

~~2021-2022~~ 2022-2023

Raymond School District

Employee Handbook



DRAFT

Raymond School District

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

Tel. 603-895-4299 Fax. 603-895-0147 www.sau33.com

Dr. David DeRuosi, Jr., Interim Superintendent of Schools
Michael J. Hatfield, MEd., CAGS, Student Services Director
Karen Stuart, Director of Human Resources
Brittany L'Heureux, Technology Director



Marjorie Whitmore, Business Administrator
Todd Ledoux, Safety & Facilities Director
Jessica Caron, Director of Student Behavioral Health
Judith DiNatale, School Nutrition Services Director
Patrick Arsenault, Youth Program Director

To: ~~Raymond School District Employees~~
From: ~~Dr. David DeRuosi, Jr., Interim Superintendent of Schools~~
Date: ~~July 2021~~
Subject: ~~Employee Handbook Revisions~~

~~I am pleased to present the revised Raymond School District Employee Handbook, with revisions effective July 1, 2021. The intent of this memo is to provide a brief summary of the significant changes that were made to the handbook. As always, please feel free to let your immediate supervisor or me know if you have any suggestions or concerns.~~

- ~~● Removal of COVID-19 Return to Work Procedures—any necessary documentation will be provided under separate cover~~
- ~~● Page 16—Mandated reporting of sexual harassment~~

Revisions page will be updated after approval.

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Dear Raymond School District Employees,

I'd like to welcome you once again back to the start of our new school year. It's a beginning filled with hope and optimism, and it's a time when we can all rely on one another and the good practices within the district.

This handbook is provided to remind you of important guidelines, requirements, and information and serves as part of our overall support for you in your work. 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 Office.

Another important document that will be provided separately is our 2021-22 School Year Reopening Plan, which will outline important procedures in relation to the COVID-19 pandemic. Both the Reopening Plan and this Employee Handbook contain information, policies, and procedures that all employees are required to know and adhere to. That being said, as we know too well, the changing conditions of the pandemic may require updates to either document. You will be notified of any changes as the year progresses.

Look forward to working together with all of you this year.

Sincerely,

Dr. David DeRuosi, Jr.,

Interim Superintendent of Schools

Welcome letter to be updated after July 1.

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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 VISION STATEMENTS

Mission

The Mission of the Raymond School District is to ensure high levels of learning and critical thinking for all and to promote the skills, dispositions, and habits that allow students to become resilient, engaged citizens who value others and contribute positively to society.

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!*

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, **and your time card if applicable**, 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 canceled in Frontline Absence Management. Employees with a scheduled absence on a delayed opening or early release day will not have their absence canceled 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)

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, **IncidentIQ 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 **IncidentIQ SchoolDude**. The link to **IncidentIQ SchoolDude** can be found on our District website under the "Staff" tab. **There is no individual login information for Incident IQ; access to IncidentIQ is through your Google Single Sign On.** ~~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. **Do not use student names or identifiable information.**
- 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 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~~ **Paraeducators** who receive inquiries from parents about student performance, progress or school functioning should defer the questions to a classroom/**special education** teacher or other professional (ex. counselor, ~~special education teacher~~ or administrator).

See also: Student/**Parent** 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 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, **sweatpants and exercise pants are not considered professional attire unless applicable to specific job duties.** ~~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 certified or licensed staff is found within the Educator Effectiveness Plan, also available on the Human Resources pages of our District website. **All employees must sign their evaluation forms after meeting with their supervisor.**

Facilities Use After Hours

When school activities are planned outside of school 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, 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 **IncidentIQ SchoolDude**. Any requests for I.T. assistance, including equipment needs, setup, moving computers, and technical help, should be input by creating a ticket in **IncidentIQ SchoolDude**. The link to **IncidentIQ SchoolDude** can be found on our District website under the "Staff" tab. **There is no individual login information for Incident IQ; access to IncidentIQ is through your Google Single Sign On.** ~~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, paraeducator, 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 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.
- 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, 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, 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 it 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 it to the nurse, administrator or Human Resources. 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 or the 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 the Human Resources Department.
- 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 Human Resources: 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 causes 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 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 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 **Frontline Recruiting and Hiring** ~~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 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 JICK and RSA 193-F:4, II(g)

Employees should refer to Raymond School District [Policy JICK](#) 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.

Mandated Reporting of Sexual Harassment

Any person may report sexual harassment whether relating to her/himself or another person. **However, if any District employee – other than the employee harasser, or the Title IX Coordinator – receives information of conduct which may constitute sexual harassment under this Policy, s/he shall, without delay, inform the Title IX Coordinator** of the alleged sexual harassment. Failure to report will subject the employee to discipline up to and including dismissal.

A report of sexual harassment may be made at any time, in person, by mail, by telephone, electronic mail, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Additionally, while the District strongly encourages reports of sexual harassment to be made directly to the Title IX Coordinator, the report may be made to **any** District staff member, including, for instance, a counselor, teacher or principal.

If the Title IX Coordinator is the alleged respondent, the report or formal complaint may be made directly to the Superintendent, who shall thereafter fulfill the functions of the Title IX Coordinator regarding that report/complaint, or delegate the function to another person.

NOTE: For any allegation of sexual assault on a student under the age of 18, such conduct shall be reported immediately to the DCYF per Board policy JLF. If the alleged respondent (perpetrator) is a person holding a license or credential from the New Hampshire Department of Education (i.e., "credential holder"), then a report shall also be made pursuant to the Code of Conduct for New Hampshire Educators.

The Title IX Coordinator for Raymond School District is:

Michael Hatfield
m.hatfield@sau33.com
603-895-4299 x1106
SAU 33 Office
43 Harriman Hill Road
Raymond, NH 03077

See [Policy ACAC Title IX Sexual Harassment Policy and Grievance Process](#) (p. 25) for the complaint process, how to file a complaint of sex discrimination or sexual harassment, and how the District will respond to such a complaint.

Title IX inquiries may be referred to the Title IX Coordinator or to the Assistant Secretary for Civil Rights.

Mandatory Code of Conduct Reporting

By way of District Policy GBEB, the Board has adopted the provisions of the NH Code of Conduct as employment rules and standards applicable to all employees and consultant/independent contractor, irrespective of whether or not such persons are Credential Holders. Consequently, each District employee designated volunteer, or contracted service provider is required to report certain acts, incidents and misconduct as provided in Policy GBEAB Mandatory Code of Conduct Reporting - All Employees. Policy GBEB and GBEAB can both be found in the *Annual Notifications* section of this handbook.

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 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

Non-Violent Crisis Intervention (CPI)

All employees will participate (on some level) in this intervention program. At minimum, participants will learn de-escalation techniques to further support interactions with all members of our school district community.

Orientation

Supervisors will be responsible for the orientation of new employees, depending 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 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. **Any changes**

that an employee makes to their hours worked in Frontline Absence Management must also be reflected on the time card. These updates to the time card must be made *by the employee* and signed by the employee.

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/Parent 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 become 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” or **“your child”**
- **Any email correspondence with parents, students, or staff members should be sent only from district-authorized email accounts.**

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 2022-23 School Year

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Scheduled no school days for students

*Possible snow/emergency make-up days

Approved by Raymond School Board April 20, 2022

First Day of School Grades 1-12: August 29
 First Day of School for Preschool/Kindergarten: September 6
 The following in-service days are work days for paraeducators: August 23 (new paraeducators only), August 24, August 25, August 26, and September 12

Frontline instructions will be updated

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.

Vacation <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.	Sick <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).	Personal <ul style="list-style-type: none">•For personal, legal, or family matters. Use for sound, pressing, unavoidable reasons only.	Bereavement <ul style="list-style-type: none">•Per each CBA or employment contracts.
Professional Development <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.	Jury Duty <ul style="list-style-type: none">•Scheduled days or hours for jury duty. Must submit paperwork to office.	Floating Holiday <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.	Leave of Absence <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. <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 instructions will be updated

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

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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 – ACAC

TITLE IX SEXUAL HARASSMENT POLICY AND GRIEVANCE PROCESS

The definition of “Sexual Harassment” is found in Section II.B of this Policy. Instructions for making a report or complaint of sexual harassment are found in Section II.J.1. The “Title IX Grievance Process” is Section III, and the procedure for filing a formal complaint to initiate the grievance process is found in Section III.A

I. RESTATEMENT OF POLICY PROHIBITING DISCRIMINATION ON THE BASIS OF SEX.

Per Board policy AC, Title IX of the Education Amendments Act of 1972 (“Title IX”), as well as RSA 193:38, among others, the District does not discriminate on the basis of sex in its educational programs and activities, including employment and admissions. All forms of sex-based discrimination, including sexual harassment are prohibited in the District.

II. TITLE IX SEXUAL HARASSMENT POLICY.

A. Application of This Policy.

While all forms of sex-based discrimination are prohibited in the district, the purpose of this policy is to address, and only to address, *sexual harassment as defined in Title IX and Sec. II.B*, below, that occurs within the educational programs and activities of the district, and to provide a grievance process for investigating and reaching a final determination of responsibility for a formal complaint of sexual harassment. The “Title IX Grievance Process” is set out in Sec. III below. While the District must respond to all “reports” it receives of sexual harassment, the Title IX Grievance Process is initiated only with the filing of a formal complaint.

