



2017 - 2018

Staff Handbook

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Appendix A (School District Policies with a link to
http://www.sau33.com/school_b.cfm?subpage=847212)

Lamprey River Elementary School
Staff Handbook
2017-2018

It is important that you have reviewed the *Lamprey River Elementary School 2017-2018 Staff Handbook* and understand its **contents and expectations**.

**** Please print, sign, and date this page and return it to Mrs. Dellas by the end of the day Friday, September 1, 2017.**

I have read and I understand the contents and expectations of the *Lamprey River Elementary School Staff 2017-2018 Handbook* that has been made available to me.

Teacher’s Printed Name: _____

Teacher’s Signature: _____ Date _____

LAMPREY RIVER ELEMENTARY SCHOOL

STAFF INFORMATION

2017-2018

Please provide the following information, as required by SAU, and return to the main office immediately. Thank you.

Title: _____ Miss _____ Ms. _____ Mrs. _____ Mr.

Name (Legal): _____
Last First MI

STREET: _____ / _____
House #

POST OFFICE BOX #: _____

TOWN/CITY: _____ STATE: _____

ZIP CODE _____

DATE OF BIRTH: _____
Month Day Year

TELEPHONE #: _____ CELL PHONE #: _____

E-MAIL ADDRESS: _____

POSITION/TITLE: _____

=====

Emergency Information:

Contact #1: _____

Relationship: _____

Complete Address: _____

Telephone: _____

Cell phone: _____

Contact #2: _____

Relationship: _____

Complete Address: _____

Telephone: _____

Cell Phone: _____

Raymond School District Calendar 2017-2018 School Year

(Updated April 19, 2017)

August 2017		(4)				
	M	T	W	T	F	
8/22 New Teachers		1	2	3	4	
8/23 - District In-Service	7	8	9	10	11	
8/24 - Teacher In-Service	14	15	16	17	18	
8/25 - Teacher In-Service	21	22	23	24	25	
8/28 - First Day of School	28	29	30	31		

January 2018		(21)				
	M	T	W	T	F	
	1	2	3	4	5	1/1 Holiday Break
	8	9	10	11	12	
	15	16	17	18	19	1/15 - Civil Rights Day
	22	23	24	25	26	
	29	30	31			

September 2017		(19)				
	M	T	W	T	F	
					1	
9/4 - Labor Day	4	5	6	7	8	
	11	12	13	14	15	
	18	19	20	21	22	
9/29 - Teacher In-Service	25	26	27	28	29	

February 2018		(17)				
	M	T	W	T	F	
				1	2	
	5	6	7	8	9	
	12	13	14	15	16	
	19	20	21	22	23	
	26	27	28			2/26-3/2 Winter Break

October 2017		(21)				
	M	T	W	T	F	
	2	3	4	5	6	
10/9 - Columbus Day	9	10	11	12	13	
	16	17	18	19	20	
	23	24	25	26	27	
	30	31				

March 2018		(19)				
	M	T	W	T	F	
				1	2	
	5	6	7	8	9	
	12	13	14	15	16	3/13 - Teacher In-Service
	19	20	21	22	23	
	26	27	28	29	30	

November 2017		(18)				
	M	T	W	T	F	
			1	2	3	
11/10 - Veteran's Day Observed	6	7	8	9	10	
	13	14	15	16	17	
11/22-11/24 Thanksgiving Break	20	21	22	23	24	
	27	28	29	30		

April 2018		(16)				
	M	T	W	T	F	
	2	3	4	5	6	
	9	10	11	12	13	
	16	17	18	19	20	
	23*	24*	25	26	27	4/23-4/27 Spring Break
	30					

December 2017		(16)				
	M	T	W	T	F	
					1	
	4	5	6	7	8	
	11	12	13	14	15	
	18	19	20	21	22	
12/25-12/29 Holiday Break	25	26	27	28	29	

May 2018		(22)				
	M	T	W	T	F	
		1	2	3	4	
	7	8	9	10	11	
	14	15	16	17	18	
	21	22	23	24	25	
	28	29	30	31		5/28 - Memorial Day

Scheduled no school days for students
Approved by Raymond School Board 4/19/2017

June 2018		(7)				
	M	T	W	T	F	
					1	
	4	5	6	7	8	6/11 - Last Day of School
	11	12*	13*	14*	15*	6/12 - Teachers Work 1/2 Day
	18*	19*	20*	21*	22	
	25	26	27	28	29	

*Possible snow/emergency make-up days

School District Mission and Beliefs

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

Raymond School District Policy - JH

STUDENT ABSENCES AND EXCUSES

Each student enrolled in the Raymond Public Schools is required to attend school on a regular basis. In order to take maximum advantage of the educational opportunities offered by the Raymond School District, students need to establish a pattern of regular and punctual attendance. Student attendance is the responsibility of the parent(s)/guardian(s) and the student. Students should always be in school except when:

1. The student's health prohibits attendance.
2. The student's presence is required elsewhere by sound, pressing, and unavoidable out-of-school activity.
3. The student, the student's parent(s)/guardian(s), and the Principal agree that the reason for the absence is in the best interest of the student.

Absences, even with the approval of the parent(s)/guardian(s), that are excessive and/or interfere with the student's educational program will be discussed with parent(s)/guardian(s) and/or the student will be referred to the Student Intervention Team.

The Board considers more than four (4) absences per marking term to be excessive. As the student progresses through school, the major responsibility for attendance shifts from parent(s)/guardian(s) to the student; therefore, the school's response to an excessive number of absences will differ from level to level. Each school will develop procedures outlining how it will deal with students who have an excessive number of absences. There are a number of items that are common to all levels; these include:

1. Tardiness has a negative impact on a student's performance in school. Each school will develop procedures to deal with students who are tardy.
2. Any procedures that impact a student's grade due to excessive absences will contain an appeal process.
3. Students are expected to make up all work missed due to absence, tardiness, or dismissal. Credit for make-up work will be given only to students with excused absences.
4. Students who do not attend school due to an unexcused absence will not be allowed to participate in or attend school activities on that day. *Students who have an unexcused absence on the last day of school before a weekend school activity will not be permitted to participate in the weekend activity.*
5. Students who do not attend school due to a medical reason will be provided a temporary home-based program not to exceed 45 days in a school year.

Attendance will be counted as present during that time period. Medical permission will be required.

Absences

The Board requires that school-aged children enrolled in the District attend school in accordance with all applicable state laws and Board policies. The educational program offered by the District is predicated upon the presence of the student and requires continuity of instruction and classroom participation in order for students to achieve academic standards and consistent educational progress.

Attendance shall be required of all students enrolled in the District during the days and hours that school is in session, except that the Principal may excuse a student for temporary absences when receiving satisfactory evidence of conditions or reasons that may reasonably cause the student's absence.

The Board considers the following to be excused absences:

1. Illness (Physician statement required for more than 3 consecutive days)
2. Recovery from an accident/natural disaster
3. Required court attendance
4. Medical and dental appointments
5. Death in the family
6. Observation or celebration of a bona fide religious holiday
7. Approved school activity
8. Individual Education Program/Alternative Education Program
9. College visitations

Any absence that has not been excused for any of these reasons will be considered an unexcused absence.

In the event of an illness, parent(s)/guardian(s) must call the school and inform the District of the student's illness and absence. Parent(s)/guardian(s) must provide written notice or a written excuse that states one of these reasons for non-attendance within 2 days of the student's return. The Principal may require parent(s)/guardian(s) to provide additional documentation in support of their written notice, including but not limited to doctor's notes, court documents, obituaries, or other documents supporting the claimed reason for non-attendance.

If parent(s)/guardian(s) wish for their child to be absent for a reason not listed above, the parent(s)/guardian(s) must provide a written explanation of the reason for such absence, including why the student will be absent and for how long the student will be absent. The Principal will make a determination as to whether the stated reason for the student's absence constitutes good cause and will notify the parent(s)/guardian(s) via telephone and writing of his/her decision. This advanced planning will allow teachers enough time to work with parent(s)/guardian(s) and the student regarding work completion. If the Principal determines that good cause does not exist, the parent(s)/guardian(s) may request a conference with the Principal to again explain the reasons for non-attendance. The

Principal may then reconsider his/her initial determination. However, at this juncture, the Principal's decision shall be final.

Each Building Principal is responsible for overseeing attendance procedures at his/her school and assuring that:

1. Attendance is accurately checked and reported to the school office daily for each class.
2. All student absences are recorded.
3. All permanent records of pupil attendance are maintained at the individual schools.

The following applies to those students eighteen (18) years of age and older: After fifteen (15) consecutive days absent, when there has been no firm understanding with an absent student and his/her parent(s)/guardian(s), the school will send a warning letter to the parent(s)/guardian(s) giving notice that the student will be dropped from registration effective the 20th day of his/her consecutive absence unless a clear understanding, in writing, with parent(s)/guardian(s) is achieved beforehand. A copy of this letter will go to the Superintendent of Schools.

School Principals are responsible for developing Student Handbooks that will include rules regarding student absences, excuses, suspensions, and truancy. These rules will apply to all students.

Statutory References:

RSA 193:1, 2, 7, 8, and 16

RSA 306.10 (a) (1)

See Policy JHB

Adopted: September 1, 1994

R/R: 12/18/80, 1/23/85, 6/3/99

Revised: August 1, 2002

Revised: October 17, 2007

Revised: September 1, 2010

Revised: February 16, 2011

RAYMOND SCHOOL DISTRICT - EGA-R
Acceptable Use Procedures: Staff

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

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

I. **Introduction**

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

A. **The Internet**

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

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

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

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

B. Raymond School District Web Presence

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

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

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

II. Responsibilities

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

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

- 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

Attendance Form – First Day
Lamprey River Elementary School

Grade _____ **Room #** _____ **Date:** _____
Teacher: _____

Please list the students present in your room today: alphabetically, last name first. Fill in the totals at the bottom and send to the office as soon as possible.

INDICATE AM ARRIVAL AND PM DISMISSAL METHOD. PLEASE SEND ALL NOTES.

NAME	AM ARRIVAL	PM DISMISSAL
1. _____		
2. _____		
3. _____		
4. _____		
5. _____		
6. _____		
7. _____		
8. _____		
9. _____		
10. _____		
11. _____		
12. _____		
13. _____		
14. _____		
15. _____		
16. _____		
17. _____		
18. _____		
19. _____		
20. _____		
21. _____		
22. _____		

of girls _____ # of boys _____

Total of all _____

General Information

Attendance:

Attendance is taken daily online using Power School. Attendance is due electronically by 9:00 a.m. As an added security, the secretaries will be contacting each classroom teacher to verify that the students are absent.

Attendance Envelope:

Teachers must collect the following information and place it in the attendance envelope prior to sending it to the office by 9:00 a.m.

- any notes for the office
- bus notes
- dismissal information

ALL CHILDREN MUST BE DISMISSED FROM THE OFFICE ONLY!!! DO NOT DISMISS A CHILD TO A PARENT OR GUARDIAN WITHOUT OFFICE COMMUNICATION.

PARENTS MUST MAKE ALL CHANGES TO STUDENT DISMISSAL IN WRITING. NO CHANGES MAY BE MADE OVER THE PHONE.

Behavior Intervention Form:

See the front office for additional discipline slips.

Breakfast Program:

Breakfast is available for all students. If students want breakfast, the cost will be \$1.50 per day. The breakfast program will be grab and go. Students go directly to the café to pick up their breakfast. If they are not having breakfast, they will go directly to class.

Building Security—Main:

The school building is open from 6:00 a.m. until 11:00 p.m. Teachers and staff are permitted to work as late as needed. If a staff member believes that he/she will be in the building later than usual, that staff member should notify administration.

If you will be hosting an event or inviting guests in the building you must have your activity approved using:

During the Day: Internal Facilities Use Form (Carol)

After School: Facilities Use Form (Debbie)

If a staff member needs to be in the building during the weekend or holiday, he/she should check with Bryan or Laura.

** The school building and grounds are equipped with video recording cameras.

** The front door has a “buzz-in” security system. During activation times, all those who need to enter the building will need to “buzz” for permission to enter.

Building Security – Portables:

The outside (main door) to each entranceway of the portables may be kept unlocked for students and staff to enter, however, the interior classroom doors are to be locked at all times. Students and staff should knock on the classroom doors to gain access to the individual classrooms.

Students are expected to use the “Buddy System” when walking to and from the portables to the main building. Students whose classrooms are in the portables and are arriving in the am off a bus, will use the front gate to enter the portable area. This will be monitored by staff. Once school is in session, students will use the “kindergarten” entrance and hallway to enter and leave the main building.

Building Security – ALL:

If staff members see anyone in the building who is unfamiliar, they should question that individual and direct them to the office. Staff members need to direct all concerns to administration immediately relating to an individual’s presence in the building.

Bullying and Harassment Reporting Form

Please use the SAU reporting form - <http://sau33.com/forms.cfm?myform=13076>

Bus Passes:

If a teacher receives a note from a child’s home stating that their child will go home on another bus on that given day, the note must go into the attendance envelope to be sent down to the office by 9:00 a.m. The office will create a bus pass for that student and return it to the classroom teacher prior to dismissal. Teachers should make a note to themselves as a reminder if the student is going to get a bus pass.

Care of the Classroom:

Teachers are responsible for the care of their classrooms and assigned areas and should see that they are kept neat, uncluttered, and clean.

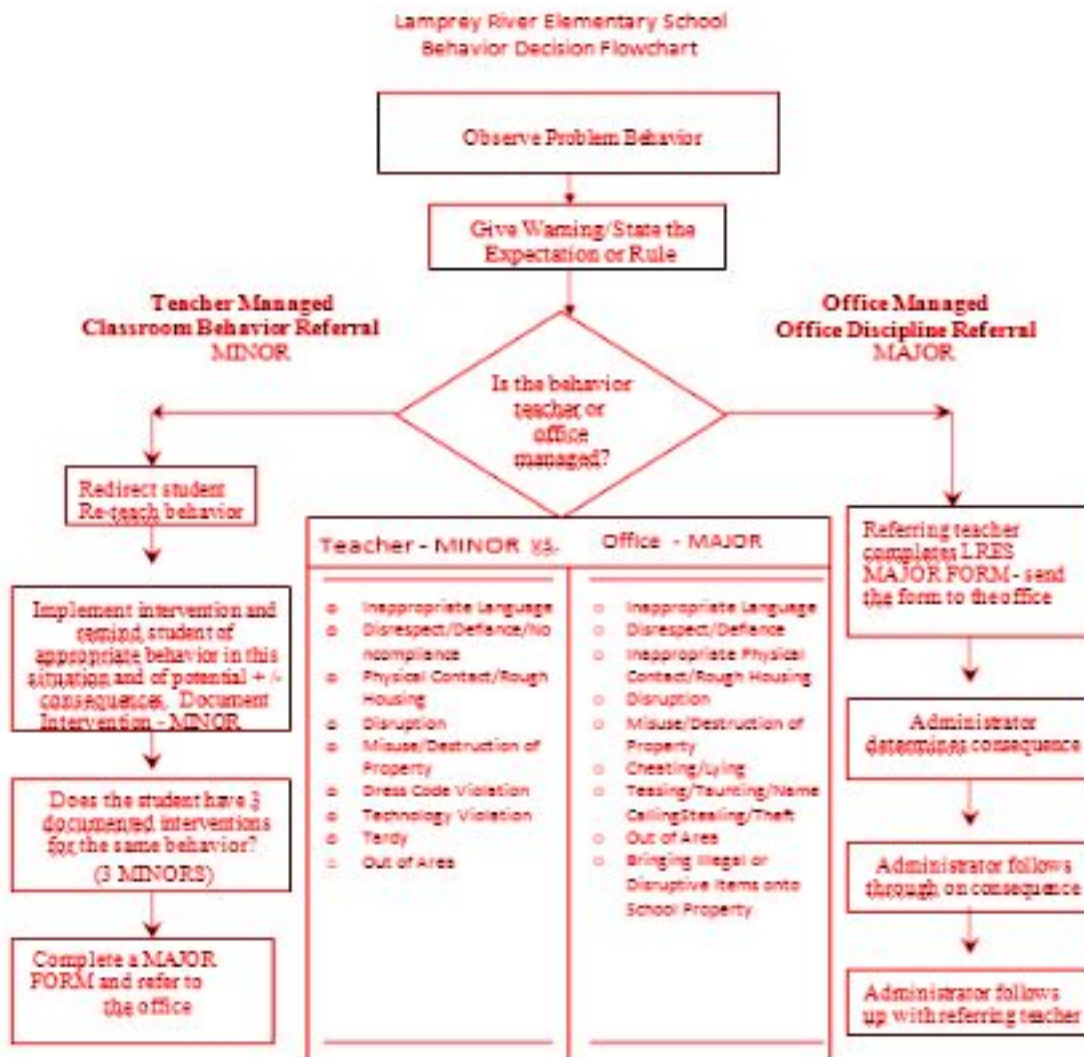
Teachers and students are responsible for light housekeeping tasks such as dusting and washing tables and desks.

