

Raymond School District Policy - GCEB

ADMINISTRATIVE STAFF RECRUITING

The School Board and the administrative personnel realize that a sound educational system cannot be built and maintained without definite procedures for the recruitment of personnel.

1. The quality of the educational program in any school system is dependent upon the employment and retention of high caliber personnel.
2. All currently employed personnel share a common responsibility for the procurement of the type of staff needed. They are expected to help in every way possible and, specifically, by making the system aware of outstanding prospects at every opportunity.
3. Job postings will occur to encourage advancement within the organization for all interested employees. At a minimum, internal postings will occur for all administrative positions.
4. An administrator selection advisory committee which includes staff, citizens and School Board representatives, shall be established by the Superintendent with advice from the School Board. The School Board will determine which member will serve. The advisory committee shall present up to three candidates to the Superintendent who shall nominate his/her choice to the School Board.
5. First consideration will be given to those applicants seeking permanent rather than temporary employment.
6. All professional staff selected for employment must be nominated by the Superintendent and approved by the School Board.
7. In selecting nominees for instructional positions, the Superintendent, after considering recommendations of District personnel, will be guided by the following criteria:
 - Professional qualifications and credentials, including full state certification.
 - Successful teaching experience.
 - Specific requirements of position.
 - Balance and stability within facility.
 - Budget considerations.

The Superintendent shall ensure a thorough check is made of the candidate's prior record, prior to nomination to the Board.

Adopted: June 22, 1978
Revised: May 1, 1980
Revised: August 1, 2002
Revised: August 1, 2012

GCEB - ADMINISTRATIVE STAFF RECRUITING

(Download policy)

Category O

Staff recruitment is the responsibility of the Superintendent. Principals and other staff will assist the Superintendent as needed.

First consideration will be given to those applicants seeking permanent rather than temporary employment.

All teachers must be recommended by the Superintendent and approved by the School Board.

The Superintendent shall ensure a thorough check is made of the candidate's prior record, prior to nomination to the Board.

Legal Reference:

RSA 189:13-a, School Employee and Volunteer Background Investigations

RSA 189:39, How Chosen

Reviewed: March 2005

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Raymond School District Policy - GCEC

ADMINISTRATORS' VACATIONS

For the purpose of this policy, Raymond School District Administration shall mean:

Superintendent of Schools
Business Administrator
Building Principals
Director of Special Education
Director of Technology
Director of Facilities

1. Administrators are entitled to four weeks (20 days) vacation per year.
2. Administrators who have completed seven (7) full consecutive years of service to the District as a full-time administrator are entitled to an additional week (5 days) of vacation per year. This additional week shall not be taken consecutively with the other four weeks of vacation.
3. All vacation schedules will be subject to the approval of the Superintendent of Schools. Vacations of longer than five (5) days taken by the Superintendent will be subject to the approval of the School Board.
4. All accrued vacation days must be used on or before August 31 following the close of the school year.
5. Any District administrator who requests additional time to be absent from duty must have written approval of the Superintendent. Additional time to be absent from duty by the Superintendent must be approved by the School Board. Such time absent, if approved, will be deducted from his/her salary.

Adopted: December 7, 1989

Revised: February 1, 1996

R/R: 9/20/01

Revised: August 1, 2002

Revised: June 19th, 2013

PUBLIC USE OF SCHOOL FACILITIES
IMPLEMENTATION PROCEDURES AND REGULATIONS

I. **Scheduling Non-School-Related Activities**

1. Responsibility for Scheduling

All non-school-related use of indoor and outdoor school facilities will be scheduled by the Raymond Recreation Director.

2. Priorities in Scheduling

- A. School-oriented organizations. These include organizations or groups recognized by the School Board as directly related to school activities.
- B. Government Organizations. These include agencies recognized under the laws of the United States, the State of New Hampshire, the County of Rockingham, or the Town of Raymond.
- C. Town of Raymond Recreation Department-sponsored functions and activities.
- D. Civic Organizations. These include organizations that are social service, fraternal, or religious in nature and serve the Town of Raymond on a non-profit basis. Youth civic organizations will have priority in this section.
- E. Political Organizations. These include groups whose activities are of a lawful political nature, whose purposes are to effect political change through lawful means.
- F. Raymond residents may rent school facilities for private, non-profit activities, such as anniversary celebrations, birthday parties, receptions, etc.
- G. Other groups that are not specified above.

3. All requests for usage of school facilities for non-school activities shall be made in writing using Form KF-RF1 and submitted to the Raymond Recreation Director at least fourteen (14) days prior to the first day of requested usage.

