

2019-2020 RAYMOND SCHOOL DISTRICT EMPLOYEE HANDBOOK



Approved June 19, 2019

Raymond School District

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To: Raymond School District Employees
From: Tina McCoy, Superintendent
Date: July 2019
Subject: Employee Handbook Revisions

I am pleased to present the revised Raymond School District Employee Handbook, with revisions effective July 1, 2019. The intent of this memo is to provide a brief summary of the significant changes that were made to the handbook. As this was the first year that our new employee handbook was put into practice, we anticipated a number of changes, and we hope to continue to improve the handbook each year. As always, please feel free to let your immediate supervisor or me know if you have any suggestions or concerns.

The complete Employee Handbook can also be found on our website under *Human Resources*.

- Page 3 – New employees will be required to complete A.L.I.C.E. training as part of their induction process, and all employees will receive annual refresher training.
- Page 3 – Employees are advised to refer to their individual contracts or collective bargaining agreements for guidance regarding leave benefits, rather than a statement of specific benefits in the handbook.
- Page 5 - Classroom windows *and doors* should be closed and locked at dismissal.
- Page 5, Page 7 – Employees are advised to contact their school's main office for the password to SchoolDude for Facilities or Technology issues.
- Page 6 – Advisement that confidential information should be shared only with employees working directly with a student and on a need-to-know basis.
- Page 6 – Dress Code additions: Employees should dress in professional attire, no ripped clothing.
- Page 6 - Advisement that employee evaluations will be completed at least once per year, possibly more frequently based on the needs of the District or a collective bargaining agreement.
- Page 6 - Employees are advised to refer also to *Scheduling of Events* elsewhere in the handbook.
- Page 7 - If an ID badge is misplaced, contact Todd Ledoux immediately.
- Page 7 - Advisement that special education teachers must obtain a written receipt from each person who has any direct responsibility for implementing an IEP. The Special Education Department will

send IEP's out to classroom teachers prior to the first day of classes. Case managers should consult with the teachers on a regular basis to ensure that the IEP is being fully and properly implemented. School counselors will maintain the 504 and setting up an annual meeting to determine necessary accommodations.

- Page 8 - Advisement that employees are required to complete the *Employee's First Report of Injury Form* immediately after an injury and to submit the form to your supervisor.
- Page 9 – "Certification" is now termed "License," as per the NH Department of Education. New handbook language reflects this change.
- Page 9 - The section on "Mandated Reporting" is now broken out into different areas of reporting. Mandated Reporting of Child Abuse and Neglect begins on page 9. Mandated Reporting of Suspected Bullying begins on page 11. A new section, Mandated Reporting of Safety and Security Issues, can also be found on page 12.
- Page 12 - Meals - We've provided information for employees who may choose to donate to the school lunch fund.
- Page 13 - Advisement that new employees will receive induction materials as part of their orientation to the District, and new teachers will attend a ½ day new teacher training.
- Page 13 - Notice that official personnel files are only found in the Human Resources Department at the SAU; there are no other personnel files anywhere else in the District.
- Page 13 - We've removed reference to the first paycheck for school year employees being for the two weeks prior to that date, as this may or may not be true dependent on the calendar that year.
- Page 13 - New *Scheduling of Events* section added. Employees must review the Events Calendars on our website prior to scheduling an event to ensure no conflicts.
- The following policies located at the back of this handbook have been updated to the newly revised versions approved by the School Board:

AC	Non-discrimination
ADB	Drug-Free Workplace/Drug-Free Schools
EIF	Wellness Policy
JICDA	Student Safety and Violence Prevention - Bullying and Cyberbullying

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AC-R	Title IX Grievances
ADB	Drug-Free Workplace/Drug-Free Schools
EBAA	Slips, Trips, and Falls Prevention
EGA-R	Acceptable Use Procedures Staff
EIF	Wellness Policy
GBE	Employee Rights and Responsibilities
GBEBB	Employee Student Relations
GBEBD	Employee Use of Social Networking Websites
JICDA	Student Safety and Violence Prevention - Bullying and Cyberbullying
JICFA	Hazing
JICH	Drug and Alcohol Use by Students
JLF	Reporting Child Abuse

This Employee handbook contains guidelines and general information concerning policies, procedures, work rules and other matters pertaining to employees of the Raymond School District. This handbook is not intended to include or set forth all of the Policies, rules, procedures, or standards that govern the conduct of employees. The Raymond School District's current policies are available on the District's SAU website: www.sau33.com. The contents of the employee handbook, policies, rules and procedures may be modified, deleted or changed at any time by the Raymond School District without notice to or approval by employees.

If any information contained in this handbook is inconsistent with any policies, or with any applicable law, regulation, collective bargaining agreement, or individual contract, the policy, law regulation, collective bargaining agreement, or individual contract shall control. However, in the event of any conflict between the provisions of this handbook and any prior handbook, manual or practice of the District, the provision of this handbook shall prevail.

SCHOOL DISTRICT MISSION AND BELIEFS

Mission

The Mission of the Raymond School District is to ensure high levels of learning for all. Through innovation and collaboration with our community, we will encourage and challenge each student with a rigorous and relevant program.

Vision

Uniting our school district and community to prepare students for future success; *ready for anything!*

Beliefs

We believe:

1. Acquiring and applying knowledge and skills is a lifelong collaborative process.
2. Each student must be valued, challenged and encouraged.
3. Each student will excel by engaging in diverse, rigorous and relevant experiences.
4. Innovation in teaching practices is essential to student success.
5. Service to community engenders pride, ownership and a sense of belonging.
6. Community support and engagement is essential to students' academic success and personal growth.
7. Students will acquire and apply thinking and problem solving skills that are creative and adaptive for success.
8. We must ensure a safe environment for all.
9. Our school community values a positive attitude, hard work, high expectations, a shared vision, and effective communication.
10. We are committed to preparing our students to assume their roles as productive, responsible citizens.
11. Strong student-teacher relationships are the foundation of all meaningful learning.
12. Our core purpose is to ensure high levels of learning for all students to foster unlimited opportunities.
13. Strong teacher-parent relationships are essential for students' academic success.

A.L.I.C.E.

Raymond School District has adopted the A.L.I.C.E. method of response to an active shooter/violent critical incident. (**A**lert, **L**ockdown, **I**nforn, **C**ounter, **E**vacuate) All new employees are required to complete an introductory online training as part of their induction activities, as well as a physical training component. All employees throughout the District will receive refresher training annually.

Attendance and Leave

All District employees are expected to demonstrate dependability, consistent attendance, and punctuality. Employees are expected to report to work on time and to work their scheduled work days and hours unless they are using available accrued leave.

If an employee is going to be late or absent from work, they must log into Frontline Absence Management (formerly Aesop) to add their absence as soon as possible but no later than one half hour before the start of the absence. If an employee is unable to add their absence online, they must call into their school to talk to their supervisor or the building principal. Note that employees will not be able to add an absence into the Absence Management System if no leave time is available to them; approval must be obtained directly from the building administrator. In an emergency situation the employee must make every reasonable effort to inform his or her supervisor of this absence. Documentation from a medical provider stating the reason for the absence is required as per the collective bargaining agreement or individual contract.

A teacher is responsible for providing clear lesson plans and other materials so that a substitute will be able to carry on during the teacher's absence. There may be occasions when you will not be present and the regular lessons you have planned are not suitable for delivery by the substitute teacher. To prepare for such a circumstance, emergency lesson plans need to be included in your substitute folder. These plans should be activities that anyone could present to students and are fairly simple to execute.

Paraeducators are responsible for leaving notes and/or documents that will provide enough information to allow substitutes to properly serve the students they are assigned to throughout the school day.

Failure to add absences to Frontline Absence Management, failure to call your supervisor or building principal when absent (if applicable), tardiness, leaving before the end of the school day, or failure to sign out may constitute breaches of your employment agreement and may be grounds for disciplinary action including, and up to, separation from employment.

In the case of cancellation due to weather, all employees are to use their best judgment with respect to safety. Year round employees are expected to work their regular scheduled hours unless other notification is made. School year employees are not expected to work a full day when there is a delayed opening or early release but will be paid for the full day. School year hourly employees will not be paid when the District closes school for a full day. This day will need to be made up at the end of the school year. Employees who have a scheduled absence for a snow day will have that accrued leave day cancelled in Frontline Absence Management. Employees with a scheduled absence on a delayed opening or early release day will not have their absence cancelled in Frontline Absence Management.

Leave Benefits

Employees have the right to take leave time under certain circumstances. Each employee must refer to their individual contract and/or collective bargaining agreement.

Sick Bank

Union members may be able to participate in sick bank per their collective bargaining agreement.

Jury Duty

Employees will be paid for work time lost due to jury duty minus any compensation received for such services. Satisfactory proof of such service and compensation must be submitted to the Human Resources Department to warrant payment. If such proof is not provided, the compensation previously paid to employee for days missed will be deducted from the last pay periods of the fiscal year.

Leave of Absence under the Family and Medical Leave Act (FMLA)

Consistent with the Federal Family and Medical Leave Act of 1993, the School District recognizes that eligible employees have access to unpaid family and medical leave up to twelve (12) weeks during any twelve (12) month period. To be eligible for family or medical leave, an employee must have been employed for at least twelve (12) months, have worked at least 1,250 hours during the prior twelve (12) months and be employed at a work-site where at least 50 employees are employed by the District within a 75-mile radius of that work-site (see full policy at the end of this handbook). The employee must also have the physician fill out and submit the Certification of Health Care Provider for Employee's Serious Health Condition or Certification of Health Care Provider for Family Member's Serious Health Condition.

Under the FMLA, leave may be granted for (1) a serious qualified health condition of the employee; (2) in order for an employee to care for a spouse, child, parent who has qualified health condition; (3) the birth and/or care of a newborn child; or (4) placement of a foster/adoptive child. FMLA also provides certain military family leave entitlements such as FMLA leave up to 26 weeks in a twelve (12) month period to care for a covered service member with a serious injury or illness.

The employee shall notify the Human Resources Department of his/her request for FMLA leave at least thirty (30) days prior to the date when the leave is to begin. If such leave is not foreseeable, then the employee shall give such notice as is practical.

FMLA leave runs concurrent with accrued sick, personal and/or vacation leave. In the case of birth and/or care of a newborn child, the employee will need to take their accrued leave for pay for the period of incapacity in which the physician states on the FMLA certification.

Background Check

The Superintendent shall conduct a thorough investigation into the past employment history, and other applicable background, of any person considered for employment with the District. Persons who have been selected for employment may be hired on a conditional basis, pending a successful completion of the State and FBI Criminal Records Check. No selected applicant for employment shall be extended a conditional offer of employment until the Superintendent has initiated the formal State and FBI Criminal Records Check process and has completed a background investigation.

Care of the Classroom/Workspace

Teachers are responsible for the care of their classrooms and assigned areas and should see that they are kept neat, uncluttered, and clean. Never leave money (or allow students to leave money) on desks, lockers, or in the locker room. Classrooms should be orderly at dismissal and all windows and doors closed and locked.

Teachers are responsible for light housekeeping tasks such as dusting and washing tables and desks in their classrooms. All employees are responsible to keep their own workspaces organized and their personal belongings properly stowed during the work day.

Damage and maintenance reports should be submitted to the Facilities Department via a ticketing program, SchoolDude. Any requests for maintenance assistance, including event setup, furniture requests, telephone assistance, and other general maintenance needs, should be input by creating a ticket in SchoolDude. The link to SchoolDude can be found on our District website under the "Staff" tab. The password for SchoolDude can be obtained from the school's main office.

Communication Radios (Walkie Talkie) Purpose & Protocols

The purpose of using a two-way radio for communication is for staff to get in contact with another staff member when they are not near a phone and they need immediate assistance, in times of urgent need.

Communication Radio Protocols

- Phones are preferred and are the most confidential means of communication and therefore, should be utilized first whenever possible.
- If a student has left a location without permission, if possible, please call on the phone versus saying "student on the run" over the radio.
- Whenever needing to mention a student name over the two-way radio, please use student initials ONLY.
- Two-way radios are not to be used for information conversations. If a conversation needs to happen, please state the phone extension and discuss over the phone.
- Using two-way radios during recess and lunch is appropriate for notifying the office staff and nurse when a student is being sent inside and vice versa.
- Keep in mind that students and other staff members are able to hear what is being said on the two-way radios at all times. It may even be possible for others outside of the school building to hear what is being said.