*Damage and maintenance reports should be submitted to Amy Payette, Head Custodian via School Dude.

Classroom Discipline:

Effective classroom management is established beginning the first day of school. In order to ensure that student behavior occurs at the high levels that we expect, the following will occur:

- The classroom teacher will teach, maintain and model the school and classroom rules.
- In each classroom, the students and the teacher will develop expected safe, responsible, and respectful behaviors for learning.
- The classroom teacher will review the school discipline policies with students.
- Modeling and consistent reinforcement of expected behaviors will occur throughout the year.
- All classrooms will adhere to the Responsive Classroom Philosophy. (*Teachers who have not been trained in this model should seek out opportunities for professional development.*)



Classroom Expectations:

Methods of classroom procedure and control vary due to the age of students, classroom arrangements, and teacher personality. Best results may usually be expected when teachers are given freedom to conduct classes in a manner that the individual teacher chooses. However, there are certain expectations that can be observed by all for the good of the school as a whole.

>Intervention and Enrichment

- Flexible groups
- Guaranteed curriculum focus
- Data driven

>Procedural information

- Guaranteed Curriculum
- Posted at student centered location for clarification and understanding
- Daily/Weekly Learning goals
- Discipline plan
- Schedules of daily activities
- Weekly activities
- Assignment chart
- Bus chart

>Fire Drill/Evacuation Procedure

- Posted and practiced
- Safety procedures posted and practiced
- Discuss conduct when responding to emergency drills

>Classroom Management

- Communicate positive expectations
- Respectful behavior
- Completion of classroom assignments
- Maintaining a safe environment
- Following the discipline policy
 - Positive Behavioral Support (correcting students in a positive way)
 - Discuss conduct working with other professionals i.e. substitutes and support staff
 - Discuss rainy day recess conduct

>Discipline Plan

- Clear expectations of what is expected
- Expectations are measurable

Communication Radios/Walkie Talkie Purpose & Protocols:

Radios for faculty members should be kept in their respective classrooms to charge when not in use. Staff members are asked to keep their radios on during the day for school-wide communication.

The purpose of using a walkie 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 crisis.

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 walkie
- Whenever needing to mention a student name over the walkie, please use student initials ONLY
- Walkie talkies are not to be used for informal conversations. If a conversation needs to happen, please state the phone extension and discuss over the phone
- Using walkies during recess and lunch is appropriate for notifying the office staff and nurse when a student is being sent inside and vice versa
- Please return the “recess” walkie to the appropriate charger at the end of 3rd grade recess

*Keep in mind, students and other staff members are able to hear what is being said on the walkies at all times (it may even be possible for others outside our school building to hear what is being said).

IF A TEACHER WISHES TO TAKE HIS/HER CLASS FOR AN ADDITIONAL RECESS OR VISIT ANOTHER CLASS, THE OFFICE MUST BE NOTIFIED AT THAT TIME. IF GOING OUTSIDE, THE TEACHER MUST HAVE THE RADIO THAT IS KEPT IN THE MUSIC ROOM HALLWAY. IN THE EVENT THAT THE OFFICE NEEDS TO LOCATE A STUDENT OR TEACHER WHO IS OUTSIDE, THEY MUST BE ABLE TO CONTACT THAT PERSON IMMEDIATELY!! THAT CONTACT WILL BE DONE THROUGH THE USE OF THE RADIO.

Computer Help:

Directions for requesting assistance or reporting computer repairs need to be done through School Dude. **This is required for Maintenance and Computer Requests.**

- Go to the Raymond Website: [www:sau33.com](http://www.sau33.com)
- Under Quick Navigation click on the School Dude Guy
- 1st time it will ask for your school email address – (s.ellis@sau33.com)
- The page next is the Repair Request page
- If you need Computer request click on the file IT Request and fill info (usually this is the page that show first)
- If you need Maintenance request click on the file Maintenance request
- Fill out only the areas that have a check mark. You do not need phone # etc.
- The passwords: Computer request is – Computerhelp | Maintenance request is – Password
- Click Submit

Computer Lab:

All teachers are encouraged to support and enrich the students' learning by incorporating the use of the computer lab into instruction. Teachers will have assigned times each week so they have uninterrupted access to the computers for class lessons.

Computer Carts:

Staff is encouraged to make use of the carts to assist and enhance their teaching. The computer cart with a classroom supply of laptop computers is available for use. The teacher needs to sign out the cart through the online library calendar. Each grade level will be responsible for their own cart.

Computer/Internet Quick Tips:

~~Logging on Computer: Turn on Computer at screen "Welcome to Windows"~~

~~— Press Control Alt Delete to begin~~

~~— Username: initial of 1st name and full last name (ex: sellis)~~

~~— Password: *****~~

In Computer Lab Please Log ON with

~~Username: library~~

~~Password: Frogs1~~

~~This is what the students will use at all times to log on.~~

~~Internet: Click on Internet Explorer or Firefox icon. Google Page will come up.~~

~~Email Address: Sign in 2 ways:~~

- ~~Directly from the Google Page:~~
~~Click on Gmail~~
~~Username: all lower case~~

~~1st initial of 1st name~~

~~Dot~~

~~Last name@sau33.com~~

~~Password: *****~~

~~Click sign in: (At school please DO NOT click on Remember My info)~~

- ~~• <http://www.sau33.com>~~

~~On the info navigation bar click on "District Email"~~

~~This will take you to the Google Page and you will sign in just as stated above.~~

~~Recommendations for Email:~~

- ~~• Use # for quicker access~~
- ~~• At school recommend NOT to click on remember my info~~
- ~~• At home click on remember my info~~

~~School Dude: This is required for Maintenance and Computer Requests.~~

- ~~• Go to the Raymond Website: [www:sau33.com](http://www.sau33.com)~~
- ~~• Under Quick Navigation click on the School Dude Guy~~
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- ~~• If you need Maintenance request click on the file Maintenance request~~
- ~~• Fill out only the areas that have a check mark. You do not need phone # etc.~~
- ~~• The passwords: Computer Request is — Computerhelp
— Maintenance Request is — Password~~
- ~~• Click Submit~~

Delayed Opening/No School:

School administration will make this announcement through our phone alert system, in the event school is cancelled or delayed.

**DISCRIMINATION, INCLUDING HARASSMENT,
BASED ON RACE, COLOR, NATIONAL ORIGIN AND ANCESTRY**

I. GENERAL STATEMENT OF POLICY

The Raymond School District prohibits all forms of race, color, national origin and ancestry-based discrimination, including harassment. It also prohibits retaliation as defined under this policy. The District treats retaliation as a form of discrimination under this policy.

This policy is an integral part of the District’s comprehensive efforts to promote learning and equal educational opportunities for all our students, eliminate violent, harmful, and disruptive behavior and to provide a learning environment free from discrimination, including harassment and retaliation.

The District will promptly investigate all reports and complaints of discrimination, including harassment, based on race, color, national origin or ancestry, and retaliation. ¹ Any violation of this policy is a serious offense that will subject the violator to disciplinary and corrective measures, and, where appropriate, referral to a law enforcement agency.

Nothing in this policy is designed or intended, however, to limit the authority of the District or any of its schools to discipline or take corrective or remedial action in response to violent, harmful or disruptive behavior, regardless of whether this policy covers the conduct. Nor does this policy limit the authority of the District or its schools to take immediate interim disciplinary action as set forth in applicable disciplinary codes or policy. The Superintendent and school principals are authorized to delegate their responsibilities under this policy to a designee.

II. POLICY DEFINITIONS

For purposes of this Policy:

1. **“HARASSMENT”**: Harassment is unwelcome or inappropriate conduct (oral, written, graphic, electronic or physical) relating to an individual’s actual or perceived race, color, national origin or ancestry that creates a hostile environment for the student. A hostile environment is created when the conduct is sufficiently severe, persistent or pervasive so that it interferes with or limits a student’s ability to participate in or benefit from the district’s programs or activities.

2. **“OTHER PROHIBITED CONDUCT”** means any unwelcome or inappropriate conduct (oral, written, graphic, electronic or physical) relating to an individual’s actual or perceived race, color, national origin or ancestry that does not involve severe, persistent or pervasive behavior, but will likely create a hostile environment if it persists, by interfering with or limiting the ability of a student(s) to participate in or benefit from the district’s programs or activities.

¹ Whenever this policy refers to any time frame, it may be extended for good cause, as documented.

3. Below are examples of violations of this policy, in circumstances where the oral, written, graphic, electronic or physical conduct has had the purpose or effect of creating a hostile environment:

A. "RACE OR COLOR HARASSMENT" includes but is not limited to unwelcome or inappropriate oral, written, electronic or physical conduct that denigrates, demeans or stereotypes a person based on his/her actual or perceived race or color, including characteristics of a person's race or color, such as racial slurs or insults, racial graffiti or symbols, nicknames based on racial stereotypes, negative comments about appearance, imitating mannerisms, taunting, or invading personal space to intimidate.

B. "NATIONAL ORIGIN OR ANCESTRY HARASSMENT" includes but is not limited to unwelcome or inappropriate verbal, written, electronic, or physical conduct which denigrates, demeans or stereotypes a person based on his/her actual or perceived national origin, ancestry, or ethnic background, such as ethnic slurs or insults, negative comments, graffiti or symbols about surnames, country of origin, customs, language, accents, immigration status, or manner of speaking.

4. "DISCRIMINATION" means treating a student or group of students less favorably, or interfering with or preventing a student from enjoying the advantages, privileges or courses of study of a school because of that student's race, color, national origin or ancestry, as protected under New Hampshire and federal nondiscrimination laws.

5. "RETALIATION" means retaliating against any person for opposing any act or practice reasonably believed to be discriminatory as prohibited by applicable law and/or this policy, or for reporting or filing a complaint, for aiding or encouraging the filing of a report or complaint, or for cooperating in an investigation of discrimination, including harassment. Retaliatory acts include overt or covert acts of reprisal, interference, punishment or harassment against an individual or group.

6. "COMPLAINANT" means a student who is the alleged victim of conduct covered by this policy, or his/her parent(s)/guardian(s).

7. "COMPLAINT" means an oral or written report by a student or his/her parent(s)/guardian(s), to a school or District employee alleging that the student has been the subject of discrimination, including harassment or retaliation, or other prohibited conduct, under this policy.

8. "REPORT" means an oral or written report to a school or District employee by anyone other than the student victim or his/her parents/guardians, alleging that a student has been the subject of discrimination, including harassment or retaliation, or other prohibited conduct, under this policy.

III. POLICY APPLICATION

This policy applies to all sites and activities the Raymond School District supervises, controls, or where it has jurisdiction under the law, including where it (a) occurs on, or is delivered to, school property or a school-sponsored activity or event on or off school property; or (b) 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, as set forth in the District's Policy, "JICDA-Student Safety and Violence Prevention."²

IV. REPORTING UNDER THE POLICY

Receipt of Reports

1. **School-Level:** The Principal or designee is the person responsible for receiving oral or written reports or complaints at the building level for discrimination, including harassment or retaliation, or other prohibited conduct, under this policy.

2. **District-Level:** The Superintendent or designee is the District's Title VI Coordinator to receive reports or complaints of discrimination, including harassment or retaliation, or other prohibited conduct, under this policy, against the District, a District-level employee, or a building Principal. If the report or complaint involves the Superintendent, it shall be filed directly with the School Board.

Student Reporting

3. Any student (or a parent/guardian of a student) who becomes aware of or who believes he/she, or another student, has been the victim of discrimination, including harassment or retaliation, or other prohibited conduct, in violation of this policy, is strongly encouraged to immediately report the alleged act(s) to the Principal or designee, but shall report the act(s) within ninety (90) calendar days of the alleged occurrence. The reporting time may be extended for good cause. The principal or designee shall immediately notify the Superintendent of the complaint or report. If the student is more comfortable reporting the alleged act(s) to a person other than the Principal, the student (or his/her parent/guardian) may tell any school or District employee about the alleged discrimination, including harassment or retaliation, or other prohibited conduct. That employee shall report that information to the appropriate administrator.

4. If the complaint or report is against a building Principal, it shall be filed directly with the Superintendent or designee.

5. The District encourages the reporting party or complainant to use the report/complaint form available from the Principal of each building or available from the Superintendent's office, and available on the district's Website. Use of the formal reporting form, however, is not mandatory.

Staff Reporting

6. Any Raymond School District employee, volunteer or independent contractor who witnesses, receives a complaint or report of, or has knowledge or belief that a student has been the subject of discrimination, including harassment or retaliation, or other prohibited conduct, under this policy shall inform the Principal or designee as soon as possible, but by no later than the end of that school day, and shall also transmit a written report to the Principal or designee by no later than the beginning of the next school day. If the complaint or report involves the building Principal, it shall be filed directly with the Superintendent.

² Nothing in this policy should in any way create or should be construed to create an express or implied contract.

V. PROCEDURE UPON RECEIPT OF COMPLAINT OR REPORT

1. Upon receipt of a complaint or report under this policy, the Principal or designee shall commence an investigation consistent with the provisions of Section VI of this Policy and forward a copy of the written complaint or report to the Superintendent within one school day.
2. In the event of a conflict or other circumstance that prevents the Principal and designee from investigating the report or complaint, including where the Principal and designee are directly and personally involved with a complaint or are closely related to a party to the complaint, then the Superintendent shall direct another district employee to conduct the investigation. If the report or complaint is against the Principal, the Superintendent or designee shall investigate the report or complaint.
3. After receipt of a complaint or report, the Principal or designee will attempt to identify and obtain the cooperation of the student who is the victim of the alleged conduct, if there is one. An investigation shall proceed even if a student is reluctant to fill out the designated complaint or reporting form and chooses not to do so. Even where the Principal or designee does not obtain the identity of or cooperation by the alleged victim(s), the Principal or designee will investigate the allegations, to the extent feasible.

Notification of Parents/Guardians

4. Within 48 hours (not including weekends or holidays) of receiving a complaint or report under this policy, the Principal or designee shall notify the parents/guardians of a student who has been reported as a victim and to the parents/guardians of a student who has been reported as a perpetrator. Such notification may be made by telephone, writing or in-person. The date, time, method, and location (if applicable) of such notification and communication shall be noted in the investigative 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).

Waiver of Notification Requirement

5. The Superintendent may, within a 48 hour time period (not including weekends or holidays), grant the Principal a waiver from the requirement that the parents/guardians of the alleged victim and the alleged perpetrator be notified of the filing of a complaint or 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 by the Superintendent shall be in writing to the Principal.

