

**2023-2024**

# **Raymond School District**

## **Employee Handbook**



**Approved August 2, 2023**

## Raymond School District

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August 2023

Dear Raymond School District Employees,

I want to welcome you to the start of a new school year. I am excited to begin this new year and I look forward to seeing you and working with you.

The handbook is provided to remind you of important guidelines, requirements and information. Please look it over and become familiar with the contents and review when necessary. There are very few revisions from last year's handbook:

Page 3	Links added: Employee Safety Manual Everyday Staff Safety Reference Guide Data Governance Plan
Page 4	Mission and Vision revised to Portrait of a Graduate
Page 8	Wording added about teachers reaching out to students for summatives
Page 8	Confidentiality: Added reference to Data Governance Plan
Page 20	Revised guidance in Student/Parent Emails, Names, and FERPA

The following policies/notifications have been added:

Page 43	Policy ADC Tobacco/Nicotine Products Ban
Page 50	Policy GBEA Staff Ethics
Page 57	Policy GBEF School District Internet Access for Students and Staff
Page 72	Annual Notification of Building Occupants - Asbestos Management Notice

Several policies have been removed from this manual, and updates have been made to any other policies if they have been updated by the Board in this past year.

As always, please feel free to let your immediate supervisor or me know if you have any suggestions or concerns. Our Human Resources Department is also available to provide additional information and clarification if needed. Please feel free to reach out to them if you need assistance.

Here's to a wonderful school year!

Sincerely,

Terry Leatherman,  
Superintendent of Schools

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## ADDITIONAL REFERENCES

[Employee Safety Manual](#)

[Everyday Staff Safety Reference Guide](#)

[Data Governance Plan](#)

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

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

## PORTRAIT OF A GRADUATE

Our Portrait of a Graduate serves to represent our community's desired outcomes for graduates that will best prepare them to enter into a rapidly changing, increasingly diverse, and interconnected world. This plan is organized around this common definition of graduate success. Our Portrait of a Graduate will be made actionable and brought to life through the goals and strategies in our strategic plan.

A Raymond Graduate is:

**Self-motivated and resilient;** motivated by intrinsic needs, has a strong work ethic, strives to meet and exceed their personal goals and can persevere through unexpected challenges in day to day life.

A **critical thinker;** will problem solve, question and self-reflect when making decisions.

An **active participant;** knows how to be an active listener; an effective communicator in multiple ways and is able to collaborate with others to achieve mutual outcomes.

**Knowledgeable;** has a strong foundation in all academic areas, including career ready technical skills, and knows how to apply it meaningfully to a variety of situations.

A **good citizen and empathetic;** is an active part of the community, and recognizes the feelings and needs of others.

## A.L.I.C.E.

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

## Attendance and Leave

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

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

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

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

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

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

### **Leave Benefits**

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

### **Sick Bank**

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

### **Jury Duty**

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

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

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

The employee shall notify the Human Resources Department of his/her request for FMLA leave at least thirty (30) days prior to the date when the leave is to begin. If such leave is not foreseeable, then the employee shall give such notice as is practical. You will need a physician's certification filled out as part of your eligibility.

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

### **Background Check**

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

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

*in all cases. Each case is considered on its merits. **Answering this question untruthfully is grounds for dismissal from employment.***

### Care of the Classroom/Workspace

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

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

Damage and maintenance reports should be submitted to the Facilities Department via a ticketing program, IncidentIQ. Any requests for maintenance assistance, including event setup, furniture requests, telephone assistance, and other general maintenance needs, should be input by creating a ticket in IncidentIQ. The link to IncidentIQ can be found on our District website under the “Staff” tab. There is no individual login information for Incident IQ; access to IncidentIQ is through your Google Single Sign On.

### Communication Radios (Walkie Talkie) Purpose & Protocols

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

#### Communication Radio Protocols

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

### Communication with Parents/Guardians

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

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

Teachers are expected to reach out to students within 24 hours of posting a summative grade regarding scheduling a summative retake when necessary. If a teacher reaches out via email, the parent shall be included on that email.

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

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

### Confidentiality

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

District employees are required to preserve the confidentiality of any and all personally identifiable information regarding students. Employees must continually protect confidentiality of student and co-worker information, including during the use of social media sites. Employee use of Social Media must be in accord with [Raymond School District Policy GBEBD](#) (attached).

Confidential information should be shared only with employees working directly with a student and on a need-to-know basis.