Communication with Parents/Guardians

Parents have the right to be informed regarding their student's progress. The teacher is in the best position to provide parents with the information they need to help their student be successful. Any contact with parents should be handled in a professional and courteous manner and documented. Frequent communication with parents is the best way to strengthen working relationships and secure the support needed to assist students.

Professional educators should note that *Communication with Parents* is included in Domain 4 of the Danielson Rubric: "The teacher provides frequent information to families about the instructional program and conveys information about individual student progress in a culturally sensitive manner. The teacher makes some attempts to engage families in the instructional program".

Paraprofessionals who receive inquiries from parents about student performance, progress or school functioning should defer the questions to a classroom teacher or other professional (ex. Counselor, special education teacher or administrator).

See also: Student Emails, Names and Family Educational Rights and Privacy Act (FERPA)

Confidentiality

Every student and student's family in the Raymond School District has the right to expect that personal or protected information about that students and the student's education will be kept confidential. This right is also protected by State and Federal confidentiality laws.

District employees are required to preserve the confidentiality of any and all personally identifiable information regarding students. Confidential information should be shared only with employees working directly with a student and on a need-to-know basis.

See also: Student Emails, Names and Family Educational Rights and Privacy Act (FERPA)

Dress Code

Employees are required to dress appropriately in professional attire for the position they hold within the District. Ripped clothing is not acceptable. Employees are further required to use appropriate personal protective clothing and equipment when necessary.

Employees are required to wear safe shoes whenever they are working in an area where heavy objects, machinery, tools or other potential hazards pose an increased risk that foot injuries may occur.

Employee Evaluations

At least once per year, employees will undergo a performance review. Performance reviews may be conducted more frequently based on the needs of the District or as per a collective bargaining agreement. Union employees should refer to their collective bargaining agreements available on the Human Resources pages of our District website.

[Raymond Education Association \(REA\) Collective Bargaining Agreement](#)

[Raymond Education Support Staff \(RESS\) Collective Bargaining Agreement](#)

The evaluation process for all certified staff is found within the Educator Effectiveness Plan, also available on the Human Resources pages of our District website.

Facilities Use After Hours

When school activities are planned outside of schools hours, please plan ahead to allow sufficient time to ensure that you've received prior approval for the group or activity from your building principal or supervisor, and that a meeting space is reserved. Contact your school's main office for specific instructions on how to plan for events and activities outside of school hours. See also *Scheduling of Events*.

Field Trips

Field trips must be applied for three weeks in advance through the principal's office on a Field Trip Proposal Approval Form. Teachers are responsible for sending home forms requesting parental permission. (Use the forms available in the main office.) An Event Volunteer Packet (also available at the main office) must be filled in for all chaperones (10 days in advance). The student:chaperone ratio is no more than 10:1. It is mandatory that a first aid and CPR certified staff member attend each field trip. Follow procedures from your school's main office for field trip planning and approval.

Any overnight or out-of state field trips must have the advance approval of the School Board.

ID Badges

All employees must wear visible identification badges. ID badges should be put on prior to entering the school and can be removed once the staff member leaves the building. If a badge is lost, Todd Ledoux **immediately** to report the missing badge and to obtain a replacement.

Information Technology (I.T.) Assistance

Our I.T. Department uses a ticketing program called SchoolDude. Any requests for I.T. assistance, including equipment needs, setup, moving computers, and technical help, should be input by creating a ticket in SchoolDude. The link to SchoolDude can be found on our District website under the "Staff" tab. The password for SchoolDude can be obtained from the school's main office.

IEP/504 Meetings

- Individualized Education Plans and Section 504 Plans are legally binding documents; every employee with a responsibility to carry out any portion of an IEP or 504 plan must do so diligently and consistently.
- It is the responsibility of the teacher and other employees responsible for implementation to be familiar with all of his/her students' IEPs/504s. It is also the responsibility of the teacher to notify the school counselor (in case of a 504) or the case manager (in case of an IEP) when the student is not making academic or other relevant progress. Special education teachers will also be responsible for obtaining a written receipt from each person who has any direct responsibility for implementing the IEP of the student (i.e. teacher, para-educator, related services provider, etc.)
- The Special Education Department will electronically send out all IEPs to the classroom teachers prior to the first day of classes for students. Case managers should consult with the teachers on a regular basis to ensure that the IEP is being fully and properly implemented and to check on the success of the students.
- The Guidance Department will electronically send out all 504s to the classroom teachers prior to the start of school. The school counselors will be responsible for maintaining the 504 and setting up an annual meeting to determine necessary accommodations.
- 504/IEP meetings should be scheduled at a time when it is as convenient as possible for all members of the team: parents, teachers, counselors, and administration.
- The objective of a 504/IEP meeting is to discuss and potentially improve the student's learning environment. In addition, this meeting is to create a plan as the need arises and not at the end of a marking quarter. A 504/IEP is a tool for a student to reach success in the classroom environment and a fully composed team will be assembled to discuss the right amount of support and services.
- All teacher appraisals for IEP students must be done in a timely fashion.
- In order for student with disabilities to reach success, accommodations and/or modifications must be followed in accordance with individual education plans or Section 504 plans.

Injuries at Work

In the event of a work related injury or illness you are required to report it to your supervisor, school nurse or human resources immediately. Employees are required to complete the *Employee's First Report of Injury Form* immediately after the injury and submit the form to your supervisor. This form may be found in the nurse's office or at www.sau33.com/HumanResources/Safety. Our workers compensation insurance company, Primex, will contact you and may provide a nurse case manager for guidance. Their goal is to assist you in maximum recovery and safe, prompt return to meaningful work.

Your responsibility is to report your injury immediately to your administrator, seek treatment if necessary, and to inform the Human Resources office of the results. If you seek medical treatment, be sure to inform the medical provider to send all medical reports and bills to:

Primex
Attn: Workers' Compensation Claim Department
46 Donovan Street
Concord, NH 03301-2624
Fax-603-228-3833

Your doctor will give you a New Hampshire Workers' Compensation Medical Form, with any restrictions necessary, to bring back to work. Please bring this form to Human Resources and your administrator. We will discuss the physician's restrictions with you and place you in temporary alternative duty, if necessary. Your nurse case manager works as a resource for all parties.

The staff at Primex would be pleased to answer your questions and concerns about your medical care or the workers' compensation system. You may call them at 1-800-698-2364.

Slips, trips and falls are among the leading cause of injury and lost work time to employees. The Raymond School District and its employees need to be proactive in managing the risks associated with slip, trip and fall conditions. It is the policy of the Raymond School District that its employees will be required to monitor, report and correct conditions which have caused, or are likely to cause, a slip, trip and fall related event if corrective action is not taken.

View the Raymond School District Slips, Trips and Falls Prevention Policy EBAA included in this handbook. Please report unsafe conditions to your custodial staff and school principal.

Insurances and Other Benefits

The Raymond School District currently offers benefits to full-time and some part-time employees. Employees should refer to their individual contracts or applicable collective bargaining agreement to determine eligibility and options regarding enrollment in health, dental and life insurances.

Job Postings

Open positions are posted for ten (10) calendar days before the position may be filled. Positions are posted on the SAU 33 website through Applitrack, additional outside resources and in a designated area in each of the District buildings. Current employees may apply for open positions using the "Internal Candidates" option with Applitrack.

Licensure

All employees whose positions within the District require an ACTIVE PROFESSIONAL LICENSE ARE PERSONALLY RESPONSIBLE FOR THEIR LICENSE RENEWAL AND FOR PROVIDING A COPY OF THEIR ACTIVE LICENSE TO THE SAU OFFICE AS SOON AS IT'S AVAILABLE.

Mailboxes, Voicemail, and Email

Employees are asked to check their mail boxes at the start of school and at the close of the afternoon session. Please DO NOT send students to remove mail from the boxes. Correspondence of a provocative or controversial nature should not be distributed through staff mailboxes unless the person distributing the material identifies herself/himself. Please do not put things in other people's mailboxes that are not appropriate or do not belong to them. Memos/letters to be distributed to all faculty/staff must be reviewed by an administrator for approval.

Please check your voicemail and your email at least once per day. Information at the school and district level will be sent via email as newsletters or messages. It's each employee's responsibility to read staff newsletters and email addressed to them in a timely manner.

Mandated Reporting of Child Abuse or Neglect

All employees of the Raymond School District are required to report suspected child abuse or neglect, and suspected bullying.

Abuse and Neglect

Teachers and all school personnel are expected to comply with mandated reporting statutes. The intent of this protocol is to manage the process of mandated reporting in a consistent fashion. This document is intended to provide clear steps for school personnel to follow when they are confronted with information, which indicates that mandated reporting needs to occur.

Background:

According to NH RSA 169-C: 29 and Raymond Policy JLF- Reporting Child Abuse, **any person** having reason to **suspect** that a child has been abused or neglected is required to report that suspicion to the Central Intake Unit of the New Hampshire Division for Children, Youth and Families (DCYF). The staff at the DCYF Central Intake Unit is entirely composed of people who have worked in the field and who can be used as consultants. Once a report is made, the Central Intake Unit will review the report and determine if an assessment by the local DCYF office is needed. If a situation does not rise to the level of assignment for an assessment, the report will be retained at the Central Intake Unit for one year. If a further report is made on this same family within the year, a re-determination will be made as to if DCYF involvement is warranted. The bottom line is, if you are unsure whether or not to make a call, MAKE THE CALL (603.271.6556) and discuss it with a DCYF Intake Worker.

RSA 169-C-3, II, defines an abused child as "...a child who has been:

- Sexually abused;
- Intentionally physically injured;
- Psychologically injured so that said child exhibits symptoms of emotional problems generally recognized to result from consistent mistreatment or neglect;
- Physically injured by other than accidental means."

RSA 169 –C: 3, XIX defines a neglected child as a child:

- "Who has been abandoned by his parents, guardian, or custodian; or
- Who is without proper parental care or control, subsistence, education as required by law, or other care or control necessary for his physical, mental, or emotional health, when it is established that his health has suffered or is very likely to suffer serious impairment; and the deprivation is not due primarily to the lack of financial means of the parents, guardian or custodian; or

- Whose parents, guardian or custodian are unable to discharge their responsibilities to and for the child because of incarceration, hospitalization or other physical or mental incapacity...”

There are a number of indicators that should be considered in determining what may constitute abuse or neglect. Employees should review these indicators as a guide to help them make decisions about possible mandated reporting obligations:

Indicators of Sexual Abuse:

- Genital pain/itching/odors; diagnosis of a sexually transmitted disease; frequent urinary or yeast infections;
- Torn / Stained / Bloodied underclothing;
- Seductive behavior;
- Abrupt changes in child's typical behavior and attitudes;
- Sleep disturbances, including nightmares and fear of sleeping alone or in the dark;
- Depression or excessive crying;
- Regression to behavior common at an earlier age such as: thumb sucking, bedwetting, needing a bottle, or soiling pants;
- Nervous or aggressive behavior towards adults;
- Unusual reaction to (or fear of) a specific person;
- Extreme fears or phobias;
- Expressing explicit sexual knowledge beyond the child's age level;
- Drop in school grades or participation in activities;
- Self-destructive behavior (i.e. substance abuse);
- Running away;
- Sexual “play” behavior;
- Coercive sexual “play” behavior;
- Displaying an unusual interest in the genitals of peers, adults or animals;
- Withdrawal or isolation from friends;
- Difficulty walking or sitting. Stomach aches, headaches

Indicators of Physical Abuse:

- Extensive bruises, especially bruises of different colors indicating various stages of healing (unexplained)
- Burns of all types, but especially cigarette burns and glove-like or immersion bruises;
- Bruises on multiple body parts or in the shape of an object.
- Frequent complaints of soreness or awkward movement as if caused by pain;
- Sleep disturbances: nightmares;
- Dramatic change in appetite;
- Enuresis or encopresis;
- Compulsive and repetitive acts for self-soothing and control;
- Fixation on security item
- Social withdrawal: avoids physical contact with others
- Aggressive acting out;
- Bizarre or self-destructive acts; destructive behavior; cruelty to animals
- Anxiety, flinches when touched; hyper vigilance;
- Phobias;
- Depressed: impaired capacity to enjoy life;

Indicators of Emotional Abuse:

- Constant self-berating or belittling.
- Inability to play as most children do
- Sleep problems
- Antisocial behaviors
- Lags in emotional and intellectual growth.
- Self-destructive feelings or behavior

Indicators of Neglect:

- Back of infant's head lacks hair or appears flattened;
- Untreated rashes;
- Failure to thrive: underweight, developmental lags, regresses upon return to home
- Constant fatigue;
- Unattended physical problems or medical needs;
- Listless, poor responsiveness (does not often smile, cry, laugh, play, relate to others) lacks interest and curiosity
- Consistently dirty;
- Chronic hunger;
- Inadequate dress for weather;
- Left alone or with inadequate caretaker
- Unsafe housing / living arrangements
- Abandoned

Everyone is a mandated reporter of suspected abuse and neglect and is afforded the following protection in the reporting process:

- Anyone in good faith making a report is immune from any liability, civil or criminal. (RSA 169-C: 31.
- The identity of the reporter and the content of the report are considered to be confidential. (Disclosure may occur if DCYF is court ordered to do so)
- You can request to be anonymous.
- You may be asked to follow up your verbal report with a written report (Within 48 hrs).