The purpose of this Policy, however, is to address, and only to address, sexual harassment as defined in Title IX that occurs within the educational programs and activities of the district. For harassing conduct which does not meet the definition of sexual harassment under Title IX and this Policy, the District’s response will be governed under other applicable laws and policies per Board policy AC, and policies referenced therein.

This Policy shall apply to all students, employees, and any third party who contracts with the District to provide services to District students or employees, upon District property or during any school program or activity.

Nothing in this policy will be construed to confer on any third party a right to due process or other proceedings to which student and employee respondents are entitled under this policy unless such right exists under law.^[1] Volunteers and visitors who engage in sexual harassment will be directed to leave school property and/or be reported to law enforcement, the NH Division of Children, Youth and Families (DCYF), as appropriate. A third party under the supervision and control of the school system will be subject to termination of contracts/agreements, restricted from access to school property, and/or subject to other consequences, as appropriate.

The Superintendent shall have overall responsibility for implementing this Policy, and shall annually appoint a District Title IX Coordinator as that position is described in Section II.C, below. The name and contact information for the Title IX Coordinator shall be updated and disseminated annually with the Title IX Coordinator’s name.

B. Definitions.

As used in this Policy and the Title IX Grievance Process, the terms below shall have the meaning ascribed.

“Actual knowledge” occurs when the District’s Title IX Coordinator or **ANY** employee of one of the District’s schools (other than a “respondent” or alleged harasser) receives a notice, report or information or becomes aware of sexual harassment or allegations of sexual harassment.

“Complainant” is an individual who is alleged to be the victim of conduct that could constitute sexual harassment, whether or not that person files a report or formal complaint.

“Days” shall mean calendar days, but shall exclude non-weekend days on which the SAU office is closed (e.g., holidays, office-wide vacations), or any weekday during the school year on which school is closed (e.g., snow days).

“Decision Maker” means persons tasked with: the responsibility of making initial determinations of responsibility (at times referred to as “initial decision maker”); or the responsibility to decide any appeal (at times “appeals decision maker”) with respect to formal complaints of sexual harassment in accordance with the Title IX Grievance Process.

“Determination of Responsibility” is the formal finding by the decision-maker on each allegation of Sexual Harassment contained in a Formal Complaint that the Respondent did or did not engage in conduct constituting Sexual Harassment Under Title IX.

“Formal Complaint” means a document filed by a complainant, the complainant’s parent/guardian, or the Title IX Coordinator, alleging sexual harassment against a respondent, and requesting that the district investigate the allegation of sexual harassment.

“Respondent” is an individual who is reported to be the individual accused of conduct that could constitute sexual harassment.

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

1. A school district employee conditioning an aid, benefit, or service of an education program or activity on an individual’s participation or refusal to participate in sexual conduct irrespective of whether the conduct is welcomed by the student or other employee;
2. Unwelcome sex-based/related conduct determined by a reasonable person to be so severe, pervasive, **AND** objectively offensive that it effectively denies a person equal access to the education program or activity (this standard requires consideration of all the facts and circumstances, including, but not limited to, the ages and disability statuses of the harasser and victim and the number of individuals involved and their authority; **OR**
3. Sexual assault, dating violence, domestic violence, or stalking as defined in state or federal law.

Behaviors that constitute sexual harassment may include, but are not limited to:

- i. Sexually suggestive remarks or jokes;
- ii. Verbal harassment or abuse;
- iii. Displaying or distributing sexually suggestive pictures, in whatever form (e.g., drawings, photographs, videos, irrespective of format);
- iv. Sexually suggestive gesturing, including touching oneself in a sexually suggestive manner in front of others;
- v. Harassing or sexually suggestive or offensive messages that are written or electronic;
- vi. Subtle or direct propositions for sexual favors or activities;

- vii. Touching of a sexual nature or groping; and
- viii. Teasing or name-calling related to sexual characteristics or the belief or perception that an individual is not conforming to expected gender roles or conduct.

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

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

The context of behavior can make a difference between conduct falling within the technical definition of Sexual Harassment Under Title IX, and conduct of a sexual nature that is offensive or hostile in itself, but which does not arise to the level within that definition. **District policies prohibit both, but for purposes of its Title IX obligations the District must address reports or complaints of conduct which may constitute sexual harassment as defined above, under this specific, limited scope Policy and Title IX Grievance Process.** Except as used in other laws (e.g., Title VII) or policies (e.g., Board policy JICK) pertaining to harassment, including of a sexual nature, other than Title IX sexual harassment, all references to “sexual harassment” in this policy mean sexual harassment that meets the above definition.

Conduct that satisfies this definition is not sexual harassment for purposes of this policy if the conduct occurred (1) outside the United States or (2) under circumstances in which the school system did not have substantial control over both the harasser/respondent and the context in which the harassment occurred.

NOTE Regarding Concurrent Enrollment and Dual Enrollment, Extended Learning Opportunities, 3rd Party Distance Learning and Other Alternative Instructional Programs: Under federal regulations, in order for the District to have jurisdiction over conduct that would otherwise meet the definition above of sexual harassment, the District must have substantial control over both the respondent and the context in which the harassment occurred. In general, this will mean that unless such learning program is occurring upon district property, conduct otherwise meeting the definition of sexual harassment within that program, may not be subject to this policy.

“**Supportive Measures**” are free, non-disciplinary, non-punitive, individualized services and shall be offered to the complainant, and may be offered to the respondent, as appropriate. These measures may include, but are not limited to, the following:

1. Counseling;
2. Course modifications;
3. Schedule changes;
4. Increased monitoring or supervision; and
5. Any other measure deemed necessary by the Title IX Coordinator.

Such measures shall be designed to restore or preserve equal access to the District’s education programs and activities without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the District’s educational environment and/or deter sexual harassment. Supportive measures shall remain confidential with exclusive exceptions stated required in Sec. II.E, below.

C. Title IX Coordinator.

The Title IX Coordinator shall respond promptly to all general reports as well as formal complaints of sexual harassment. the Title IX Coordinator shall receive general and specific reports of sexual harassment, and coordinate the District’s responses to both reports and formal complaints of sexual harassment so that the same

are prompt and equitable. In addition to any other specific responsibilities assigned under this Policy, or as assigned by the Superintendent, the Title IX Coordinator will be responsible for:

1. meeting with a complainant, and informing the parent/guardian once the Title IX Coordinator becomes aware of allegations of conduct that could constitute sexual harassment as defined in this Policy;
2. identification and implementation of supportive measures;
3. signing or receiving formal complaints of sexual harassment;
4. engaging with the parents/guardians of parties to any formal complaint of sexual harassment;
5. coordinating with District and school-level personnel to facilitate and assure implementation of investigations, and remedies, and helping to assure that the District otherwise meets its obligations associated with reports and complaints of sexual harassment;
6. coordinating with the Superintendent with respect to assignment of persons to fulfill the District's obligations, both general and case specific, relative to this Policy (e.g., investigator, decision makers, etc.; this may involve the retention of third party personnel.);
7. coordinating with District and school-level personnel to assure appropriate training and professional development of employees and others in accordance with Sec. II.D of this Policy; and
8. helping to assure that appropriate systems are identified and maintained to centralize sexual harassment records and data.

In cases where the Title IX Coordinator is unavailable, including unavailability due to a conflict of interest or other disqualifying reason (see Sec. II.G, below), the Superintendent shall assure that another person with the appropriate training and qualifications is appointed as acting Title IX Coordinator for that case, in such instances "Title IX Coordinator" shall include the acting Title IX Coordinators.

D. Training.

All District employees shall receive regular training relative to mandatory reporting obligations, and any other responsibilities they may have relative to this Policy.

Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process, must receive training on the definition of sexual harassment, this Policy, the scope of the District's education program or activity, and how to conduct an investigation (including the requirements of the reporting and the Title IX Grievance Process, including hearings, appeals, and information resolution processes). The training must also include avoiding prejudgment of the facts, conflicts of interest and bias.

Decision-makers must also receive training on issues of relevance of questions and evidence, including when questions about the complainant's sexual predisposition or prior sexual behavior are not relevant.

Investigators must receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence.

Materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process, must not rely on sex stereotypes, must promote impartial investigations and adjudications of formal complaints of sexual harassment, and must be made available to the public as provided in Sec. II.H of this Policy.

E. Confidentiality.

The District will respect the confidentiality of the complainant and the respondent as much as possible, however, some information may need to be disclosed to appropriate individuals or authorities. All disclosures shall be consistent with the District's legal obligations and the necessity to investigate allegations of harassment and take disciplinary action. Examples of required disclosure include:

1. information to either party to the extent necessary to provide the parties due process during the Title IX Grievance Process;
2. information to individuals who are responsible for handling the District's investigation and determination of responsibility to the extent necessary to complete the District's grievance process;
3. mandatory reports of child abuse or neglect to DCYF or local law enforcement (per Board policy JLF);
4. information to the complainant's and the respondent's parent/guardian as required under this Policy and or the Family Educational Rights and Privacy Act ("FERPA"); and
5. reports to the New Hampshire Department of Education as required under N.H. Code of Administrative Rules Ed 510 regarding violations of the NH Code of Conduct for Education Professionals.