See also: Student Emails, Names and Family Educational Rights and Privacy Act (FERPA)  
[Raymond School District Data Governance Plan: Data User Compliance](#)

### Dress Code

Employees are required to dress appropriately in professional attire for the position they hold within the District. Ripped clothing, sweatpants and exercise pants are not considered professional attire unless applicable to specific job duties. Employees are further required to use appropriate personal protective clothing and equipment when necessary.

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

Employees are required to wear safe shoes whenever they are working in an area where heavy objects, machinery, tools or other potential hazards pose an increased risk that foot injuries may occur. Other protective gear or apparel may be required on a case by case basis or depending upon changing circumstances (health and safety considerations).

### Employee Evaluations

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

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

The evaluation process for certified or licensed staff is found within the Educator Effectiveness Plan, also available on the Human Resources pages of our District website. All employees must sign their evaluation forms after meeting with their supervisor.

### Facilities Use After Hours

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

### Field Trips

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

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

### ID Badges

All employees must wear visible identification badges. ID badges should be put on prior to entering the school and can be removed once the staff member leaves the building. If a badge is lost, contact the Safety & Facilities Director **immediately** to report the missing badge, so that it can be reactivated and to obtain a replacement.

### Information Technology (I.T.) Assistance and Approved Websites

Our I.T. Department uses a ticketing program called IncidentIQ. Any requests for I.T. assistance, including equipment needs, setup, moving computers, and technical help, should be input by creating a ticket in IncidentIQ. The link to IncidentIQ can be found on our District website under the "Staff" tab. There is no individual login information for Incident IQ; access to IncidentIQ is through your Google Single Sign On.

The I.T. Department has developed a list of approved websites available to instructional staff and students. This resource designates websites as “Approved,” “Approved with Conditions,” “Submitted for Approval,” and “Not Approved for Student Use.” You will also find instructions on how to submit a website for approval if necessary. Visit our [Technology Services](#) web page and choose “[Technology Reference Sheet](#)” on the side bar.

### IEP/504 Meetings

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

## Injuries at Work

In the event of a work-related injury or illness you are required to report it to your supervisor, the school nurse, or to Human Resources immediately. Our workers' compensation insurance company, Primex, will contact you and may provide a nurse case manager for guidance. Their goal is to assist you in maximum recovery and safe, prompt return to meaningful work.

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

### **Special Notes:**

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

You have the right to choose your own doctor if you are hurt at work. If you seek medical treatment, be sure to inform the medical provider to send all medical reports and bills to:

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

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

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

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

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

### Insurances and Other Benefits

The Raymond School District currently offers benefits to full-time and some part-time employees. Employees should refer to their individual contracts or applicable collective bargaining agreement to determine eligibility and options regarding enrollment in health, dental, vision, flex spending accounts (FSA), and life insurances. All full time and part-time employees may elect to contribute to a 403(b) or Roth 403(b).

Questions about insurance benefits? Please contact Human Resources.

If you need to contact our vendors directly:

HealthTrust/Anthem - Enrollee Services	800-527-5001
Omni 403(b) Administrator	877-544-6664

### Job Postings

Open positions are posted for ten (10) calendar days before the positions are filled, unless there are extenuating circumstances that necessitate hiring before ten days are up. Positions are posted on the SAU 33 website through Frontline, additional outside resources and in a designated area in each of the District buildings. Postings are also shared electronically through the district's SAU 33 ALL email address. Current employees may apply for open positions using the "Internal Candidates" option with Frontline Recruiting and Hiring.

### Licensure

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

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

### Mailboxes, Voicemail, and Email

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

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

### Mandated Reporting of Child Abuse or Neglect

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

#### ***Abuse and Neglect***

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

#### **Background:**

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

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

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

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

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

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

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

### Indicators of Sexual Abuse:

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

### Indicators of Physical Abuse:

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

### Indicators of Emotional Abuse:

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

- Self-destructive feelings or behavior

Indicators of Neglect:

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

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

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

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

### **Mandated Reporting of Suspected Bullying**

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

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

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

#### **Staff Reporting**

1. An important duty of the staff is to report acts or behavior that they witness that appear to constitute bullying.
2. All district employees and volunteers shall encourage students to tell them about acts that may constitute bullying and will provide assistance if needed.