VI. RESOLUTION PROCESS: DETERMINING WHETHER TO APPLY THE FORMAL OR INFORMAL PROCEDURE

A. SELECTING APPROPRIATE RESOLUTION PROCEDURE

1. After the Principal or designee receives a complaint or report, (s)he shall determine whether to resolve the complaint or report through a Formal or Informal Resolution Procedure.
2. The Principal or designee shall commence a Formal Resolution Procedure and investigation under Section C, if any one of the following apply:

- (1) the complaint or report involves an allegation of severe, persistent or pervasive harassment, or other serious form of discrimination or retaliation;
- (2) there is a pending Formal Resolution Procedure against the alleged perpetrator;
- (3) the alleged perpetrator has previously been found to have violated this policy after a Formal Resolution Procedure;
- (4) the alleged conduct involves physical harm to a person or is serious enough that it may place a person at physical risk;
- (5) the incident has resulted in a criminal charge;
- (6) the alleged perpetrator is an employee, volunteer or independent contractor;
- (7) the incident involves a referral to the Division of Youth, Children & Families, Department of Health and Human Services; or
- (8) where a Formal Resolution Procedure is otherwise appropriate under the circumstances.

3. The Informal Resolution Procedure is applicable only if it involves an allegation of “other prohibited conduct,” as defined in Section II, and if the parties agree to voluntarily participate. If the parties do not agree to voluntarily participate, or an Informal Resolution Procedure is not deemed appropriate, the Principal or designee shall address the matter under the Student Code of Conduct.

B. INFORMAL RESOLUTION PROCEDURE

1. **MEETING SEPARATELY WITH PARTIES:** Where an Informal Resolution Procedure is initiated, the Principal or designee will promptly meet separately with the complainant and the alleged perpetrator (by no later than 2 school days), to review and explain the informal resolution procedures, answer any questions, and explain the prohibition against retaliation.

2. **VOLUNTARY RESOLUTION:** If appropriate, after completing any initial information gathering or investigation the Principal or designee deems necessary to reach a voluntary resolution, (s)he will propose a resolution. The Principal or designee shall invite the parents/guardians of the complainant and the alleged perpetrator to attend the resolution meeting. If the complainant, the alleged perpetrator and their parent(s)/ guardian(s) agree with the proposed resolution, the Principal will write down the resolution, and the complainant and the alleged perpetrator, and their parent(s)/guardian(s), if present, will sign it, and each person will receive a copy. At the meeting, the Principal will again explain the prohibition against retaliation. The primary focus of the voluntary resolution is to effectively correct the problem and end the reported conduct, which may include disciplinary action.

3. **FAILURE OF VOLUNTARY RESOLUTION:** If the complainant and alleged perpetrator cannot agree to an informal resolution, or if at any time after the informal resolution, the Principal or designee determines that the problem is not corrected, the Principal or designee will apply the Student Code of Conduct, under Policy JICD, or initiate a Formal Resolution Procedure.

C. FORMAL RESOLUTION PROCEDURE

Investigation-Related Procedures

1. **MEETING SEPARATELY WITH PARTIES:** The Principal or designee will promptly meet separately with the complainant and the alleged perpetrator (by no later than 2 school days), to inform them about

the formal resolution procedures and explain the prohibition against retaliation. The Principal or designee shall also ask the complainant what (s)he believes may help make him/her feel safe from discrimination, including harassment or retaliation, or other prohibited conduct, pending the conclusion of the investigation.

2. **PROMPT INVESTIGATIONS:** Upon receipt of a complaint or report, the Principal or designee shall promptly (by no later than 2 school days), initiate an investigation into the alleged act(s). The nature and duration of an investigation will depend on the circumstances, including the type, severity and frequency of the alleged conduct. The Principal will complete the investigation as soon as practicable, not to exceed ten (10) school days after receipt of the complaint or report, except for good cause (as documented in the investigatory file). If the Principal needs more than ten (10) school days to complete the investigation, the Superintendent may grant an extension of up to seven (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.

3. **INVESTIGATION ACTIVITIES:** The investigation may consist of documented personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The parties shall have the opportunity to identify witnesses and other evidence. The investigation may also consist of a visit to the incident site and review of documents and physical evidence deemed pertinent by the investigator, including information regarding any prior incident(s) committed by the alleged perpetrator. The alleged victim and alleged perpetrator will be interviewed separately. Interviews will be conducted in a manner that protects the privacy of individuals to the extent practicable under the circumstances.

4. **COMMUNICATION DURING INVESTIGATION:** The Principal will make reasonable efforts to regularly inform the complainant and the alleged perpetrator(s) and their parents/guardians of the status of the complaint, and the anticipated conclusion of the investigation, and the determination.

5. **INTERIM MEASURES TO PROTECT SAFETY:** The Principal or designee shall take reasonable steps (s)he determines is necessary and/or advisable to protect the complainant, other students, and employees, to the extent practicable, from further incidents or from retaliation pending the outcome of the investigation.

6. **VICTIM ASSISTANCE:** The Principal or designee will make appropriate referrals for victim assistance, including counseling and crisis intervention, if requested, or as needed.

7. **CONFIDENTIALITY:** The District will respect the privacy of the complainant, the alleged perpetrator(s), and the witnesses to the extent possible, consistent with this policy, federal and state civil rights laws and confidentiality laws and regulations, and with the District's Education Records Policies.

8. **FINDINGS AND RECOMMENDATIONS:** Upon completion of an investigation, the Principal or designee will evaluate the evidence and determine whether the allegations have been substantiated and whether the policy has been violated by a preponderance of the evidence. The Principal or designee will prepare a final investigative report that includes his or her findings, and when a violation is found, recommend appropriate disciplinary, corrective and remedial measures.

9. **BASIS FOR DETERMINING WHETHER POLICY VIOLATED:** In making a determination, the Principal or designee will consider all the facts and surrounding circumstances, including, for example, the context, nature, frequency and severity of the behavior, how long the wrongful conduct continued, where the incident(s) occurred, the number of persons involved in the wrongful conduct, the ages of and relationships between the parties, past incidents or patterns of behavior, and the extent to which the conduct adversely affected the education or school environment of the victim and other school community member(s).

10. **REPORTING SUBSTANTIATED INCIDENTS TO THE SUPERINTENDENT:** Upon completion of the investigation, the Principal or designee shall forward all substantiated reports under this policy to the Superintendent.

D. COMMUNICATING WITH PARTIES

COMMUNICATION UPON COMPLETION OF INVESTIGATION: Once the investigation concludes, and a determination made, the Principal or designee shall promptly notify the students involved of the findings and the result of the investigation. Within twenty four (24) hours of making the determination, the Principal will attempt to notify via telephone the parents/guardians of the alleged victim and alleged perpetrator of the results of the investigation, and will also send a letter to the parents/guardians notifying them of the results of the investigation, and, as appropriate, any action taken. The Principal shall offer a meeting to the parents/guardians. If the parent(s)/guardian(s) requests, the Principal shall schedule a separate meeting with the parties to further explain his/her findings and reasons for his/her actions. Any information provided under this policy shall be provided in accordance with the confidentiality requirements of the Family Educational Rights Privacy Act (FERPA) and other laws concerning student privacy, and the Raymond School District's Education Records policy.

VII. POST-INVESTIGATION RESPONSE

A. TAKING APPROPRIATE DISCIPLINARY, CORRECTIVE AND REMEDIAL ACTION

1. **TAKING APPROPRIATE ACTION:** If a complaint or report is substantiated, the Principal or designee shall promptly decide on the appropriate action, based on the investigative findings. Such action shall include imposing discipline and/or corrective and remedial action reasonably calculated to end the conduct, deter future conduct, and remedy the effects of the discrimination, including harassment or retaliation, or other prohibited conduct, on the student victim(s) and the school community, as applicable. Should the Principal recommend discipline more serious than a written reprimand for a school employee, such discipline is subject to review by the Superintendent.

2. The District will discipline and take appropriate action against any Raymond School District student, employee, volunteer or independent contractor who retaliates against any person in violation of this policy.

B. DISCIPLINARY CONSEQUENCES FOR VIOLATING THE POLICY

IMPOSING DISCIPLINE ON STUDENTS:

1. The District reserves the right to impose disciplinary measures or other consequences against any student who violates this policy, intentionally falsely accuses another student of violating this policy, or retaliates against any student or witness in violation of this policy.

2. Discipline of a student may include, but is not limited to, a written warning; short-term or long-term suspension, or expulsion, or any other action authorized by and consistent with the Student Code of Conduct. Students facing discipline will be afforded all due process required by law.

3. **DISCIPLINE FOR STUDENTS WITH DISABILITIES:** The District complies with the federal and state law requirements that apply to the discipline of students with disabilities, including the federal "Individuals with Disabilities Education Act" ("IDEA") and Section 504 of the Rehabilitation Act of 1973.

4. **ACTION CONCERNING EMPLOYEES:** Disciplinary and corrective action concerning an employee may include, but is not limited to, an oral or written warning or reprimand, providing supervision and training, and suspension or termination of employment.

5. **ACTION CONCERNING SCHOOL VOLUNTEERS:** Disciplinary and corrective action concerning a school volunteer may include, but is not limited to, supervision and training, a written warning, limiting or denying access to school premises or school-related programs or activities, and suspending or terminating the volunteer relationship.

6. **ACTION CONCERNING INDEPENDENT CONTRACTORS:** Disciplinary and corrective action concerning an independent contractor may include, but is not limited to, a request to the employer of the independent contractor to train, warn, suspend or terminate its employee; limiting or denying the individual contractor access to school premises or school-related programs or activities; and terminating the contract.

7. **ACTION CONCERNING OTHER SCHOOL COMMUNITY MEMBERS:** Corrective action concerning any other school community member, including parents/guardians, and visitors to Raymond schools, may include, but is not limited to, a warning; counseling; and limiting or denying the parent, guardian or visitor access to school premises or school-related programs or activities.

C. APPLYING CORRECTIVE AND REMEDIAL MEASURES FOR STUDENTS

1. **APPLYING CORRECTIVE ACTION:** Corrective action concerning a student victim may include, but is not limited to, adopting a written safety plan to identify protective measures. Corrective action for the perpetrator may include, but is not limited to, classroom transfer; exclusion from participation in school sponsored functions, after-school programs, and/or extracurricular activities; limiting or denying access to a part or area of a school; increased adult supervision on school premises; complying with a non-contact order, parent/guardian conferences; a voluntary apology to the victim; awareness training (to help the student perpetrator understand the impact of the behavior); and/or any other action consistent with the

Student Code of Conduct.

2. **PREVENTION AND REMEDIATION:** The District will employ prevention and remediation strategies reasonably calculated to remedy the effects of the discrimination, including harassment and retaliation, or other prohibited conduct, on the victim and the school community and to provide a safe school climate. Remedial action may include providing or referring the student complainant for counseling or victim assistance services and/or tutoring; or special educational support for students with disabilities. Remedial action may also include modifying school-wide policies or practices and sponsoring anti-harassment, anti-discrimination, or related training for school staff and/or students.

VIII. APPEALS

1. **First Level Appeal for the Complainant:** The complainant may appeal the investigative determination, or the corrective or remedial action taken for him/her, if any, to the Principal or designee within ten (10) calendar days of receipt of notice of the determination. The Principal or designee will review the case and determine whether to reopen the investigation. Written notice of the Principal or designee's decision shall be provided to the complainant within ten (10) calendar days of the filing of the appeal, except for good cause, as documented in writing.

2. **Second Level Appeal for the Complainant:** The complainant may appeal, in writing, the Principal or designee's decision to the Superintendent or designee within ten (10) calendar days. The Superintendent or designee shall review the case and determine whether to reopen the investigation. Written notice of the decision shall be provided to the complainant within ten (10) calendar days of the filing of the appeal, except for good cause, as documented in writing.

3. **Third Level Appeal for the Complainant:** If the complainant is not satisfied with the Superintendent's determination, (s)he may submit a written appeal to the School Board, or its designee, within ten (10) calendar days of the Superintendent's decision, except for good cause, as documented in writing. Written notice of the decision shall be provided to the complainant within forty five (45) calendar days of the filing of the appeal, except for good cause, as documented in writing.

4. **Appeal for the Perpetrator:** A student disciplined under this policy is referred to the Student Code of Conduct and Policy JICD; and for employees, applicable collective bargaining agreements; and for students and employees, to applicable federal and New Hampshire state laws.

IX. OTHER LEGAL REMEDIES

1. At any time, whether or not an individual files a complaint or report under this policy, an individual may file a complaint with the Office for Civil Rights, within the United States Department of Education, or with the New Hampshire Commissioner of Education, or may initiate a civil action. If a complaint is filed with the Office for Civil Rights, within the United States Department of Education, it must be filed in writing no later than 180 days after the alleged act(s) of discrimination. OCR may waive its 180 day time limit based on OCR policies and procedures.

A. Office for Civil Rights, U.S. Department of Education, 5 Post Office Square, Suite 900,

Boston, MA 02109-1491; Telephone number: (617) 289-0111; Fax number: (617) 289-0150; TTY/TDD: (877) 521-2172; Website: www.ed.gov/ocr; Email: OCR.Boston@ed.gov

- B. New Hampshire Commissioner of Education, New Hampshire Department of Education, 101 Pleasant Street, Concord, NH 03301-3494; Telephone number: (603) 271-3494; TDD Access: Relay NH 711

2. Notwithstanding any other remedy, any person may contact the police or pursue a criminal prosecution under state or federal criminal law.

Legal References

Title IV of the Civil Rights Act of 1964, 42 U.S.C. §2000c (Title IV)
Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d et seq. (Title VI)
RSA193-F:3, Student Safety and Violence Prevention Act

Adopted: June 20, 2012

Dismissal of Students:

If a student's dismissal routine has changed and no bus pass is required, the note from the child's home needs to be placed in the attendance envelope to be sent down to the office by 9:00 a.m. The teacher needs to make a note as a reminder.

If a teacher receives a note from a child's home stating that their child will be dismissed early, the teacher needs to make a note for him/herself as a reminder. The child's note needs to be placed in the attendance envelope to be sent down to the office by 9:00 a.m. The office will call when the child's parent/guardian arrives. The office will notify the teacher to have the child dismissed to the office.

ALL CHILDREN MUST BE DISMISSED FROM THE OFFICE ONLY!!! DO NOT DISMISS A CHILD TO A PARENT OR GUARDIAN WITHOUT OFFICE COMMUNICATION.

PARENTS MUST MAKE ALL CHANGES TO STUDENT DISMISSAL IN WRITING. NO CHANGES MAY BE MADE OVER THE PHONE.

Dress/Attire:

All members of the faculty and staff are required to dress in a professional manner at all times, unless otherwise indicated (such as spirit days). Good grooming and dress habits are considered to be a part of the teacher's professional obligations while at school. Jeans may be worn on the last student contact day of the week or designated days by the principal. (Jeans will not be allowed on assembly days or days in which there are scheduled guests, such as conferences, grandparents' day, etc.). Professional attire does not include shorts. Skirts, dresses and tank-tops should exceed the requirements for student dress code.

Duties:

Staff members are assigned duties for a specific time during each day of the week for the entire school year. Your punctual arrival for these duties is important for student safety. While on duty, teachers need to position themselves to provide the best supervision for our students.

Bus Duty: Staff need to be outside at the front of the school by 8:30 a.m. for morning duty and 3:15 p.m. for afternoon duty.

Lunch Duty: Staff need to be in the café at the beginning of the scheduled duty to allow students to enter the café. Staff need to walk around and supervise students during the entire lunch period.

The following guidelines will be used:

- At the five minute mark, students will be reminded that there are a certain number of minutes remaining in which to finish eating. They may talk quietly.
- At the two minute mark, students will clean up their area and prepare for dismissal. They may talk quietly.

- When it is time to leave, students will be called to line up.

Administration is willing to intervene at any time. Please contact the office using the radio if you need assistance. Also, if there is a need to send a student to the office, please contact the office and check to see if administration is available before sending students to the office. Please follow-up with a visit to the office to inform them of the exact discipline issue or send down a Behavior Intervention Form A.S.A.P.

.

Recess Duty: Staff need to be on time to their assigned recess duty.

The following applies to outside recess.