Mandated Reporting of Suspected Bullying

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

- (1) Physically harms a student or damages the student's property;
- (2) Causes emotional distress to a student;
- (3) Interferes with a student's educational opportunities;
- (4) Creates a hostile educational environment; or
- (5) Substantially disrupts the orderly operation of the school. Bullying shall also include actions motivated by an imbalance of power based on a student's actual or perceived personal characteristics, behaviors, or beliefs, or motivated by the student's association with another person and based on the other person's characteristics, behaviors, or beliefs.

At each school, the Principal or designee shall be responsible for receiving complaints of alleged violations of this policy.

Staff Reporting

1. An important duty of the staff is to report acts or behavior that they witness that appear to constitute bullying.
2. All district employees and volunteers shall encourage students to tell them about acts that may constitute bullying and will provide assistance if needed.
3. Any school employee or volunteer who witnesses, receives a report of, or has knowledge or belief that bullying may have occurred shall inform the Principal as soon as possible, but no later than the end of that school day.
4. Upon receipt of a report of bullying, the Principal or designee shall commence an investigation consistent with the provisions of the District's Policy JICDA and RSA 193-F:4, II(g)

Mandated Reporting of Safety and Security Issues

Raymond School District acts in accordance with the guidelines of the Department of Homeland Security's *If You See Something, Say Something* campaign. Employees are required to report any suspicious activity or potential threats against our schools **immediately**. Some examples of suspicious activity include, but are not limited to:

- Unusual items or situations: A vehicle is parked in an odd location, a package/luggage is unattended, a window/door is open that is usually closed, or other out-of-the-ordinary situations occur.
- Eliciting information: A person questions individuals at a level beyond curiosity about a building's purpose, operations, security procedures and/or personnel, shift changes, etc.
- Observation/surveillance: Someone pays unusual attention to facilities or buildings beyond a casual or professional interest.
- If a threat is reported to you or if you see a written threat.

Meals:

Employees are encouraged to purchase their lunches through the District's School Nutrition Program. Any employee who wishes to do so may set up an electronic lunch payment account at www.myschoolbucks.com. Al la carte items are also available for purchase.

Some of our employees choose to donate toward our school lunch fund through a payroll automatic deduction. The purpose of this fund is to provide assistance to families with school meal balances who may be facing inability to pay. If you choose to participate, you can find the form to initiate deductions on our [Human Resources](#) web page under [Forms](#). Any funds donated will be applied to student lunch balances as per our established Procedures for Donations to the Food Service Department, with consideration given to students who qualify for Free and Reduced Meals first.

Mileage Reimbursement

Mileage reimbursement is only for travel required by the District during work hours or as otherwise allowed under a collective bargaining agreement or an individual contract. All mileage reimbursements must be approved by the employee's supervisor. Mileage should be reported as traveled to the destination from the school and returning from the school. The District uses the standard mileage rates (provided by the Internal Revenue Service) for reimbursements. All requests for reimbursement for tolls must be accompanied by a receipt.

New Hampshire Retirement System (NHRS)

NHRS is a public employee pension plan which also provides death and disability benefits. To be eligible for this pension you must be considered a full time employee. As a member, one is required to make regular contributions to NHRS. Member contribution rates are set by statute. Group I (Employee and Teacher) members contribute 7 percent of their salary to the retirement system. The plan offers lifetime benefits determined at retirement under a formula prescribed by law.

Any employee who is also drawing retirement funds from the NHRS is required to inform the SAU office of their status and to report work hours to the SAU.

Orientation

Supervisors will be responsible for the orientation of new employees dependent on the requirements of the position and on an employee's experience in the type of work he/she will be doing. New employees will receive induction materials to be reviewed and completed with a supervisor or mentor. New teachers will attend an in-service day specifically for new teaching staff prior to the start of the school year, as per the REA Collective Bargaining Agreement.

Overtime

Overtime is paid to hourly and non-exempt employees for hours worked over 40 in one work week at the rate of time and a half of their regular rate of pay. Overtime pay earned in a particular workweek must be paid on a regular pay day for the pay period in which wages were earned. No employee is permitted to work overtime without prior approval of their supervisor.

Personnel File

All personnel files are maintained in the Human Resources Department. There are no other personnel files located anywhere else in the District. These files include but are not limited to employment applications, internal evaluations, disciplinary documentation, payroll records, injury reports and performance assessments. It is the employee's responsibility to notify Human Resources when there are changes to employee information by filling out the employee change forms found on the SAU 33 website.

Examples of employee changes are as follows:

- Address and telephone number
- Name and marital status
- Beneficiary on life insurance or NHRS Retirement
- Emergency contact information
- Federal W-4 deduction

Per RSA 275:56, the District shall provide a reasonable opportunity for any employee who so requests to inspect such employee's personnel file and further, upon request, provide such employee with a copy of all or part of such file. An employer may only charge the employee a fee reasonably related to the cost of supplying the requested documents.

Employee medical files are confidential and are stored separately from the personnel file.

Payroll

The Raymond School District has elected to pay employees on a bi-weekly basis, in increments of 22 or 26 pays. School year employees will be paid within two weeks of the start of the school year.

All non-exempt (hourly) employees are required to fill out time records and are responsible for recording their own hours of work on a daily basis. Time records must be approved and signed by the supervisor and sent to the SAU no later than the Friday before the pay date.

Scheduling of Events

When scheduling any events outside of school hours, employees must review the Events Calendars for all schools and the District at our website, www.sau33.com to avoid conflict with another previously scheduled event. The intent of this directive is to avoid forcing parents or other stakeholders to choose which event to attend if they have multiple children enrolled in the District. Scheduling of an event that conflicts in this manner requires express permission from the building administrator. See also *Facilities Use After Hours*.

Staff Health

As per Raymond School District Policy GBGA, all school personnel shall be required to have a pre-employment, post-offer medical examination by a licensed physician. Such examination shall be reported on a form provided by the Superintendent of Schools.

Student Emails, Names, and Family Educational Rights and Privacy Act (FERPA)

There are some important considerations concerning emails that go home to parents/guardians about their child or any interschool email. Anything that is sent to a parent should not contain any "identifiable" information about a student. This includes the student's name. Anything that is sent by email format may be public information and could be subpoenaed for court use. Any emails with personally identifiable student information becomes part of the student record. Employees are reminded to keep our Acceptable Use Policy EGA-R in mind when composing emails.

1. Therefore, when replying to an email from a parent or sending an email to a parent, consider the following best practices to protect student privacy:

- Erase all identifiable information sent by the parent before you reply (name of student and parent)
 - this includes the subject line
- Open the email with a greeting that doesn't include the last name.
- Refer to the student in the body of the e-mail by first name only
- If the name of the parent is in the address, i.e. b.bickford@hotmail.com, refer to the student as "your son" or "your daughter"

2. Any email that is sent between staff members or interschool should only use student initials. If there is doubt about which student is being referred to, a phone call or an in person conversation is probably a better option.

3. It is very easy to just press "reply" when answering parent concerns. We need to be vigilant about our use of email to ensure that student privacy is not being violated. This may mean that you will need to retype the address, but it is absolutely necessary that no identifiable student information go out over email. This applies to all students: Recent court cases have determined that this is a violation of the FERPA laws.

For more information related to the Family Educational Rights and Privacy Act (FERPA) visit:

<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

Visitors/Guest Speakers

All visitors must report to the front office and sign in. Visitors during school hours must be of an educational/instructional nature. Guests and visitors will be asked to show ID and will be provided a visitor's badge in exchange for a license. When leaving the building, guests will turn in their visitor's badge and sign out when leaving the building.

Work Hours

All staff positions are expected to work their designated hours per their individual contracts or applicable collective bargaining agreements.

Raymond School District Calendar 2019-2020 School Year

August 2019 (3)					
M	T	W	T	F	
			1	2	
5	6	7	8	9	
12	13	14	15	16	
19	20	21	22	23	
26	27	28	29	30	

8/23 New Teacher In-Service
8/26 District In-Service
8/27 Teacher In-Service
8/28 First Day of School

January 2020 (20)					
M	T	W	T	F	
		1	2	3	
6	7	8	9	10	
13	14	15	16	17	
20	21	22	23	24	
27	28	29	30	31	

1/1 Holiday Break
1/17 Teacher In-Service
1/20 Civil Rights Day

September 2019 (19)					
M	T	W	T	F	
2	3	4	5	6	
9	10	11	12	13	
16	17	18	19	20	
23	24	25	26	27	
30					

9/2 Labor Day
9/27 Teacher In-Service

February 2020 (14)					
M	T	W	T	F	
3	4	5	6	7	
10	11	12	13	14	
17	18	19	20	21	
24	25	26	27	28	

2/11 Teacher In-Service*
(In-service date may change based on date of Presidential Primary)
2/24-2/28 Winter Break

October 2019 (21)					
M	T	W	T	F	
	1	2	3	4	
7	8	9	10	11	
14	15	16	17	18	
21	22	23	24	25	
28	29	30	31		

10/11 Teacher In-Service
10/14 Columbus Day

March 2020 (21)					
M	T	W	T	F	
2	3	4	5	6	
9	10	11	12	13	
16	17	18	19	20	
23	24	25	26	27	
30	31				

3/10 Teacher In-Service

November 2019 (17)					
M	T	W	T	F	
				1	
4	5	6	7	8	
11	12	13	14	15	
18	19	20	21	22	
25	26	27	28	29	

11/11 Veteran's Day Observed
11/27-11/29 Thanksgiving Break

April 2020 (18)					
M	T	W	T	F	
		1	2	3	
6	7	8	9	10	
13	14	15	16	17	
20	21	22	23	24	
27	28	29	30		

4/27-5/1 Spring Break

December 2019 (15)					
M	T	W	T	F	
2	3	4	5	6	
9	10	11	12	13	
16	17	18	19	20	
23	24	25	26	27	
30	31				

12/23-12/31 Holiday Break

May 2020 (19)					
M	T	W	T	F	
				1	
4	5	6	7	8	
11	12	13	14	15	
18	19	20	21	22	
25	26	27	28	29	

5/25 Memorial Day

Scheduled no school days for students

Approved by Raymond School Board January 16, 2019

*Possible snow/emergency make-up days

June 2020 (11)					
M	T	W	T	F	
1	2	3	4	5	
8	9	10	11	12	
15	16*	17*	18*	19*	
22*	23*	24*	25*	26*	
29*	30				

6/15 - Last Day of School
6/16 - Teachers Work 1/2 Day

Aesop and My Learning Plan

Find links to both Aesop and My Learning Plan through the Frontline Insights Platform at www.sau33.com → Staff

Using Aesop for Your Absences

Enter your absences as soon as possible to allow ample time for approval. You can enter your absence up to ½ hour before the start of the absence. Please ask your building secretary to enter the absence into Aesop if it's past your allowed time to do so.

You will receive an email notification from "Netpost" at Aesop, which will let you know if your request has been approved.