PUBLIC USE OF SCHOOL FACILITIES
IMPLEMENTATION PROCEDURES AND REGULATIONS
(continued)

4. The Raymond Recreation Director shall not schedule any activities during the time that school is in session. Further, the use of school facilities for non-school activities shall be carefully scheduled to avoid conflicts with the school maintenance program, especially during summer and vacation periods.
5. The scheduling of school-sponsored activities is the responsibility of the Superintendent or his/her designee and shall continue to take precedence over other activities. In the case of scheduling conflicts, the school-sponsored activity shall take precedence.
6. School areas **not** available for public use include:
 - School offices
 - Locker room area
 - Custodial areas
 - Staff lounges
7. School areas requiring prior written authorization of the Superintendent or his/her designee include:
 - Home Economics/FACS (Family and Consumer Sciences) rooms
(Please note: RHS Room 101 may be used as a televised meeting room only)
 - Computer rooms
 - Lab spaces
 - Music rooms
 - Industrial Arts areas
 - Kitchen facilities (see II.3, below)
 - Art Rooms

The Superintendent or his/her designee may require that an authorized school employee be in attendance when the above areas are used. Applicable custodial fees will apply.

8. The Raymond Recreation Director shall prepare a weekly calendar of events that will be distributed to the Superintendent or his/her designee.

II. **Financial Arrangements**

1. Rental fees for private groups or individuals shall be established each year by the School Board.
2. All applicable fees and charges shall be made payable to the Raymond School District Treasurer and are payable two (2) weeks in advance.

PUBLIC USE OF SCHOOL FACILITIES
IMPLEMENTATION PROCEDURES AND REGULATIONS
(continued)

3. Food and/or meal service and use of the kitchen is the responsibility of the Food Service Director. Individuals or groups desiring the use of this service will make arrangements with the Food Service Director. Costs involved with these arrangements must be paid in advance of the event, payable to the Raymond-Food Service Program. Requests must be made 14 days in advance at a minimum.
4. The School Board shall make no charges to the Raymond Recreation Department for use of school facilities for those programs sponsored by the Raymond Recreation Department. However, the Recreation Director will take steps to ensure that the school facilities will not be used by private groups or individuals for their own private gain.
5. The Town of Raymond Recreation Department shall bear financial responsibility for damages.
6. The Raymond Recreation Director shall be responsible for all activities sponsored by the Raymond Recreation Department. Activities sponsored by the Recreation Department will be defined as those leisure services and recreational activities as sports, fitness, arts, entertainment, educational, informational, and services programs or organizations.

III. **Supervision/General Conditions and Regulations**

1. All reservations scheduled shall be for the use of facilities only. Use of equipment shall be subject to prior written approval of the Superintendent or his/her designee. In cases where the Superintendent or his/her designee gives written approval for use of equipment, he/she may require that an authorized school employee be in attendance. Appropriate custodial fees will apply.
2. School District policy prohibits use of tobacco products in/on Raymond School District property. (Drug Free School Zone – NH RSA 193-B)
3. School District policy prohibits presence and/or use of alcohol and/or controlled substances in/on Raymond School District property.
4. The school buildings will be closed to all use during the following holidays unless authorized by the Superintendent or his/her designee:

December 31 st and January 1 st	Independence Day	Thanksgiving Day
Martin Luther King Day	Labor Day	Day After Thanksgiving
Presidents Day	Columbus Day	Christmas Eve
Memorial Day	Veterans Day	Christmas Day

 And others according to school calendar.

In the event of severe weather the Town Manager and Superintendent will collectively make a decision on the closure of school buildings for government meetings. If school is cancelled or afternoon activities are cancelled by the Superintendent then all recreation activities will also be cancelled. This decision will be made before the end of the school day. The decision to cancel evening government meetings will be made by 4:00pm. The Town Manager and Superintendent will be responsible for notifying their respective Boards and Raymond Community Television.

5. A minimum of one member of the School District custodial staff shall be in the school building when indoor facilities are being used.
6. A minimum of one member of the food service staff shall be present when the kitchen areas are used. This must be arranged in advance with the Food Service Director.
7. It is the responsibility of the individual/group to restrict activities to the assigned area.
8. It is the responsibility of the individual/group to supervise the activities of the users regarding conformity to rules and regulations of proper behavior.
9. Consumption of food and beverages is restricted to designated areas.
10. Chairs and tables may be rearranged provided these are returned to their original location by users under the direction of the custodian.
11. It is the responsibility of the user to clean the areas used.
12. Adequate police protection will be provided by the user to ensure that lives and property are protected. The Superintendent or his/her designee shall determine the need for police protection. Costs of police protection shall be borne by the user.
13. Users shall comply with all safety regulations established by local and/or state officials.
14. Parking of vehicles is restricted to the parking lot and designated parking areas. Vehicles in non-designated areas will be towed at the vehicle owners' expense.
15. School equipment is not for use except by prior arrangement. (See I.6 and 7, and III.1, above.)

