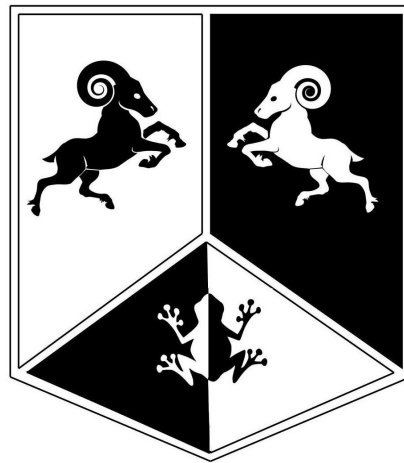


2020-2021

**RAYMOND SCHOOL DISTRICT
EMPLOYEE HANDBOOK**



DRAFT

Raymond School District

SAU 33, 43 Harriman Hill Road, Raymond, New Hampshire 03077

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Dear Raymond School District Employee,

Thank you so much for choosing to apply your skills, knowledge and energy within our school district. You are part of a top-notch group of individuals, all working toward the common purpose of serving our students and the community with excellence.

This handbook is intended to provide you with important requirements, guidelines, and information. It is one part of the District's overall goal of providing clarity and resources that support you, your work and the mission of the organization. Please review it thoroughly and refer to it when necessary.

Our Human Resources Department is also available to provide additional information and clarification for specific questions on a case-by-case basis. If you are in need of assistance, please do not hesitate to reach out by contacting the SAU 33 central office.

We are grateful to have you as a part of our team. Best wishes for enjoyable employment and a very successful school year.

Sincerely,

Tina H. McCoy, Ed.D. – Superintendent of Schools

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JICA	Student Dress Code
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JICFA	Hazing
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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 VISION (to be updated if needed pending subsequent Board approval of annual update of Strategic Plan).

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.~~

SAU 33 COVID-19, Emerging Epidemic/Pandemic Response Plan

All employees are required to abide by the following procedures which are in place to protect the health and safety of students, employees, families and community members:

PURPOSE: To provide guidelines consistent with public health recommendations concerning instances of staff illness during COVID-19 or other emerging epidemic/pandemic.

SCOPE: All SAU 33 staff

POLICY:

SAU 33 is committed to providing a safe and healthy work environment for all staff. Therefore, all staff experiencing symptoms of COVID-19 or other emerging epidemic/pandemic diseases are encouraged to stay home. Staff should also notify SAU 33 in the event of an absence.

PROCEDURE:

1. If a staff member is exhibiting COVID-19 or other emerging epidemic/pandemic symptoms, they should not report to work or should leave work immediately. The staff member must also immediately notify their SAU 33 administrator.
2. If a staff member has tested positive for COVID-19 or other emerging epidemic/pandemic disease, staff are to notify their SAU 33 administrator to report symptoms and receive instructions regarding return to work clearance.

3. Return to Work Criteria for Raymond School District Employees– Symptom-Based Strategy

Public Health guidelines reflect an extended period of time for return to work:

- At least three days (72 hours) have passed since recovery defined as a resolution of fever without the use of fever-reducing medications; and
- Improvement in respiratory symptoms; and
- At least 10 days have passed since symptoms first appeared.
- Staff must be cleared by their primary care provider in writing prior to returning to work.

All staff are responsible for adhering to this policy and to remain current with updated information distributed through email or SAU 33 notifications.

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**nform, **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 employees 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.~~

Employees may be entitled to family and medical leave under the federal Family and Medical Leave Act of 1993 ("FMLA") and/or under RSA 189:73 when they meet all of the eligibility requirements of these laws. This policy sets forth several rules that must be applied uniformly to all employees who may be eligible for family and medical leave. This policy is not intended to expand the District's obligations beyond the requirements of the FMLA and/or RSA 189:73. As used in this policy, "family and medical leave" means leave available under either or both the federal and state laws. See attached Raymond School District Policy- GCCBC.

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. You will need a physician's certification filled out as part of your eligibility.

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.

The Raymond School District application for employment asks: *Have you ever been arrested for or convicted of a crime that has not been annulled by a court? (Crime includes all felonies and misdemeanors. Conviction includes adjudications of guilt, pleas of guilty, pleas of "nolo contendere" (no consent), and determinations before courts, juries, judges or magistrates, which resulted in fines, incarceration, or other sentences or probation). A misdemeanor or felony will stay on your record forever unless you had this annulled through the court system. Conviction of a crime is not a bar to employment in all cases. Each case is considered on its merits. Answering this question untruthfully is grounds for dismissal from employment.*

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 clean** 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 informational 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~~ **conducted** 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~~ a student 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. **Employees must continually protect confidentiality of student and co-worker information, including during the use of social media sites. Employee use of Social Media must be in accord with [Raymond School District Policy GBEBD](#) (attached).**

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 should refer to [Raymond School Board Policy JICA](#), Student Dress Code (attached), to ensure that they meet or exceed the requirements of that Policy in order to set a good example for all students.