3. Any school employee or volunteer who witnesses, receives a report of, or has knowledge or belief that bullying may have occurred shall inform the Principal as soon as possible, but no later than the end of that school day.
4. Upon receipt of a report of bullying, the Principal or designee shall commence an investigation consistent with the provisions of the District's Policy JICK and RSA 193-F:4, II(g)

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

### Mandated Reporting of Safety and Security Issues

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

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

### Mandated Reporting of Sexual Harassment

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

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

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

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

The Title IX Coordinator for Raymond School District is:

Jodi Gutterman  
j.gutterman@sau33.com  
603-895-4299 x1106

SAU 33 Office  
43 Harriman Hill Road  
Raymond, NH 03077

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

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

### **Mandatory Code of Conduct Reporting**

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

### **Meals**

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

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

### **Mileage Reimbursement**

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

### New Hampshire Retirement System (NHRS)

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

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

New Hampshire Retirement System: 603-410-3500

### Non-Violent Crisis Intervention (CPI)

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

### Orientation

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

### Overtime

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

### Personnel File

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

Examples of employee changes are as follows:

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

## Raymond School District 2023-2024 Employee Handbook

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

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

### Payroll

The Raymond School District has elected to pay employees on a bi-weekly basis, in increments of 22 or 26 pays. School year employees will be paid within two weeks of the start of the school year, or by the second Friday of the school year depending upon the terms of Collective Bargaining agreements.

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

It is the responsibility of the employee to make sure time cards are accurate, thorough and submitted on time. Time records must be turned in to the employee's school payroll secretary on the date requested. All records must be reviewed prior to being turned in, and all corrections are to be made by the employee. The records should be filled out in pen and there can be no white-out used for corrections. Any changes that an employee makes to their hours worked in Frontline Absence Management must also be reflected on the time card. These updates to the time card must be made by the employee and signed by the employee.

Time records found with discrepancies will be recorded by the secretary. Repeated infractions will result in disciplinary action.

### Scheduling of Events

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

### Staff Health

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

### **Student/Parent Emails, Names, and Family Educational Rights and Privacy Act (FERPA)**

There are some important considerations concerning emails that go home to parents/guardians about their child, or any inter-school email. Please be careful when using “identifiable” information about a student. Anything that is sent by email format may be public information and could be subpoenaed for court use. Any emails with personally identifiable student information become part of the student record. Employees are reminded to keep our policy [GBEF](#) School District Internet Access for Students and Staff in mind when composing emails.

Any email that is sent between staff members or interschool should only use student initials.

### **Visitors/Guest Speakers**

All visitors must report to the front office and sign in. Visitors during school hours must be of an educational/instructional nature. Guests and visitors will be asked to show ID and will be provided a visitor’s badge in exchange for a license. When leaving the building, guests will turn in their visitor’s badge and sign out when leaving the building. Rules regarding guests and visitors to schools and District facilities may at times be made more stringent depending upon current health and safety factors.

### **Work Hours**

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

## Raymond School District Calendar 2023-2024 School Year

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Scheduled no school days for students

\*Possible snow/emergency make-up days

Approved by Raymond School Board on April 5, 2023

First Day of School Grades 1-12: August 29

First Day of School for Preschool/Kindergarten: September 5

The following in-service days are work days for paraeducators:

August 23 (new paraeducators only), August 24, August 25, August 28, September 29, and January 16

## Frontline Absence Management and Professional Growth

Access Frontline Absence Management and Professional Growth through the Frontline Insights Platform at [www.sau33.com](http://www.sau33.com) → Staff

### Using Frontline Absence Management for Your Absences

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

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

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

## Frontline Absence Management Quick Tips

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

## Frontline Professional Growth Quick Tips

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

Visit [www.sau33.com](http://www.sau33.com) → Staff

to find a current link the Frontline Insight Platform

## NOTICE OF NON-DISCRIMINATION

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

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

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

Superintendent of Schools  
43 Harriman Hill Road, Raymond NH 03077  
603-895-4299

This policy of non-discrimination is applicable to all persons employed or served by the District. Any complaints or alleged infractions of the policy, law, or applicable regulations will be processed through the grievance procedure. This policy implements PL 94-142, Section 504 of The Rehabilitation Act of 1973, Title II of The American Disabilities Act, Title VI or VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and the laws of New Hampshire pertaining to non-discrimination.

