, religion, nationality, ethnic origin, age, disability, or genetic information, and who meet the physical and mental requirements and have the education, training, and experience established as necessary for the performance of the job. When there are opportunities for promotions and qualifications are equal, consideration will be given first to district employees. Equal opportunity applies to all employees of the district. All members of the school community shall learn and work in a safe, healthy, and positive school environment.

### CONDITIONS OF EMPLOYMENT (POLICY GBCD)

All new employees are required to start the employment process in the superintendent's office and complete the required new-hire paperwork for conditional employment with the HR department. The new employee will be given paperwork to complete, and instructions on how to set up their background check. When the employee brings back the paperwork to HR upon completion the HR department will notify the proper school/IT tech that the employee is ready to start.

- a. *Criminal History Records Check (including fingerprinting)* - In accordance with RSA 189:13-a, all school district personnel shall complete a criminal history records check that includes fingerprinting. The Henniker, John Stark, and Stoddard School Districts will assume the full cost of the criminal records check. The Weare School District will assume the cost for Substitutes. Other prospective employees of Weare will assume the cost associated with the criminal records check. The final offer of employment is subject to a successfully completed criminal history records check. (Refer to Policy GBCD). The process is as follows:
- b. *Pre-Employment Medical Examination* - In accordance with RSA 200:36, all school district personnel are required to have a pre-employment medical examination by a licensed physician. A form will be provided by the human resources office. The examining physician shall supply the district with a written recommendation indicating that the employee is medically capable of performing the designated assignment. The pre-employee will assume the full cost of the medical examination.
- c. *State Certification* - In accordance with NH State Law and NH Department of Education Rules and Regulations, all professional staff shall be state certified or eligible for state certification. As a condition of employment, the professional staff will provide evidence of state certification or eligibility. The employee will assume the full cost of state certification.

### PROFESSIONAL STAFF ORIENTATION

SAU 24 provides two days of staff orientation and a third school-provided orientation day to newly hired professional staff members prior to the start of each school year. The goal of orientation is to familiarize each new staff member with the current policies, procedures, and expectations in SAU 24. New professional staff are assigned a mentor for their first two years in the SAU.

### RIGHT TO WORK/OR PROOF OF US CITIZENSHIP

Federal regulations require that within three (3) business days of becoming employed, all employees must complete and sign the Federal Form I-9, Employment Eligibility Form, and present documents of identity and eligibility to work in the United States. This information will be provided during the new employment process.



## PERSONNEL FILES

Each employee's file will be housed at the SAU office and consist of an application of employment and references, records and information relative to compensation, payroll deductions, evaluations, and other such information as may be considered pertinent.

## RESIGNATIONS

At-will employees who intend to resign from their position must submit a letter of resignation at least two weeks prior to the last day of work. In the case of at-will employees intending to complete the year but not return, the earlier the principal is notified the better as it allows for ample time to secure replacement. Professional staff who sign a contract are expected to fulfill the length of the contract.

## EXIT INTERVIEWS

In our effort to continue to improve as an organization, we provide outgoing employees with opportunities to share their insights and feedback. Employees who share that they plan to leave SAU 24 will be sent a confidential [Exit Survey](#). There is also the option of meeting with Human Resources or the superintendent for an exit interview. Contact the SAU 603.428.3269 to schedule an appointment.

## RELATED POLICIES

In addition to the policies referenced above, please review the following related policies for your school district.

GADA - Employment References and Verification

GCF - Staff Hiring



# BENEFITS

## GENERAL

Due to the extent and scope of the school district's benefit program, the information in this section is summary in nature. Employees are responsible for becoming familiar with the full scope of policies and procedures for insurance plan(s) in which they are enrolled. Information materials and enrollment forms are available at the superintendent's office. Questions should be directed to the Human Resource Benefits Specialist.

## ANNUAL OPEN ENROLLMENT

Annual open enrollment for existing employees is held during June for the plan year of July 1<sup>st</sup> to June 30<sup>th</sup>. Employees may make changes to their individual benefit program during the open enrollment period only. Changes can be made throughout the year following qualifying events such as marriage, divorce, birth, death, spouse's job loss, etc.