NON-COMPLIANCE/GRIEVANCE PROCEDURE

1. In cases where groups or individuals fail to comply with School Board policies and regulations, or fail to conform to practices that are in the best interest of the Raymond School District, the following will apply:
 - a. School staff shall notify the appropriate building Principal of any situation that they feel is in violation of School District policy regarding the use of school facilities by any community group.
 - b. The building Principal will evaluate the severity of the offense and send written notice to the Superintendent who will discuss appropriate action with the Recreation Director.
 - c. The Superintendent or his/her designee may require that the group be given written warning by the Recreation Director of their failure to comply with School District policy, and of the possibility that further non-compliance could result in their being refused future access to the District's school buildings and/or grounds.
 - d. In cases where the severity of the offense is such that future use could result in a situation that is not in the best interest of the School District, the Superintendent or his/her designee may require that the group be notified by the Recreation Director of their offense and that they be restricted from immediate future use of the school facilities until the grievance procedure has been followed.
2. Grievance Procedure: In cases where the Superintendent determines that the group or individual is in violation of the School Board policy and is to be restricted from further use for either a limited or extended time period, or when an individual or group is denied use by the Recreation Director or Superintendent because the function appears to be inappropriate, the group or individual may request an appeal in the following manner:
 - a. The appeal will be in writing, giving a brief description of the problem, and will be sent to the Recreation Director, the Superintendent, and the Chairperson of the Raymond School Board. The Superintendent and the Recreation Director will meet and attempt to resolve the matter. A decision shall be rendered within seven (7) days.

NON-COMPLIANCE/GRIEVANCE PROCEDURE

(continued)

- b. If the individual or group is not satisfied with the decision, he/she may appeal the decision to the Raymond School Board within seven (7) days of written response from the Superintendent. Written request for appeal to the School Board will be addressed to: Raymond School Board SAU #33, 43 Harriman Hill Road, Raymond, New Hampshire 03077, and will be in compliance with Raymond School District Policy BEE-R.

The School Board will meet with the aggrieved party at a regularly scheduled School Board meeting. The decision of the majority of School Board members present shall be final and binding. The decision of the School Board will be forwarded in writing to the aggrieved party within five (5) days following the meeting.

USE OF SCHOOL FACILITIES FOR SCHOOL-RELATED ACTIVITIES
IMPLEMENTATION PROCEDURES AND REGULATIONS

The scheduling of school-related activities is the responsibility of the building Principal and will be handled in the following manner:

1. To avoid scheduling conflicts, school personnel should check the master schedule in the Recreation Department to tentatively reserve space for a desired activity. It should be noted that school functions take priority over all other activities.
2. Once space is arranged and tentatively reserved, school personnel shall submit a written notice on Form KF-RF2 to the appropriate building Principal.
3. Activities involving more than a one day-s use of facilities (athletic schedules, monthly meetings, rehearsals, etc.) may be submitted in calendar form listing each day of planned use, accompanied by Form KF-RF2.
4. Once approved by the building Principal, the Notice of Use Form and/or calendar shall be forwarded by the respective Principal to the Recreation Director and Superintendent, to be placed on the master schedule in accordance with School Board Policy KF-R.

The KF-R regulations also apply when the school facilities are used for school-sponsored activities.

Adopted: May 5, 1971

R/R: 6/5/71, 2/3/77, 7/21/77, 10/19/78, 6/25/81, 1/17/85, 9/7/89

Revised: August 1, 2002

Revised: October 20, 2004

Revision: May 21, 2008

Revised: October 7, 2009

RAYMOND RECREATION DEPARTMENT/RAYMOND SCHOOL DISTRICT
FACILITY USE FORM: NON-SCHOOL-RELATED ACTIVITIES KF-RF1

PART A: PROPERTY/FACILITY REQUEST FOR USE

All copies of this form should be submitted to the Raymond Parks & Recreation. All requests require a fourteen (14) day advance notice. One copy will be kept by the Superintendent or designee, one by Raymond Parks and Recreation, and one to be returned to the applicant. Please make sure you have read through and understand our guidelines.

Date of Submission _____ Date of Receipt _____

DATE DESIRED _____ DAY OF WEEK _____ HOURS _____
Start & end time

ADDITIONAL DATES & TIMES _____

Activity/Purpose _____

What Persons Will Be Participating/Attending? _____

Sponsoring Organization _____

Date Desired _____ Date of Week _____ Hours _____

Facilities To Be Used: (Please specify which school and rooms you are requesting. Use of any equipment requires written approval of the Superintendent or designee. List any equipment you request access to.)

PERSONS RESPONSIBLE FOR SUPERVISING & PAYING APPLICABLE FEES/CHARGES?