### Legal References:

*RSA 354-A:6, Opportunity for Employment with Discrimination a Civil Right*  
*RSA 354-A:7, Unlawful Discriminatory Practices*  
*The Age Discrimination in Employment Act of 1967*  
*Title II of The American with Disabilities Act of 1990*  
*Title VII of The Civil Rights Act of 1964 (15 or more employees)*  
*RSA 186:11 XXXIII, Discrimination*  
*RSA 275:71, Prohibited Conduct by Employer*  
*ED 306*

**Raymond School District Policy – ACAC**

**TITLE IX SEXUAL HARASSMENT POLICY AND GRIEVANCE PROCESS**

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

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

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

**II. TITLE IX SEXUAL HARASSMENT POLICY.**

**A. Application of This Policy.**

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

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

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

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

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

**B. Definitions.**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**C. Title IX Coordinator.**

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

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

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

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

**D. Training.**

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

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

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

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

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

**E. Confidentiality.**

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

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

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

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

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

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

**F. Retaliation Prohibited.**

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

**G. Conflict of Interest.**

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

**H. Dissemination and Notice.**

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

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

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

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

**I. Records and Record Keeping.**

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

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

1. Report of Sexual Harassment.

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

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

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

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

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

## 2. District Response to Report of Sexual Harassment.

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

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

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

## 3. Formal Complaints.

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

## 4. Limitation on Disciplinary Action.

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

5. Emergency Removal and Administrative Leave.

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

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

**III. TITLE IX GRIEVANCE PROCESS.**

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

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

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

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

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

At a minimum, a formal complaint must:

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

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

**B. Initial Steps and Notice of Formal Complaint.**

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

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

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

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

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

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

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

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

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

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

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

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

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

**D. Timeframe of Grievance Process.**

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

1. Summary of Grievance Process Timeline.

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

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

**E. Investigation.**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**F. Determination of Responsibility and Initial Decision Maker.**

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

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

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

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

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

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

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

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

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

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

**G. Dismissal of a Formal Complaint.**

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

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

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

**H. Appeals Process.**

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

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

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

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

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

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

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

**J. Informal Resolution.**

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

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

**Legal References:**

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

**Raymond School District Policy - ADB**

**DRUG-FREE WORKPLACE/DRUG-FREE SCHOOLS**

**A. Drug-Free Workplace**

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

**B. District Action Upon Violation of Policy**

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

The Board will take disciplinary action with respect to an employee convicted of a drug offense in the workplace, within thirty (30) days of receiving notice of a conviction. Should District employees or contracted personnel be

engaged in the performance of work under a federal contract or grant, or under a state contract or grant, the Superintendent will notify the appropriate state or federal agency from which the District receives contract or grant moneys of an employee/contracted personnel's conviction, within ten (10) days after receiving notice of the conviction.

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

**C. Drug-Free School Zone**

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

**D. Implementation and Review**

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

*Legal References:*

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

Adopted: July 2, 1992

Revised: February 7, 2002

Revised: May 23, 2018

Revised: July 24, 2019

**Raymond School District Policy - ADC**

**TOBACCO/NICOTINE PRODUCTS BAN**

**USE AND POSSESSION IN AND ON SCHOOL FACILITIES AND GROUNDS**

State law prohibits the use of any tobacco product, E-cigarette, or liquid nicotine in any facility or upon any grounds maintained by the District. Students and minors are further prohibited from possessing such items in or upon any facility, school vehicle, or grounds owned or maintained by the District.

**A. Definitions**

**"Tobacco product(s)"** means any product containing tobacco including, but not limited to, cigarettes, smoking tobacco, cigars, chewing tobacco, snuff, pipe tobacco, smokeless tobacco, and smokeless cigarettes, as well as any other product or item included in RSA 126-K:2, XI as the same may be amended or replaced from time-to-time.

**"E-cigarette"** means any electronic smoking device composed of a mouthpiece, a heating element, a battery, and electronic circuits that provides a vapor of pure nicotine mixed with propylene glycol to the user as the user simulates smoking. This term shall include such devices whether they are manufactured as e-cigarettes, e-cigars, or e-pipes, or under any other product name as well as any other product or item included in RSA 126-K:2, II-a as the same may be amended or replaced from time-to-time.

**"Liquid nicotine"** means any liquid product composed either in whole or in part of pure nicotine and propylene glycol and manufactured for use with e-cigarettes, as well as any other product or item included in RSA 126-K:2, III-a as the same may be amended or replaced from time-to-time.

**"Facility"** is any place which is supported by public funds and which is 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, and storage areas.

**B. Students**

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

Enforcement of the prohibition against students shall initially rest with building principals, or their designees, who may also report any violation to law enforcement, for possible juvenile, criminal or other proceedings as provided under state law. Additional consequences may be administered pursuant to printed student conduct rules.