Additionally, any supportive measures offered to the complainant or the respondent shall remain confidential to the extent that maintaining such confidentiality would not impair the ability of the school district to provide the supportive measures.

Except as specified above, the District shall keep confidential the identity of:

1. Any individual who has made a report or complaint of sex discrimination;
2. Any individual who has made a report or filed a formal complaint of sexual harassment;
3. Any complainant;
4. Any individual who has been reported to be the perpetrator of sex discrimination;
5. Any respondent; and
6. Any witness.

Any supportive measures provided to the complainant or respondent shall be kept confidential to the extent that maintaining such confidentiality does not impair the ability of the District to provide the supportive measures.

F. Retaliation Prohibited.

Retaliation against any person who makes a report or complaint, or against any person who assists, participates, or refuses to participate in any investigation of an act alleged in this Policy is prohibited. Actions taken in response to **materially** false statements made in bad faith, or to submitting **materially** false information in bad faith, as part of a report or during the Title IX Grievance Process do not constitute retaliation. A finding of responsibility alone is insufficient to conclude that a person made a materially false statement in bad faith. Complaints of retaliation with respect to reports or formal complaints of sexual harassment shall be filed under the District's general grievance process.

G. Conflict of Interest.

No person designated as a Title IX Coordinator, investigator, decision-maker, nor any person designated by the District to facilitate an informal resolution process, may have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.

H. Dissemination and Notice.

The District shall include in all student and employee handbooks, and shall make publicly available on the district's website the following information:

1. The District's policy of non-discrimination on the basis of sex (included in Board policy AC),
2. the title, name, office address, email address, and telephone number of the Title IX Coordinator
3. the complaint process;
4. how to file a complaint of sex discrimination or sexual harassment;
5. how the District will respond to such a complaint; and
6. a statement that Title IX inquiries may be referred to the Title IX Coordinator or to the Assistant Secretary for Civil Rights.

The same information shall be provided to all persons seeking employment with the District, or seeking to enroll or participate in the District's educational programs or activities.

Additionally, the District will make this Policy, as well as any materials used to train personnel as required under Sec. II.D publicly available on the district's website.

I. Records and Record Keeping.

1. For each report or formal complaint of sexual harassment, the District, through the Title IX Coordinator, must create, and maintain for seven (7) years, record of:
 - a. Any actions, including any supportive measures,
 - b. The basis for the District's conclusion that its response was not deliberately indifferent; and
 - c. Documentation which:
 - If supportive measures were provided to the complainant, a description of the supportive measures taken designed to restore or preserve equal access to the District's education program or activity; or
 - If no supportive measures were provided to a complainant, explains the reasons why such a response was not clearly unreasonable in light of the known circumstances.
2. In addition, the District shall maintain the following records for a minimum of seven (7) years:
 - a. Records for each formal complaint of sexual harassment, including:
 - Any determination regarding responsibility, including dismissals;
 - Any disciplinary sanctions imposed on the respondent;
 - Any remedies provided to the complainant designed to restore or preserve equal access to the District's education program or activity;
 - Any appeal and the result therefrom;
 - Any informal resolution process and the result therefrom;
 - b. All materials used to train Title IX Coordinators, investigators, and decision-makers.

J. Reports of Sexual Harassment, Formal Complaints and District Responses.

1. Report of Sexual Harassment.

NOTE: A report does not initiate the formal Title IX Grievance Process. That process is begun only upon the filing of a formal complaint under the procedures set out in II.J.3, and III.A, below.

Any person may report sexual harassment whether relating to her/himself or another person. **However, if any District employee – other than the employee harasser, or the Title IX Coordinator – receives information of conduct which may constitute sexual harassment under this Policy, s/he shall, without delay, inform the Title IX Coordinator** of the alleged sexual harassment. Failure to report will subject the employee to discipline up to and including dismissal.

A report of sexual harassment may be made at any time, in person, by mail, by telephone, electronic mail, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Additionally, while the District strongly encourages reports of sexual harassment to be made directly to the Title IX Coordinator, the report may be made to **any** District staff member, including, for instance, a counselor, teacher or principal.

If the Title IX Coordinator is the alleged respondent, the report or formal complaint may be made directly to the Superintendent, who shall thereafter fulfill the functions of the Title IX Coordinator regarding that report/complaint, or delegate the function to another person.

NOTE: For any allegation of sexual assault on a student under the age of 18, such conduct shall be reported immediately to the DCYF per Board policy JLF. If the alleged respondent (perpetrator) is a person holding a license or credential from the New Hampshire Department of Education (i.e., "credential holder"), then a report shall also be made pursuant to the Code of Conduct for New Hampshire Educators.

2. District Response to Report of Sexual Harassment.

The district will promptly respond when there is actual knowledge of sexual harassment, even if a formal complaint has not been filed. The district shall treat complainants and respondents equitably by providing supportive measures to the complainant and by following the Title IX Grievance Process prior to imposing any disciplinary sanctions or other actions that are not supportive measures against a respondent. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

As soon as reasonably possible after receiving a report of alleged sexual harassment from another District employee or after receiving a report directly through any means, the Title IX Coordinator shall contact the complainant to:

- i. discuss the availability of and offer supportive measures;
- ii. consider the complainant's wishes with respect to supportive measures;
- iii. inform the complainant of the availability of supportive measures with or without the filing of a formal complaint; and
- iv. explain to the complainant the process for filing a formal complaint.

3. Formal Complaints.

Pursuant to federal regulations, and this Policy, a formal complaint that contains an allegation of sexual harassment and a request that the District investigate the allegations is required before the District may conduct a formal investigation of sexual harassment or take any action (other than supportive measures) against a person accused of sexual harassment. **Once a formal complaint of sexual harassment is received by the Title IX Coordinator, s/he shall commence the Title IX Grievance Process set out in Sec. III below. The process for filing a formal complaint is set forth in Sec. III.A.**

4. Limitation on Disciplinary Action.

In no case shall the District impose disciplinary consequences or sanctions against a respondent who has been accused of conduct which may constitute sexual harassment, until the Title IX Grievance Process has been completed.

5. Emergency Removal and Administrative Leave.

At any point after receiving a report or formal complaint of sexual harassment, the Title IX Coordinator (or other District official charged with a specific function under this Policy or the Title IX Process: e.g., investigator, decision maker, etc.) may request the Superintendent to direct that an individualized safety and risk analysis be performed to determine whether a respondent student is an immediate threat to the physical health or safety of any person. In the event that the safety and risk analysis determines that the respondent student does present an immediate threat to the physical health and safety of any person, the District may remove that student, provided that such removal is in full compliance with the IDEA, a student's IEP and or 504 plan if applicable. Such emergency removal shall not be disciplinary. However, the District must provide the respondent with notice and an opportunity to challenge the decision immediately following the removal, and shall continue to offer educational programming until a final determination is made pursuant to the Title IX Grievance Process.

The Title IX Coordinator shall keep the Superintendent of Schools informed of any employee respondents so that he/she can make any necessary reports to New Hampshire Department of Education in compliance with applicable administrative rules and the New Hampshire Code of Conduct for Educational Professionals. In appropriate cases, the Superintendent may place an employee respondent on non-disciplinary administrative leave pursuant to RSA 189:31.

III. TITLE IX GRIEVANCE PROCESS.

The Title IX Grievance Process is used only upon the filing of a formal complaint of sexual harassment as described in Sec. III.A, below. The provisions of Section I of the Policy are incorporated as part of the Title IX Grievance Process. Upon receipt of a formal complaint of sexual harassment, the Title IX Coordinator will coordinate the District's efforts to comply with its responsibilities related to the Title IX Grievance Process.

A. Process for Filing a Formal Complaint of Sexual Harassment.

The Title IX Grievance Process is initiated by way of a formal complaint ("complaint" or "formal complaint") filed by the complainant, the complainant's parent/guardian, or the Title IX Coordinator. The complainant may file a complaint or choose not to file a complaint and simply receive the supportive measures. If the Complainant does not file a complaint, the Title IX Coordinator may sign a formal complaint, but only if initiating the grievance process against the respondent is not clearly unreasonable in light of the known circumstances, and in other cases where, in the exercise of good judgment and in consultation with the District's attorney as appropriate, the Title IX Coordinator determines that a grievance process is necessary to comply with the obligation not to be deliberately indifferent to known allegations of sexual harassment (e.g., reports of sexual assault, employee on student harassment, repeat reports, or the conduct in the complainant's report has not been adequately resolved through the provision of supportive measures). If the complaint is filed by the Title IX Coordinator, he/she is not a party to the action, and the District must comply with all of the provisions of the Title IX Grievance Process relative to respondents and complainants.