When on the playground, staff assigned to that specific duty will be situated and supervising students in the following areas:

- Pavilion/entrance at basketball court
- Climbing structure
- Field

When on recess duty, it is imperative that teachers attentively supervise students at all times. It is expected that teachers will be at their assigned areas throughout the entire scheduled recess supervising and assisting students. One staff member must carry the provided radio to be used in the event that the office/nurse needs to be contacted.

If a student needs to be sent into the office/nurse, for any reason, the office/nurse needs to be contacted by radio. DO NOT SEND A STUDENT TO THE OFFICE OR THE NURSE WITHOUT NOTIFYING OFFICE PERSONNEL FIRST!!!

At the conclusion of recess, teachers on duty are asked to line the classes up, near the 3rd grade ramp. Duty teachers will walk students into the building.

Duty Schedule:

<p>1/K</p>	<p><i>11:40-12:05</i> Santos Busby McAvoy</p>	<p><u>Lunch Duty:</u> A. Ingalls (15 minutes) Vacant 1 Vacant 2 Kowalchuck Roberts 1:1 Annable 1:1 Dellas 1:1 Finneran Vaughn York</p>	<p><i>12:05-12:35</i></p>	<p><u>Recess Duty:</u> <u>1</u> Grade 1 Teachers including SPED (15 Min) Wood Blanchard <u>K</u> K Teachers (15 Min) Vogel Elliott</p>
<p>2/K</p>	<p><i>11:35-12:05</i> Blum Ajemian Michaud</p>	<p><u>Recess Duty:</u> <u>2</u> Grade 2 Teachers including SPED (15 Min) Cox <u>K</u> K Teachers (15 Min) O'Brien Vacant 5</p>	<p><i>12:05-12:30</i></p>	<p><u>Lunch Duty:</u> LaCasse & Health Vacant 4 Jortberg T. Dileo D. Dileo Antonucci Ellis 1:1 St.Germaine 1:1 Mensinger 1:1 Holmes 1:1 Odstreil 1:1 Derbyshire 1:1</p>
<p>4</p>	<p><i>12:35-1:00</i></p>	<p><u>Lunch Duty:</u> Faulkner & Munson Carbone Whitesell 1:1 Doumas 1:1 Hayes 2:1</p>	<p><i>1:00-1:30</i></p>	<p><u>Recess Duty:</u> Grade 4 Teachers including SPED (15 Min) Vacant - O'Neill Goodwin 2:1 Sterritt</p>
<p>3</p>	<p><i>12:35-1:05</i></p>	<p><u>Recess Duty:</u> Grade 3 Teachers including SPED (15 Min) Buckley</p>	<p><i>1:05-1:30</i></p>	<p><u>Lunch Duty:</u> Shaw Bolton Vacant 6 1:1</p>
<p>O</p>	<p><i>12:35-1:05</i></p>	<p><u>Office Duty</u> Meredith Meyers</p>		

* Walkie Talkie

Lunch & Recess Schedule:

1/K	<i>11:40-12:05</i>	Student and Staff Lunch	<i>12:05-12:35</i>	Recess
2/K	<i>11:35-12:05</i>	Recess	<i>12:05-12:30</i>	Student and Staff Lunch
3	<i>12:35-1:05</i>	Recess	<i>1:05-1:30</i>	Student and Staff Lunch
4	<i>12:35-1:00</i>	Student and Staff Lunch	<i>1:05-1:30</i>	Recess

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 – 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 GBEBB (Also JICDAA)

EMPLOYEE-STUDENT RELATIONS

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

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

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

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

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

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

Adopted: May 5, 2010

Facilities Use Form

Raymond School District & Raymond Recreation Commission
notice of school use of facilities other than the normal
school day (4:00 pm) for school district personnel.

Today's Date _____ Date Received _____

ACTIVITY / PURPOSE: _____

GROUP: (WHO AND HOW MANY PEOPLE WILL BE ATTENDING?) _____

FACILITY TO BE USED: _____

DATE DESIRED _____ DAY OF WEEK _____ HOURS _____

NAME OF PERSON RESPONSIBLE FOR SUPERVISION: _____

SPECIFIC INSTRUCTIONS & REQUIREMENTS: _____

I agree to the preceding requirements for usage of facility:

Responsible Agent Signature

Principal Signature/Approval

Date

Recreation Director Signature

(White - Applicant Copy) (Yellow - School Copy) (Pink - Recreation Copy)

Field Trips:

Field trips must support the curriculum here at LRES. Students are expected to be on their best behavior and to follow all school regulations including dress and conduct. The following items are included in the field trip packet and need to be completed for all field trips.

- Field trip instructions sheet- Please read and follow all instructions to ensure all required steps are taken in the planning process of a field trip.
- Field Trip Proposal Approval Form- Complete this form prior to making arrangements with students. All signatures are required before a field trip is officially approved.
- The Field Trip Proposal Form checklist - This is the first document that needs to be completed.
- Student permission slips - for every child that is scheduled to attend the field trip. Phoned-in permission is acceptable only with administrative approval.
- Field Trip Bag Lunch Form - This is due to the kitchen in the morning at least 2 days before the field trip.
- Money Collection envelope/classroom tracking form - This is provided to teachers the day of or day before the teachers send student permission slips home. The tracking form needs to be turned in (7) seven days before.
- ****** Event Volunteer Packet - must be filled in for all chaperones (10 days in advance)**

It is mandatory that a CPR certified staff member attend each field trip. Please see administration or school nurse for more information.

1. Incident weather arrangements of alternative destination and/or date are to be on the notice you send to parents. Please be sure to notify parents of any changes in the field trip status, i.e. times, destination, etc. A copy of these notices should be sent to the office.
2. Student behavior must meet the expectations outlined in the school handbook. **Plans must be established and approved for supervision of any IEP or Behavioral students.**
3. Chaperones: Chaperones must be an adult. An adult is defined as a person who is not currently enrolled in a K-12 program. **The student/chaperone ratio must be one to ten.** When necessary, chaperones may be assigned to a bus and/or class other than their own child's in order to meet the student ratio requirement. Chaperones pay their own admission. They do not pay for the bus. The "no food or drink...glass containers" rule applies to adults as well as students. Classroom aides not attending trips with their class need to notify the office for reassignment for the day.
4. Private Vehicle Transportation is not permitted. LRES Field Trip rules do not allow the use of private vehicles for the transportation of students on field trips. Students must ride to their destination and return to school on the bus with their classmates.

5. Departure Times: The times leaving the school and leaving the field trip site are when the bus starts moving. Please make sure your group is ready and waiting to go before your departure time. This is critical for departures from the field trip site as the bus you are using is often used to transport district children home from school. Arrival back to school is to be no later than 2:30 p.m.
6. Medication: The school nurse will contact you to make arrangements for children requiring medication.
7. Duty Coverage: *Ensure your duties are covered.* Classroom aides not attending trips with their class need to notify the office for reassignment for the day.
8. Children not attending the field trip will be assigned to another classroom for the day. Classroom assignment coordination is the responsibility of the teacher. Send a list of students to the office who are not attending and what class they are assigned to for the day. If a parent decides to keep the child home, they will be considered absent.
9. Field Trip Money: ~~Please collect all money that is due BEFORE the field trip date.~~ **Please collect all money that is due 10 DAYS BEFORE the field trip date.** Trip costs are calculated based on your initial trip proposal and the number of students involved. If a child says he can not go because he does not have the money, we will make every effort to see that all children who want to go are able to go.

Collection of Field Trip Money: Once the superintendent approves the field trip, the secretary will determine the cost per student and place that information in the teacher's mailbox, along with the collection envelope and attendance sheet. Please count the money and indicate the amount collected on the collection envelope, sign it and send collected money, not the permission slips, to the office.

(District) Field Trip Permission Slip

**Raymond School District, SAU 33
FIELD TRIP PERMISSION SLIP
Lamprey River Elementary School**

ACKNOWLEDGEMENT OF WARNING AND CONSENT AGREEMENT

I/We, _____ am/are the parent(s) or guardian(s)
of _____, a student, who desires to participate in the following
school activity: _____.

Date of Event: _____ Cost to Student: \$ _____

Departure Time: _____ Return Time: _____

Teacher(s) in charge: _____

I/We acknowledge that I/we have been informed as to the nature of the activity, and that this activity has risks of injury associated for those who participate, including transportation from and to the school campus. Although the school staff will endeavor to provide each participant with due care, the school cannot ensure that my/our child will remain free of injury. If the returning time is after school hours, I will be responsible for my child's transportation home from the school. On rare occasions, private vehicles may be used, with staff and/or parent volunteers as drivers. Students will not drive.

I/We understand the school cannot ensure the safety for children and that the school's obligation is to take reasonable precautions for safety and well being. Our child also has a responsibility for his/her safety and the safety of others.

I/We acknowledge that I/we must provide the staff with any medical or other information which I/we feel is important for the school to know about our son/daughter. This information must be kept confidential. I/We will provide medical and any other information on our child prior to the start of this activity. The School district will rely on me/us to provide this additional information.

I/We acknowledge my/our child must adhere to all rules, regulations, and instructions pertaining to the safety and protection of the participants, and that failure to comply could exclude my/our child from participation in this activity.

Parent(s) or Guardian(s) Signature Date

Address: _____

Telephone: _____
Home/Cell _____

Telephone: Work _____

Instructions:

1. Please read entire form. If there is anything about this form or the described activity that you do not understand, do not sign the form until you have obtained a complete explanation.
2. Fill in all the blanks.
3. If you have more than one child participating, complete one form per child

September 2013

(District) Field Trip Proposal Form

**Raymond School District, SAU 33
FIELD TRIP PROPOSAL FORM**

**COMPLETE THIS FORM PRIOR TO MAKING ARRANGEMENTS WITH STUDENTS;
FORM MUST BE SIGNED BY ALL PARTIES BEFORE TRIP IS OFFICIALLY APPROVED.**

SCHOOL: LRES

FIELD TRIP DESTINATION: _____ City/State: _____

PURPOSE OF TRIP (objectives): _____

DATE OF TRIP: _____ Rain Date (optional): _____

FACULTY COORDINATORS(S) (*print*): _____

Departure time: _____ Return time: _____

Estimated number of students attending: _____ Number of faculty/staff chaperones: _____

Number of First Aid & CPR certified: _____

Lunch arrangements: bag lunch _____ pre-scheduled stop _____ provided on-site _____ other _____

Coordinator's signature: _____ Today's date: _____

ADMISSION FEE: _____ per student x _____ students = \$ _____
_____ per chaperone x _____ chaperones = \$ _____

TRANSPORTATION COSTS: Est. number round-trip miles _____ @ \$2.30/mile = \$ _____
Driver waiting time (hours) _____ @ \$26.00/hour = \$ _____

TOTAL COST OF TRIP \$ _____ (minimum cost of trip \$68.00)

Cost to each student (to be collected by coordinator) \$ _____

Cost to district (only with administration approval) \$ _____

APPROVALS FROM THE FOLLOWING ARE REQUIRED: ONCE APPROVALS ARE MADE, FORM IS RETURNED TO TRIP COORDINATOR

Form received by building principal: Signed _____ date: _____

Secretary schedules class coverage: Signed: _____ date: _____

Bus arrangements by secretary: Signed: _____ date: _____

SAU approval: Signed: _____ date: _____

Raymond School District, SAU 33 FIELD TRIP PROPOSAL FORM

LAMPREY RIVER ELEMENTARY

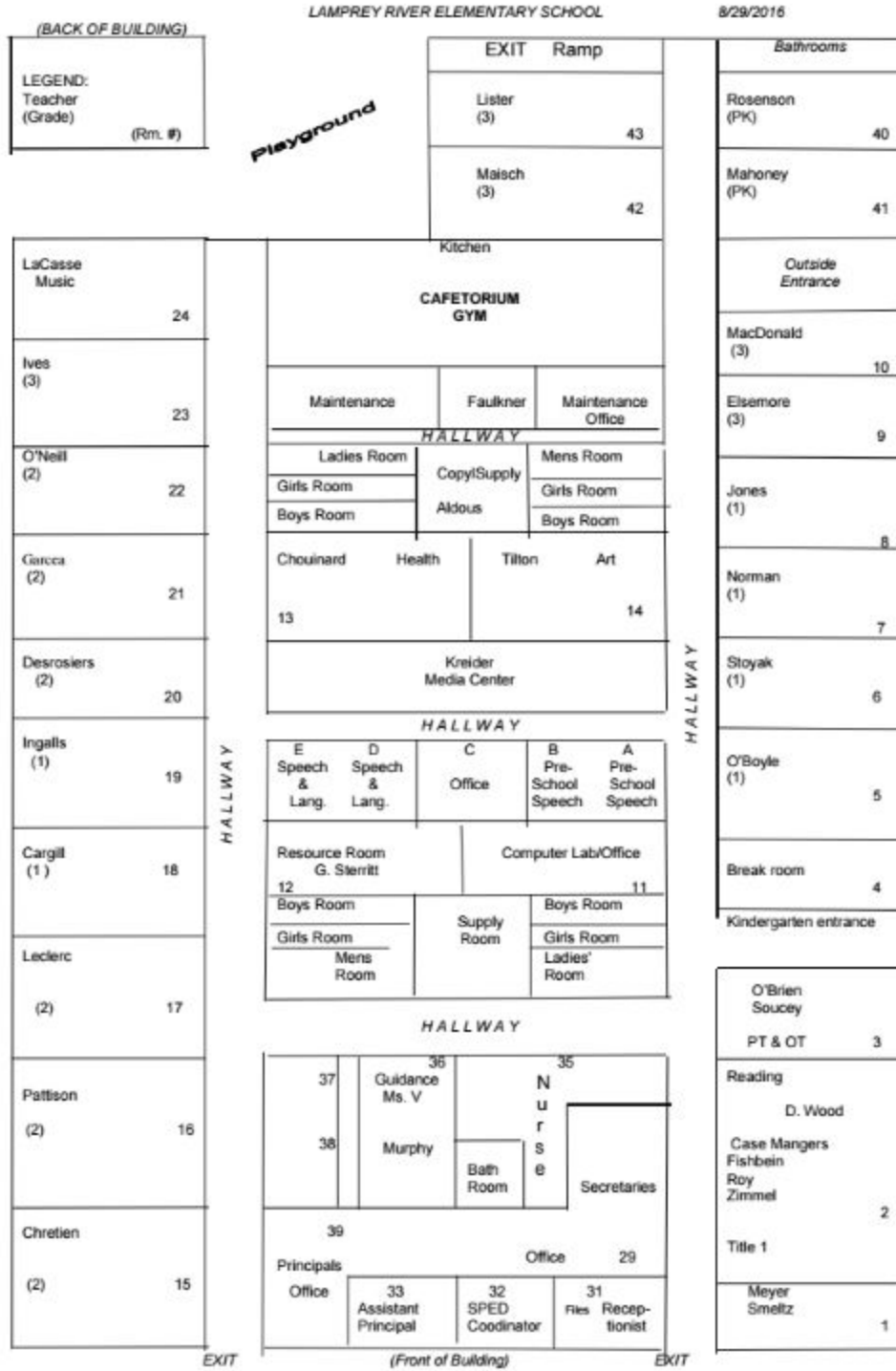
Date: _____ Destination: _____

	<i>Initials/Date</i>
1. Finances cleared (<i>Signature required</i>)	
2. Field Trip Permission form (Omit Names) attached:	
Medical:	
3. First aid / CPR certified person: Name	
4. School nurse notified (<i>Signature required</i>)	
5. Staff member assigned to bring medications: Name	
Lunch: (if you will be out during lunch)	
6. Notify school lunch director as to grade level and how many students are going on field trip (<i>Signature required</i>)	
General:	
7. List of chaperones submitted to office (recommended ratio 10:1)	
8. Permission slips sent home:	
9. Special Ed Coordinator Approval: Alternate Bus Required? Yes No	
10. Email list of students attending the field trip to all teachers and staff:	
11. Permission slips collected (copies on file in Front Office)	
Attendance on Bus:	
12. Attendance MUST be taken on the bus and turned into the office before leaving for the field trip	
13. Attendance MUST be taken on the bus prior to leaving the field trip location	
Elementary and Middle School Only:	
14. Notify U. A. Teachers (<i>Team leader Signature required</i>)	
15. A complete alphabetical list of Students attending the field trip and Students NOT the attending field trip submitted to office:	
16. Arrangements made for students not attending the field trip:	