## QUALIFYING EVENTS FOR BENEFIT CHANGES

Once benefits have been selected during the enrollment period, changes can only be made due to qualifying events. These events include marriage, divorce, death of a spouse, the birth/adoption of a child, a child ceasing to qualify as a dependent, an employee's decrease in work hours and/or change in job position, or a spouse's change in employment or insurance status. When qualifying events occur, employees are responsible for notifying the Human Resource Coordinator as soon as possible, but at least within thirty (30) days of the event date, so that appropriate paperwork and payroll adjustments can be processed in a timely manner. If the Human Resource Coordinator is not notified within 30 days, no changes can be made until the next open enrollment.

Benefit forms must be completed and returned to the SAU office prior to the first of the month in order for benefits to be activated for that month. This process is dictated by the SAU's insurance carrier. If forms are not returned as stated above, insurance coverage may not be activated until the next first of the month following the submission date of the required paperwork.

## FAMILY MEDICAL LEAVE (Policy GCCBC)

SAU 24 recognizes the importance of personal and family responsibilities and provides time away from work to eligible employees in accordance with the Family and Medical Leave Act of 1993 (FMLA). Accordingly, this policy entitles eligible employees to either a maximum of 12 weeks of unpaid leave during a 12-month period.

**Eligibility** - To be eligible to apply for FMLA, the employees must have worked for SAU 24 at least 12 months, worked at least 1,250 hours in the 12 months preceding the leave, and worked at a site with at least 50 employees within 75 miles to be eligible.

**Qualifying Events** - SAU 24 will grant eligible employees a maximum of 12 weeks of unpaid family medical leave if the employee follows the procedures in this policy and requests the leave for any of the following reasons:

- 1) The birth of the employee's child if the leave is completed within twelve (12) months of the date of birth of the child.
- 2) The placement for adoption or foster care of a child with the employee if the leave is completed within twelve (12) months of the date of placement of the child.
- 3) To care for an eligible family member if that individual has a serious health condition.
- 4) The employee has a serious health condition that makes it impossible for the employee to perform the essential functions of his or her job.

- 5) Any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on covered active duty.

SAU 24 will grant eligible employees a maximum of 26 weeks of unpaid family medical leave if the employee follows the procedures in this policy and requests the leave for any of the following reasons:

- 1) A covered service member with a serious injury or illness if the eligible employee is the service members' spouse, son, daughter, parent or next of kin (military caregiver leave).

### **Definitions**

*Family Member* include an employee's spouse, son, daughter, and parent. A son or daughter is any child under 18 who is the biological; adopted or foster child of the employee; for whom the employee supervises on a day-to-day basis and for whom the employee is financially responsible. A son or daughter is also any child over 18 who is incapable of self-care because of a mental or physical disability. A parent is the biological parent of the employee, or one who stood in the place of the biological parent when the employee was a child.

*Serious Health Condition* is defined as an illness, injury, impairment or physical or mental condition that involves:

- in-patient care in a hospital, hospice or residential medical care facility
- incapacity for more than three full calendar days with continuing treatment by a healthcare provider
- incapacity due to pregnancy or prenatal care
- incapacity or treatment for a chronic serious health condition

**Requirements** - To request family or medical leave, you are required to give notice of the need for leave at least 30 days in advance of the start date of the leave *if* the need for leave is foreseeable.

To request family or medical leave, contact the Human Resource Coordinator for a Request for Medical Leave form or see your building secretary. Fill out the form and return it to the Human Resource Coordinator.

Employees must apply any accrued paid vacation, personal or sick leave to family medical leave. Any remaining family medical leave time left after the exhaustion of other leaves will be unpaid leave. Employees may take leave intermittently.

SAU 24 requires employees to report periodically to their supervisors and/or the Human Resource Manager as to their leave status and their return to work, once known.

**Medical Certification** - SAU 24 will require employees to obtain a medical certification from the health care provider who is treating the employee or the employee's family member.

Employee's may obtain this certification form from the Human Resource Manager.