If no formal complaint is filed by the complainant or the Title IX Coordinator no disciplinary action may be taken against the respondent based upon conduct that would constitute sexual harassment under this policy.

Although there is no time limit per se to filing a formal complaint, for complaints initiated by the complainant or his/her parent/guardian, the complainant must be employed by the District or participating in or attempting to participate in the education program or activities of the District at the time of filing. Additionally, although the District will initiate the Title IX Grievance Process regardless of when the formal complaint is submitted, delays in reporting may significantly impair the ability of school officials to investigate and respond to the allegations.

At a minimum, a formal complaint must:

1. contain the name and address of the complainant and the student's parent or guardian if the complainant is a minor student;
2. describe the alleged sexual harassment,
3. request an investigation of the matter, and
4. be signed by the complainant or otherwise indicate that the complainant is the person filing the complaint.

The complaint may be filed with the Title IX coordinator in person, by mail, or by email. Complaint forms may be obtained from the Title IX Coordinator or on the District and school websites.

B. Initial Steps and Notice of Formal Complaint.

1. The Title IX Coordinator will provide notice to the complainant and the complainant's parent/guardian (if the complainant is a non-eligible student under FERPA), and to the respondent (if known) and the respondent's parent/guardian (if the respondent is a non-eligible student under FERPA), as well as to any other known parties, of the following:
 - a. this Title IX Grievance Process, including any informal resolution process;
 - b. the allegations of sexual harassment potentially constituting sexual harassment, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview; "sufficient details" shall include to the extent known identities of persons involved, the conduct allegedly constituting sexual harassment, and the date and location of the incident;
 - c. a statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility will be made at the conclusion of the grievance process;
 - d. that each party may have an advisor of their choice, who may be, but is not required to be, an attorney;
 - e. that each party is entitled to inspect and review evidence; and
 - f. a reference to any provision in any relevant code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.
2. The Title IX Coordinator will contact the complainant to discuss and offer supportive measures.
3. The Title IX Coordinator may contact the respondent to discuss, and or impose, non-disciplinary supportive measures.
4. The Title IX Coordinator will examine the allegations in the formal complaint, to determine whether even if assumed true, the allegations are sufficient to sustain a finding of sexual harassment under this Policy. If the Title IX Coordinator was not involved with preparing the formal complaint, the Title IX Coordinator will contact the complainant to discuss the complaint and whether amendment is appropriate, in which case the process of Sec. III.C.4 will apply.
5. If the formal complaint fails to satisfy the definition of sexual harassment in this Policy, the complaint shall be dismissed as provided in Sec. III.G, below.

6. If the complaint is not dismissed, then Title IX Coordinator will consult with the Superintendent as to whether the Title IX Coordinator should act as the investigator or whether a different District or other employee shall act in that capacity. At the same time, the Title IX Coordinator and the Superintendent shall appoint the person who shall make the initial determination of responsibility (initial decision maker). In all cases, the investigator and the initial decision maker must be properly trained and otherwise qualified (see Sec. II.D “Training”, and Section II.G “Conflict of Interest”).

7. If the report alleges sexual harassment by the Superintendent, the Title IX Coordinator will inform the School Board Chair and the Business Administrator, the latter of whom shall have authority to seek guidance from the District’s general counsel, but shall not delay the District’s response to the report as outlined in this Policy.

C. General Provisions and Additional Definitions Relative to Title IX Grievance Process.

1. Copies and Notices. Except as specifically stated elsewhere in this Policy, for any document, information or material required to be delivered to a party or to a person assigned with responsibility under the Title IX Grievance Process, the manner of transmittal may be by electronic mail, regular mail or such other manner reasonably calculated to assure prompt delivery with evidence thereof (such as a commercial carrier or other receipted delivery). Hand delivery will only be permitted if made to the District official charged with the specific function under this Policy (e.g., Title IX Coordinator, Superintendent, investigator, decision maker(s), etc.). Any document required to be delivered to a minor or other non-eligible student, must also be delivered to the minor’s parent/guardian. Copies should also be sent to a party’s advisor if the information for the advisor has been previously communicated to the sending party. (Under federal regulations, copies of the investigative evidence, as well as the investigative report, must be forwarded to a party’s advisor. See Sections III.E.3, and III.E.4).

2. Risk Analysis and Emergency Removal. At any point during the Title IX Grievance Process, the Title IX Coordinator may arrange for an individualized safety and risk analysis as described in Sec. II.J.5, following which a student may be removed.

3. Administrative Leave. At any point during the Title IX Grievance Process, the Superintendent, and at his/her own discretion, and with or without consulting the Title IX Coordinator, may place an employee on administrative leave pursuant to RSA 189:31.

4. Additional Allegations. If, in the course of an investigation, the District decides to investigate allegations about the complainant or respondent that were not included in the previous notice, the District shall simultaneously provide notice of the additional allegations to the parties whose identities are known.

5. No Interference with Legal Privileges. At no point in process will the Title IX Coordinator, the investigator, any decision maker, or any other person participating on behalf of the District, require, allow, rely upon, or otherwise use questions or evidence that constitutes, or seeks disclosure of, information protected under a legally recognized privilege (e.g., doctor/patient, attorney/client, clergy, etc.), unless the person holding such privilege (parent/guardian for minor student) has waived the privilege in writing to use the information with respect to the Title IX Grievance Process.

6. Consolidation of Complaints. The District may consolidate formal complaints of allegations of sexual harassment where the allegations of sexual harassment arise out of the same facts or circumstances and the formal complaints are against more than one respondent; or by more than one complainant against one or more respondents; or by one party against the other party. When the District has consolidated formal complaints so that the grievance process involves more than one complainant or more than one respondent, references to the singular “party”, “complainant”, or “respondent” include the plural, as applicable.

7. Remedies: Range of Disciplinary Sanctions and Remedial Actions Upon Final Determination of Responsibility.

- a. “Disciplinary sanctions” are consequences imposed on a respondent when s/he is found responsible for sexual harassment under this Policy. Remedial actions are actions intended to restore or preserve a complainant’s equal access to the educational programs and activities of the District.
- b. “Disciplinary sanctions” against an employee respondent may include any available sanction available for the discipline of employees, up to and including dismissal or non-renewal for any other violation of Board policy, NH Code of Conduct for Educational Professionals, applicable individual or collective bargaining contract, or state or federal laws or regulations.
- c. “Disciplinary sanctions” against a student may include any available discipline or sanction, up to and including expulsion, under the policies, rules and procedures that establish the district’s comprehensive student code of conduct.
- d. “Remedial actions” as to a respondent after a final finding of responsibility, whether employee or student, may include the imposition upon a responsible respondent of any additional non-disciplinary measures appropriate to effecting a remedy for sexual harassment, and may include such measures as no-contact requirements, scheduling adjustments, removal or exclusion from extracurricular activities, class reassignments, limits on future class registrations, restrictions on access to various spaces in the school buildings, reassignment of attendance, and similar measures fine-tuned to respond appropriately to the circumstances surrounding a successful complainant’s right to access the district’s program and activity.

Additional remedial actions may include recommendations that a school-wide or system-wide response is needed in order to respond to the sexual harassment in a way that is not clearly unreasonable under the circumstances. In such cases, the Superintendent shall provide additional staff training, harassment prevention programs, or such other measures as determined appropriate to protect the safety of the educational environment and/or to deter sexual harassment.

D. Timeframe of Grievance Process.

The District shall make a good faith effort to conduct a fair, impartial grievance process in a timely manner designed to provide all parties with a prompt and equitable resolution. It is expected that in most cases, the grievance process will be concluded through at least the **determination of responsibility decision** within 60 days after filing the formal complaint. In more complex cases, the time necessary to complete a fair and thorough investigation or other circumstances mean that a determination of responsibility cannot reasonably be made within that timeframe.

1. Summary of Grievance Process Timeline.

- a. Investigation 20 +/- days as the complexity of the case demands (Sec. III.E.1)
- b. No more than 10 days for reviewing information prior to conclusion of investigation
- c. No more than 10 days after receiving report to respond to report
- d. No more than 10 days for decision maker to allow initial questions
- e. No more than 10 days for responses to questions
- f. No more than 10 days for questions and responses to follow-up questions.
- g. No more than 10 days for **determination of responsibility decision**
- h. 10 days for appeal (6 additional days for administrative steps)
- i. 10 days for argument/statement challenging or supporting determination
- j. 10 days for decision on appeal

2. Delays and Extensions of Time. At any stage of the grievance process, the District (through the Superintendent, or if the Superintendent is the respondent, the Title IX Coordinator or designee) may for good cause allow for temporary delays or extensions of time upon request of either party, or on his/her own initiative. Examples of good cause may include such things as availability of parties or witnesses, school or school administrative office holidays or vacations, referral back to an earlier stage of the grievance process, concurrent law enforcement or other agency activity, or need to obtain interpreters or accommodation of disabilities. For any such delay or extension of time, the Superintendent or the Title IX Coordinator will provide written notice to the parties of the delay/extension and the reason(s).