For Office Use Only:
 Sent to SAU: _____
 Return from SAU: _____
 Sent to Bus Co: _____
 Return fax from Bus Co: _____
 Call Bus 2 days prior to verify _____

March 2015

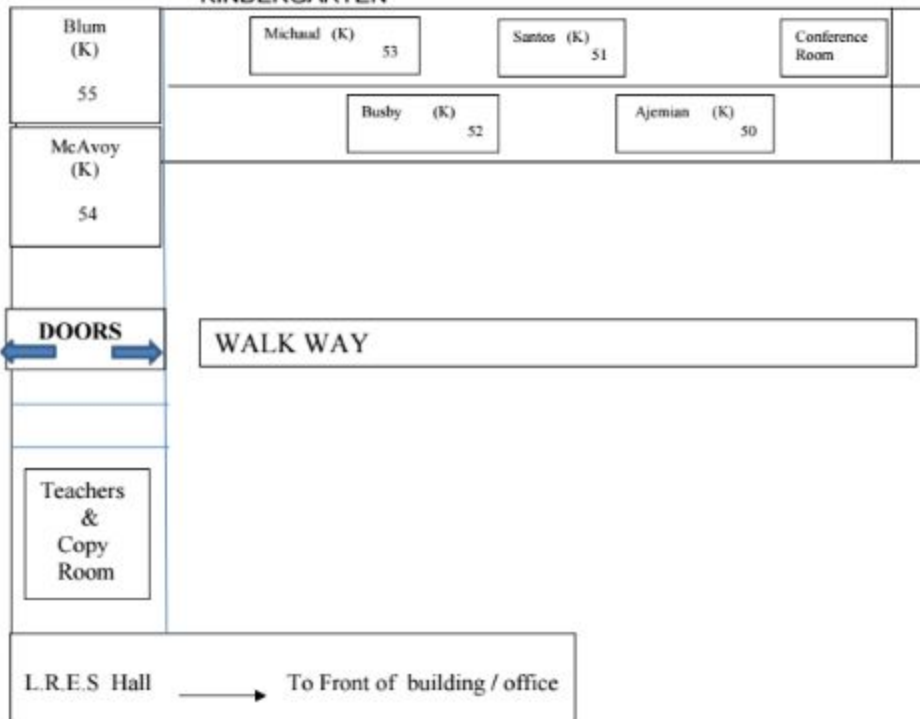
Floor Plan:



4th GRADE PORTABLES

Brand Holt (4) 44	Entrance 63	Robinson (4) 45
Paulsen (3) 48		Saltmarsh (4) 47
Entrance 61		Entrance 62
Meyer (4) 49		DeRoche (4) 46

KINDERGARTEN



Guest Speakers/Visitors:

All guests and visitors must report to the office and sign in prior to going anywhere else in the building. Guests and visitors will be asked to show ID and then will receive a visitor's badge in exchange for their keys. When leaving the building, guests will turn in their visitor's badge and sign out when leaving the building.

If a staff member sees anyone in the building who is unfamiliar, they should question that individual and direct them to the office. Staff members need to direct all concerns ASAP to administration relating to an individual's presence in the building.

Gum Chewing:

Gum chewing will not be allowed in the building unless included in an individual student plan.

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

Homework:

Homework is an important part of our total instruction program here at LRES.

Homework serves to reinforce skills and information that is introduced and practiced in class, extends learning time for reading and enrichment, and prepares students for upcoming lessons. Assignments to be completed at home should seek to challenge, reinforce and encourage lifelong learning. Therefore, there are set guidelines that will be followed.

- Pre-school: Daily reading and math activities encouraged
- Kindergarten: Daily reading and math activities encouraged
- 1st Grade: 10-20 minutes including reading
- 2nd Grade: 20-30 minutes including reading
- 3rd Grade: 25-35 minutes including reading
- 4th Grade: 30-40 minutes including reading

Homework may be given Monday through Thursday with some exceptions for special projects

Important Dates 2017 - 2018

Grading/Term Dates:

Parent Conferences: November 17

2017/18 Grade Reporting Dates

1st Qtr Grade books up to date at midnight	9/26
Progress Reporting	9/27
1st Qtr Grades Close	11/1
Grade books up to date at midnight	11/7
Grade Reporting	11/8
2nd Qtr Grade books up to date at midnight	12/6
Progress Reporting	12/7
2nd Qtr Grades Close	1/19
Grade books up to date at midnight	1/25
Grade Reporting	1/26
3rd Qtr Grade books up to date at midnight	2/20
Progress Reporting	2/21
3rd Qtr Grades Close	4/1
Grade books up to date at midnight	4/9
Grade Reporting	4/10
4th Qtr Grade books up to date at midnight	5/8
Progress Reporting	5/9
4th Qtr Grade Close	6/11
Grade books up to date at noon	6/12
Grade Reporting	6/13

LRES Upcoming Events:

Leave Request:

In the event that a staff member must request time away from contractual responsibilities, such as sick, vacation, or personal time, a request must be submitted through Aesop.

<http://www.aesoponline.com/> -- <http://m.aesoponline.com> (mobile) -- or call 1-800-942-3767

After 8:00 AM staff must report their absence through the main office and then follow-up to ensure the absence is properly recorded in Aesop. It is also recommended that you notify a team member and alert them of your absence as well as give them any instructions you would like them to pass on to your substitute and other team members. The 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.

Lesson Plan Books:

Teachers are responsible for writing complete and up-to-date lesson plans. These plans should be visible at all times. The lesson plan book *should contain* but is not limited to:

- Sequential curriculum benchmarks with standards and objectives related to units of study
- Activities, methods, and assessments tied to standards and how benchmarks are met and evaluated

Mailboxes:

Mailboxes are located in the teacher workroom and have been assigned to each staff member. Please check your mailboxes twice a day – prior to the start of school and at the end of each school day. PLEASE DO NOT SEND STUDENTS TO REMOVE MAIL FROM MAILBOXES.

Meeting Schedule:

Staff Meetings

These professional meetings will be held monthly, the first Wednesday of every month. These meetings are mandatory. Administration must approve any requests for nonattendance at these meetings.

Staff Meetings

9/6/2017
10/4/2017
11/1/2017
12/6/2017
1/3/2018
2/7/2018
3/7/2018
4/4/2018
5/2/2018
6/6/2018

Team Leader Meetings

These meetings will be held two times a month. Representation from each grade level and department is expected. See the job responsibilities document provided in this handbook, for more details.

Team Leader Meetings 2017 - 2018

9/13/2017
9/27/2017
10/11/2017
10/25/2017
11/8/2017
11/22/2017
12/13/2017
1/10/2018
1/24/2018
2/7/2017
2/21/2018
3/7/2018
3/21/2018
4/11/2018
5/9/2018
5/23/2018
6/6/2018

Raymond School District Policy - AC

NONDISCRIMINATION/EQUAL OPPORTUNITY

The Raymond School District does not exclude from participation, deny the benefits of, or otherwise discriminate in the administration of its admissions or in its educational programs, activities, or employment practices on the basis of race, color, national origin, ancestry, religion, age, sex, handicap/disability, sexual orientation, economic status, or marital status.

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

These statements reflect the mission of the Raymond School District and refers to, but is not limited to, the provision of the following laws:

Title VI and VII of the Civil Rights Act of 1964;
The Age Discrimination Act of 1975;
Title IX of the Education Amendments of 1972;
Section 504 of the Rehabilitation Act of 1973;
Title II of the Americans with Disabilities Act of 1990;
NH Law Against Discrimination (RSA 354-A);
State Rule: Ed. 303.01 (i), (j), (k).

Inquiries regarding discrimination may be directed to the building Principal or his/her designee(s) or the Superintendent of Schools, SAU 33, 43 Harriman Hill Road, Raymond, NH 03077 (603) 895-4299. For complaints of race, color, national origin or ancestry discrimination, see *"Discrimination, including Harassment, Based on Race, Color, National Origin and Ancestry-ACA,"* for grievance procedures.

For complaints regarding sex discrimination, see *"AC-R-Nondiscrimination: Title IX Grievances,"* for Title IX grievance procedures, and for complaints regarding sexual harassment, see *"JBAA-Sexual Harassment – Students."* The Title IX Coordinator, who can be reached through the District's Human Resources Coordinator, at the SAU 33 Office, 43 Harriman Hill Road, Raymond, NH 03077 (603) 895-4299, ext 1104. For complaints regarding disability discrimination, see *"ACE-Procedural Safeguards – Nondiscrimination On The Basis Of Handicap/Disability,"* for Section 504 grievance procedures. The Special Education/Disabilities and the Section 504/Title II Coordinator, who is the District's Special Education Director, is to be reached at Raymond School District, 43 Harriman Hill Road, Raymond, NH 03077, (603) 895-4299, ext. 1108.

Inquiries may also be made to: Office for Civil Rights, U.S. Department of Education, 5 Post Office Square, 8th Floor, Suite 900, Boston, MA 02109-3921; (617) 289-0111; Website: www.ed.gov/ocr; Email: OCR.Boston@ed.gov

Statutory Reference: RSA 354-A:7

See Appendix AC-R

Adopted: April 21, 1988

Revised: February 7, 2002

Revised: June 6, 2012

Revised: April 6, 2016

Phone Extensions

Name	Extension	Name	Extension
Ajemian, Crystal	350	Meyer, Ashley	349
Aldous, Abigail (CFS)	337	Meyers, Meredith	301(379)
Anderson, Diane	328	Michaud, Abby	353
Belanger, Bryan	333	Milner, Laura	374
Blum, Michelle	355	Nivison, Kristen	307
BrandHolt, Katherine	344	Nurse's Office	335
Busby, Michele	352	Nurse's Assistant	328
Cafeteria/Gymnasium	388	O'Boyle, Amy	305
Cargill, Megan	340	O'Brien, Sharon	303
	313	O'Neill, Ashley	322
Chretien, Linda	315	Pattison, Emily	316
Computer Lab	311	Paulsen, Karen	348
Cox, Noel		Payette, Aimie	391
Dellas, Debbie	382	PTO	(331)
DeRoche, Kerissa	346	Reading Room	301
Desrosiers, Maureen	320	Robinson, Kathryn	345
Elsomore, Peter	309		
Faulkner, Lou	387	Roy, Douglas	302(375)
Fishbein, Rachael	302(334)	Santos, Denise	351
2nd Grade	321	Small Conference Room	338
Ingalls, Ann	319	Reading Specialist	301(378)
Ives, Suzanne	323	Speech Services	372
Jones, Marlene	308	Sterritt, Jerry	312
Kindergarten Conference Room	356	1st Grade	306
Kitchen	385	Tech Support	389
Library	370	Student Intervention Room	302
LEAP/21st Century	(329)	Support Services Room	380
LaCasse, Alison	324	Art	314
LeClerc, Betty Ann	317	Wood, Deborah	386
Lister, Heather	343	Wooster, Stacey	339
Lockley, Carol	381	Teacher's Staff Room	304
Daniels, Deb	310	Yacek, Laura	332
		Zimmel, Linda	
MacDougall, Lisa	302(376)	Case Manager	302(377)
Mahoney, Miranda		Contracted Services	
Maisch, Marielle	342	Caroline Harris (Pre-K)	341
Main Office	0	Kim Cordero	312
McAvoy, Amy	354	Sara Sheaffer	372
McNallen-Forman, Veronica	336	Nick R.	312

To Use Your Voice Mail Dial 700, Press # when you hear the auto attendant, Enter your mailbox # when prompted, enter your password when prompted. Note: “()” indicate voicemail box only, the actual room where that party can be reached is noted before the “()”.

Raymond School District Policy - ACE

PROCEDURAL SAFEGUARDS -
NONDISCRIMINATION ON THE BASIS OF HANDICAP/DISABILITY

The District provides the following Notice of Procedural Safeguards to parents/guardians, and handicapped persons, as required by 34 C.F.R. Sections 104.7, 104.8, 104.22 (4) (f), and 104.36 of the Regulations implementing Section 504 of the Rehabilitation Act of 1973.

The District does not discriminate on the basis of handicap in admission or access to, or treatment or employment in, its programs and activities.

The District provides a grievance procedure with appropriate due process rights. The Director of Special Education is the designated employee, charged with coordinating efforts to comply with Section 504. The parent/guardian of handicapped students or any handicapped person may use the grievance procedure established by the School Board.

Grievance Procedure: As the parent/guardian of a handicapped student or as a handicapped person, you have the right to notify the above designated employee with your complaint.

The designated employee will make an initial response to the complainant within ten (10) days of receipt of complaint. The parties will attempt informally to work out their differences promptly and equitably. A written record of the resolution of the complaint should be made within ten (10) working days of completion.

If that effort fails, you may (a) request that the School Board places this matter on its agenda or (b) notify the Superintendent of the complaint. You may be represented by anyone of your choosing, may present information through documents and other evidence and witnesses, and may examine witnesses presented by the School District.

Within ten (10) working days of either of the above options, a written record should be made of the decision.

Section D Procedural Safeguards: As required by Section 104.36, as the parent/guardian of a student who has handicap needs or is believed to need special instruction and related services, you have the right, with respect to any action regarding identification, evaluation, and placement, to:

1. Notice of referral/identification, evaluation, and placement process, with appropriate consent form.
2. Examine all relevant records.

PROCEDURAL SAFEGUARDS -
NONDISCRIMINATION ON THE BASIS OF HANDICAP/DISABILITY

(continued)

3. At an impartial hearing, at any time, with respect to any actions regarding identification, evaluation, or placement of persons who need or are believed to need special education and related services, an opportunity for participation by you and representation of counsel as provided under the Individuals With Disabilities Education Act.

4. A review process.

Interested persons regarding this policy should contact the SAU Office or refer to the New Hampshire Department of Education's Procedural Safeguards.

Statutory Reference:

34 C.F.R. Sections 104.7, 104.8, 104.22 (4) (f), and 104.36 of the Section 504 Regulations

Adopted: February 7, 2002

Revised: March 8, 2017

Professional Development:

In the event that a staff member must request time for professional activities, a professional activity request must be completed on My Learning Plan.

PTO Request Form

Date: _____

Staff Member:

Description of item/items:

Administrator Signature: _____

PTO Signature: _____

Purchase Orders:

If a teacher believes that additional materials need to be ordered to enhance their curriculum and teaching, the teacher must obtain approval through the building administration. Once approved, the teacher should complete a purchase order the order and give it to Deb Dellas. Purchase Order Request Forms can be found in this handbook.

**Lamprey River Elementary School
Purchase Order Request
2017-2018**

NAME: _____ APPROVAL _____
Bryan Belanger (Principal)

DEPARTMENT/GRADE: _____

LINE ITEM NUMBER _____

VENDOR'S NAME _____
STREET ADDRESS _____
PO BOX # _____
CITY, STATE, ZIP CODE _____

TELEPHONE #: _____ FAX #: _____

QTY	UNIT (dz, bx, rl, each, pk rm, etc.)	CATALOG #	DESCRIPTION	UNIT PRICE	TOTAL PRICE

I have verified with the vendor that all prices are current.

Name _____ Subtotal: _____

Recess:

Recess Duty Radio: The radio for recess duty will be stored in the Music Room hallway. A staff member on first recess duty must get the radio prior to duty and hand it to the staff member who is covering the next duty (and so on). A staff member who covers the last duty must then bring the radio back into the Music Room hallway to charge for the night. **It is imperative that a staff member on outside recess duty, for each grade level, be in possession of the radio every day!** Please be sure not to misplace the radio.

Indoor Recess:

In the event of inclement weather, the administration will announce indoor recess. At that point, those faculty members who have recess duty will report to the assigned classroom at the beginning of recess.