Vacation	Sick	Personal	Bereavement
<ul style="list-style-type: none">•For year-round employees only. Do not use one week prior to the opening of the school year, the first two weeks of school, or the last two weeks of school. Must request 10 days prior. See CBA.	<ul style="list-style-type: none">•Use this reason for days out when sick and for sick doctor appointments for the employee or employee's family member (per CBA).	<ul style="list-style-type: none">•For personal, legal, or family matters. Use for sound, pressing, unavoidable reasons only.	<ul style="list-style-type: none">•Per each CBA or employment contracts.
Professional Development	Jury Duty	Floating Holiday	Leave of Absence
<ul style="list-style-type: none">•Must enter into Aesop if time is needed away from your regular job location. Remember to enter it into My Learning Plan to receive PD credit.	<ul style="list-style-type: none">•Scheduled days or hours for jury duty. Must submit paperwork to office.	<ul style="list-style-type: none">•Support staff, year-round only. Taken only on a day that school is not in session for students and with one week advance notice to administrator.	<ul style="list-style-type: none">•Must contact Human Resources for additional information.•Requests for unpaid personal or vacation days require Superintendent approval.
Meetings/Field Trips, etc.			

- If you need coverage for a meeting or a field trip, add that to Google Calendar. Be sure to add the office secretary to the "invite" of the calendar event so that coverage can be provided.

Aesop and My Learning Plan are now both accessed from the same web platform:

<https://app.frontlineeducation.com/>

(Available on our website under the “Staff” menu.)

Follow the prompts on that website for username and password help.

Aesop Quick Tips

- Questions about your absences? Contact Karen Stuart at k.stuart@sau33.com.
- Once in Aesop, click on the Account tab to view how much vacation, sick, etc., you have available.
- You can also change your PIN under the Account tab.

My Learning Plan Quick Tips

- There are two options to choose from for professional development:
 - Professional Development Request Form (regardless of whether time away from your building is required)
 - Professional Reading or Viewing Request
- Complete the required information. *Note:* You will see the option to attach documents to your request. To do so, first upload the document to your File Library. You'll then be able to attach the documents of your choice to your request.
- After the activity:
 - Upload any certificates of completion and/or receipts to your File Library.
 - Open your activity request and complete the Reflective Planning Form. (The link is located at the bottom of your screen when viewing your activity request.)
 - Choose the option to submit the activity for completion. At that time, you'll be able to attach any additional files you had uploaded (certificate of completion and/or receipt.)
- District Catalog:
 - View upcoming district-sponsored activities in the District Catalog and request enrollment using the link in the activity description.
 - You may also suggest activities to be included in the District Catalog using the Activity Proposal option in the menu on the left side of your screen.
- Technical questions about MLP can be directed to Jennifer Heywood at j.heywood@sau33.com.
- **Remember: Approval for an activity in My Learning Plan does *not* mean that an absence for that activity has been approved. Absences must be entered separately into AESOP.**

Annual Notifications

AC	Non-discrimination
AC-R	Title IX Grievances
ADB	Drug-Free Workplace/Drug-Free Schools
EBAA	Slips, Trips, and Falls Prevention
EGA-R	Acceptable Use Procedures Staff
EIF	Wellness Policy
GBE	Employee Rights and Responsibilities
GBEBB	Employee Student Relations
GBEBD	Employee Use of Social Networking Websites
JICDA	Student Safety and Violence Prevention - Bullying and Cyberbullying
JICFA	Hazing
JICH	Drug and Alcohol Use by Students
JLF	Reporting Child Abuse

Raymond School District Policy - AC

NON-DISCRIMINATION

It is the policy of the School Board that there will be no discrimination on the basis of age, gender, race, creed, color, religion, marital status, sexual orientation, gender identity, national ethnic origin, economic status or disability for employment in, participation in, admission/access to, or operation and administration of any educational program or activity in the School District.

The District will not discriminate against any employee who is a victim of domestic violence, harassment, sexual assault, or stalking.

The Superintendent or his/her designee will receive all inquiries, complaints, and other communications relative to this policy and the applicable laws and regulations concerned with non-discrimination.

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 American Disabilities Act, Title VI or VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and the laws of New Hampshire pertaining to non-discrimination.

Legal References:

RSA 354-A:6, Opportunity for Employment with Discrimination a Civil Right

RSA 354-A:7, Unlawful Discriminatory Practices

The Age Discrimination in Employment Act of 1967

Title II of The American with Disabilities Act of 1990

Title VII of The Civil Rights Act of 1964 (15 or more employees)

RSA 186:11 XXXIII, Discrimination

RSA 275:71, Prohibited Conduct by Employer

ED 306

See Appendix AC-R

Adopted:	April 21, 1988
Revised:	February 7, 2002
Revised:	June 6, 2012
Revised:	April 6, 2016
Revised:	June 19, 2019

Raymond School District Policy – AC-R*

NONDISCRIMINATION: TITLE IX GRIEVANCES

Inquiries or complaints regarding compliance with Title IX may be directed to the office of Superintendent of Schools. Grievances will be processed as follows:

GRIEVANCE PROCEDURE

1. Any complaint from or on behalf of any person employed or served by the schools shall be submitted in writing, using the form provided, to the office of the Superintendent of Schools, hereafter referred to as "the designated employee." The designated employee shall without delay forward it to the person immediately responsible, i.e., department head, coach, supervisor, etc.
2. The immediately responsible person will investigate the complaint and report his/her findings and recommended remediation in writing to the grievant within five (5) school days. A copy of the report shall be sent to the designated employee who will maintain a file on all grievances.
3. If the grievance has not been remedied to the satisfaction of the grievant, he/she may then submit the complaint, with all previous communications attached, to the following parties, in the order given. Each party will have the time indicated in which to investigate and report its findings and recommended remediation.
 - a. Responsible Building Principal (5 school days)
 - b. Superintendent of Schools (10 school days)
 - c. School Board (20 school days)
4. If all else fails, the grievant may appeal to the Federal Office for Civil Rights, Department of Health, Education and Welfare, Washington, D.C. 20201.

Note: All reports submitted throughout the grievance procedure must be made out in duplicate, with all previous correspondence attached, one copy going to the grievant and one to the designated employee who shall maintain a file on all grievances. Blank grievance forms will be available in all Principals' offices in every school and in the Superintendent of School's office.

Revised: February 7, 2002

DRUG-FREE WORKPLACE/DRUG-FREE SCHOOLS

A. Drug-Free Workplace

1. All District workplaces are drug- and alcohol-free. All employees and contracted personnel are prohibited from:
 - a. Unlawfully manufacturing, dispensing, distributing, possessing, using, or being under the influence of any controlled substance or drug while on or in the workplace, including employees possessing a "medical marijuana" card.
 - b. Distributing, consuming, using, possessing, or being under the influence of alcohol while on or in the workplace.
2. For purposes of this policy, a "controlled substance or drug" means and includes any controlled substance or drug defined in the Controlled Substances Act, 21 U.S.C. § 812(c), or New Hampshire Controlled Drug Act RSA 318-B.
3. For purposes of this policy, "workplace" shall mean the site for the performance of work, and will include at a minimum any District building or grounds owned or operated by the District, any school-owned vehicle, and any other school-approved vehicle used to transport students to and from school or school activities. It shall also include off-school property during any school-sponsored or school-approved activity, event or function such as a field trip or athletic event where students are under the jurisdiction, care or control of the District.
4. As a condition of employment, each employee and all contracted personnel will:
 - a. Abide by the terms of this policy respecting a drug- and alcohol-free workplace, including any administrative rules, regulations or procedures implementing this policy; and
 - b. Notify his or her supervisor of his or her conviction under any criminal drug statute, for a violation occurring on District premises or while performing work for the District, no later than five (5) days after such conviction.
5. In order to make employees aware of the dangers of drug and alcohol abuse, the District will endeavor to:
 - a. Provide each employee with a copy of the District drug- and alcohol-free workplace policy;
 - b. Post notice of the District drug- and alcohol-free workplace policy in a place where other information for employees is posted;
 - c. Establish a drug-free awareness program to educate employees about the dangers of drug abuse and drug use in the workplace, the specifics of this policy, including the consequences for violating the policy, and any information about available drug and alcohol counseling, rehabilitation, reentry, or other employee-assistance programs.

B. District Action Upon Violation of Policy

An employee who violates this policy may be subject to disciplinary action; up to and including termination of employment. Alternatively, the Board may require an employee to successfully complete an appropriate drug- or alcohol-abuse, employee-assistance rehabilitation program.

The Board will take disciplinary action with respect to an employee convicted of a drug offense in the workplace, within thirty (30) days of receiving notice of a conviction. Should District employees or contracted personnel be engaged in the performance of work under a federal contract or grant, or under a state contract or grant, the Superintendent will notify the appropriate state or federal agency from which the District receives contract or grant moneys of an employee/contracted personnel's conviction, within ten (10) days after receiving notice of the conviction.

The processes for disciplinary action shall be those provided generally to other misconduct for the employee/contractor personnel as may be found in applicable collective bargaining agreements, individual contracts, School Board policies, contractor agreements, and or governing law. Disciplinary action should be applied consistently and fairly with respect to employees of the District and/or contractor personnel as the case may be.

C. Drug-Free School Zone

Pursuant to New Hampshire's "Drug-Free School Zone" law (RSA Chapter 193-B), it is unlawful for any person to manufacture, sell prescribe administer, dispense, or possess with intent to sell, dispense or compound any controlled drug or its analog, within a "drug-free school zone". The Superintendent is directed to assure that the District is and remains in compliance with the requirements of RSA 193-B, I, and N.H. Ed. Part 316 with respect to establishment, mapping and signage of the drug-free zone around each school of the District.

D. Implementation and Review

1. The Superintendent is directed to promulgate administrative procedures and rules necessary and appropriate to implement the provisions of this policy.
2. In order to maintain a drug-free workplace, the Superintendent will perform a biennial review of the implementation of this policy. The review shall be designed to (i) determine and assure compliance with the notification requirements of section A.5.a, b and d; (ii) determine the effectiveness of programs established under paragraph A.5.c above; (iii) ensure that disciplinary sanctions are consistently and fairly enforced; and (iv) and identify any changes required, if any.

Legal References:

41 USC § 8101 Et. seq., Drug-free workplace requirements for Federal contractors, and Federal grant recipients
RSA Chapter 193-B, Drug Free School Zones
Ed. Part 316

Adopted: July 2, 1992

Revised: February 7, 2002

Revised: May 23, 2018

Revised: July 24, 2019

Raymond School District Policy – EBAA

SLIPS, TRIPS, AND FALLS PREVENTION

Slips, trips, and falls are among the leading causes of injury and lost work time to employees, and to members of the public visiting school district property. Accidents often occur from a lack of due diligence to report and address existing conditions that can contribute to these types of events. Therefore, the Raymond School District and its employees will take a proactive approach to managing the risks associated with slip, trip, and fall related conditions.

It is the policy of the Raymond School District that its employees will be required to monitor, report, and whenever reasonably possible, correct conditions which have, or are likely to cause, a slip, trip, and fall related event if corrective action is not taken.

A. PROCEDURES

1. A *Slip, Trip, and Fall Log* shall be maintained at every public facility.
2. Unsafe conditions shall be reported to the appropriate contact for that location immediately for corrective action. If the conditions present an immediate threat to safety, the employee will take reasonable steps to prevent injuries until the appropriate personnel arrive.
3. Employees shall wear footwear appropriate for the conditions.
4. Custodial staff shall wear footwear that has been approved by the Facilities Director.
5. Sidewalks, parking lots, stairs, and other areas that employees and the public utilize shall be properly maintained to ensure that no tripping points, ice and snow buildup, or other conditions that could contribute to a slip, trip, or fall exist.
6. Interior hallways, stairs, floors, and other areas of foot travel shall be clear of obstructions such as boxes, power cords, frayed carpeting, or weathered matting. Proper signage shall be used to signal wet floors or hazardous conditions which could contribute to a slip, trip, or fall.

B. EVALUATION AND REPORTING

All slip, trip, and fall related incidents/injuries will be documented in the *Slip, Trip and Fall Log*. Each incident and the log itself will be reviewed by the appropriate supervisor. *Slip, Trip and Fall Logs* shall be kept in a centralized file or spreadsheet to monitor results, identify emerging trends, and to maintain documentation for potential claims.

Related Policy – EBAA-R

Adopted: February 3, 2016

RAYMOND SCHOOL DISTRICT - EGA-R

Acceptable Use Procedures: Staff

For purposes of these procedures, “staff” refers to the Raymond School District employees, contracted service personnel, SAU employees and any volunteers working within the District or schools.