E. Investigation.

The Title IX Coordinator will coordinate the investigation. The investigator shall be as appointed pursuant to Sec. III.B.5.

1. The Title IX Coordinator may conduct the investigation, or, in consultation with the Superintendent, designate another qualified person to investigate. The investigation and investigator must:

a. Include objective evaluation of all relevant evidence, including inculpatory and exculpatory evidence. (Evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such evidence about the complainant's prior sexual behavior is offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the evidence concerns specific incidents of the complainant's prior sexual behavior with respect to the respondent and is offered to prove consent.)

b. Ensure that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rests on the District and not on either of the parties;

c. Provide an equal opportunity for the parties to present witnesses, and other inculpatory and exculpatory evidence;

d. Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence;

e. Provide the parties with the same opportunities to have others present during any interview or other part of the investigation, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice. The investigator may restrict any others from participating, as long as the restrictions apply equally to both parties;

f. Provide, to a party (e.g., respondent or complainant – and parent/guardian as appropriate) whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate within the timeframes established in Sec. III.D, below.

g. Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint;

2. Prior to completion of the investigative report, the District, through the Title IX Coordinator, must send to each party and party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties must have at least 10 days to submit a written response, which the investigator will consider prior to completion of the investigative report;

3. The investigator must prepare a written investigative report that fairly summarizes relevant evidence, including, without limitation, witness credibility, discrepancies, inculpatory and exculpatory information, and relevant District policies, rules and regulations, and the manner in which the same were

made known to the pertinent school populations or specific parties. The investigative report shall include a description of the procedural steps taken, starting with the receipt of the formal complaint, and continuing through the preparation of the investigative report, including any notifications to the parties, interview with parties and witnesses, site visit, and methods used to gather evidence.

4. The investigator shall provide the investigative report in hard copy or electronic format to the Title IX Coordinator, to each party and each party's advisor, if any. Each party will have 10 days from receipt to provide the Title IX Coordinator a written response to the investigative report.

5. It serves all parties when investigations proceed diligently and conclude within a reasonable time, which may vary case by case. In most cases, it is expected that the investigator will conclude the initial investigation, and provide the parties the evidence and other information required under Sec. III.E.2. Not more frequently than every other week, any party may request the Title IX Coordinator to obtain and provide the parties with a basic status report on the investigator's progress toward completion. In most cases, the investigator should conclude the investigation within 10-20 days after receiving a Formal Complaint.

F. Determination of Responsibility and Initial Decision Maker.

The determination of responsibility of the respondent shall be made by the initial decision maker as appointed pursuant to Section III.B.5.

1. Prior to making a determination of responsibility, the initial decision maker will afford each party 10 days to submit written, relevant questions to the initial decision maker that the party wants asked of any party or witness.

2. The initial decision-maker must explain to the party proposing the questions any decision to exclude a question as not relevant. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the question and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.

3. The initial decision maker will provide the questions to the party/witness, with copies to each party, and provide no less than 10 days for written responses, likewise to be provided to each party.

4. The initial decision maker will provide 5 days each for supplementary, limited follow-up questions and 5 days for answers, and may provide for additional rounds of follow-up questions, as long as the provision is extended to both parties equally.

5. The initial decision maker may not make any credibility determinations based on the person's status as a complainant, respondent or witness.

6. The respondent must be deemed to be not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

7. The initial decision maker may impose disciplinary sanctions and remedies as described in Section III.C7, above.

8. The standard to be used for formal complaints in determining whether a violation has occurred and/or that the respondent is responsible is the preponderance of the evidence standard, which is only met when the party with the burden convinces the fact finder (the initial decision maker) that there is a greater than 50% chance that the claim is true (i.e., more likely than not).

9. The initial decision-maker must issue a written determination/decision within 10 days after the close of the period for responses to the last round of follow-up questions. The written "Initial Determination of Responsibility" must include:
 - a. Identification of the allegations potentially constituting sexual harassment;
 - b. A description of the procedural steps taken from the receipt of the formal complaint through the Initial Determination of Responsibility, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather evidence, and hearings held;
 - c. Findings of fact supporting the determination;
 - d. Conclusions regarding the application of the any relative codes of conduct, policies, administrative regulations or rules to the facts;
 - e. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility (i.e., whether or not the respondent is responsible for sexual harassment), and any disciplinary sanctions or remedies; and
 - f. The District's procedures and permissible bases for the complainant and respondent to appeal (as set forth in Section III.H, below).
10. The decision maker shall provide the Initial Determination of Responsibility to the Title IX Coordinator, the Superintendent and the parties simultaneously.

G. Dismissal of a Formal Complaint.

1. The District must dismiss a formal complaint with regard to Title IX sexual harassment if the alleged conduct:
 - a. Would not constitute sexual harassment, even if proved;
 - b. Did not occur in the District's education program or activity; or
 - c. Did not occur against a person in the United States.
2. The District may dismiss a formal complaint with regard to Title IX sexual harassment if at any time during the investigation or determination of responsibility stage(s):
 - a. A complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein;
 - b. The respondent is no longer enrolled or employed by the District; or
 - c. Specific circumstances prevent the recipient from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.
3. Prior to dismissal of a complaint, the person responsible at that stage shall consult with the Superintendent.
4. Upon dismissal of a formal complaint, the District must promptly send written notice of the dismissal and the reason(s) therefor simultaneously to the parties.

The dismissal of a formal complaint under Title IX does not preclude the District from continuing any investigation or taking action under other District policies, applicable code of conduct or

administrative rules/regulations. In some cases, the District may have an obligation to continue an investigation and proceed under a different policy or mandated process.

H. Appeals Process.

1. Either party may appeal the Initial Determination of Responsibility or the dismissal of a formal complaint or any allegation in a formal complaint by notifying the Superintendent in writing (“written appeal”), with a copy to the Title IX Coordinator. If there are multiple determinations of responsibility, the written appeal shall specify which ones are included in the appeal. The written appeal must be received by the Superintendent within 10 days of the Initial Determination of Responsibility or written notice of dismissal being communicated to the parties.
2. An appeal under this Policy may only be based upon one or more of the following bases, which must be stated specifically in the party’s written appeal:
 - i. Procedural irregularity that affected the outcome of the matter;
 - ii. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; or
 - iii. The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

Appeals for any other reason or upon any determination of responsibility not included in the written appeal will not be heard.

Appeals pertain only to the determination of responsibility and non-disciplinary remedies. Once a determination of responsibility is final per Sec. III.I, below, appeals of disciplinary sanctions may be made pursuant to the District’s ordinary review process for discipline, or, to the extent applicable, any statutory or other processes provided under collective bargaining agreements or individual contracts.

3. Within 3 days of receipt of the written appeal, the Superintendent shall appoint a decision maker for appeal (“appeals decision maker”), who must have adequate training as provided in Section II.D, be free from conflict of interest as provided in Section II.G, and may not be the same person as the initial decision maker, the person who ordered dismissal, the investigator(s), or the Title IX Coordinator. Upon the appointment of the appeals decision maker, the Superintendent shall provide a Notice of Appeal to each party and to the Title IX Coordinator, with a copy of the written appeal. The Notice of Appeal must include information about all deadlines and timeframes in the appeal stage.
4. Each party shall have 10 days from the date the Notice of Appeal is delivered to the parties to submit to the appeals decision maker a written statement, with copies to the Superintendent, Title IX Coordinator, and other party a statement (“appeal statement”) in support of, or challenging, the determination of responsibility or dismissal.
5. Each party shall provide copies of the appeal statement to the other party, the Superintendent, and the Title IX Coordinator at the same time the appeal statement is given to the appeals decision maker. If the basis of the appeal is newly available evidence affecting the outcome, the party shall submit such evidence or a summary of such evidence along with the party’s appeal statement.
6. The appeals decision maker may refer an appealed issue back to a prior point in the grievance process, with written notice to the parties, the Superintendent and the Title IX Coordinator.
7. The appeals decision maker shall provide a written appeals decision after considering the record and the parties’ appeal statements. The appeals decision maker will only overturn the Initial

Determination of Responsibility upon a conclusion that it was clearly erroneous (i.e., either made on unreasonable grounds, or without any proper consideration of the circumstances). If the basis or one of the bases for the appeal was new evidence, the appeals decision maker may either make a determination of responsibility regarding that evidence, or refer it back to the appropriate stage of the Title IX Grievance Process. The written appeals decision will describe the result(s) of the appeal and the rationale, with copies provided to the parties, Superintendent and Title IX Coordinator, no more than 10 days after receiving the last of the parties' written statements per Section III.H.5.

I. Finality of Determination of Responsibility. The determination regarding responsibility becomes final either on the date that the recipient, through the Superintendent, provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal of the Initial Determination of Responsibility would no longer be considered timely. The final determination shall be identified as the Title IX Decision.