SAU 24 may require a "fitness for duty" certification upon the employee's return to work, if leave was taken for the employee's own serious health condition.

**Spouses' Combined Leave** - Spouses who are both employed by the same school district are jointly entitled to a combined total of 12 weeks of leave for the birth or placement for adoption of foster care of a child or the care of a sick parent

### **Employer & Employee Notice Obligations**

1. Sample Poster - Please find in your respective buildings, the area designated for posted EMPLOYEE RIGHTS AND RESPONSIBILITIES UNDER THE FAMILY AND MEDICAL LEAVE ACT.
2. Employers must notify employees of their rights and responsibilities under the Family Medical Leave Act. The form WH-381 NOTICE OF ELIGIBILITY AND RIGHTS AND RESPONSIBILITIES will be completed by the employer within 5 days of becoming aware of request for leave.

3. Employers must notify employees in writing that their leave is being designated as FMLA using form WH-382 DESIGNATION NOTICE.

## INSURANCE BENEFITS

Full-time staff members are eligible for benefits per their employment contract. Each plan year, the SAU office receives health and dental insurance renewal rates. This information will be communicated to employees on a yearly basis prior to and/or during open enrollment. All insurance premium payments shall be prorated for professional staff members who work less than full-time. Pro-ration is defined as equal to the percentage of time worked in the SAU. Employees may elect to pay the premium difference not paid by the SAU or may not select benefit coverage.

### ***BENEFIT ELIGIBILITY FOR CHILDREN 19 TO 26 YEARS OF AGE***

Effective with the health plan year 2011, a provision under the Patient Protection and Affordable Care Act (ACA) requires an expansion of eligibility for coverage of dependent children through the age of 26. As a result, dependents will be eligible through age 26 regardless of student status or state residency. ACA also allows these dependents to be covered if they are married; however, the law does not require coverage to be extended to a dependent's spouse.

Dependent children who are currently eligible, but are not enrolled, may not be enrolled on their parent's coverage until the July 1 open enrollment period.

Approximately two months prior to a covered dependent child reaching age 26, HealthTrust will notify the SAU of the impending termination of coverage for the dependent. In addition, HealthTrust will send a COBRA Continuation Coverage Election Notice to the dependent. Coverage for the dependent will automatically be terminated at the end of the month in which they turn 26.

The rules also prohibit a plan or the SAU from charging a different premium, or from varying benefits or other terms of the plan, to this particular group of dependents unless the differences apply uniformly to all dependent children.

If you have questions, please contact HealthTrust's Member Services Department at 1-800-527-5001.

## DENTAL INSURANCE

The SAU offers a Delta Dental Plan to eligible employees through the HealthTrust. The dental insurance premium rates and plans offered by the SAU are subject to change. Employees will be notified of any change in the rates, plans, and/or insurance carrier. The SAU percentage payment for each dental insurance plan is determined by employment contract or by collective bargaining agreement if applicable. The dental insurance plan is also subject to open enrollment and qualifying events.

## HEALTH INSURANCE

The SAU's current health insurance carrier is Anthem Blue Cross/Blue Shield Access Blue New England or Lumenos through HealthTrust. Plan choices and cost information will be made available annually with your contract packet.

The health insurance premium rates and plans offered by the SAU may change subject to collective bargaining and other such constraints. Employees will be notified of any change in the rates, plans, and/or insurance carrier.

Each employee is expected to pay for a portion of his/her health insurance costs. The SAU percentage payment for each health insurance plan is determined by employment contract or by

collective bargaining agreement, if applicable. Employees who terminate prior to the beginning of the school year will be responsible for 100% of the cost of the premium.

## INSURANCE BENEFIT DEDUCTIONS

The employee's cost of elected insurance benefits will be deducted from the employee's paychecks over the plan year. Any failure on behalf of the employee to pay for required premiums may result in cancellation of insurance coverage.

## LIFE INSURANCE

The SAU may offer a term life insurance plan to eligible employees working more than 20 hours per week. Eligibility is determined by employment contract or by collective bargaining agreement, if applicable. Employees are responsible for completing the required paperwork and maintaining current beneficiaries on file at the SAU office.