The responsibility of the staff is to familiarize himself/herself with and abide by the rules of these Acceptable Use Procedures, the Staff Handbook and all other applicable school policies.

I. Introduction

Pursuant to New Hampshire Revised Statutes Annotated 194:3-d, these Acceptable Use Procedures shall serve as a statement on the appropriate use of the various technology resources available to all authorized staff of the Raymond School District including, but not limited to, the Raymond School District computers, network, electronic mail system (e-mail), website (www.sau33.com) and Internet access. It is the Raymond School District’s goal to enhance educational excellence with the assistance of these technology resources.

A. The Internet

The Internet is a vast information network that links individuals, computers, networks and databases throughout the world. The Internet has the potential to serve as an invaluable resource because it allows immediate access to and download of educational materials found at universities and colleges, government agencies and departments, non-profit organizations, private businesses and companies, and even private residences. All staff must be aware that the Internet’s power to access limitless resources also includes information or material that lacks educational value and can be inaccurate, controversial, objectionable, offensive, defamatory and even illegal. The Raymond School District does not condone the use of such materials at any time and prohibits the use of the Raymond School District technology resources for these purposes. It is technologically impossible for the Raymond School District or any District staff member to adequately filter or control the quality or content of the information available on the Internet while still retaining a meaningful connection to it. Therefore, all staff will be held responsible for ensuring that their activities adhere to the District’s Acceptable Use Procedures and policy, EGA-Internet Access, and to generally accepted educational standards as outlined in other applicable District policies.

The Internet also provides new and exciting interactive communication technologies. While these interactive technologies are exciting and hold great potential for the learning process, they are also very disruptive if improperly utilized. Staff use of Raymond School District Network/Internet access to participate in these interactive technologies must be related to District business or have an educational purpose, and be sanctioned by the District.

Internet access can serve as a means for improving, extending and enriching teaching and learning in the Raymond School District. The Raymond School District firmly believes that the

educational benefits to staff and students from access to the Internet, in the form of information resources and opportunities for collaboration or interaction, far exceed the disadvantages.

B. Raymond School District Web Presence

The Raymond School District's presence on the Internet has been established to communicate the happenings of the Raymond School District with staff, students, parents, community members and the world. The Raymond School District's website (**www.sau33.com**) is intended to convey general information about the District's schools, events, curriculum or programs of study, and policies and procedures. Sections must be responsibly developed. All information or material must be professional, ethical and meet the standards required of other District publications. It is not a forum for regularly hosting publications for non-Raymond School District events or organizations. The District uniformly prohibits unauthorized hyperlinks from its sections to other websites. Any unauthorized hyperlink to the School District or School's section is a violation of these procedures, subject to disciplinary action.

The Acceptable Use Procedures Agreement Form is a contract. As part of this contract, the Raymond School District reserves the right at any time, without advance notice to staff, to monitor, access, modify, remove, review, and/or retrieve the subject, content and appropriateness of any and all information stored or transmitted on the Raymond School District's Website, hyperlinks, or web pages attached to these sections.

Employees may create electronic homepages, publication pages, information pages and personal pages that carry out official business in support of the District's mission. Contents of all such electronic pages must be consistent with District policies, procedures, regulations, and local, state, and federal laws. Employees must advise the appropriate administrator of the site and request a review and authorization prior to the site/page being attached to the District web site section. Administration will review and respond within ten (10) school days of the request. Personal pages are not the purview of the District and no District resources may be utilized in the creation of these pages. All school-related employee-generated websites must be linked to the www.sau33.com Website.

II. Responsibilities

Staff is responsible for appropriate and professional behavior when using the Raymond School District technology resources, just as they are in a classroom or other District function. As outlined in the Staff Handbook, general school rules for behavior and communications apply. The Raymond School District technology resources are provided for staff to conduct research, gather information and communicate with others for educational purposes. The Raymond School District technology resources shall not be utilized for personal, commercial or other non-educational purposes.

Acknowledging that the potential for abuse of the Network/Internet exists, all staff must sign the Raymond School District Acceptable Use Agreement Form prior to accessing the Raymond School District technology resources. All staff shall assume full liability, whether

legal, financial or otherwise, for their actions when using the Raymond School District technology resources.

Responsible use of the Raymond School District technology resources by staff includes, but is not limited to:

- i. Conducting themselves in ways that are not harmful or deliberately offensive to others;
- ii. Using the technology resources for legal and legitimate educational purposes;
- iii. Using e-mail and other forms of direct electronic communication appropriately. No personally identifying student information should be placed in email;
- iv. Only using the technology resources when authorized to do so as outlined in these procedures;
- v. Changing passwords regularly (IT notification required) or whenever current passwords may be known to others;
- vi. Closing all personal files and not leaving computer sessions unattended;
- vii. Immediately notifying the principal or appropriate District Administrator when it is known that others are utilizing the District's technology for unlawful or suspicious activities.

III. Privilege

The use of the Raymond School District technology resources is a privilege and not a right. The Raymond School District technology resources are only for legitimate educational purposes for students and staff of the District, and shall not constitute a public forum.

Behaviors and activities that shall result in appropriate disciplinary action include, but are not limited to:

- i. Interfering with the normal and proper operation of the Raymond School District computers, network, e-mail system, website, Internet access, or other technology tools;
- ii. Adversely affecting the ability of others to use equipment or services;
- iii. Trespassing in another person's folders, work, files or e-mails;
- iv. Storing or transferring unnecessarily large files;
- v. Accessing, viewing, storing, creating, transferring or otherwise using any text, image, movie or sound recording that contains potentially harmful material, pornography, profanity, obscenity or language that offends or tends to degrade others;
- vi. Attempting to download or install any software on the computers without permission from the District's Technology Director/designee;
- vii. Sharing individual passwords with others;
- viii. Using the technology resources for commercial, financial and/or personal gain, including solicitation and business of any nature;
- ix. Using profanity, vulgarity, obscenity or other language which tends to be offensive or tends to degrade others;

- x. Sending hate mail, anonymous messages or threatening messages;
- xi. Sending "chain" type letters and unsolicited bulk mails (spamming);
- xii. Using harassing, racial, sexist or discriminatory remarks and other antisocial behaviors;
- xiii. Using e-mail, news groups, list servers, instant chat rooms, discussion groups, and other forms of electronic communication for non-educational purposes;
- xiv. Wasting resources;
- xv. Using invasive software such as viruses, worms and other detrimental activities;
- xvi. Using encryption or security measures to avoid monitoring or review in the ordinary course of business or routine maintenance by the system administrator or District staff;
- xvii. Attempting to log-on to the network as the system administrator;
- xviii. Using someone else's password;
- xix. Misrepresenting oneself as another user;
- xx. Changing files that do not belong to the user;
- xxi. Revealing personal information about others;
- xxii. Infiltrating, disrupting or interfering with others use of the Raymond School District technology resources or infiltrating, disrupting or interfering with others use of outside computing systems or networks;
- xxiii. Intentionally infringing upon the intellectual property rights of others in computer programs or electronic information, including plagiarism and/or unauthorized use or reproduction;
- xxiv. Transferring, utilizing or storing material in violation of copyright laws or license agreements;
- xxv. Involvement in any activity prohibited by law or School District policy;
- xxvi. Off school premises computer use, web page creation and Internet access for the purpose of disrupting the learning process by any of the means listed above;
- xxvii. Using school technology or network resources in hacking attempts or attempts to otherwise compromise system security including attempts to bypass the filtering system.

The Raymond School District reserves the right to add and include additional behaviors and activities to the above list.

Use of District technology resources for any altruistic or charitable purpose must be approved in advance by the appropriate District administrator.

IV. Intentional Violations

The District is aware that violations of these procedures may occur under circumstances where the staff is involuntarily routed to sites containing inappropriate information or material. Upon arriving at such sites, it is the responsibility of the staff member to immediately exit such site as quickly as possible, and report the event to the building administration. The District is also aware that commercial vendors may secure e-mail addresses of staff members and use these addresses to propagate or otherwise deliver viruses, worms, commercial advertisements, solicitations, etc., under circumstances where the staff member has no control, intention or desire to access or transmit the offending information or material. Disciplinary action under these procedures shall only result from willful and intentional violations of these procedures. The

District reserves the right to discipline any staff member for violations of these procedures where it is apparent that the staff member knew, or should have known that violations of these procedures were likely to occur as a result of the actions, or inactions, of the staff member in question. As soon as possible, staff shall request that IT personnel delete the inappropriate material from the District's computer systems, unless the preservation of such material is necessary to pursue disciplinary action. To the degree possible, staff should take appropriate steps to discourage and/or prevent further unwelcomed deliveries or transmissions, including, if necessary, reporting the situation to the system administrator so that appropriate steps can be taken to prevent further inadvertent and unintentional violations of these procedures.

V. Reporting Infractions

If violations of these procedures occur, all staff are required to immediately notify the school principal or appropriate District employee of the school where the infraction occurred, or where the staff person is based. The school principal or appropriate District administrator shall document all complaints in writing. Every effort will be made to protect the anonymity of the reporting person, but it cannot always be guaranteed. The school principal or appropriate District administrator shall conduct an investigation of the complaint and shall report any disciplinary action taken.

VI. Disciplinary Actions:

Staff violation of the Acceptable Use Procedures and /or other Raymond School District policies shall result in, but is not limited to, one or more of the following:

- i. Restriction, suspension or revocation of access privileges;
- ii. Written warnings or a letter of reprimand in the personnel file;
- iii. Other remedies, such as suspensions with or without pay and terminations as covered under New Hampshire law;
- iv. Referral to the appropriate legal authorities for possible prosecution;
- v. Civil liability.

Staff who are disciplined as a result of these procedures have the same appeal procedure as any disciplinary action.

VII. Privacy

Staff have no rights of privacy with regard to their use of the Raymond School District technology resources, which includes but is not limited to the Raymond School District computers, network, Raymond School District Website, e-mail, and Internet access. Raymond School District retains ownership and control of its technology resources. The District does not guarantee, and staff should not have any expectation of, confidentiality, privacy, security or ownership of the content of any information accessed, sent, received, created or stored thereon. All staff should realize that electronic communications and other information sent through the Internet are accessible by IT staff and third parties, including but not limited to the Internet Service Provider.

A system administrator or other authorized District staff member may, at any time, without advance notice to staff, monitor, access, modify, remove, review, retrieve and/or disclose the subject, content and appropriateness of any and all information stored or transmitted on District technology resources, including information that may have been deleted but still exists on the system. All staff are put on notice that deleted messages are never completely removed and may be retrieved or restored. Staff should save their work related files on an external storage device or the network in order to best preserve data. All staff shall frequently delete unnecessary files. During routine maintenance the system administrator may delete files stored on any of the Raymond School District technology resources.

The District makes no warranties of any kind, whether express or implied, for the technology services it is providing. While the Raymond School District will make every effort to preserve data, the responsibility for it lies with the staff. The District will not be held responsible for any damages staff may suffer, including but not limited to, loss of data resulting from delays, non-deliveries, mis-deliveries or service interruption caused by its own negligence or a staff's errors or omissions. The District specifically denies any responsibility for the accuracy or quality of information obtained through its technology resources. All staff must fully understand that the use of any information obtained through the Internet is at the staff member's own risk.

The Raymond School District reserves the right to record all Internet addresses and electronic communications accessed by staff. Likewise, the District has the right to determine what information is posted on its website and it will routinely monitor all technology resources in order to maintain their integrity and to ensure compliance with these regulations. Any and all violations of these procedures detected by the system administrator will be reported to the school principal or appropriate District administrator for disciplinary action.

VIII. Copyrighted and Other Proprietary Materials

It is the intent of the Raymond School District to adhere to the provisions of the U.S. Copyright Act, and the license agreements and/or policy statements contained in software packages or other resources used by the District. All staff shall respect the copyright and proprietary interest of any materials accessed through the Raymond School District technology resources. Whether for personal use or for the use of others, staff may not duplicate copyrighted materials, graphics or software, including school owned software, without permission from the copyright holder, unless the use falls within the legal parameters of the Fair Use Doctrine. The improper duplication or use of copyrighted materials is a violation of these regulations and is subject to disciplinary actions, as well as possible civil liability and criminal prosecution.

IX. Enforcement

The Raymond School District uses a technology protection measure that monitors, blocks and/or filters Internet access to some Internet sites that are not in accordance with District policy.