Once the Title IX Decision is final, the District may implement remedies and disciplinary sanctions. The Title IX Coordinator is responsible for effective implementation of any non-disciplinary remedies, with the assistance of building and District administrative personnel, while disciplinary sanctions will be imposed by persons charged with such responsibilities under other Board policies, regulations or administrative procedures. The District may also proceed against the respondent or complainant pursuant to the District's applicable code of conduct or other Board policies, collective bargaining agreement, individual contract or administrative rules/regulations/procedures. The issue of responsibility for the conduct at issue shall not be subject to further review or appeal within the District.

J. Informal Resolution.

At any time prior to reaching a determination regarding responsibility (but only after the filing of a formal complaint), the District may offer an optional informal resolution process (e.g., mediation, arbitration), provided that the District:

1. Provides written notice to the parties disclosing:
 - a. The allegations of the formal complaint;
 - b. The requirements of the information resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations, provided, however, that at any time prior to agreeing to an informal final resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint; and
 - c. Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.
 2. Obtains the parties' voluntary written consent to the informal resolution process; and
- In no event may the District offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.**

Legal References:

Title IX of the Education Amendments of 1972, 20 U.S.C 1681, et seq 20 U.S.C. §1232g, Family Educational Rights and Privacy Act
34 CFR. Part 99, Family Educational Rights and Privacy Act Regulations
34 CFR 106.8, Designation of responsible employee and adoption of grievance procedures.
34 CFR 106.30, Definitions, 34 CFR 106.44, Recipient's response to sexual harassment
34 CFR 106.4, Grievance process for formal complaints of sexual harassment
34 CFR 106.71, Retaliation, RSA 193:38, Discrimination in Public Schools
NH Dept of Ed. Rules Ed 303.01 (i), School Board Substantive Duties
Ed 303.01(j), Substantive Duties of School Boards; Sexual Harassment Policy

Adopted: June 2, 2021

Raymond School District Policy - ADB

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 Policy - 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.

1. 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.

2. 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/caffeinated 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 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 - GBEAB

MANDATORY CODE OF CONDUCT REPORTING - ALL EMPLOYEES

A. General.

The Code of Conduct for New Hampshire Educators, sections 510.01- 510.05 of the N.H. Dept. of Education Administrative Rules (the “NH Code of Conduct”) imposes various reporting requirements upon each “Credential Holder” as that term is defined by N.H. Dept. of Ed. Administrative Rule 501.02 (h). The reporting requirements include, among others:

1. reporting any “suspected violation of the code of conduct” (see NH Code of Conduct at Ed 510.05 (a)); and
2. self-reporting within five (5) days any arrest for violations of crimes enumerated in RSA 189:13-a, V (“Section V Offenses”) (see NH Code of Conduct, at Ed 510.01 (b)(2)).

By way of District Policy GBEB, the Board has adopted the provisions of the NH Code of Conduct as employment rules and standards applicable to all employees and consultant/independent contractor, irrespective of whether or not such persons are Credential Holders. Consequently, each District employee designated volunteer, or contracted service provider (collectively referred to in this policy as a “Covered Individual”), is required to report certain acts, incidents and misconduct as provided in this policy.

Reports under this Policy are in addition to other reports as may be mandated by law or other policies (e.g., abuse or neglect of children, required by RSA 169-C:29 and Policy JLF; acts of “theft, destruction, or violence” as defined under RSA 193-D:4, I (a), incidents of “bullying” per Board Policy JICK and hazing under RSA 671:7).

B. Reports by Covered Individuals of Suspected Misconduct or Violations.

1. Any Covered Individual having reason to suspect that any other district or SAU employee, designated volunteer, or third party consultant/contractor has violated any provision of the NH Code of Conduct, and or District Policy GBEB whether on or off duty, shall report the same to such Covered Individual’s building principal, or to the Superintendent.

If the person who is the subject of the alleged misconduct/violation is the Superintendent, then the Covered Individual shall report the suspected violation to the Business Administrator, who is hereby granted authority to consult with the District’s attorney on the matter.

Additionally, if the Covered Individual is also a Credential Holder, he/she shall report the Superintendent’s suspected violation/misconduct directly to the N.H. Department of Education. Likewise, if a Credential Holder has made a report to the Principal and/or the Superintendent, and believes that the District’s reporting procedures as expressed in this Policy have not been followed, the Credential Holder shall so notify the New Hampshire Department of Education directly.

2. Any initial report made relative to A.1 or A.2 above, may be made orally in the first instance, but must be supplemented with a written report as soon as practicable after the initial report, but in no event longer than two business days. Upon request of the Covered Individual, the recipient of the report shall provide a copy of said report to the Covered Individual with a signed “received” annotation, such that the Covered Individual may document his/her State mandated obligation to report.

C. Self-Reporting of Certain Crimes.

Self-reports of the Section V Offenses as described in A.2 above, shall be made in the same manner as reports under B, above. Because the list of Section V Offences is subject to change by the N.H. Legislature, employees, etc. who are arrested for any reason should promptly review the then statute, which may be found online at:

<http://www.gencourt.state.nh.us/rsa/html/XV/189/189-13-a.htm>

D. Provisions Applicable to Principals.

Upon receiving a report of suspected violation of policy GBEB or the NH Code of Conduct, or otherwise has knowledge of a violation, the Principal or any other administrator shall immediately report the same to the Superintendent. If the Superintendent is the subject of report, then the Principal's report shall be made in the same manner as described in B.2, above.

E. Superintendent's Report to the Department Regarding Credential Holders.

The Superintendent shall report misconduct by Credential Holders to the N.H. Department of Education in accordance with section 510.05 (c) of the NH Code of Conduct.

F. Procedures.

The Superintendent may establish such administrative procedures, forms, etc. as he/she may deem necessary or appropriate to implement this policy.

G. Dissemination.

The content or a copy of this policy should be included in every employee/staff member handbook, and/or otherwise provided annually to each employee, designated volunteer, and contracted consultant.

Legal References:

N.H. Dept. of Education Administrative Rule – Ed 510.01- 510.05, Code of Conduct for NH Educators

Legal References Disclaimer: These references are not intended to be considered part of this policy, nor should they be taken as a comprehensive statement of the legal basis for the Board to enact this policy, nor as a complete recitation of related legal authority. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

Adopted: April 6, 2022

Raymond School District Policy - GBEB

STAFF CONDUCT

A. General Provisions.

All employees have the responsibility to make themselves familiar with, and abide by, the laws of the State of New Hampshire as they affect their work, all policies and decisions of the Board, and the administrative regulations and directives designed to implement them.

All employees shall be expected to carry out their assigned duties, support and enforce Board policies and administrative regulations, submit required reports, protect District property, oversight of students and contribute to the education and development of the District's students.

Employees are advised that failure to abide by this and other school board policies can lead to disciplinary action, up to and including dismissal, and can result in non-renewal. Any action taken regarding an employee's employment with the District will be consistent with all rules, laws, and collective bargaining agreements, if applicable.

B. Adoption and Incorporation of Standards of Code of Conduct for New Hampshire Educators.

The Board incorporates by reference, and adopts as independent standards of conduct relative to employment in the District, the provisions of the New Hampshire Code of Conduct for New Hampshire Educators (Ed 510.01-510.05) (the "NH Code of Conduct"), as the same may be amended by the State from time to time. The District reserves the right to take employment action against any employee based upon the District's interpretation of the provisions of the NH Code of Conduct and the District's independent assessment of whether an employee has violated said provisions. The District's interpretation, assessment and/or action thereon, are independent of any interpretation by the New Hampshire Department of Education ("DOE") with respect to those standards, and irrespective of any investigation by or action taken by the DOE relative to a District employee's conduct.

C. Dissemination.

The content or a copy of this policy should be included in every employee/staff member handbook, and/or otherwise provided annually to each employee, designated volunteer, and contracted party.

Legal References:

N.H. Dept. of Education Administrative Rule – Ed 303.01

N.H. Dept. of Education Administrative Rule – Ed 510.01- 510.05, Code of Conduct for NH Educators

NH Code of Administrative Rules, Section Ed 511, Denial, Suspension or Revocation of Certified Personnel

N.H. Dept of Education, Code of Ethics for NH Educators

RSA 189:13, Dismissal of Teacher

RSA 189:14-a, Failure to be Renominated or Reelected

RSA 189:14-d, Termination of Employment

Adopted: April 6, 2022

Raymond School District Policy GBEBB

EMPLOYEE-STUDENT RELATIONS WILL BE UPDATED

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 - GCCBC

FAMILY AND MEDICAL LEAVE ACT

Employees may be entitled to family and medical leave under the federal Family and Medical Leave Act of 1993 (“FMLA”) and/or under NH 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 NH RSA 189:73. As used in this policy, “family and medical leave” means leave available under either or both the federal and state laws.

1. Employee Eligibility under the Federal FMLA

Employees are eligible for the federal FMLA if they have been employed by the District for at least 12 months, have worked at least 1,250 hours in the 12 months immediately preceding the requested leave, and are employed at a worksite where the District employs at least 50 employees within a 75-mile radius.