Schedule:

Teachers are given a master schedule at the beginning of the year. This master schedule highlights all unified arts classes. All schedule changes must be pre-approved through administration.

TITLE XV EDUCATION

CHAPTER 193-D SAFE SCHOOL ZONES

Section 193-D:1

193-D:1 Definitions. – In this chapter:

I. "Act of theft, destruction, or violence" means an act set forth in the following statutes regardless of the age of the perpetrator:

- (a) Homicide under RSA 630.
- (b)(1) Any first or second degree assault under RSA 631.
- (2) Any simple assault under RSA 631:2-a.
- (c) Any felonious or aggravated felonious sexual assault under RSA 632-A.
- (d) Criminal mischief under RSA 634:2.
- (e) Unlawful possession or sale of a firearm or other dangerous weapon under RSA 159.
- (f) Arson under RSA 634:1.
- (g) Burglary under RSA 635.
- (h) Robbery under RSA 636.
- (i) Theft under RSA 637.
- (j) Illegal sale or possession of a controlled drug under RSA 318-B.
- (k) Criminal threatening under RSA 631:4.

II. "Safe school zone" means an area inclusive of any school property or school buses.

III. "School" means any public or private elementary, secondary, or secondary vocational-technical school in New Hampshire. It shall not include home schools under RSA 193-A.

IV. "School employee" means any school administrator, teacher, or other employee of any public or private school, school district, school department, or school administrative unit, or any person providing or performing continuing contract services for any public or private school, school district, school department, or school administrative unit.

V. "School property" means all real property, physical plant and equipment used for school purposes, including but not limited to school playgrounds and buses, whether public or private.

VI. "School purposes" means school-sponsored programs, including but not limited to educational or extra-curricular activities.

Source. 1994, 355:3. 1995, 231:2. 2007, 139:1, eff. Aug. 17, 2007.

Section 193-D:2

193-D:2 State Board Rulemaking Authority; Public School District Policies. –

I. The state board of education shall adopt rules relative to safe school zones, under RSA 541-A, for public school pupils and public school employees regarding:

- (a) Disciplinary proceedings, including procedures assuring due process.
 - (b)(1) Standards and procedures for suspension and expulsion of pupils, including procedures assuring due process.
 - (2) Standards and procedures which shall require expulsion of a pupil for knowingly possessing a firearm in a safe school zone without written authorization from the superintendent or designee.
 - (c) Procedures pertaining to discipline of pupils with special needs, including procedures assuring due process.
 - (d) Procedures for reporting acts of theft, destruction, or violence under RSA 193-D:4.
- II. Nothing in this chapter shall prohibit local school boards from adopting and implementing policies relative to pupil conduct and disciplinary procedures.

Source. 1994, 355:3, eff. June 8, 1994.

Section 193-D:3

193-D:3 Criminal Penalties. – Any person convicted of an act of theft, destruction, or violence as defined in RSA 193-D:1 committed in a safe school zone at any time of year may be subject to an extended term of imprisonment as provided in RSA 651:6.

Source. 1994, 355:3, eff. Sept. 1, 1994.

Section 193-D:4

193-D:4 Written Report Required. –

I. (a) Any public or private school employee who has witnessed or who has information from the victim of an act of theft, destruction, or violence in a safe school zone shall report such act in writing immediately to a supervisor. A supervisor receiving such report shall immediately forward such information to the school principal who shall file it with the local law enforcement authority. Such report shall be made by the principal to the local law enforcement authority immediately, by telephone or otherwise, and shall be followed within 48 hours by a report in writing. If the alleged victim is a student, the principal shall also immediately notify the person responsible for the victim's welfare, as defined in RSA 169-C:3, XXII, that a report was made to the local law enforcement authority.

(b) The provisions of subparagraph (a) shall not apply to any simple assault involving pupils in kindergarten through grade 12 if the local school board has adopted a discipline policy which sets forth circumstances under which parents shall be notified of simple assaults.

(c) Each school district, in conjunction with the local law enforcement authority, shall establish a memorandum of understanding for administering the provisions of RSA 193-D:4, I(a)-(c).

II. The report required under paragraph I shall include:

(a) The name and home address, if known, of any person suspected of committing an act of theft, destruction, or violence in a safe school zone.

(b) The name and home address, if known, of any witness to the act of theft, destruction, or violence in a safe school zone.

(c) Identification of the act of theft, destruction, or violence as defined in RSA 193-D:1 that was allegedly committed.

Source. 1994, 355:3. 1995, 231:3. 2000, 194:1, eff. Jan. 1, 2001.

Section 193-D:5

193-D:5 Waiver of Written Report Requirement. – The written report required under RSA 193-D:4 shall be waived by law enforcement officials when there is a law enforcement response at the time of the incident which results in a written police report.

Source. 1994, 355:3, eff. Sept. 1, 1994.

Section 193-D:6

193-D:6 Penalties for Failure to Report. – Any person who knowingly fails to comply with the reporting requirements under RSA 193-D:4 for acts of theft, destruction, or violence, unless such report is waived under RSA 193-D:5, shall be guilty of a violation.

Source. 1994, 355:3, eff. Sept. 1, 1994.

Section 193-D:7

193-D:7 Confidentiality. – Notwithstanding any other provision of law, it shall be permissible for any law enforcement officer and any school administrator to exchange information relating only to acts of theft, destruction, or violence in a safe school zone regarding the identity of any juvenile, police records relating to a juvenile, or other relevant information when such information reasonably relates to delinquency or criminal conduct, suspected delinquency or suspected criminal conduct, or any conduct which would classify a pupil as a child in need of services under RSA 169-D or a child in need of protection under RSA 169-C.

Source. 1994, 355:3, eff. Sept. 1, 1994.

Section 193-D:8

193-D:8 Transfer Records; Notice. – All elementary and secondary educational institutions, including academies, private schools, and public schools, shall upon request of the parent, pupil, or former pupil, furnish a complete school record for the pupil transferring into a new school system. Such record shall include, but not be limited to, records relating to any incidents involving suspension or expulsion, or delinquent or criminal acts, or any incident reports in which the pupil was charged with any act of theft, destruction, or violence in a safe school zone.

Source. 1994, 355:3, eff. Sept. 1, 1994.

Section 193-D:9

193-D:9 Liability for Reporting. – Any public or private school employee or employee of a company under contract to a school or school district who in good faith has made a report under RSA 193-D shall not be subject to liability for making the report.

Source. 2010, 155:5, eff. July 1, 2010.

RAYMOND SCHOOL DISTRICT POLICY – JBAA

Sexual Harassment – Students

I. PURPOSE

The purpose of this policy is to maintain a learning environment for students that is free from sexual harassment or other improper or inappropriate behavior that may constitute harassment as defined below.

Sexual harassment is against the law and is against school board policy. Any form of sexual harassment is strictly prohibited.

It is a violation of this policy for any student to harass another student through conduct or communication of a sexual nature as defined by this policy.

The District will investigate all complaints, either formal or informal, verbal or written, of sexual harassment and will discipline any student who sexually harasses another student.

II. SEXUAL HARASSMENT/SEXUAL VIOLENCE DEFINED

Sexual harassment of students shall include, but is not limited to, unwelcome sexual advances, requests for sexual favors and other verbal, nonverbal or physical conduct of a sexual nature when:

1. The conduct or communication has the purpose or effect of demanding sexual favors in exchange for benefits;
2. Submission to or rejection of the conduct or communication is used as the basis for educational decisions affecting a student;
3. The conduct or communication is so severe, persistent or pervasive that it has the purpose or effect of unreasonably interfering with a student's educational performance or opportunities; or creates an intimidating, offensive or hostile educational environment.

Relevant factors to be considered will include, but not be limited to: did the student view the environment as hostile; was it reasonable to view the environment as hostile; the nature of the conduct; how often the conduct occurred and how long it continued; age and sex of the complainant; whether the alleged harasser was in a position of power over the student subjected to the harassment; number of individuals involved; age of the alleged harasser; where the harassment occurred; and other incidents of sexual harassment at the school involving the same or other students.

Examples of sexual harassment may include, but not be limited to: physical touching or graffiti of a sexual nature; displaying or distributing of sexually explicit drawings; pictures and written materials; sexual gestures or obscene jokes; touching oneself sexually or talking about one's sexuality in front of others; or spreading rumors about or rating other students or others as to appearance, sexual activity or performance.

III. REPORTING PROCEDURES

1. The Superintendent or his/her written designee is responsible for implementing all procedures of this policy. Additionally, the Superintendent may develop and implement additional administrative regulations in furtherance of this policy.
2. Any student who believes he or she has been the victim of sexual harassment should report the alleged act(s) immediately to any District employee or the building Principal. If a student initially reports the alleged act to a District employee, that employee shall immediately notify the building Principal, who shall then immediately notify the Superintendent.
3. The Board encourages all students and staff members to use the Report Form available from the Principal or Superintendent.
4. In each building, the Principal is the person responsible for receiving oral or written reports of sexual harassment. Upon receipt of a report, the Principal will notify the Superintendent immediately without screening or investigating the report. If the report was given verbally, the Principal shall reduce it to written form within 24 hours and then forward it to the Superintendent. Failure to forward any sexual harassment report or complaint as provided herein will result in disciplinary action. If the complaint involves the building Principal, the complaint shall be filed directly with the Superintendent.
5. The Board designates the Superintendent as the District Human Rights Officer to receive any report or complaint of sexual harassment. If the complaint involves the Superintendent, the complaint shall be filed directly with the School Board.
6. Submission of a complaint or report of sexual harassment will not affect the student's standing in school, grades, work assignments, eligibility for extra-curricular activities or any other aspect of the student's educational program.
7. The use of formal Reporting Forms provided by the District is voluntary. The District will respect the confidentiality of the complainant and the individual(s) against whom the complaint is filed as much as possible, consistent with the School District's legal obligations and the necessity to investigate allegations of sexual harassment and take disciplinary action when the conduct has occurred.

IV. INVESTIGATION AND RECOMMENDATION

The Superintendent, as the designated Human Rights Officer, will authorize an investigation upon receipt of a report or complaint alleging sexual harassment. This investigation may be conducted by District officials or by a third-party designated by the School Board.

If District officials conduct the investigation, the investigation should consider the surrounding circumstances, the nature of the sexual advances, the relationship between the parties and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes sexual harassment requires a determination based on all the facts and surrounding circumstances.

The investigation may consist of personal interviews with the complainant, the

individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator. Students who are interviewed may have a parent or other representative present at the discretion of administration.

In addition, the District may take immediate steps, at its discretion, to protect the complainant, students and employees pending completion of an investigation of alleged sexual harassment.

If the Board determines that a third-party designee should conduct the investigation, the District agrees to assent to that party's methods of investigation.

Upon completion of an investigation conducted by either District officials or a third-party, the Board and the Superintendent will be provided with a written factual report and recommended action.

V. SCHOOL DISTRICT ACTION

If the investigating party determines that the alleged conduct constituted sexual harassment, the Superintendent or Principal may discipline the offending student. Such discipline may include, but is not limited to, detention, in-school suspension, out-of-school suspension up to 10 days, out-of-school long-term suspension up to 20 days, or expulsion. Discipline will be issued in accord with other applicable Board policies. Due to FERPA and other privacy-related laws, the victim will not be informed of what discipline was imposed.

If the investigating party determines that the alleged conduct did not constitute sexual harassment, both the complaining party and the accused will be informed of such. No disciplinary action will be taken.

Conduct which does not rise to the level of sexual harassment as defined by the policy, but is nonetheless inappropriate or is in violation of other Board policies, will be addressed on a case-by-case basis by the Superintendent or Principal, who may still impose discipline or order the offending student to engage in some remedial action.

VI. REPRISAL

The School District will discipline any student who retaliates against any other student who reports alleged sexual harassment or who retaliates against any person who testifies, assists or participates in an investigation, proceeding or hearing relating to a sexual harassment or sexual violence complaint. Retaliation includes, but is not limited to, any form of intimidation, threats, reprisal or harassment.

VII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

These procedures do not deny the right of any student to pursue other avenues of recourse, which may include filing charges with the Commissioner of Education, initiating civil action or seeking redress under state criminal statutes and/or federal law.

VIII. SEXUAL HARASSMENT OR SEXUAL VIOLENCE AS SEXUAL ABUSE

Under certain circumstances, sexual harassment or sexual violence may constitute sexual

abuse under New Hampshire law. In such situations, the District shall comply with all pertinent laws.

Nothing in this policy will prohibit the School District from taking immediate action to protect victims of alleged sexual abuse.

IX. AGE-APPROPRIATE SEXUAL HARASSMENT POLICY

Per the requirements of Ed 303.01(j), the School Board is required to establish a policy on sexual harassment, written in age appropriate language and published and available in written form to all students. This policy is intended to apply to middle-school and high-school aged students.

It shall also be a violation of the school district's policy for a student to harass a coach, teacher, administrator, employee or other personnel of the school district.

The Superintendent and building Principal(s) are charged with establishing policies, rules, protocols and other necessary age-appropriate information or materials for the District's elementary schools.

X. BY-PASS OF POLICY

Any individual with a sexual harassment complaint may choose to bypass this Policy and accompanying regulation and proceed directly to: N.H. Commission on Human Rights, at 2 Chenelle Dr., Concord, NH 03301, phone 603-271-2767 or US Department of Health & Human Services, Office for Civil Rights, Region 1, JFK Building, Room 1875, Boston, MA 02203, phone 617-565-1340.

Legal References:

NH Code of Administrative Rules, Section Ed. 303.01(j), Substantive Duties of School Boards; Sexual Harassment Policy

NH Code of Administrative Rules, Section 306.04(a)(8), Student Harassment

*NH Code of Administrative Rules, Section 306.04(a)(9), Sexual Harassment
Appendix: GBAA-R, BBA-R*

Approved: December 21, 2011

Raymond School District Policy - GBAA

SEXUAL HARASSMENT AND SEXUAL VIOLENCE - STAFF

General Statement of Policy

The purpose of this policy is to maintain a working or learning environment that is free from sexual harassment or other improper or inappropriate behavior that may constitute harassment as defined below.

Sexual harassment is against the law and is against school board policy. Any form of sexual harassment is strictly prohibited.

Sexual harassment is a form of sex discrimination that violates Section 703 of Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. §2000e, *et seq.*, and Title IX.

It is a violation of this policy for any employee to harass a student or another employee through conduct or communication of a sexual nature as defined by this policy.

For the purposes of this policy, the term "employee" shall include, but not be limited to all school district staff, teachers, non-certified personnel, administrators, volunteers, coaches, and/or other such personnel who employment or position is directed by the school district.

The District will investigate all complaints, either formal or informal, verbal or written, of sexual harassment or sexual violence and will discipline any employee who sexually harasses or is sexually violent to a student or employee of the District.

Sexual Harassment/Sexual Violence Defined

1. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature when:
 - a. Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education; or
 - b. Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
 - c. That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile, or offensive employment or education environment.

Any sexual harassment, as defined, when perpetrated on any student or employee by any employee will be treated as sexual harassment under this policy.

SEXUAL HARASSMENT AND SEXUAL VIOLENCE - STAFF
(continued)

2. Sexual harassment may include but is not limited to:
 - a. Verbal harassment and/or abuse of a sexual nature;
 - b. Subtle pressure for sexual activity;
 - c. Inappropriate patting or pinching;
 - d. Intentional brushing against a student's or an employee's body;
 - e. Demanding sexual favors accompanied by implied or overt threats concerning an individual's employment or educational status;
 - f. Demanding sexual favors accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status;
 - g. Any sexually motivated unwelcome touching; or
 - h. Sexual violence, which is a physical act of aggression that includes a sexual act or sexual purpose.

Reporting Procedures

Any person who believes he or she has been the victim of sexual harassment or sexual violence by an employee of the District, or any third person with knowledge or belief of conduct that may constitute sexual harassment or sexual violence, should report the alleged acts immediately to an appropriate District official as designated by this policy. The District encourages the reporting party or complainant to use the report form available from the Principal of each building or available from the Superintendent's office.