Name _____ Telephone _____
(please print)

Address _____ Email _____

ALTERNATE CONTACT _____ TELEPHONE _____

I agree to the requirements
and regulations listed in
School Policy KF-R:

Acknowledged by
Superintendent or designee:

This event approved as
described above:

Responsible Person Signature

School Representative Signature
Specific Requirements:

Recreation Dept. Signature

- _____ Disapproval
- _____ Consultation prior to approval
- _____ Other (please specify)

PART B: PROPERTY/FACILITY AGREEMENT FOR USE: *(OFFICE USE ONLY)*

Rental Fees _____ Custodial Fees _____ Food Service Personnel _____

FACILITY USE FORM

Raymond School District and Raymond Recreation Department
Notice of Use of School Facilities Other Than During 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 and Requirements _____

I agree to the preceding requirements for usage of above facility.

Responsible Agent Signature

Principal Signature/Approval

Date

Recreation Director Signature

White - Applicant Copy

Yellow - School Copy

Pink - Recreation Department Copy

Raymond School District – KF-R continued

RAYMOND SCHOOL DISTRICT PUBLIC USE FIRE STANDARDS

It is the sole responsibility of the individual responsible for supervising and signing out given areas in the district to conduct safety briefings prior to all public events. Safety briefings must also be conducted in any area where 50 or more people will be assembled in the building.

Safety briefings consist of addressing all attendees prior to the start of your event and pointing out every exit in the given area. The briefing must also mention that all exterior doors, fire lanes, and fire hydrants must be free from any parked cars.

Prior to conducting the safety briefing, all exits in the area must be checked to ensure they are clear of any obstructions.

Responsible Person

Date

Approved: October 7, 2009

Raymond School District – KF-R continued

USE OF SCHOOL FACILITY RENTAL FEES

Rental Fees are as follows:

Media Centers	\$100.00
Gymnasiums	\$250.00
Cafeterias/Dining Area	\$100.00
Cafeteria/Kitchen Use	\$250.00
Classrooms	\$ 75.00

All applicable fees and charges shall be made payable to the Treasurer, Raymond School District. Please mail the fees to the Recreation Department, 4 Epping Street, Raymond, NH 03077.

The rental fee must be paid two weeks before the event. Custodial and Food Service Worker fees are \$30 per hour with the addition of a half hour before the event and a half hour after the event. This fee is due one week before the event.

Use of the kitchen is the responsibility of the Food Service Director. Individuals or groups desiring the use of this service will make arrangements directly with the Food Service Director. There may be an additional fee for services. Costs incurred are payable to the Food Service Director.

The applicant is responsible for setting up and cleaning the area they are using and need to see the custodian on duty for use of any brooms or vacuum cleaners needed for clean up.

Groups may need to provide copies of liability insurance.

Approved: October 7, 2009

**RAYMOND SCHOOL DISTRICT
WORKERS' COMPENSATION/ACCRUED LEAVE POLICY**

The purpose of this Policy is to put into writing the Raymond School District's current procedures for the use of accrued leave by employees with workers' compensation claims.

1. Employees may use three (3) days of accrued leave, if available, so that the employees can be paid during the three (3) day waiting period in RSA 281-A:22. Employees who use accrued leave days during the waiting period are required to reimburse the District for the days if the workers' compensation carrier pays the employees for these days. After the District receives reimbursement from the employees, the District shall restore the leave time to the employees.
2. Employees who receive workers' compensation benefits are not permitted to supplement their workers' compensation benefits with accrued sick and/or personal leave to bring the employee's gross earnings to 100%.
3. Employees who are waiting for a workers' compensation eligibility determination and/or workers' compensation payments may use accrued sick and/or personal leave. If the employees subsequently receive payment from the workers' compensation carrier for those days, the employees shall reimburse the District for any leave paid to the employees for those days. After the District receives reimbursement from the employees, the District shall restore the leave time to the employees.
4. Employees shall sign a Workers' Compensation Use of Accrued Leave and Repayment Agreement to request the use of accrued leave under this Policy.

RAYMOND SCHOOL DISTRICT

**Workers' Compensation
Use of Accrued Leave and Repayment Agreement**

I, _____, voluntarily request that the
Raymond School District:

(Check Option A or B below):

A. Do not use my accrued time while I am awaiting a workers' compensation eligibility determination and/or payments. I acknowledge that I will only receive the workers' compensation payment(s) from the District's insurance carrier.

B. Use my accrued leave while I am awaiting a workers' compensation eligibility determination and/or payments as designated below:

- Sick Leave
- Confidential Personal Leave

Repayment Agreement

I understand and agree that I must reimburse the Raymond School District for any paid leave I received from the District when the workers' compensation carrier pays me for those days.

I also understand and acknowledge that after I have repaid the Raymond School District for the paid leave I received from the District, the District shall restore to me the leave time.

I acknowledge that I have received and read a copy of the Raymond School District's Workers' Compensation/Accrued Leave Policy.

Employee's Signature

Name (Typed or Printed)

Date