## LONG TERM DISABILITY

Long term disability may be available to all employees at the employer's expense, subject to the insurance provider's rules and regulations. Eligibility is determined by employment contract or by collective bargaining agreement, if applicable.

## OPTION TO CONTINUE HEALTH/DENTAL INSURANCE COVERAGE

Employees who are eligible for retirement per the NH Retirement System may elect to continue their health and/or dental benefits as long as the Group Plan is in effect at the time of retirement and the SAU plan permits such continuation. The employee is required to pay the full monthly cost of their elected insurance premium(s). Any failure on behalf of the employee to pay for required premiums may result in cancellation of insurance coverage.

Employees who are retiring should contact the Human Resource Coordinator sixty (60) days prior to the date of retirement to discuss benefit options and to complete the appropriate paperwork. The NH Retirement System has discontinued the medical subsidy for new retirees. Questions should be directed to the NH Retirement System by calling 603-410-3500.

## PAYROLL

**CHANGE OF NAME AND/OR ADDRESS** - All employees with name and/or address changes are required to notify the school principal's office and the SAU 24 Human Resource Benefits Manager. Name or address changes will impact payroll, New Hampshire Retirement, and other benefits and, therefore, should be reported as quickly as possible.

**COMPENSATION** - The superintendent will determine the annual salary for all new staff, conferring with the collective bargaining agreement and building principals, if applicable.

**NH RETIREMENT** - Employees who are planning to retire should schedule a counseling appointment with NHRS prior to the actual retirement date. In order to receive pension benefits, employees must file with NHRS no sooner than 90, but no less than 30 days before the date of retirement.

Employees who leave the SAU and are not planning on retirement, should contact NHRS no sooner than 30 days after termination to discuss a refund or rollover of the employee's contribution. Employees are responsible for updating current addresses and beneficiary information on file with the NH Retirement System. Forms may be obtained by contacting the Human Resource Coordinator.

**SECTION 403(B) ACCOUNTS (TAX SHELTERED INVESTMENT INSTRUMENT OPTIONS)**

- The SAU currently offers an automatic payroll deduction service for employees who wish to save money for investment or retirement purposes. This program is voluntary. If you are interested in starting a 403(b) please contact Human Resources for an enrollment packet with the list of accepted 403(b) providers. Contributions are subject to limitations under Section 403(b) and deductions will be excluded from federal income tax. It is important to note that the SAU is not licensed to sell or qualified to give advice on 403(b) plans.

Due to legislative action, plan providers are limited to those approved by the SAU. A list of approved providers is available from Human Resources. The SAU holds no responsibility for the selection of the employee's financial institution and the return on the employee's financial investments. It is understood by the SAU and the employee that the 403(b) voluntary benefit authorized by the employee indemnifies and holds harmless the SAU against any and all actions, claims and demands whatsoever that may arise from the employee's participation in the 403(b) plan.

Interested employees must establish an account with a broker or investment institution directly. Once an account is established by the employee, the employee should submit a signed payroll authorization form providing the necessary payroll deduction and payment information as well as authorizing the deduction. Upon submission of a payroll authorization form an additional form from the districts' 3<sup>rd</sup> party administrator (Omni Group) will be sent to the employee to complete and sign. This form must be completed and sent to the payroll department before payroll deduction begins.

**PAYCHECK DISTRIBUTION** - Questions regarding payroll advice, direct deposit, payroll deductions, employment verification, and payroll practices should be directed to the Payroll Specialist at the SAU office. Payroll advice is processed and distributed every two weeks and distributed by the building secretary on the Thursdays of payroll weeks. Paycheck distribution schedules are available upon request from Payroll or Human Resource.

Payroll advice will include information regarding compensation, deductions, and accrued leave, personal leave, and vacation time allotments. The employee is responsible for reviewing his/her payroll advice to verify accuracy of information.