1. In each building: The building Principal is the person responsible for receiving oral or written reports of sexual harassment or sexual violence at the building level. Upon receipt of a report, the Principal must notify the Superintendent immediately without screening or investigating the report. A written report will be forwarded simultaneously to the Superintendent. If the report was given verbally, the Principal shall reduce it to written form within 24 hours and forward it to the Superintendent. Failure to forward any sexual harassment or sexual violence report or complaint as provided herein will result in disciplinary action. If the complaint involves the building Principal, the complaint shall be filed directly with the Superintendent.

SEXUAL HARASSMENT AND SEXUAL VIOLENCE - STAFF
(continued)

2. District-Wide: The School Board hereby designates the Superintendent as the District Human Rights Officer to receive reports or complaints of sexual harassment and sexual violence from any individual, employee, or victim of sexual harassment or sexual violence and also from the building Principals as outlined above. If the complaint involves the Superintendent, the complaint shall be filed directly with the School Board.

The District shall conspicuously post the name of the Human Rights Officer, including a mailing address and telephone number.

3. Submission of a complaint or report of sexual harassment or sexual violence will not affect the individual's future employment, grades, or work assignments.
4. Use of formal reporting forms is not mandatory.

The District will respect the confidentiality of the complainant and the individual(s) against whom the complaint is filed as much as possible, consistent with the School District's legal obligations and the necessity to investigate allegations of sexual harassment and sexual violence and take disciplinary action when such conduct has occurred.

Investigation and Recommendation

By authority of the District, the Human Rights Officer, upon receipt of a report or complaint alleging sexual harassment or sexual violence shall immediately authorize an investigation. This investigation may be conducted by District officials or by a third party designated by the District. The investigating party shall provide a written report of the status of the investigation within ten (10) working days to the Superintendent. If the Superintendent is the subject of the complaint, the report shall be submitted to the Board.

In determining whether alleged conduct constitutes sexual harassment or sexual violence, the District should consider the surrounding circumstances, the nature of the sexual advances, relationships between the parties involved, and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes sexual harassment or sexual violence requires a determination based on all the facts and surrounding circumstances.

SEXUAL HARASSMENT AND SEXUAL VIOLENCE - STAFF
(continued)

The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.

In addition, the District may take immediate steps, at its discretion, to protect the complainant, students, and employees pending completion of an investigation of alleged sexual harassment or sexual violence.

School District Action

1. Upon receipt of a recommendation that the complaint is valid, the District will take such action as appropriate based on the results of the investigation.
2. The complainant may appeal the investigations recommendations to the Superintendent (presuming the Superintendent is not the subject of the investigation), or to the Board.
3. The result of the investigation of each complaint filed under these procedures will be reported in writing to the complainant by the School District. The report will document any disciplinary action taken as a result of the complaint.

Reprisal

The School District will discipline any individual who retaliates against any person who reports alleged sexual harassment or sexual violence or who retaliates against any person who testifies, assists, or participates in an investigation, proceeding, or hearing relating to a sexual harassment or sexual violence complaint. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

Right to Alternative Complaint Procedures

These procedures do not deny the right of any individual to pursue other avenues of recourse that may include filing charges with the Commissioner of Education, initiating civil action, or seeking redress under state criminal statutes and/or federal law.

SEXUAL HARASSMENT AND SEXUAL VIOLENCE - STAFF
(continued)

Sexual Harassment or Sexual Violence as Sexual Abuse

Under certain circumstances, sexual harassment or sexual violence may constitute sexual abuse under New Hampshire law. In such situations, the District shall comply with said law.

Nothing in this policy will prohibit the School District from taking immediate action to protect victims of alleged sexual abuse.

Discipline

The School District will take such disciplinary action it deems necessary and appropriate, including warning, suspension, or immediate discharge to end sexual harassment and sexual violence and prevent its recurrence.

Bypass of Policy

Any individual with a sexual harassment complaint may choose to bypass this Policy and accompanying regulation and proceed directly to the: N.H. Commission on Human Rights, at 2 Chenelle Dr., Concord, NH, phone 603-271-2767; or, Office of Civil Rights, Health and Human Services, Region #1 Room 2403, JFK Federal Building, Government Center, Boston Massachusetts 02203, phone 617-565-1340.

*Administrative Rule:
ED 303.01 (j), 1-9*

See Appendix: GBAA-R

Adopted: December 20, 1984
R/R: 8/20/92, 7/21/94
Revised: May 16, 2002
Revised: January 4, 2012

Raymond School District Policy – GBAA-R*

SEXUAL HARASSMENT AND SEXUAL VIOLENCE
REPORT FORM

General Statement of Policy Prohibiting Sexual Harassment

The School District maintains a firm policy prohibiting all forms of discrimination based on sex. Sexual harassment and sexual violence against students or employees is sex discrimination. All persons are to be treated with respect and dignity. Sexual violence, sexual advances, or other forms of personal harassment by any person, male or female, that create an intimidating, hostile, or offensive environment will not be tolerated under any circumstances.

Complainant _____

Home Address _____

Work Address _____

Home Phone _____

Work Phone _____

Date(s) of Alleged Incident(s) _____

Name(s) of person(s) you believe sexually harassed or was/were sexually violent toward you:

List any witnesses who were present:

Where did the incident(s) occur?

SEXUAL HARASSMENT AND SEXUAL VIOLENCE
REPORT FORM

(continued)

Describe the incident(s) as clearly as possible, including such things as: what force, if any, was used; any verbal statements (i.e., threats, requests, demands, etc.); what, if any, physical contact was involved; what you did to avoid the situation, etc. (Attach additional pages if necessary.)

This complaint is filed based on my honest belief that _____
_____ has sexually harassed or was sexually violent to me. I hereby certify that the
information I have provided in this complaint is true, correct, and complete to the best of
my knowledge and belief.

Complainant Signature

Date _____

Received by _____

Date _____

Adopted: May 16, 2002

**LAMPREY RIVER ELEMENTARY SCHOOL
STAFF INFORMATION
2017-2018**

Please provide the following information, as required by SAU, and return to the main office immediately. Thank you.

Title: _____ Miss _____ Ms. _____ Mrs. _____ Mr.

Name (Legal): _____
Last First MI

STREET: _____ / _____
House #

POST OFFICE BOX #: _____

TOWN/CITY: _____ **STATE:** _____

ZIP CODE _____

DATE OF BIRTH: _____
Month Day Year

TELEPHONE #: _____ **CELL PHONE #:** _____

E-MAIL ADDRESS: _____

POSITION/TITLE: _____

=====

Emergency Information:

Contact #1: _____

Relationship: _____

Complete Address: _____

Telephone: _____ Cell phone: _____

Contact #2: _____

Relationship: _____

Complete Address: _____

Telephone: _____

Cell Phone: _____

**LRES Student Intervention Team
Request for Assistance Form**

The mission of the Raymond Student Intervention Teams is to use data to identify and address students who are having difficulty with academic, attendance, emotional and/or social/behavioral expectations. Our Student Intervention Team supports teachers, students, and parents to identify, implement, and monitor interventions so students can learn to their potential.

Student Name: _____ Teacher: _____

Age: _____ Date: _____

Grade: _____ Parent/Guardian: _____

Please identify the areas of concern:

Academic: Reading Math Writing Spelling Work Completion Organization
 Inattention Other _____

Behavioral: Noncompliance Impulsivity Argues Lies Hyperactivity Disruptive
 Fighting/Aggression Other _____

Emotional/Social: Outgoing Withdrawn Difficulty making/keeping friends
 Depressed Anxious Irritable Fatigue Changes in physical appearance
 Other _____

Attendance: Frequent Nurse Visits Tardy/Truant Absent Other _____

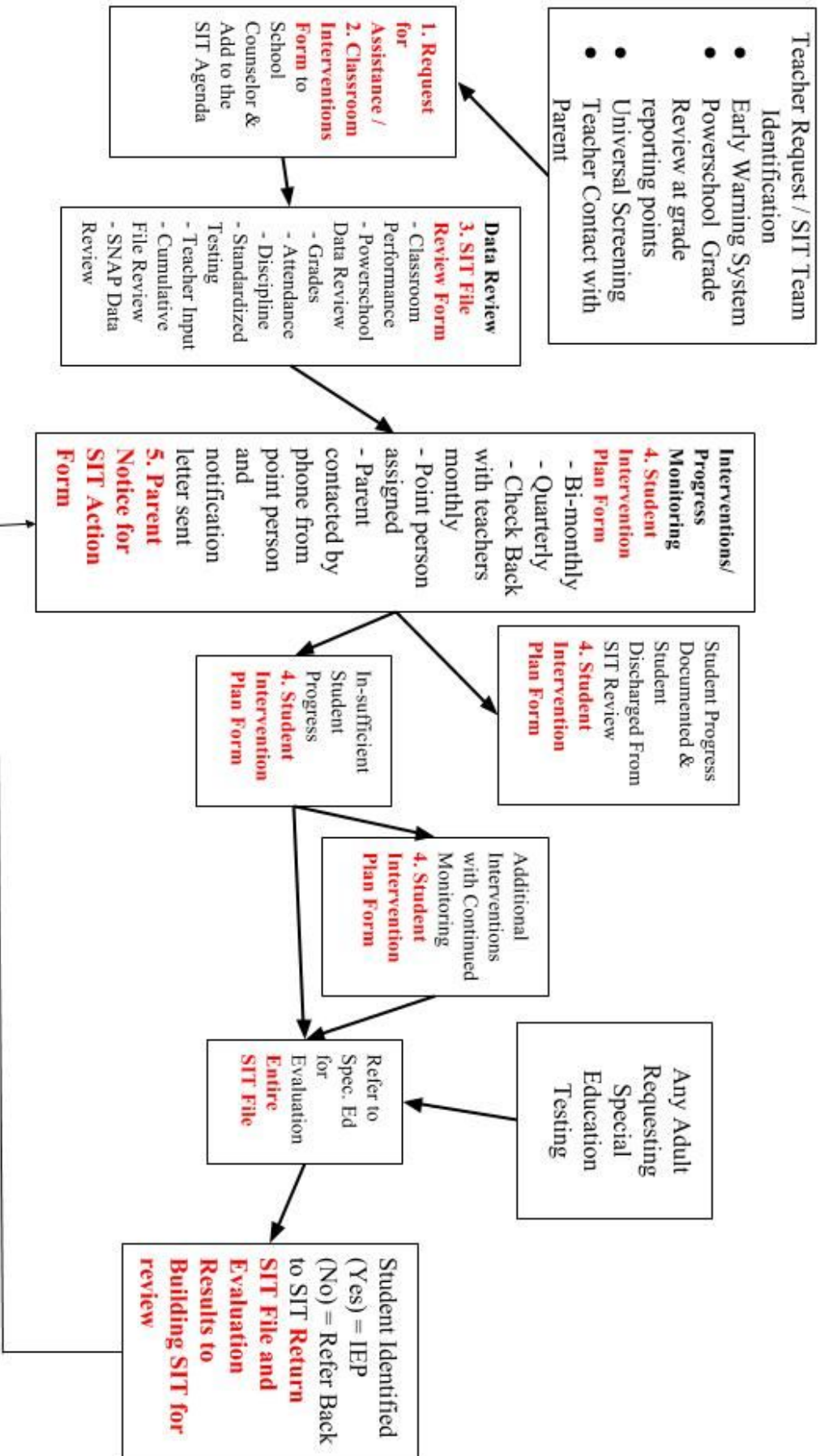
Parent Contact

Date	Method	Summary of contact
	<ul style="list-style-type: none"> ● Phone ● E-Mail ● Conference ● Written 	
	<ul style="list-style-type: none"> ● Phone ● E-Mail ● Conference ● Written 	
	<ul style="list-style-type: none"> ● Phone ● E-Mail ● Conference ● Written 	

Please share specific concerns about classroom performance including formative and summative assessments below:

Classroom Interventions Tried
 Please circle the classroom interventions you have tried and include the approximate duration (weeks or months) and how successful it was.
 C=Consistently S=Sometimes R=Rarely

Environment	Approximate Duration Implemented	Organization	Approximate Duration Implemented	Behavior/ Social/ Emotional	Approximate Duration Implemented	Instructional Strategies	Approximate Duration Implemented
Frequent movement breaks	_____ to _____ How Successful? C \$ R	Assign work in small segments	_____ to _____ How Successful? C \$ R	Consult with colleagues or school counselor	_____ to _____ How Successful? C \$ R	Ask student to repeat instructions	_____ to _____ How Successful? C \$ R
Change grouping	_____ to _____ How Successful? C \$ R	Provide think time	_____ to _____ How Successful? C \$ R	Allow movement breaks	_____ to _____ How Successful? C \$ R	Use Graphic organizers	_____ to _____ How Successful? C \$ R
Quiet space for work	_____ to _____ How Successful? C \$ R	Help them find a method of organization	_____ to _____ How Successful? C \$ R	Create an in class behavior plan and review	_____ to _____ How Successful? C \$ R	Vary the lesson presentation (i.e., verbal, visual, auditory, hands on)	_____ to _____ How Successful? C \$ R
Visual cues	_____ to _____ How Successful? C \$ R	Set and monitor time for work completion	_____ to _____ How Successful? C \$ R	Give non-verbal signals to monitor behavior	_____ to _____ How Successful? C \$ R	Pre-teach/ re-teach concepts	_____ to _____ How Successful? C \$ R
Preferential seating	_____ to _____ How Successful? C \$ R	Provide student with extra time to complete assignments	_____ to _____ How Successful? C \$ R	Notify student of changes in routine	_____ to _____ How Successful? C \$ R	Read content out loud	_____ to _____ How Successful? C \$ R
		Provide a checklist	_____ to _____ How Successful? C \$ R	Monitor during unstructured times	_____ to _____ How Successful? C \$ R	Pair written instructions with oral instructions	_____ to _____ How Successful? C \$ R
		Assist student with use of assignment notebook	_____ to _____ How Successful? C \$ R	Increase recognition of positive behaviors	_____ to _____ How Successful? C \$ R	Provide manipulatives	_____ to _____ How Successful? C \$ R
				Use physical proximity	_____ to _____ How Successful? C \$ R		



Student Intervention Team (S.I.T) | Behavior Intervention (B. I. T):

The (SIT) team meets weekly to identify and assist with identifying interventions for students at risk for attendance, wellness, and behavioral/academic concerns. Through communication with staff and parents, the team assists and supports teachers, students and parents in achieving academic and behavioral success. The Request For Assistance Form is located in this handbook.

Student Intervention Team (S.I.T.) | Behavior Intervention (B. I. T) Process

Immediately report to the principal/guidance if abuse or neglect is suspected.

To begin identify the issue:

Health/Safety:

1. If you see symptoms of possible neglect
2. If you see that the child is not dressed appropriately for the weather
3. If you see a truancy or tardy issue then do the following:
 - a. Complete side one of the S.I.T. / B.I.T form
 - b. Put in identifying information
 - c. Explain what the issue/problem is on the Other/Please Explain line
 - d. Add on days absent and number of times tardy
 - e. Hand in to Laura Yacek

Social/Behavior Issues:

If the student has a pattern of infractions that continue after corrections/consequences then do the following:

1. Complete side one of the S.I.T. /B.I.T form.
 - a. Put in identifying information
 - b. Explain what the issue/problem is on the Other/Please Explain line
 - c. Please give information about the behavior (s), seriousness, duration, and/or pattern. Please note where it is likely to occur or with whom, if you know
 - d. Complete numbers 3, 4, and 5. For question 6, please state a positive goal that pertains to the problems' resolution
 - e. Complete number 8 (interventions you have already used)
 - f. Hand in to Laura Yacek

Academic Behavior:

If the student has inadequate academic progress, after the student has had a minimum of six weeks instruction, then do the following:

1. Complete side 1 of the form completely.
2. Turn to page 2 and complete question 8 by noting ALL interventions used and their respective durations. (For academic concerns, environment, organization and structural strategies should be used with several behavioral interventions (set daily goals and increase immediacy of rewards (such as verbal praise, happy faces or stickers).
3. Hand in to Laura Yacek

What happens once a concern goes to S.I.T. / B.I.T. ?