2. Employee Eligibility and Leave under NH RSA 189:73

Employees are eligible for family and medical leave under NH RSA 189:73 if they have been employed by the District for at least 12 months and have worked at least 900 hours in the 12 months immediately preceding the requested leave. Employees who meet NH RSA 189:73’s eligibility criteria will be provided with family and medical leave under the same terms and conditions as leave provided to employees eligible for leave under the federal FMLA. As permitted by law, family and medical leave under NH RSA 189:73 will be used concurrently with leave provided under the federal FMLA.

3. FMLA Eligibility Periods

There are two types of eligibility periods under the federal FMLA as described below.

a. 12-Month Period for Birth, Adoption, or Foster Care; Serious Health Condition Purposes; Qualifying Exigency

Eligible employees may use up to twelve (12) weeks of unpaid family and medical leave during a 12-month period for the following qualifying reasons:

1. Birth and care of the newborn child of the employee;
2. Placement with the employee of a son or daughter for adoption or foster care;
3. Care for an immediate family member (spouse, child, or parent) with a serious health condition;
4. Medical leave when the employee is unable to perform the essential functions of their job because of their own serious health condition;
5. Qualifying exigency leave for an employee whose spouse, child, or parent is a regular member of the Armed Forces on covered active duty deployed to a foreign country or a reserve member of the Armed Forces (including National Guard) on covered active duty deployed to a foreign country under a call or order to active duty in a contingency operation.

The 12-month period used to determine employee eligibility for family and medical leave for the purposes described above shall be a rolling 12-month period measured backward from the date of the employee’s request for leave

b. 12-Month Period for Military Caregiver Leave

Eligible employees may use up to 26 weeks of unpaid family and medical leave during a single 12-month period to care for a spouse, child, parent, or next of kin of an eligible service member or veteran with a serious injury or illness. The 12-month period for military caregiver leave is calculated separately from the 12-month period for

family and medical leave taken for other qualifying reasons (as outlined above in Section 3(a)). The 12-month period for military caregiver leave is calculated from the first day that the leave is taken for this purpose. Any military caregiver leave that is not taken within this specific 12-month period is forfeited.

The military caregiver 12-month leave period may overlap with the District's regularly designated family and medical leave period and, in certain circumstances, may impact the employee's eligibility to take family and medical leave for other qualifying reasons.

4. Limitations on FMLA Leave

Leave may be taken for childbirth, adoption, or foster care placement of a child only within twelve (12) months of that childbirth, adoption, or placement. The District may require that such family and medical leave be taken on a full-time basis. Leave for serious health conditions, either of a family member or the employee, may be taken intermittently or a reduced schedule if medically necessary. The minimum time for family and medical leave taken on an intermittent basis is one (1) hour per work day.

5. Special Rules for Instructional Employees

Instructional employees are those whose principal function is to teach and instruct students in a class, a small group, or an individual setting. This term includes not only teachers, but also athletic coaches, driving instructors, and special education assistants such as signers for the hearing impaired. It does not include, and the special rules do not apply to, teacher assistants or aides who do not have as their principal job actual teaching or instructing, nor does it include auxiliary personnel such as counselors, psychologists, or curriculum specialists. It also does not include cafeteria workers, maintenance workers, or bus drivers.

- (a) If an eligible instructional employee needs intermittent leave or leave on a reduced leave schedule to care for a family member with a serious health condition, to care for a covered service member, or for the employee's own serious health condition, which is foreseeable based on planned medical treatment, and the employee would be on leave for more than 20 percent of the total number of working days over the period the leave would extend, the District may require the employee to choose either to:
 - (1) Take leave for a period or periods of a particular duration, not greater than the duration of the planned treatment; or
 - (2) Transfer temporarily to an available alternative position for which the employee is qualified, which has equivalent pay and benefits and which better accommodates recurring periods of leave than does the employee's regular position.
- (b) If an eligible instructional employee needs leave at the end of the academic term, the District may require the employee to remain on leave until the end of the term if:
 - (1) The employee wishes to begin leave (for any FMLA purpose) more than five weeks before the end of the term and to return during the last three weeks of the term;
 - (2) The employee wishes to begin leave (for any FMLA purpose except the employee's own serious health condition or a qualifying exigency arising from active duty) during the last five weeks of the term and to return during the last two weeks of the term; or
 - (3) The employee wishes to begin leave (for any FMLA purpose except the employee's own serious health condition or a qualifying exigency arising from active duty) during the last three weeks of the term and to take leave of more than five working days.

6. Notice by Employee

Employees requesting leave shall provide at least 30 days' notice to the District whenever the need for such leave is foreseeable. If the employee is unable to provide thirty (30) days' notice for either foreseeable or unforeseeable leave, then the employee must provide such notice as is practicable. Upon request by the District, the employee shall provide appropriate supporting medical certification (or other certification appropriate to the particular request).

When the District has reason to believe that an employee is or will be absent for an FMLA-qualifying purpose, the District may request the appropriate information from the employee to determine the employee's eligibility for family and medical leave.

7. Coordination with Other Leave

When leave is taken that qualifies both as protected family and medical leave (under the FMLA and/or **NH** RSA 189:73) and as permitted leave under any employment contract, collective bargaining agreement, or District policy, the employee shall use family and medical leave and the other type of leave concurrently, provided that the employee meets all of the eligibility requirements for each type of leave and as permitted by law. Types of leave that shall run concurrently with family and medical leave include, but are not necessarily limited to: accrued sick leave, vacation, personal leave; unpaid leave; disability leave; leave provided for absences caused related to work-related injuries; and, any other applicable types of leave

8. Fitness for Duty Certificate

Before an employee returns to work from family and medical leave for the employee's own serious health condition, the employee may be required to submit a fitness for duty certification from the employee's health care provider indicating that the employee is able to return to work and perform all of the essential functions of his or her position.

9. Employment and Benefits Protection

Except as permitted by law, at the end of an authorized family and medical leave, an employee will be reinstated to their former position or to a position equivalent in pay, benefits, and other terms and conditions of employment. The Superintendent, or his/her designee, may reassign an employee to a different grade level, building, or other assignment (consistent with the employee's certification for professional staff.)

Employees who take protected family and medical leave will not lose any previously accrued seniority or employment benefits. However, such benefits will not continue to accrue during the employee's family and medical leave.

During family and medical leave, the District will maintain the employee's health insurance benefits under the same terms and conditions applicable to employees not on leave. If family and medical leave is paid through the use of accrued leave time, the District will deduct the employee's portion of the health plan premium as a regular payroll deduction. If family and medical leave is unpaid or paid through benefits not provided through the District's payroll system (e.g., workers' compensation or disability benefits), the employee must contact the District to make arrangements to pay their portion of the health plan premium. Failure to make such arrangements and pay the employee-portion of the premium costs during family and medical leave may jeopardize an employee's entitlement to continuation of coverage.

Statutory Reference:

Title 29 § 2601 et seq.

Adopted: March 3, 1994

Revised: August 1, 2002

Revised: March 18, 2020

Revised: June 16, 2021

Raymond School District Policy - JICA

STUDENT DRESS CODE

The Board recognizes that student individual dress is primarily a parental responsibility that should reflect concern for health and safety of students, staff and others. When the dress of an individual student constitutes a health problem, is unsuitable for school wear, is a danger to any person, or causes a substantial and material disruption or substantial disturbance, the principal shall take appropriate action to correct the situation.

The following apparel is not to be worn during the school day: clothing with offensive, vulgar, or racist language or pictures; tops that do not completely cover the mid-section when arms are at one's sides; clothing that glorifies, encourages or promotes the use of alcohol, drugs or violence. Clothing must be worn in a way such that private parts are covered with opaque material. Undergarments cannot be purposefully showing. Footwear is required, and hoods must be down while indoors.

Students who violate this policy will be given an opportunity to correct the situation by either changing the clothing, removing the clothing (if appropriate), wearing it inside-out, or other means as determined by the principal so the student is in compliance with this policy. Students who repeatedly violate this policy may face more severe consequences, including detention, in-school suspension, or out-of-school suspension.

Nothing in this Dress Code Policy shall limit students' freedom of religion or expression as protected by the federal or state Constitutions.

Adopted: September 2, 1970
R/R: 8/21/73, 9/5/73
Revised: August 1, 2002
Revised: March 5, 2008
Revised: May 20, 2020

Raymond School District Policy – JICK

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:

1. Admonishment
2. Temporary removal from classroom
3. Deprivation of privileges
4. Classroom or administrative detention
5. Referral to disciplinarian
6. In-school suspension
7. Out-of-school suspension
8. Expulsion

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

1. Restitution
2. Mediation
3. Peer support group
4. Corrective instruction or other relevant learning experience
5. Behavior assessment
6. Student counseling
7. 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.*"

<u>Legal References:</u>	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
- Revised: June 2, 2021 (Call letters update only)

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 - JLDB

SUICIDE PREVENTION AND RESPONSE

The Raymond School District recognizes that suicide is a complex issue that requires school family, and community resources to be harnessed for appropriate and timely help to be available to NH students in order to prevent suicide. This policy guides the Raymond School District in the development and implementation of a coordinated plan to prevent, assess the risk of, intervene in, and respond to suicide.