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. **Other protective gear or apparel may be required on a case by case basis or depending upon changing circumstances (health and safety considerations).**

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 or licensed 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, ~~Fedd Ledoux~~ **contact the Safety & Facilities Director immediately** to report the missing badge, **so that it can be reactivated** 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 **Counseling** Department will electronically send out all 504s to the classroom teachers prior to the start of school. The school counselors will be responsible for **setting up annual meetings when changes are needed or as requested by a member of the team.** ~~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 students with disabilities to **receive the free and appropriate education they are entitled to under the law,** ~~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:

In the event of a work-related injury or illness you are required to report it to your supervisor, the school nurse, or to Human Resources immediately. 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.

The employee's responsibility is to completely fill out the [Employees First Report of Injury Form](#) immediately and submit this to your nurse's office or administrator who will forward this to the Human Resources Department. Because you verbally told someone that you were injured at work does not take the place of reporting an employee injury using this form and giving to the correct contact. The date reported should be the date you filled out this form which oftentimes is the date of injury. However if you do not fill out this form right away, that date should be the date you filled out the form and submitted to the nurse, administrator or HR. The District has no later than five (5) calendar days to report the information that you provide to the State of NH based on the report date on your form. If not reported within this timeframe, the district is then subject to a fine of up to \$2,500.00. This form can be found in the nurse's office, Human Resources office, as well as the main office of your building or on our website.

Special Notes:

- Injuries involving an employee and a student should also be reported on the Employees First Report of Injury Form.
- Form must be filled out completely with a detailed description of how the injury occurred as well as all parts/sides of the body that were injured.
- The date reported should be the date you submit the form for processing.
- In the case of an emergency, the administrator or nurse can take your statement of injury and report this to HR dept.
- The form is also on our website- Departments>Human Resources>Safety>WC First Report of Injury
- If you cannot find the nurse or administrator to hand your completed form to, please scan this form to Karen Stuart in HR- k.stuart@sau33.com
- Your administrator will be doing an incident review of your injury so we may track injuries and improve all safety measures.

You have the right to choose your own doctor if you are hurt at work. 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 **after your appointment**, with any restrictions necessary, to bring **with you** 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 **from Primex** 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, vision, flex spending accounts (FSA), and life insurances. All full time and part-time employees may elect to contribute to a 403(b) or Roth 403(b).

Questions about insurance benefits? Please contact Human Resources.

If you need to contact our vendors directly:

HealthTrust/Anthem - Enrollee Services	800-527-5001
SchoolCare/CIGNA - Member Services	800-562-5254
Benefit Strategies (FSA)	800-401-3539
Omni 403(b) Administrator	877-544-6664

Job Postings

Open positions are posted for ten (10) calendar days before the ~~position may be filled.~~ **positions are filled, unless there are extenuating circumstances that necessitate hiring before ten days are up.** Positions are posted on the SAU 33 website through ~~Applitrack~~ **Frontline**, additional outside resources and in a designated area in each of the District buildings. **Postings are also shared electronically through the district's SAU 33 ALL email address.** 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.

State of NH - Department of Education Credentialing: 603-271-2409

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

The health and safety of every student is the highest priority of the Raymond School District. All employees of the Raymond School District, **regardless of their assignments**, are required to report suspected child abuse or neglect, and suspected bullying.

Abuse and Neglect

Teachers and all school personnel ~~are expected to~~ **shall** comply with mandated reporting statutes. The intent of this protocol is to manage the process of mandated reporting in a consistent fashion **that assertively protects the health and safety of every child..** 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; hypervigilance;
- 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).

Raymond School District employees must refer to [Policy JLF, Reporting Child Abuse & Neglect \(attached\)](#), for more information and requirements.

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)

Employees should refer to Raymond School District [Policy JICDA, Student Safety and Violence Prevention \(attached\)](#), for more information.

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~~ to 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.

New Hampshire Retirement System: 603-410-3500

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, **or by the second Friday of the school year depending upon the terms of Collective Bargaining agreements.**

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.

It is the responsibility of the employee to make sure time cards are accurate, thorough and submitted on time. Time records must be turned in to the employee's school payroll secretary on the date requested. All records must be reviewed prior to being turned in, and all corrections are to be made by the employee. The records should be filled out in pen and there can be no white-out used for corrections.

Time records found with discrepancies will be recorded by the secretary. Repeated infractions will result in disciplinary action. 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 examinations 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 inter-school 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, 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. Rules regarding guests and visitors to schools and District facilities may at times be made more stringent depending upon current health and safety factors.