The technology protection measure that blocks or filters access may be disabled by appropriate personnel upon request for bona fide research purposes by an adult. IT staff may override the technology protection measure to access a site with legitimate educational value that is wrongly blocked by the technology protection measure.

X. Exemptions

The District recognizes that the job requirements of several positions may conflict with the specific language of these regulations. Accordingly, the Superintendent or her/his designee may exempt such personnel from sections of the procedures as necessary to carry out their individual responsibilities. It shall be the responsibility of the Superintendent to develop a list of exempt personnel and to identify the specific sections of the procedures that are inapplicable. An addendum shall be attached to the employee's signed Acceptable Use Agreement Form indicating the nature and extent of the exemption.

The Raymond School District extends a thank you to the Londonderry School District for allowing us access to their acceptable use policy and technology guidelines.

Adopted: April 16, 1998
Revised: November 4, 1999
Revised: September 20, 2001
Revised: May 16, 2001
Revised: May 16, 2001
Revised: August 2, 2006
Revised: May 6, 2009

Raymond School District Policy - JLCG /EIF
WELLNESS POLICY

The Raymond School Board recognizes the importance of proper nutrition and developmentally appropriate physical activity as ways of promoting healthy lifestyles, minimizing childhood obesity, and preventing other diet-related chronic diseases. The Board also recognizes that health and student success are interrelated. It is, therefore, the goal of the Board that the learning environment be aligned to positively influence a student's understanding, beliefs, and habits as they relate to good nutrition and physical activity.

Goals:

1. The District shall teach, encourage, support, and model healthy eating habits for students.
2. The District shall teach, encourage, support, and model age-appropriate daily physical activity.
3. The District shall educate students, employees, school board, and community members to the important benefits of a healthy lifestyle.
4. The schools shall comply with the nutrition guidelines outlined in this policy in a manner designed to facilitate the adoption of healthier eating habits.

Nutrition Guidelines:

The Raymond School District's nutritional standards are based upon standards established under the Healthy, Hunger Free Kids Act of 2010 (HHFKA) and its subsequent revisions. These nutrition guidelines, apply to all foods available to students on school grounds during the school day from midnight of the previous day until a minimum of 30 minutes after the final bell, including but not limited to: the school lunch and breakfast program; foods and beverages sold in vending machines/school stores and as part of classroom lessons/activities; parties; celebrations; or fundraising efforts. As needed, the Wellness Committee will request that the Superintendent notify the School Board regarding any changes that have occurred in federal and state nutrition guidelines that need to be reflected in this policy.

A. School Meals: School Meals served in the District shall meet or exceed the nutrition requirements established by the USDA under HHFKA, its laws, and regulations. Administration of the school meal program will be by qualified school food service staff. School lunches and breakfast programs will offer a variety of foods and choices for students. Nutritional information about school meals will be available upon request. Menus will be available on the school website, in the cafeterias, and other appropriate school media.

B. Free and Reduced Meals: Eligibility for and distribution of free and reduced priced meals will be provided with confidentiality in accordance with state and federal requirements.

C. Breakfast & Lunch: In order to meet the nutritional needs of children and enhance their ability to learn, the Raymond School District will provide a breakfast program as well as lunch.

D. Meal Times and Scheduling: Schools whenever possible:

1. Shall ensure students have sufficient time to eat breakfast and lunch in accordance with the HHFKA.
2. Shall not schedule tutoring, club, or organizational meetings/activities during mealtimes, unless students may eat during such activities.

E. Food Sales: All food items available through schools and school functions should meet or exceed nutritional standards established by the HHFKA and its "Smart Snack" guidelines.

1. **Elementary Schools:** The school food service program will approve and provide all food and beverage sales to students in elementary schools. Foods in elementary school are sold only as balanced meals with the exception of milk, which can be purchased separately.
2. **Middle and High Schools:** In middle and high school, all foods and beverages sold individually outside the reimbursable school meal programs (including those sold through a la carte [snack] lines, vending machines, fundraising, etc.) to students during the school day will meet the standards set under HHFKA and Smart Snack criteria.

F. **Fundraising Activities:** To support children's health and school nutrition-education efforts, school sponsored fundraising activities (direct school affiliation) should include foods that qualify under HHFKA and Smart Snack criteria. The Alliance for a Healthier Generation's "Smart Snack Calculator" and the Food Service Director may be used as resources for determining qualifying items. Schools will encourage fundraising activities that promote physical activity. The school district will make available a list of ideas for acceptable fundraising activities.

G. **Rewards:** Schools will not use foods or beverages as rewards for academic performance or good behavior, and will not withhold food or beverages (including food served through school meals) as a punishment.

H. **Snacks/Lunches:** Snacks served during the school day or in after-school care or enrichment programs will make a positive contribution to children's diets and health, with an emphasis on serving fruits and vegetables or Smart Snack qualifying items as the primary snacks, and water as the primary beverage.

Students are discouraged from bringing unhealthy foods or beverages to school for either snack or lunch. Examples of these are any soda, high calorie/cafeinated energy drinks and food items that are high in sugar, fat or sodium content.

Schools will assess if and when to offer snacks based on timing of school meals, children's nutritional needs, children's ages, and other considerations. The district will disseminate a list of healthful snack items and the Smart Snack Calculator link to teachers, after-school program personnel, and parents.

I. **School Store:** Food and beverage items sold in the school store will meet guidelines of this policy. Food items in the school store will not be sold when the school food services program is open for sale. (Food items available after lunch and after school.) Food items being sold in the school store will also be subject to the competitive foods standards. The sale of competitive food to students will be prohibited from the midnight before, to 30 minutes after the end of the official school day, or what may be considered the instructional day.

J. **Celebrations:** Schools should limit celebrations that involve food during the school day. Each party should include no more than one food or beverage that does not meet nutrition standards under Smart Snacks and HHFKA. The district will disseminate a list of healthy party ideas to parents and teachers. Subject area lessons involving food preparation should follow nutritional guidelines as part of the instruction of the lesson.

School staff involved in homeroom, field trips and classroom food related events will communicate with school food services managers to assist with nutritional planning and reducing food waste.

K. **Classroom Activities:** Schools shall discourage the use of food items for instructional purposes unless as part of the course curriculum. This is especially the case for those food items that do not meet the nutritional standards for foods as outlined in this policy.

Nutrition Guidelines for Reimbursable School Meals:

In no circumstances will the guidelines for reimbursable school meals be less restrictive than the regulations and guidance issued by the US Secretary of Agriculture as applicable to schools. Foods should be served with consideration toward variety, appeal, taste, safety, and packaging to ensure that students will participate in consuming high quality meals.

Plan for the Established Committee to Measure Implementation:

The School Board instructs the Superintendent to establish procedures for implementation of this policy that include targets in support of the goals set forth in this policy. Annual notification of the Wellness Policy will go out each November via the Community Newsletter and an announcement on the District Website Homepage. Each Building Principal is charged with the operational responsibility for ensuring that their school follows the guidelines set forth in this policy and implements strategies for achieving the targets set forth in the procedures established by the Superintendent. The Wellness Committee will periodically assess the nutrition and physical activity environment throughout the District and provide input to each Building Principal and the Superintendent regarding progress on the current targets, recommend any new targets, and identify strategies in support of the goals stated in this policy. The Superintendent and Building Principals will decide upon the targets and strategies in support of the goals stated in this policy. Progress reports will be provided to the School Board once per year. Additionally, the Wellness Committee will determine two measurable goals each year to assess development and implementation of for the following school year. The Committee will review the policy every three years and recommend updates or modifications as appropriate.

Community Involvement:

The Board will establish a Wellness Committee. The Committee will be appointed by the Superintendent. The Committee will consist of a group representing parents, students, the school's food service program, the School Board, administrators, regular and wellness-related faculty and staff as well as members of the public with wellness-related expertise. The purpose of this advisory Committee is to provide content area expertise and community input.

Legal References:

RSA 189:11-a, Food and Nutrition Programs

Section 204 of Public Law 108-265, Child Nutrition and WIC Reauthorization Act of 2004

Ed 306.04(a)(20), Wellness

Ed 306.401, Health and Wellness Education Program

Adopted: July 19, 2006

Revised: June 30, 2016

Revised: June 19, 2019

Raymond School District Policy - GBE

EMPLOYEE RIGHTS AND RESPONSIBILITIES

Essential to the success of ongoing school operations and the instructional program are the following specific responsibilities, which shall be required of all personnel:

1. Faithfulness and promptness in attendance at work.
2. Adherence, support and enforcement of all School Board policies and administrative regulations.
3. Diligence in submitting required reports promptly at the times specified.
4. Adherence, support and enforcement of all education related statutes and Department of Education regulations.
5. Care and protection of school property.
6. Concern and attention toward their own and the Board's legal responsibility for the safety and welfare of students, including the need to ensure that students are under supervision at all times.
7. Fulfill other responsibilities as may, from time to time, be implemented or established by the School Board or administration.

All School employees shall set examples that are an important part of the educational process. Their manner, dress, courtesy, and attitudes establish models that affect the development of young people. The Board expects its staff members to set exemplary standards, as well as provide exemplary instruction.

Adopted: May 16, 2002
Revised: August 31, 2011

Raymond School District Policy GBEBB (Also JICDAA)

EMPLOYEE-STUDENT RELATIONS

Staff members are expected to maintain courteous and professional relationships with students, maintain an atmosphere conducive to learning, through consistent and fairly applied discipline and established professional boundaries.

Unless necessary to serve an educational or health-related purpose:

1. Staff members shall not make derogatory comments to students regarding the school and/or its staff.
2. The exchange of purchased gifts between staff members and students is discouraged.
3. Staff members shall not fraternize, either verbally or in writing, with students except on matters that pertain to school-related issues.
4. Staff members shall not associate with students in any situation or activity which could be considered sexually suggestive or involve the presence or use of tobacco, alcohol or drugs.
5. Dating between staff members and students is prohibited.
6. Staff members shall not use insults or sarcasm against students as a method of forcing compliance with requirements or expectations.
7. Staff members shall maintain a reasonable standard of care for the supervision, control and protection of students commensurate with their assigned duties and responsibilities.
8. Staff members shall not send students on personal errands.
9. Staff members shall, pursuant to RSA 169-C:29 and Board policy, immediately report any suspected signs of child abuse or neglect.
10. Staff members shall not attempt to counsel, assess, diagnose or treat a student's personal problem relating to sexual behavior, substance abuse, mental or physical health and/or family relationships but, instead, should refer the student to the appropriate school staff or agency for assistance.
11. Staff members shall not disclose information concerning a student, other than directory information, to any person not authorized to receive such information. This includes, but is not limited to, information concerning assessments, ability scores, grades, behavior, mental or physical health and/or family background.
12. Staff members shall not be alone in a room with a student with a door closed, a locked door, or with the lights off.
13. Staff members are strongly discouraged from socializing with students outside of school on social networking websites, consistent with the provisions of Policy GBEBD.

Staff members who violate this policy may face disciplinary measures, up to and

including termination, consistent with state law and applicable provisions of a collective bargaining agreement.

Any employee who witnesses or learns of any of the above behaviors shall report it to the building principal or Superintendent immediately.

Adopted: May 5, 2010

Raymond School District Policy – GBEBD

EMPLOYEE USE OF SOCIAL NETWORKING WEBSITES

The School Board strongly discourages school district staff from socializing with students outside of school on social networking websites, including but not limited to MySpace, Facebook, Twitter, or dating websites.

All school district employees, faculty and staff who participate in social networking websites shall not post any school district data, documents, photographs or other district owned or created information on any website. Further, the posting of any private or confidential school district data is strictly prohibited.

School district employees are prohibited from engaging in any conduct on social networking websites that violates the law, school board policies, or other standards of conduct. No conduct may negatively impact or disrupt the educational environment in the school. Employees who violate this policy may face discipline and/or termination, in line with other school board policies, acceptable use agreement, and/or collective bargaining agreements, as applicable.

Nothing in this policy prohibits employees, faculty, staff or students from the use of approved educational websites if such sites are used solely for educational purposes.

Access of social networking websites for individual use during school hours is prohibited.