**PAYMENT OPTIONS** - Professional staff members may select one of three options for receiving payments: 21 payments, 26 payments, or 26 payments with a holiday check in November. This form is located in the contract packet. Please decide carefully as the number of payments selected cannot be changed once the fiscal year has begun. If a payment selection is not received, the Payroll Specialist will assign a 21 payment plan.

**PAYROLL DEDUCTIONS/DIRECT DEPOSIT** - All personnel will have appropriate payroll deductions including federal income tax and social security. Please see the Payroll Specialist or Human Resource Benefits Manager for other deductions including dues, health insurance premiums, etc.

Direct Deposit is available and subject to individual bank policies. Direct deposit forms are available through the building secretary or the SAU office. Once the Payroll Specialist or Human Resource Manager receives a direct deposit form, it is effective immediately. Please check your bank account each pay period to ensure the deposit process has occurred properly. Please make the Payroll Specialist or the Human Resource Manager aware of any changes or cancellations of your direct deposit bank account as a closed account could cause a significant delay of funds available.

**SECTION 125 BENEFIT PLAN** - The SAU offers a Federal Section 125 Benefit Plan. In doing so, the SAU offers employees special tax considerations for the payment of insurance premiums. Insurance premiums paid by the employee can be made on a pre-tax basis, only if the employee completes the flexible enrollment form. Section 125 applies to all professional staff. Hourly

employees must work at least 25 hours a week to be eligible for this benefit.

## **FOOD SERVICE PROGRAM**

The District provides a food service program for students and staff. All staff are expected to pay (and not charge) for all meals, ala carte, drinks, and snacks. Requests for student prices will not be honored. Staff and students are not permitted in the kitchen area per the Federal food code unless prior authorization by the Food Service Director/Kitchen Manager. Please use the serving window areas or phone if you need assistance. All staff must follow building procedures for accessing/using the school kitchen.



## APPENDIX A

### ANNUAL NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older (“eligible students”) certain rights with respect to the student’s education records. These rights are:

1. The right to inspect and review the student’s education records within 45 days after the day the school receives a request for access.

Parents or eligible students will submit to the School principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

Parents or eligible students may ask the school to amend a record by writing to the school principal, clearly identifying the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official may also include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student’s enrollment or transfer. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]



4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

See the list below of the disclosures that SAU 24 schools may make without consent.

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) – (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal - or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To State and local officials or authorities to whom information is specially allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))

- Information the school has designated as “directory information” under §99.37. (§99.31(a)(11))

#### DIRECTORY INFORMATION PUBLIC NOTICE

SAU 24 Directory Information includes the following:

- Name of student
- Town of residence
- Weight and height of athletes
- Field of study, courses taken
- Participation in officially recognized activities or sports
- Date of attendance, degrees and awards
- The most recent previous school attended

An SAU 24 school district will release such directory information at its discretion to external sources without prior written consent of the student’s parents/eligible student unless the parents/eligible student has provided a written request that is received by September 15 of each school year that all or part of that directory information be withheld. This right to opt out is limited by §99.37(c).

*Re-adopted: 4/30/12 SAU Board*

## **APPENDIX B**

### **ANNUAL NOTIFICATION OF POLICY GBEF AND APPENDIX GBEF-R EMPLOYEE USE OF SCHOOL DISTRICT-ISSUED DEVICES AND INTERNET ACCESS FOR STAFF**

The School Board recognizes the value and importance of a wide range of technologies. The District provides faculty, employees, and administrative staff access to technological devices, software systems, and network and internet services to support job responsibilities, research, and education. The Board expects staff to blend thoughtful use of these educational avenues throughout the school experience and provide guidance and instruction to all students in the appropriate use of these resources. The District will provide ongoing professional development and access to information technologies to assist the staff in meeting the District's goals and instructional skill level expectations. All components of technology use shall be used in ways that are legal, respectful of the rights of others, and protective of students to promote the educational objectives of the District.

The Superintendent establishes rules for Acceptable Internet Use Procedures (GBEF-R). Inappropriate use of technology and/or resources may result in a cancellation of the staff member's user privileges, disciplinary action, and/or legal action in accordance with law, Board policy, and administrative regulations.