1. Forms will be passed on to Administration for review
2. Administration will contact teacher for any additional information, if needed
3. Members will discuss the student's issue(s) to determine what additional information can be obtained
4. A designated date and time will be sent to the teacher (15-minute meeting session) by Administration, to participate in S.I.T. | B.I.T regarding the referral. Coverage will be provided.

What happens during a S.I.T. / B.I.T meeting?

1. Teacher will present their concerns with supporting information. If the concern is academic, examples of class work and assessments would be needed.
2. Team members may ask for additional information.
3. The team collaborates to consider the previous interventions and agree on the next step to take (i.e., further interventions, initiating a referral to Special Education/504, screeners, and/or obtaining further information).

What happens after S.I.T. / B.I.T.?

1. A response form & copy of the referral form will be given to the teacher. If appropriate a new date for follow up will be on this form.
2. Parents/Guardians will be notified that their child was brought to the S.I.T. team
3. The teacher is asked to implement the problem resolution proposal, and monitor the success of the proposal with data, so that its effectiveness can be evaluated.
4. If the student's situation is resolved, no response to S.I.T. is necessary. If the problem continues, the teacher is asked to contact the S.I.T. team with the additional information and the team will reconvene to discuss further interventions
5. All students will continue to be monitored until evidence of interventions are successful or students have gone through the special education process in its entirety.

Student Learning Goals (SLG)

Student Learning Goals are targets of individual growth that educators set at the start of the course and strive to achieve by the end. These goals provide the opportunity for all educators to be able to set meaningful goals, collaborate with other educators around shared goals, monitor student and educator progress toward goals, and evaluate the extent to which goals were achieved. These goals encourage and support good teaching and learning.

The Student Learning Goal cycle consists of four steps:

Developing the SLG

The educator collaborates with colleagues and administrators to create an SLG.

Approving the SLG

A district-designated administrator or administrator team reviews the goal to ensure that it meets criteria in terms of student learning.

Monitoring progress

The educator delivers high-quality instruction and monitors student progress throughout the course. As needed, the educator adjusts his or her approach to ensure that all students are making progress. This step must include midcourse conversation between the educator and administrator to discuss progress thus far.

Reviewing the SLG

The educator meets with a district-designated administrator or administrator team at the end of the year to review data and determine whether students met their growth targets. Educators should use this information to form goals for the following year. The Educator Effectiveness Committee suggests that data from these goals are included as evidence in the Professional Responsibilities Domain.

SLG Timeline & Important Guidelines:

Student Learning Goals comprises three key components. These three components consist of:

The Learning Goal:

A description of what students will be able to do at the end of the course or grade; the Assessment(s): measurement of students' understanding of the learning goal; The Targets: the expected student outcome by the end of the instructional period.

Student Learning Goals Must Be:

Specific:

The learning goal is focused, for example, by content standards; by learners' needs.

Measurable:

An appropriate instrument/measure is selected to assess the learning goal .

Appropriate:

The learning goal is within the educator's control to effect change and is a worthwhile focus for the students' academic year.

Realistic: The learning goal is feasible for the educator.

Time limited:

The learning goal is contained within a single school year or appropriate unit of time.

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

I. Definitions (RSA 193-F:3)

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

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

Bullying 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.

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.

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.

Further, in accordance with RSA 193-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.

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.

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 **give 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 may be made by telephone, writing or personal conference. 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).

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

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

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

1. Upon receipt of a report of bullying, the Principal or designee shall, within 5 school days, initiate an investigation into the alleged act. If the Principal is directly and personally involved with a complaint or is closely related to a party to the complaint, then the Superintendent shall direct another district employee to conduct the investigation.
2. The investigation may include documented interviews with the alleged victim, alleged perpetrator and any witnesses. All interviews shall be conducted privately, separately and shall be confidential. Each individual will be interviewed separately and at no time will the alleged victim and perpetrator be interviewed together during the investigation.
3. If the alleged bullying was in whole or in part cyberbullying, the Principal or designee may ask students and/or parents to provide the District with printed copies of e-mails, text messages, website pages, or other similar electronic communications.

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

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

Consequences and appropriate remedial actions for a student who commits one or more

acts of bullying or retaliation may range from positive behavioral interventions up to and including suspension or expulsion of students.

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

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

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

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

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

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

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

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

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

1. Within two school days of completing an investigation, the Principal will notify

the students involved in person of his/her findings and the result of the investigation.

2. The Principal will notify via telephone the parents of the alleged victim and alleged perpetrator of the results of the investigation. The Principal will also send a letter to the parents within 24 hours again notifying them of the results of the investigation.
3. The Principal shall offer a meeting to parents/guardians. If the parents request, the Principal shall schedule a meeting with them to further explain his/her findings and reasons for his/her actions.
4. In accordance with the Family Educational Rights and Privacy Act and other law concerning student privacy, the District will not disclose educational records of students including the discipline and remedial action assigned to those students and the parents of other students involved in a bullying incident.

XV. Appeal

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

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

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

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

to, illness, accident, or death of a family member.

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

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

XVII. Capture of Audio Recordings on School Buses

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

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

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

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

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

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

Students or other persons (i.e., students' parents or guardians) who believe that a student has been the subject of discrimination, including harassment, based on race, color, national origin or ancestry are encouraged to report promptly any such alleged act or incident, by using the Raymond School District Policy for "*Discrimination, including Harassment, Based on Race, Color, National Origin and Ancestry – ACA.*"

Raymond School District employees, volunteers and independent contractors who become aware of, witness acts of or receive a student report relating to a student experiencing discrimination, including harassment, based on race, color, national origin

or ancestry shall inform the Principal or designee as soon as possible, but by no later than the beginning of the next school day, by using the Raymond School District Policy for *"Discrimination, including Harassment, Based on Race, Color, National Origin and Ancestry – ACA."*

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

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

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

Legal References:

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

Adopted: March 1, 2001

Revised: August 1, 2002

Revised: August 4, 2004

Revised: November 19, 2008

Revised: October 20, 2010

Revised: June 6, 2012

Revised: March 2, 2016

Substitute Teachers:

Substitutes play an important part in our school program. It is imperative that the following information be placed in each teacher's SUBSTITUTE FOLDER, which is placed in a clear location on the top of the teacher's desk.

- attendance procedure
- 3 days emergency lesson plans
- incident command flip chart
- class list
- seating plan
- fire drill information
- lunch schedule
- duty schedule
- Academic schedule
- schedule of student services including nurse visits, time of leaving and returning, teacher involved, behavior breaks, etc.
- student transportation
- list of students with allergies
- suggested "go to" teachers

Supplies:

Supplies need to be ordered through Schooldude.

Support Staff List:

See Addendum

Raymond School District
JOB DESCRIPTION: TEAM LEADER

TITLE: Team Leader

QUALIFICATIONS:

1. A minimum of two years teaching experience

Knowledge*

2. Familiarity with the national and state standards

3. Familiarity with local curriculum and programs

4. Knowledge of strategies for selecting effective professional learning through a variety of designs/methods

Attitude/Disposition

5. Holds high expectations for all students, believing that all students can reach their potential

6. Oriented toward the results, linking teacher instruction to student achievement

7. Available and willing to participate in professional development on effective leadership, including reading of research, attending workshops, and participating in training from consultants

8. Leads by example, by following the district's mission and vision and showing a display of unity when consensus is reached

Skills*

9. Able to facilitate professional learning within teams

10. Able to facilitate meetings (create agenda, assign team roles: note taker, timekeeper, process manager)

11. Ability to coach colleagues in the improvement of practice

12. Ability to lead teams in collecting and analyzing data and setting goals to improve student learning

13. Ability to use interpersonal skills and sound judgment to solve problems and mediate conflicts between staff

REPORTS TO: School Principal

TERMS OF EMPLOYMENT: Salary and benefits as established by the School Board
Stipend Position

HOURS: For work done outside of the normal workday, not to displace primary responsibility. As established by the School Board

EVALUATION: Annual performance evaluation as established by interview with supervisor.

ROLE RESPONSIBILITIES:

1. Participate in annual summer leadership meetings and trainings (up to 2 days included under stipend; additional time paid at current district rate)

2. Participate in after-school building-level team leader meetings

3. Participate after-school District Leadership Team meetings

4. Facilitate grade-level team meetings (team time)

5. Facilitate after-school team and cross-team meetings

6. Maintain open communication with principal, raising concerns/issues and responding to requests, in a timely manner

7. Support teachers and support staff by mediating conflict and addressing concerns
8. Assist with the annual budget development and implementation process

*Individuals may be considered who do not have the particular knowledge and skills, but must have the willingness to acquire them through professional development opportunities offered.

Time Schedule for Teachers:

Teachers arrive at school *no later than 8:25 a.m.* Paraprofessionals arrive at school *no later than 8:25 a.m.* Teachers remain, at a minimum, *until 3:35 p.m.* and paraprofessionals remain *until 3:25 p.m.*

Raymond School District Policy – AC-R*

NONDISCRIMINATION: TITLE IX GRIEVANCES

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

GRIEVANCE PROCEDURE

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

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

Revised: February 7, 2002

Raymond School District Policy - ADC

TOBACCO PRODUCTS BAN

USE AND POSSESSION IN AND ON SCHOOL FACILITIES AND GROUNDS

USE OF TOBACCO PRODUCTS STRICTLY PROHIBITED IN AND ON ALL SCHOOL FACILITIES
AND GROUNDS

No person shall use any tobacco product in any facility maintained by the School District, or on any of the grounds of the District.

"Tobacco products" means cigarettes, cigars, snuff, smokeless tobacco, smokeless cigarettes, products containing tobacco, and tobacco in any other form.

"Facility" is any place that is supported by public funds and used for the instruction of students enrolled in preschool programs and in all grades maintained by the District. This definition shall include all administrative buildings and offices and areas within facilities supportive of instruction and subject to educational administration, including, but not limited to, lounge areas, passageways, rest rooms, laboratories, classrooms, study areas, cafeterias, gymnasiums, maintenance rooms, libraries, and storage areas.

Signs shall be placed by the District in all buildings, facilities and school vehicles stating that the use of tobacco products is prohibited.

It is the responsibility of the building principal(s), or designee, to initially enforce this policy by requesting that any person who is violating this policy to immediately cease the use of tobacco products. After this request is made, if any person refuses to refrain from using tobacco products in violation of this policy, the principal or designee may call the local police, who shall then be responsible for all enforcement proceedings and applicable fines and penalties.

Students

No student shall purchase, attempt to purchase, possess or use any tobacco product in any facility, in any school vehicle, or anywhere on school grounds maintained by the District.

Enforcement of this prohibition shall initially rest with building principals, or their designees, who may report any violation to the local police department. In accordance with state law, the police department shall be responsible for all proceedings and applicable fines and penalties.

The principal will develop regulations that cover disciplinary action to be taken for violations of this policy. These regulations will be communicated to students by means deemed appropriate by the principal. In addition to disciplinary actions taken by the school, criminal penalties for fines may result from violations of this policy.

TOBACCO PRODUCTS BAN
(continued)

Employees

No employee shall use any tobacco product in any facility in any school vehicle or anywhere on school grounds maintained by the District.

Initial responsibility for enforcement of this prohibition shall rest with building principals, or their designees. The principal may report violations to the local police department. In accordance with state law, the police department shall be responsible for all enforcement proceedings and applicable fines and penalties.

The principal will develop and implement the appropriate means of notifying employees of the possible disciplinary consequences of violating this policy. Any employee(s) who violate(s) this policy is subject to disciplinary action, which may include warning, suspension, or dismissal. In addition, fines or other penalties may result from enforcement of these prohibitions by other law enforcement officials.

All other persons

No visitor shall at any time use tobacco products in any facility, in any school vehicle, or anywhere on school grounds maintained by the District.

Responsibility for enforcement of this prohibition shall rest with all School District employees who may report violations to the local police department. In accordance with state law, the police department shall be responsible for all enforcement proceedings and applicable fines and penalties.

Statutory Reference:

RSA 78:12-b1.(b)

RSA 155:64-76

RSA 126 - K:6 and K:7

Adopted: December 20, 1990

Revised: February 7, 2002

Raymond School District Policy - JHB

TRUANCY

Truancy

Truancy is defined as any unexcused absence from class or school. Any absence that has not been excused as per policy JH, Student Absences and Excuses, will be considered an unexcused absence.

Ten half-days of unexcused absence during a school year constitutes habitual truancy.

A full-day presence is defined as a student who attends 4 or more hours of instructional time. A half-day presence is defined as a student attending at least 3, but less than 4, hours of instructional time. A full-day absence is defined as a student attending less than 3 hours of instructional time.

The Principal or designee is hereby designated as the District employee responsible for overseeing truancy issues. The Principal shall not file a petition alleging that a child is in need of services pursuant to RSA 169:D-2, II (a) until all steps in the school district's intervention process under RSA 189 have been followed.

Intervention Process to Address Truancy

The Principal shall ensure that the administrative guidelines on attendance properly address the matter of truancy by including a process that identifies students who are habitually truant, as defined above.

When the Principal identifies a student who is habitually truant or who is in danger of becoming habitually truant, he/she shall commence an intervention with the student, the student's parent(s)/guardian(s), and other staff members as may be deemed necessary. The intervention shall include processes including, but not limited to:

1. Investigates the cause(s) of the student's truant behavior;
2. Considers, when appropriate, modification of his/her educational program to meet particular needs that may be causing the truancy;
3. Involves the parent(s)/guardian(s) in the development of a plan designed to eliminate the truancy;
4. Seeks alternative disciplinary measures, but still retains the right to impose discipline in accordance with the District's policies and administrative guidelines on student discipline;

Parental Involvement in Truancy Intervention

When a student reaches habitual truancy status or is in danger of reaching habitual truancy status, the Principal will send the student's parent(s)/guardian(s) a letter which includes:

1. A statement that the student has become or is in danger of becoming habitually truant;
2. A statement of the parent's/guardian's responsibility to ensure that the student attends school; and

3. A request for a meeting between the parent(s)/guardian(s) and the Principal to discuss the student's truancy and to develop a plan for reducing the student's truancy.

Developing and Coordinating Strategies for Truancy Reduction

The Board encourages the administration to seek truancy-prevention and truancy-reduction strategies along the recommendations listed below. However, these guidelines shall be advisory only. The Superintendent is authorized to develop and utilize other means, guidelines and programs aimed at preventing and eliminating truancy.

1. Coordinate truancy-prevention strategies based on the early identification of truancy, such as prompt notification of absences to parents/guardians.
2. Assist school staff to develop site attendance plans by providing developmental strategies, resources, and referral procedures.
3. Encourage and coordinate the adoption of attendance-incentive programs at school sites and in individual classrooms that reward and celebrate good attendance and significant improvements in attendance.

Parental Notification of Truancy Policy

Prior to adopting this policy, the Board will place the item on the agenda of a public school board meeting and will allow a minimum of two weeks for public input as to the policy's provisions. Any public input shall be advisory only and final adoption as to the policy's provisions will remain solely with the Board.

Additionally, the Superintendent shall also ensure that this policy is referenced in the student handbook.

Legal References:

RSA 189:34, Appointment

RSA 189:35-a, Truancy Defined

RSA 193:1, Duty of Parent; Compulsory Attendance by Pupil

RSA 193:7 Penalty

RSA 193:8, Notice Requirements

RSA 193:16 Bylaws as to Nonattendance

NH Code of Administrative Rules, Section Ed 306.04 (a)(1), Attendance and Absenteeism

NH Code of Administrative Rules, Section Ed 306.04 (c), Policy Relative to Attendance and Absenteeism

Adopted: August 1, 2002

Revised: March 16, 2011

Revised: June 17, 2015