Approved: September 2, 2009

Raymond School District Policy – JICDA
STUDENT SAFETY AND VIOLENCE PREVENTION
Bullying and Cyberbullying

I. Definitions (RSA 193-F:3)

1. Bullying. Bullying is hereby defined as a single significant incident or a pattern of incidents involving a written, verbal, or electronic communication, or a physical act or gesture, or any combination thereof, directed at another student which:

- (1) Physically harms a student or damages the student's property;
- (2) Causes emotional distress to a student;
- (3) Interferes with a student's educational opportunities;
- (4) Creates a hostile educational environment; or
- (5) Substantially disrupts the orderly operation of the school.

Bullying fundamentally includes actions motivated by an imbalance of power based on a student's actual or perceived personal characteristics, behaviors, or beliefs, or motivated by the student's association with another person and based on the other person's characteristics, behaviors, or beliefs.

2. Cyberbullying. Cyberbullying is defined as any conduct defined as "bullying" in this policy that is undertaken through the use of electronic devices. For purposes of this policy, any references to the term bullying shall include cyberbullying.
3. Electronic devices. Electronic devices include, but are not limited to, telephones, cell phones, computers, pagers, electronic mail, instant messaging, text messaging, and websites.
4. School property. School property means all real property and all physical plant and equipment used for school purposes, including public or private school buses or vans.
5. Parent. Any reference in this policy to "parent" shall include parents or legal guardians.
6. Covered Areas: In accordance with RSA 93-F:4, the District reserves the right to address bullying and, if necessary, impose discipline for bullying that:
 1. Occurs on, or is delivered to, school property or a school-sponsored activity or event on or off school property; or
 2. Occurs off of school property or outside of a school-sponsored activity

or event, if the conduct interferes with a student's educational opportunities or substantially disrupts the orderly operations of the school or school-sponsored activity or event.

IA. For Reports or Complaints of Discrimination, including Harassment, Based on Race, Color, National Origin, Ancestry, Sex or Disability.

In the event of an alleged act of discrimination, including harassment, based on race, color, national origin or ancestry, the Raymond School District will use the procedures in *"Discrimination, including Harassment, Based on Race, Color, National Origin and Ancestry – ACA."* Where there is an alleged act of discrimination, based on sex, the Raymond School District will apply its procedures under its *"AC-R-Title IX Grievances,"* and for alleged sexual harassment, it will apply *"JBAA-Sexual Harassment – Students."* In the event of an alleged act of discrimination, including harassment, based on handicap or disability, the Raymond School District will apply the procedures under its *"ACE-Procedural Safeguards-Nondiscrimination on the Basis of Handicap/Disability."*

II. Statement Prohibiting Bullying or Cyberbullying of a Student (RSA 193-F:4, II(a))

The Board is committed to providing all students a safe and secure school environment. This policy is intended to comply with RSA 193-F. Conduct constituting bullying and/or cyberbullying will not be tolerated and is hereby prohibited.

The Superintendent of Schools is responsible for ensuring that this policy is implemented.

III. Statement prohibiting retaliation or false accusations (RSA 193-F:4, II(b))

False Reporting

A student found to have wrongfully and intentionally accused another of bullying may face discipline or other consequences, ranging from positive behavioral interventions up to and including suspension or expulsion.

A school employee found to have wrongfully and intentionally accused a student of bullying shall face discipline or other consequences as determined in accordance with applicable law, District policies, procedures, and collective bargaining agreements.

Reprisal or Retaliation

The District will discipline and take appropriate action against any student, teacher, administrator, volunteer, or other employee who retaliates against any person who makes a good faith report of alleged bullying or against any person who testifies, assists, or participates in a proceeding or hearing relating to such bullying.

1. The consequences and appropriate remedial action for a student, teacher, administrator, volunteer, or other employee who engages in reprisal or retaliation shall be determined by the Principal after consideration of the nature, severity and circumstances of the act, in accordance with law, Board policies and any applicable collective bargaining agreements.
2. Any student found to have engaged in reprisal or retaliation in violation of this policy shall be subject to measures up to, and including, suspension and expulsion.
3. Any teacher, administrator, or other employee found to have engaged in reprisal or retaliation in violation of this policy shall be subject to discipline up to, and including, termination of employment.
4. Any school volunteer found to have engaged in reprisal or retaliation in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

Process To Protect Students From Retaliation

If the alleged victim or any witness expresses to the Principal or other staff member that he/she believes he/she may be retaliated against, the Principal shall develop a process or plan to protect that student from possible retaliation.

Each process or plan may be developed on a case-by-case basis. Suggestions include, but are not limited to, re-arranging student class schedules to minimize their contact, stern warnings to alleged perpetrators, temporary removal of privileges, or other means necessary to protect against possible retaliation.

These plans may be revised as circumstances warrant.

IV. Protection of all Students (RSA 193-F:4, II(c))

This policy shall apply to all students and school-aged persons on school district grounds and participating in school district functions, regardless of whether or not such student or school-aged person is a student within the District.

V. Disciplinary Consequences For Violations of This Policy (RSA 193-F:4, II(d))

The district reserves the right to impose disciplinary measures against any student who commits an act of bullying, falsely accuses another student of bullying, or who retaliates against any student or witness who provides information about an act of bullying.

In addition to imposing discipline under such circumstances, the board encourages the administration and school district staff to seek alternatives to traditional discipline, including but not limited to early intervention measures, alternative dispute resolution, conflict resolution and other similar measures.

VI. Distribution and Notice of This Policy (RSA 193-F:4, II(e))

Staff and Volunteers

All staff will be provided with a copy of this policy annually. The Superintendent may determine the method of providing the policy (employee handbook, website, hard copy, etc).

The Superintendent will ensure that all school employees and regular volunteers receive annual training on bullying and related district's policies.

Students

All students will be provided with a copy of this policy annually. The Superintendent may determine the method of providing the policy (student handbook, mailing, hard copy, etc).

Students will participate in an annual education program which sets out expectations for student behavior and emphasizes an understanding of harassment, intimidation, and bullying of students, the District's prohibition of such conduct and the reasons why the conduct is destructive, unacceptable, and will lead to discipline. Students shall also be informed of the consequences of bullying conduct toward their peers.

The Superintendent, in consultation with staff, may incorporate student anti-bullying training and education into the District's curriculum, but shall not be required to do so.

Parents

All parents/legal guardians will be provided with a copy of this policy annually. The Superintendent may determine the method of providing the policy (parent handbook, mailing, etc.). Parents will be informed of the program and the means for students to report bullying acts toward them or other students. They will also be told that to help prevent bullying at school they should encourage their children to:

1. Report bullying when it occurs;
2. Take advantage of opportunities to talk to their children about bullying;
3. Inform the school immediately if they think their child is being bullied or is bullying other students;
4. Cooperate fully with school personnel in identifying and resolving incidents.

Additional Notice and School District Programs

The Board may, from time to time, host or schedule public forums in which it will

address the anti-bullying policy, discuss bullying in the schools, and consult with a variety of individuals including teachers, administrators, guidance counselors, school psychologists and other interested persons.

VII. Procedure for Reporting Bullying (RSA 193-F:4, II(f))

At each school, the Principal or designee shall be responsible for receiving complaints of alleged violations of this policy.

Student Reporting

1. Any student who believes he/she has been the victim of bullying should report the alleged acts immediately to the Principal. If the student is more comfortable reporting the alleged act to a person other than the Principal, the student may tell any school district employee or volunteer about the alleged bullying.
2. Any school employee or volunteers who witnesses, receives a report of, or has knowledge or belief that bullying may have occurred shall inform the Principal or designee as soon as possible, but no later than the end of that school day.
3. The administration will develop a system or method for receiving anonymous reports of bullying. Although students, parents, volunteers and visitors may report anonymously, formal disciplinary action may not be based solely on an anonymous report. Independent verification of the anonymous report shall be necessary in order for any disciplinary action to be applied.
4. The administration will develop student reporting forms to assist students and staff in filing such reports. An investigation shall still proceed even if a student is reluctant to fill out the designated form and chooses not to do so.
5. Upon receipt of a report of bullying, the Principal or designee shall commence an investigation consistent with the provisions of Section XI of this policy.

Staff Reporting

1. An important duty of the staff is to report acts or behavior that they witness that appears to constitute bullying.
2. All district employees and volunteers shall encourage students to tell them about acts that may constitute bullying. For young students, staff members given such information will need to provide direct assistance to the student.
3. Any school employee or volunteer who witnesses, receives a report of, or has knowledge or belief that bullying may have occurred shall inform the Principal as soon as possible, but no later than the end of that school day.
4. Upon receipt of a report of bullying, the Principal or designee shall commence an investigation consistent with the provisions of Section XI of this policy.

VIII. Procedure for Internal Reporting Requirements (RSA 193-F:4, II(g))

In order to satisfy the reporting requirements of RSA 193-F:6, the Principal or designee shall be responsible for completing all New Hampshire Department of Education forms and reporting documents of substantiated incidents of bullying, annually. Said forms shall be completed within 10 school days of any substantiated incident. Upon completion of such forms, the Principal or designee shall retain a copy for him/herself and shall forward one copy to the Superintendent. The Superintendent shall maintain said forms in a safe and secure location.

IX. Notifying Parents of Alleged Bullying (RSA 193-F:4, II(h))

The Principal or designee shall report to the parents/guardians of a student who has been reported as a victim of bullying and to the parents/guardians of a student who has been reported as a perpetrator of bullying within 48 hours of receiving the report. Such notification will be made by telephone or personal conference, and in writing. The date, time, method, and location (if applicable) of such notification and communication shall be noted in the report. All notifications shall be consistent with the student privacy rights under the applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA). The notice shall include, at minimum, basic details of the alleged situation and timeframe of the investigation.

X. Waiver of Notification Requirement (RSA 193-F:4, II(i))

The Superintendent may, within a 48 hour time period, grant the Principal a waiver from the requirement that the parents of the alleged victim and the alleged perpetrator be notified of the filing of a report. A waiver may only be granted if the Superintendent deems such a waiver to be in the best interest of the victim or perpetrator. Any waiver granted shall be in writing.

XI. Investigative Procedures (RSA 193-F:4, II(j))

1. Upon receipt of a report of bullying, the Principal or designee shall, within 5 school days, initiate an investigation into the alleged act. If the Principal is directly and personally involved with a complaint or is closely related to a party to the complaint, then the Superintendent shall direct another district employee to conduct the investigation.
2. The investigation may include documented interviews with the alleged victim, alleged perpetrator and any witnesses. All interviews shall be conducted privately, separately and shall be confidential. Each individual will be interviewed separately and at no time will the alleged victim and perpetrator be interviewed together during the investigation.
3. If the alleged bullying was in whole or in part cyberbullying, the Principal or

designee may ask students and/or parents to provide the District with printed copies of e-mails, text messages, website pages, or other similar electronic communications.

4. A maximum of 10 school days shall be the limit for the initial filing of incidents and completion of the investigative procedural process.
5. Factors the Principal or other investigator may consider during the course of the investigation, including but not limited to:
 - A. Description of incident, including the nature of the behavior;
 - B. How often the conduct occurred;
 - C. Whether there were past incidents or past continuing patterns of behavior;
 - D. The characteristics of parties involved, (name, grade, age, etc.);
 - E. The identity and number of individuals who participated in bullying behavior;
 - F. Where the alleged incident(s) occurred;
 - G. Whether the conduct adversely affected the student's education or educational environment;
 - H. Whether the alleged victim felt or perceived an imbalance of power as a result of the reported incident; and
 - I. The date, time and method in which parents or legal guardians of all parties involved were contacted.
6. The Principal or designee shall complete the investigation within 10 school days of receiving the initial report. If the Principal needs more than 10 school days to complete the investigation, the Superintendent may grant an extension of up to 7 school days. In the event such extension is granted, the Principal shall notify in writing all parties involved of the granting of the extension.
7. Whether a particular action or incident constitutes a violation of this policy shall require a determination based on all facts and surrounding circumstances and shall include recommended remedial steps necessary to stop the bullying and a written final report to the Principal.
8. Students who are found to have violated this policy may face discipline in accordance with other applicable board policies, up to and including expulsion. Students facing discipline will be afforded all due process required by law.
9. Consistent with applicable law, the District will not require or request that a student disclose or provide to the District the student's username, password, or other authenticating information to a student's personal social media account. However, the District may request to a student or a student's parent/legal guardian that the student voluntarily share printed copies of specific information from a student's personal social media account if such information is relevant to an ongoing District investigation.