This policy and the accompanying regulations also apply to district devices issued directly to staff, whether in use at school or while off school premises. Employees are provided with district computers/devices to fulfill their job responsibilities. Privately-owned smart-phones or authorized computers/devices will have access to the non-secured school network only (i.e. guest network). Personal devices shall not be used to communicate student information unless information is stored on a district or SAU approved web-based cloud. No employee shall store student information on personal devices.

#### **Personal Use of District Technology and Systems**

The District's computers/devices, software systems, network and internet services are provided for purposes related to school programs and operations, and performance of employees' job responsibilities. Incidental personal use of district computers/devices is permitted as long as such use: 1) does not interfere with an employee's job responsibilities and performance; 2) does not interfere with system operations or other system users; and 3) does not violate this policy and the accompanying regulations, or any other Board policy/procedure or school rules. Use of district technology by other non-district employees (i.e. family members) is strictly prohibited.

#### **No Expectation of Privacy**

The District's computers/devices, software systems, networks, and internet services remain under the control, custody and supervision of the District at all times. The District reserves the right to monitor all computers/devices, email and internet activity by employees, whether accessed on or off school premises. Employees have no expectation of privacy in their use of District computers/devices, software systems, networks and internet services. All email messages or files on District software systems (local or cloud-based), including files created by an employee, are the property of the District, and the contents are subject to review at any time for any reason.

#### **Notification of Policy and Rules**

Employees shall be informed of this policy and the accompanying regulations through faculty handbooks, and/or other means selected by the Superintendent.

#### **Implementation and Regulations**

The Superintendent and his/her designee is responsible for implementing this policy and the accompanying regulations. Additional administrative procedures or school rules governing the day-to-day management and operations of the District's computers/devices, software systems and network may be implemented, consistent with Board Policies and rules.

### **Legal References:**

RSA 189:65-68-a, Student and Teacher Information Protection and Privacy

RSA 194:3-d, School District Computer Networks

47 U.S.C. §254, Requirements for Certain Schools – Internet Safety

20 U.S.C. §6777, Enhancing Education through Technology – Internet Safety

## **Appendix: GBEF-R**

### **ACCEPTABLE INTERNET USE PROCEDURES**

#### **Purpose**

The purpose of the Acceptable Use Procedures is to provide the procedures, rules, guidelines, and the code of conduct for the use of technology and the Internet.

#### **Definition**

The definition of "information networks" is any configuration of hardware and software which connects users. The network includes, but is not limited to, all of the computer hardware, operating system software, application software, stored text and data files. This includes electronic mail, local databases, externally accessed databases, CD-ROM, recorded magnetic or optical media, clip art, digital images, digitized information, communications technologies, and new technologies as they become available. Stand-alone workstations are also governed by this acceptable use procedure.

#### **The School District Services**

The School District provides resources for teaching and learning, communication services, and business data services by maintaining access to local, regional, national, and international sources of information. The School District information resources will be used by members of the school community with respect for the public trust through which they have been provided and in accordance with policy and regulations established by the School District. These procedures do not attempt to articulate all required for proscribed behavior by its users.

Successful operation of the network requires that all users conduct themselves in a responsible, decent, ethical and polite manner while using the network. The user is ultimately responsible for his/her actions in accessing network services.

#### **Guidelines**

1. Access to the networks and to the information technology environment within the District is a privilege and must be treated as such by all users of the network and its associated systems.
2. Information networks will be used for the purposes of research, education, and school-related business and operations.
3. Any system which requires password access or for which the District requires an account, such as the Internet, will only be used by the authorized user. Account owners are ultimately responsible for all

activity under their accounts.