As outlined in 193-J:1, this coordinated plan includes:

- a. Training for staff: 2 hours of annual training in suicide awareness and prevention for faculty, staff, contracted personnel, and designated volunteers. The training may include but not limited to: youth suicide factors, warning signs, protective factors, response procedures, referrals, post-intervention, and resources available within the school and community. This training will be evidenced informed.
- b. Educating students in the importance of safe and healthy choices and coping strategies, recognizing risk factors and warning signs of mental disorders and suicide in oneself and others, and providing help-seeking strategies for oneself or others, including how to engage resources and refer friends for help.
- c. Identifying within the school, the person(s) who serve as the point of contact when a student is believed to be at an elevated risk for suicide.
- d. Making referral, crisis intervention, and other related information, both within the school and community, available for students, parents, faculty, staff and school volunteers.
- e. Promoting cooperative efforts between school districts, charter public schools, and community suicide prevention program personnel.

Raymond Schools will create a procedure JLDB-R that guides the implementation of this policy, and is reviewed annually, and revised as needed.

193-J:3 Immunity.

Nothing in this chapter shall create a private right of action against any school administrative unit, school district, public academy, chartered public school, the state, or any employee, contractor, subcontractor, or agent thereof. A school administrative unit employee, school employee, chartered public school employee, public academy employee, regular school volunteer, pupil, parent, legal guardian, or employee of a company under contract to a school, school district, school administrative unit, or chartered public school, shall be immune from civil liability for conduct arising from or related to the implementation of, or failure to adequately implement, this chapter. 315:2 Effective Date. This act shall take effect July 1, 2020.

Legal References: RSA 193-J, Suicide Prevention Education

Adopted: June 3, 2020

Raymond School District Policy - JLDB-R

SUICIDE PREVENTION AND RESPONSE - PROCEDURE

The Raymond School District recognizes that suicide is a complex issue that requires school family, and community resources to be harnessed for appropriate and timely help to be available to NH students in order to prevent suicide. Policy JLDB guides the Raymond School District in the development and implementation of a coordinated plan to prevent, assess the risk of, intervene in, and respond to suicide.

This coordinated plan includes these five areas:

1. Staff Training,
 2. Educating students,
 3. Identifying contact people,
 4. Referral and interventions,
 5. Cooperating with local resources.
-
1. Raymond Schools will conduct 2 hours of training for staff in suicide awareness and prevention. This training will occur annually. Staff includes faculty, staff, contracted personnel, and designated volunteers. Such training may include but not limited to: youth suicide factors, warning signs, protective factors, response procedures, referrals, post-intervention, and resources available within the school and community.
 - *By March 30, 2021, Raymond Schools will have completed 2 hour trainings with staff. Raymond Schools will review evidence-based materials from local resources such as the Raymond Coalition for Youth, NH NAMI, and NH Suicide Prevention Resource Center. Raymond Schools will use published materials and self-training materials that may include handouts, face-to face presentations, and online videos. Raymond schools will develop a procedure for ensuring this annual training requirement is completed and met.*
 2. Raymond Schools will educate students in the importance of safe and healthy choices and coping strategies, recognizing risk factors and warning signs of mental disorders and suicide in oneself and others. The schools will provide students with help-seeking strategies for oneself or others, including how to engage resources and refer friends for help.
 - *Raymond Schools will use evidenced-based resources such as, but not limited to: the Michelle Garcia Winner's Social Thinking Framework, Second Step Program, Michigan Model for Health, and lessons delivered as part of the Raymond Health Curriculum. Raymond Schools supplement lessons with self-training materials as student developmental needs require.*
 3. Raymond Schools will identify the person(s) who serve as the point of contact when a student is believed to be at an elevated risk for suicide.
 - *Raymond Schools will post a flyer that identifies the contact names for each school. It will be available for students, parents, and staff, and counselors will have the information readily available.*
 4. Raymond Schools will have suicide prevention information available for students, parents, faculty, staff and school volunteers. This information will include outside referrals to community organizations and crisis intervention services.
 - *Raymond Administrators, Counselors, Social Workers, Psychologists and other related personnel will create and have referral and crisis intervention information packets available for students, parents, faculty, staff and school volunteers.*
 5. Raymond Schools will demonstrate cooperative efforts between school districts, charter public schools, and community suicide prevention program personnel.
 - *Raymond Schools will work cooperatively with local resources, such as the Raymond Coalition for Youth, Seacoast Mental Health Center, and Raymond Police Department. Procedures for establishing meeting times will be developed each year.*

Raymond School District Policy - JLF

REPORTING CHILD ABUSE OR NEGLECT

A. Statutorily Mandated Reporting – All Persons.

Under New Hampshire law (RSA 169-C:29), every person who has “reason to suspect” that a child has been abused or neglected is required to report that suspicion to DCYF (Division of Children, Youth and Families of the New Hampshire Department of Health and Human Services) or directly to the police. Under RSA 169-C:30, the initial report “shall be made immediately via telephone or otherwise.”

The requirement to report is not dependent on whether there is proof of the abuse or neglect, nor is it dependent upon whether the information suggests the abuse or neglect is continuing or happened in the past. Any doubt regarding whether to report should be resolved in favor of reporting. Failure to report may be subject to criminal prosecution, while a report made in good faith is entitled to both civil and criminal immunity. Additionally, a “credential holder”, as defined in New Hampshire Department of Education Rule 501.02(h), who fails to report suspected abuse or neglect risk having action taken by the New Hampshire Department of Education against his/her credential. See N.H. Code of Conduct for Educators, Ed. 510.05 (e).

The report should contain:

- a. the name and address of the child suspected of being abused or neglected,
- b. the person responsible for the child's welfare,
- c. the specific information indicating neglect/abuse or the nature and extent of the child's injuries (including any evidence of previous injuries),
- d. the identity of the person or persons suspected of being responsible for such neglect or abuse; and
- e. any other information that might be helpful in establishing neglect or abuse.

To report child abuse or neglect to **DCYF**, call **24/7 (800) 894-5533** (in-state) or (603) 271-6562. **In cases of current emergency or imminent danger, call 911.**

B. Additional provisions relating to school employees, volunteers and contracted service providers.

Each school employee, designated volunteer or contracted service provider having reason to suspect that a child is being or has been abused or neglected must also immediately report his/her suspicions to the building Principal or other building supervisor. This initial report may be made orally, but must be supplemented with a written report as soon as practicable after the initial report, but in no event longer than one calendar day.

1. Request for Assistance in Making Initial Report.

The initial report to the Principal/building supervisor may be made prior to the report to DCYF/law enforcement, but only if:

- (a) the initial report is made for the purpose of seeking assistance in making the mandated report to DCYF/law enforcement, **and**
- (b) reporting to the Principal, etc. will not cause any undue delay (measured in minutes) of the required report to DCYF/law enforcement.

When receiving a request for assistance in making a report, the Principal or other person receiving the request is without authority to assess whether the report should be made, nor shall he/she attempt in any way to dissuade the person from making the legally mandated report. Once the Principal/building supervisor receives the information, the law would impose a reporting requirement upon both the original reporter and the Principal.

2. Principal's Action upon Receiving Report.

Upon receiving the report/request from the employee, volunteer or any other person, the Principal/building supervisor shall immediately assure that DCYF/law enforcement is or has been notified, and then notify the Superintendent that such a report to DCYF has been made.

A written report shall be made by the Principal to the Superintendent within twenty-four (24) hours, with a copy provided to DCYF if requested. The report shall include all of the information included in the initial oral report, as well as any other information requested by the Superintendent, law enforcement or DCYF.

3. Requirements for Reporting of Other Acts.

Employees/contract providers are also reminded of the requirements to report any act of "theft, destruction, or violence" as defined under RSA 193-D:4, I (a), incidents of "bullying" per Board Policy JICK and hazing under RSA-631:7. See also Board Policy JICFA. A single act may simultaneously constitute abuse, bullying, hazing, and/or an act of theft, destruction or violence.

C. Signage and Notification.

The Superintendent is directed to assure that the Principal or administrator of each school shall post a sign within the school that is readily visible to students, in the form provided by the, Division for Children, Youth, and Families, that contains instructions on how to report child abuse or neglect, including the phone number for filing reports and information on accessing the Division's website. Additionally, information pertaining to the requirements of section A of this policy shall be included in each student handbook or placed on the district's website.

D. Training Required.

The Superintendent shall assure that all District employees, designated volunteers and contracted service providers receive training (in-person or online) upon beginning service with the District, with annual refreshers thereafter, on the mandatory reporting requirements, including how to identify suspected child abuse or neglect.

Legal References:

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

NH Code of Administrative Rules, Code of Conduct for NH Educators, Ed 510.05(e) Duty to Report

RSA 169-C, Child Protection Act

RSA 169-C, 29-39, Reporting Law

RSA 189:72, Child Abuse or Neglect Information

RSA 193-D:4, Safe School Zones, Written Report Required

Adopted: May 3, 1971, December 6, 1984

Revised: August 1, 2002, Revised: October 6, 2010

Revised: November 20, 2019