XII. Response to Remediate Substantiated Instances of Bullying (RSA 193-F:4, II(k))

Consequences and appropriate remedial actions for a student who commits one or more acts of bullying or retaliation may range from positive behavioral interventions up to and including suspension or expulsion of students.

Consequences for a student who commits an act of bullying or retaliation shall be varied and graded according to the nature of the behavior, the developmental age of the student, and the student's history of problem behaviors and performance. Remedial measures shall be designed to correct the problem behavior, prevent another occurrence of the problem, protect and provide support for the victim, and take corrective action for documented systematic problems related to bullying.

Examples of consequences may include, but are not limited to:

- A. Admonishment
- B. Temporary removal from classroom
- C. Deprivation of privileges
- D. Classroom or administrative detention
- E. Referral to disciplinarian
- F. In-school suspension
- G. Out-of-school suspension
- H. Expulsion

Examples of remedial measures may include, but are not limited to:

- A. Restitution
- B. Mediation
- C. Peer support group
- D. Corrective instruction or other relevant learning experience
- E. Behavior assessment
- F. Student counseling
- G. Parent conferences

In support of this policy, the Board promotes preventative educational measures to create greater awareness of aggressive behavior, including bullying. The Board expects the Superintendent to work collaboratively with all staff members to develop responses other than traditional discipline as a way to remediate substantiated instances of bullying.

XIII. Reporting of Substantiated Incidents to the Superintendent (RSA 193-F:4, II(l))

The Principal shall forward all substantiated reports of bullying to the Superintendent upon completion of the Principal's investigation.

XIV. Communication With Parents Upon Completion of Investigation (RSA 193-F:4, II(m))

1. Within two school days of completing an investigation, the Principal will notify the students involved in person of his/her findings and the result of the investigation.
2. The Principal will notify via telephone the parents of the alleged victim and alleged perpetrator of the results of the investigation. The Principal will also send a letter to the parents of both parties within 24 hours again notifying them of the results of the investigation which shall summarize the investigation process and findings. The form for a parent to appeal the decision of a bullying investigation will be included in the letter of findings.
3. The Principal shall offer a meeting to parents/guardians. If the parents request, the Principal shall schedule a meeting with them to further explain his/her findings and reasons for his/her actions.
4. In accordance with the Family Educational Rights and Privacy Act and other law concerning student privacy, the District will not disclose educational records of students including the discipline and remedial action assigned to those students and the parents of other students involved in a bullying incident.

XV. Appeal

A parent or guardian who is aggrieved by the investigative determination letter of the Principal or his/her designee may appeal the determination to the Superintendent for review. The appeal shall be in writing addressed to the Superintendent, shall state the reason(s) why the appealing party is aggrieved, and the nature of the relief they seek. The Superintendent shall not be required to re-investigate the matter and shall conduct such review as he/she deems appropriate under the circumstances.

It is in the best interests of students, families, and the District that these matters be promptly resolved. Therefore, any such appeal to the Superintendent shall be made within ten (10) calendar days of the parent/guardian's receipt of the investigative determination letter of the principal or his/her designee. The Superintendent shall issue his/her decision in writing.

If the parent or guardian is aggrieved by the decision of the Superintendent, they may appeal the decision to the School Board within ten (10) calendar days of the date of the parent/guardian's receipt of the Superintendent's decision. An appeal to the Superintendent shall be a prerequisite to any appeal to the School Board. The appeal to the School Board shall be in writing, addressed to the School Board Chair in care of the Superintendent, shall state the reason(s) why the appealing party is aggrieved, and the nature of the relief they seek.

An aggrieved parent/guardian has the right to appeal the final decision of the local School Board to the State Board within thirty (30) calendar days of receipt of the written decision of the local School Board in accordance with RSA 541-A and State of New Hampshire Department of Education Regulation set forth in ED 200. The State Board may waive the thirty-day requirement for good cause shown, including, but not limited to, illness, accident, or death of a family member.

XVI. School Officials (RSA 193-F:4, II(n))

The Superintendent of schools is responsible for ensuring that this policy is implemented. In order to facilitate the implementation of this policy, the Superintendent may establish further administrative rules or regulations.

XVII. Capture of Audio Recordings on School Buses

Pursuant to RSA 570-A:2, notice is hereby given that the Board authorizes audio recordings to be made in conjunction with video recordings of the interior of school buses while students are being transported to and from school or school activities. The Superintendent shall ensure that there is a sign informing the occupants of school buses that such recordings are occurring.

XVIII. Use of Video or Audio Recordings in Student Discipline Matters

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

In the event an audio or video recording is used as part of a student discipline proceeding, such video may become part of a student's education record. If an audio or video recording does become part of a student's education record, the provisions of Policy JRA shall apply.

The Superintendent is authorized to contact the District's attorney for a full legal opinion relative in the event of such an occurrence.

XIX. Reports or Complaints of Discrimination, including Harassment, Based on Race, Color, National Origin or Ancestry

Students or other persons (i.e., students' parents or guardians) who believe that a student has been the subject of discrimination, including harassment, based on race, color, national origin or ancestry are encouraged to report promptly any such alleged act or

incident, by using the Raymond School District Policy for *“Discrimination, including Harassment, Based on Race, Color, National Origin and Ancestry – ACA.”*

Raymond School District employees, volunteers and independent contractors who become aware of, witness acts of or receive a student report relating to a student experiencing discrimination, including harassment, based on race, color, national origin or ancestry shall inform the Principal or designee as soon as possible, but by no later than the beginning of the next school day, by using the Raymond School District Policy for *“Discrimination, including Harassment, Based on Race, Color, National Origin and Ancestry – ACA.”*

The Raymond School District Policy for *“Discrimination, including Harassment, Based on Race, Color, National Origin and Ancestry-ACA”* can be found on the District and school’s Website, under “School Board Policy.”

XX. Reports or Complaints of Discrimination, including Harassment, Based on Sex or Disability

Where there is an alleged act of discrimination, based on sex, the Raymond School District will apply its procedures under its *“AC-R-Title IX Grievances,”* and for alleged sexual harassment it will apply *“JBAA-Sexual Harassment – Students.”* In the event of an alleged act of discrimination, including harassment, based on handicap or disability, the Raymond School District will apply the procedures under its *“ACE- Procedural Safeguards-Nondiscrimination on the Basis of Handicap/Disability.”*

Legal References:

RSA 189:70, Educational Institution Policies on Social Media
RSA 193-F:3, Student Safety and Violence Prevention Act
RSA 570-A:2, Capture of Audio Recordings on School Buses Allowed
NH Code of Administrative Rules, Section Ed 306.04(a)(8), Student Harassment

Adopted: March 1, 2001
Revised: August 1, 2002
Revised: August 4, 2004
Revised: November 19, 2008
Revised: October 20, 2010
Revised: June 6, 2012
Revised: March 2, 2016
Revised: October 29, 2018

Raymond School District Policy - JICFA

HAZING

It is the policy of the District that no student or employee of the District shall participate in or be members of any secret fraternity or secret organization that is in any degree related to the school or to a school activity. No student organization or any person associated with any organization sanctioned by the State Board of Education shall engage or participate in hazing.

For the purposes of this policy, hazing is defined as an activity that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization sanctioned or authorized by the State Board of Education.

"Endanger the physical health" shall include, but is not limited to, any brutality of a physical nature, such as whipping, beating, branding, or forced calisthenics; exposure to the elements; forced consumption of any food, alcoholic beverage, drug, or controlled dangerous substance; or any forced physical activity that could adversely affect the physical health or safety of the individual.

"Endanger the mental health" shall include any activity, except those activities authorized by law, that would subject the individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact that could result in extreme embarrassment, or any other forced activity that could adversely affect the mental health or dignity of the individual.

Any hazing activity upon which the initiation or admission into or affiliation with an organization sanctioned or authorized by the State Board of Education is conditioned, directly or indirectly, shall be presumed to be a forced activity, even if the student willingly participates in such activity.

This policy is not intended to deprive School District authorities from taking necessary and appropriate disciplinary action toward any student or employee. Students or employees who violate this policy will be subject to disciplinary action that may include expulsion for students and employment termination for employees.

A copy of this policy will be furnished to each student and teacher in the School District.

Statutory Reference:
RSA 631:7

Adopted: August 1, 2002

Raymond School District Policy - JICH

DRUG AND ALCOHOL USE BY STUDENTS

The School Board is concerned with the health, welfare and safety of its students. Therefore, the use, sale, transfer, distribution, possession or being under the influence of unauthorized prescription drugs, alcohol, narcotics, unauthorized inhalants, controlled substances, or illegal drugs is prohibited on any school district property, in any district-owned vehicle, or in any other district-approved vehicle used to transport students to and from school or district activities. This prohibition also applies to any district-sponsored or district-approved activity, event or function. The use, sale, transfer or possession of drug-related paraphernalia is also prohibited.

For the purposes of this policy, a controlled substance shall include any controlled substance as defined in the Controlled Substances Act, 21 U.S.C. § 812(c), or RSA 318-B, Controlled Drug Act.

Students may only be in possession of medication as detailed in Board Policy JLCD. Searches of persons reasonably suspected to be in violation of this policy will be conducted in accordance with Board Policy JIH.

Any student who is found by the administration to be in violation of this policy shall be referred for prosecution and subject to disciplinary action up to and including suspension, expulsion or other discipline in accordance with the district's disciplinary policy. Strict compliance is mandatory. The school principal shall immediately report all incidents involving unauthorized prescription drugs, alcohol, narcotics, unauthorized inhalants, controlled substances, or illegal drugs to the appropriate local law enforcement agency and the superintendent. All controlled substances shall be turned over to local law enforcement.

Students with disabilities who violate this policy will be disciplined in accordance with the student's Individual Education Program (IEP.)

Legal References:

21 U.S.C. § 812(c), Controlled Substances Act

RSA 318-C, Controlled Drug Act

RSA 571-C:2, Intoxicating Beverages at Interscholastic Athletic Contests

Adopted: August 1, 2002

Revised: March 21, 2007

Raymond School District Policy - JLF

REPORTING CHILD ABUSE

Any school employee having reason to suspect that a child is being or has been abused or neglected shall immediately report his/her suspicions to the building principal. The principal shall then immediately notify the appropriate state officials at the New Hampshire Department of Health and Human Services. The principal will then notify the Superintendent that such a report to Health and Human Services has been made.

A written report shall be made by the principal within 24 hours. The report should contain the name and address of the child suspected of being abused or neglected, the person responsible for the child's welfare, the specific information indicating neglect/abuse or the nature and extent of the child's injuries (including any evidence of previous injuries), the identity of the person or persons suspected of being responsible for such neglect or abuse, and any other information that might be helpful in establishing neglect or abuse or that may be required by the Department of Health and Human Services.

All new employees would be required to receive training and information on requirements and how to identify child abuse and neglect. The Board recommends all school district employees receive periodic training or information on how to identify child abuse and neglect, or on any new requirements

Legal References:

NH Code of Administrative Rules, Section Ed 306.04(a)(10), Reporting of Suspected Abuse or Neglect

RSA 169-C:29, Persons Required to Report

RSA 169-C:30, Nature and Content of Report

RSA 169-C:31, Immunity from Liability

RSA 169-C:34, III, Duties of the Department of Health and Human Services

Adopted: May 3, 1971

December 6, 1984

Revised: August 1, 2002

Revised: October 6, 2010

**RAYMOND SCHOOL DISTRICT
ACKNOWLEDGMENT AND RECEIPT OF 2019-2020 EMPLOYEE HANDBOOK**

I acknowledge that I have received a copy of the Employee Handbook and understand that it contains information about some of the policies, rules, and procedures of the Raymond School District that I must adhere to. I have reviewed the Employee Handbook carefully and agree to comply with it.

I also understand that the Employee Handbook is not intended to include or set forth all of the policies, rules, procedures, or standards that govern my conduct as an employee of the Raymond School District. I understand that I can obtain copies of all current School District policies on the website. I understand that School Board policies supercede the Employee Handbook.

I understand that the Raymond School District may revise the Employee Handbook, policies, rules, and procedures at any time and for any reason.

I understand that it is my responsibility to comply with all policies, practices and rules and any future changes in such policies, practices, and rules.

I understand that this Employee Handbook is not intended to create contractual obligations with respect to any matters it covers and that the Employee Handbook does not create a contract guaranteeing that I will be employed for any specific time period.

Name: _____

Date: _____

Employee Signature: _____