4. The resources of the District are limited. All users must exercise prudence in the shared use of this resource.

## **Unacceptable Use**

The District has the right to take disciplinary action, remove computer and networking privileges and/or take legal action, for any activity characterized as unethical and unacceptable. Unacceptable use activities constitute, but are not limited to, any activity through which any user:

1. Violates such matters as institutional or third-party copyright, license agreements or other contracts. The unauthorized use of and/or copying of software is illegal.
2. Interferes with or disrupts other network users, services or equipment. Disruptions include, but are not limited to: distribution of unsolicited advertising, propagation of computer worms or viruses, distributing quantities of information that overwhelm the system, and/or using a District network to make unauthorized entry into any other resource accessible via the network.
3. Seeks to gain or gains unauthorized access to information resources.
4. Uses or knowingly allows another to use any computer or computer system to devise or execute a scheme to defraud or to obtain money, property, services, or other things of value by false pretenses, promises, or representations.
5. Destroys, alters, dismantles or otherwise interferes with the integrity of computer based information and/or information resources.
6. Invades the privacy of individuals or entities.
7. Uses the network for commercial or political activity.
8. Installs unauthorized software for use on District computers.
9. Uses a network to access inappropriate materials.
10. Submits, publishes or displays any defamatory, inaccurate, racially offensive, abusive, obscene, profane, sexually oriented, or threatening materials or messages either publicly or privately.
11. Uses a District network for illegal harassing, vandalizing, inappropriate or obscene purposes, or in support of such activities.

## **School District Rights**

The District reserves the right to:

1. Monitor all activity. Notwithstanding any related laws, staff members have no expectation of privacy regarding their use on the school district computer network.
2. Make determinations on whether specific uses of a network are consistent with these acceptable use procedures.
3. Log network use and monitor storage disk space utilization by users.
4. Determine what appropriate use is.
5. Remove a user's access to the network at any time it is determined that the user engaged in unauthorized activity or violated these acceptable use procedures.
6. Cooperate fully with any investigation concerning or relating to the District's network activity.

## **School District Internet Code of Conduct**

Use of the Internet by students and staff of the District shall be in support of education and research that is consistent with the mission of the District. Internet use is limited to those persons who have been issued District-approved accounts. Use will be in accordance with the District's Acceptable Use Procedures and this Code of Conduct. Users are expected to abide by the following terms and conditions:

1. Protect their Internet log from others.
2. Respect the privacy of other users. Do not use other users' passwords.
3. Be ethical and courteous. Do not send hate, harassing or obscene mail, discriminatory remarks, or

demonstrate other antisocial behaviors.

4. Maintain the integrity of files and data. Do not modify or copy files/data of other users without their consent.
5. Treat information created by others as the private property of the creator. Respect copyrights.
6. Use any network in a way that does not disrupt its use by others.
7. Do not destroy, modify or abuse the hardware or software in any way.
8. Do not develop or pass on programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system, such as viruses, worms, "chain" messages, etc.
9. Do not use the Internet to access or process pornographic or otherwise inappropriate material.
10. Do not use the Internet for commercial purposes.

The District reserves the right to remove a user's account if it is determined that the user is engaged in unauthorized activity or is violating this code of conduct.

### **School District Internet Access Release Form**

As a condition of my right to use the School District network resources, including access to the Internet, staff members understand and agree to the following:

1. To abide by the District Acceptable Use Procedures and Code of Conduct.
2. That District administrators and designated staff have the right to review, edit and/or delete any material stored on District computers, which they believe, in their sole discretion, may be unlawful, obscene, abusive, or otherwise objectionable. Staff members hereby waive any right of privacy which they may otherwise have to such material.
3. That the School District will not be liable for any direct or indirect, incidental, or consequential damages due to information gained and/or obtained via use of the District's network resources.
4. That the School District does not warrant that the functions of any District network, or any network accessible through District resources, will meet any specific requirements you may have, or that the network resources will be error-free or uninterrupted.
5. That the School District shall not be liable for any direct or indirect, incidental, or consequential damages (including lost data or information) sustained or incurred in connection with the use, operation, or inability to use District networks and resources.
6. That the use of the District network(s), including access to public networks, is a privilege which may be revoked by network administrators at any time for violation of the Acceptable Use Procedures and Code of Conduct. The School District will be the sole arbiter(s) of what constitutes violation of the Acceptable Use Procedures or Code of Conduct.
7. In consideration for the privilege of using the School District network resources and in consideration for having access to the public networks, I hereby release the School District, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my use, or inability to use, the District network resources.