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 2020-2021 School Year

<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th colspan="5">August 2020 (3)</th> </tr> <tr> <th>M</th> <th>T</th> <th>W</th> <th>T</th> <th>F</th> </tr> </thead> <tbody> <tr> <td>3</td> <td>4</td> <td>5</td> <td>6</td> <td>7</td> </tr> <tr> <td>10</td> <td>11</td> <td>12</td> <td>13</td> <td>14</td> </tr> <tr> <td>17</td> <td>18</td> <td>19</td> <td>20</td> <td>21</td> </tr> <tr> <td>24</td> <td>25</td> <td>26</td> <td>27</td> <td>28</td> </tr> <tr> <td>31</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>8/21 - New Teacher In-Service 8/24 - District In-Service 8/25 - Teacher In-Service 8/26 - Teacher In-Service 8/27 - First Day of School</p>	August 2020 (3)					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	31					<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th colspan="5">January 2021 (18)</th> </tr> <tr> <th>M</th> <th>T</th> <th>W</th> <th>T</th> <th>F</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td>1</td> </tr> <tr> <td>4</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> </tr> <tr> <td>11</td> <td>12</td> <td>13</td> <td>14</td> <td>15</td> </tr> <tr> <td>18</td> <td>19</td> <td>20</td> <td>21</td> <td>22</td> </tr> <tr> <td>25</td> <td>26</td> <td>27</td> <td>28</td> <td>29</td> </tr> </tbody> </table> <p>1/1 Holiday Break 1/15 Teacher In-Service 1/18 Civil Rights Day</p>	January 2021 (18)					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
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<div style="border: 1px solid black; width: 20px; height: 10px; display: inline-block; margin-right: 5px;"></div> Scheduled no school days for students <p>Approved by Raymond School Board January 22, 2020</p> <p>*Possible snow/emergency make-up days</p>	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th colspan="5">June 2021 (11)</th> </tr> <tr> <th>M</th> <th>T</th> <th>W</th> <th>T</th> <th>F</th> </tr> </thead> <tbody> <tr> <td></td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> </tr> <tr> <td>7</td> <td>8</td> <td>9</td> <td>10</td> <td>11</td> </tr> <tr> <td>14</td> <td>15</td> <td>16*</td> <td>17*</td> <td>18*</td> </tr> <tr> <td>21*</td> <td>22*</td> <td>23*</td> <td>24*</td> <td>25*</td> </tr> <tr> <td>28*</td> <td>29*</td> <td>30</td> <td></td> <td></td> </tr> </tbody> </table> <p>6/15 - Last Day of School 6/16 - Teachers Work 1/2 Day</p>	June 2021 (11)					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																																					
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Frontline Absence Management and Professional Growth

Access Frontline Absence Management and Professional Growth through the Frontline Insights Platform at www.sau33.com → Staff

Using Frontline Absence Management 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 Frontline if it's past your allowed time to do so.

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

<p style="text-align: center;">Vacation</p> <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. 	<p style="text-align: center;">Sick</p> <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). 	<p style="text-align: center;">Personal</p> <ul style="list-style-type: none"> • For personal, legal, or family matters. Use for sound, pressing, unavoidable reasons only. 	<p style="text-align: center;">Bereavement</p> <ul style="list-style-type: none"> • Per each CBA or employment contracts.
<p style="text-align: center;">Professional Development</p> <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. 	<p style="text-align: center;">Jury Duty</p> <ul style="list-style-type: none"> • Scheduled days or hours for jury duty. Must submit paperwork to office. 	<p style="text-align: center;">Floating Holiday</p> <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. 	<p style="text-align: center;">Leave of Absence</p> <ul style="list-style-type: none"> • Must contact Human Resources for additional information. • Requests for unpaid personal or vacation days require Superintendent approval.
<p style="text-align: center;">Meetings/Field Trips, etc.</p> <ul style="list-style-type: none"> • 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. 			

Frontline Absence Management Quick Tips

- Questions about your absences? Contact Karen Stuart at k.stuart@sau33.com.
- Once in Absence Management, 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.

Frontline Professional Growth Quick Tips

- Once you've access Frontline Professional Growth, 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 Frontline Professional Growth can be directed to Jennifer Heywood at j.heywood@sau33.com.
- **Remember: Approval for a PD activity in Frontline Professional Growth does *not* mean that an absence for that activity has been approved. Absences must be entered separately into Frontline Absence Management.**

Visit www.sau33.com → Staff

to find a current link the Frontline Insight Platform

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
GCCBC	Family and Medical Leave Act
JICA	Dress Code
JICDA	Student Safety and Violence Prevention - Bullying and Cyberbullying
JICFA	Hazing
JICH	Drug and Alcohol Use by Students
JLDB	Suicide Prevention and First Response
JLDB-R	Suicide Prevention and First Response - Procedure
JLF	Reporting Child Abuse