**C. Employees**

No employee shall use any tobacco product, E-cigarette, or liquid nicotine, 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. Any employee(s) who violate(s) this policy is subject to disciplinary action which may include warning, suspension or dismissal. Violations may also be referred to appropriate law enforcement and/or other appropriate agencies for criminal or other proceedings as provided under state law.

**D. All other persons**

No visitor, contractor, vendor or other member of the public, shall use any tobacco product, E-cigarette, or liquid nicotine in any facility, in any school vehicle, or anywhere on school grounds maintained by the District.

The building principal(s), and where appropriate, other site supervisor (athletic director, vehicle driver, etc.), or their designee(s), shall have the initial responsibility to enforce this section, by requesting that any person who is violating this policy to immediately cease the use of tobacco products, E-cigarette or liquid nicotine. After this request is made, if any person refuses to refrain from using such products in violation of this policy, the principal, site supervisor, or designee may contact the appropriate law enforcement agency(ies) for possible criminal or other proceedings as provided under state law.

**E. Implementation and Notice – Administrative Rules and Procedures**

The Superintendent shall establish administrative rules and procedures to implement this policy, which rules and procedures may be building level and/or district-wide. Rules and procedures relating to student violations and resulting disciplinary consequences should be developed in consultation with building principal(s).

The Superintendent, working with the building principal(s), shall provide annual notice to employees, students and parents of the pertinent provisions of this policy (e.g., student or staff handbook) along with applicable administrative regulations and procedures, which may include prescribed consequences for violations of this policy. Such notice should include information that violation of this Policy could lead to criminal or other such proceedings.

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

*Statutory Reference:*

*RSA 155:64-77, Indoor Smoking Act*

*RSA 126-K:2, Definitions*

*RSA 126 - K:6, Possession and Use of Tobacco Products by Minors*

*RSA 126 - K:7 Use of Tobacco Products on Public Educational Grounds Prohibited*

Adopted: December 20, 1990

Revised: February 7, 2002

Revised: September 4, 2019

**Raymond School District Policy – EBAA**

**SLIPS, TRIPS, AND FALLS PREVENTION**

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

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

**A. PROCEDURES**

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

**B. EVALUATION AND REPORTING**

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

Related Policy – EBAA-R

Adopted: February 3, 2016

**Raymond School District Policy - JLCF**

**WELLNESS POLICY**

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

This policy outlines the District's approach to ensuring environments and opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day while minimizing commercial distractions. This policy applies to all students, staff and schools in the District.

**I. DISTRICT WELLNESS COMMITTEE.**

The Superintendent, in consultation with the Director of School Nutrition Services, will facilitate development of updates to the District Wellness Policy, subject to School Board approval, and will oversee compliance with the policy. In addition, the Superintendent shall designate a Building Wellness Coordinator for each school to help ensure compliance with this policy at the building level.

The Superintendent shall convene a representative "District Wellness Committee" (or "Wellness Committee"), whose functions will include review and recommendations regarding implementation of and updates to this policy, and establishment of specific goals for nutrition promotion, education and physical activity.

The Superintendent or his/her designee shall serve as the Chairperson of the District Wellness Committee, and shall maintain an updated roster of Building Wellness Coordinators and other persons serving on the Committee.

The District Wellness Committee shall meet no less than three times per school year.

The District Wellness Committee should represent each school and the diversity of the community, and to the extent feasible include the Superintendent or her/his designee, the Director of School Nutrition Services, each Building Wellness Coordinator, parents, students, physical education teachers, health education teachers, school counselors, school administrators, a school board member, outside health professionals, individual school building representatives, and members of the public.

Staff appointments to the Wellness Committee will be made by the Superintendent. The School Board Chair shall appoint the School Board member. Remaining members, other than those who are ex officio, shall be volunteers approved by the Wellness Committee.

As a statutory committee, the Wellness Committee shall comply with the requirements of RSA 91-A regarding meetings.

**II. WELLNESS POLICY IMPLEMENTATION, MONITORING, ACCOUNTABILITY AND COMMUNITY ENGAGEMENT.**

**A. Implementation Plan.**

Each Building Wellness Coordinator, with the assistance of the Wellness Committee, will conduct a school level assessment based on the Centers for Disease Control and Prevention's School Health Index, using tools available through such programs as the Alliance for a Healthier Generation *Healthy Schools Program*,

and to create an action plan and generate an annual progress report. The school-level assessment/report should be completed by September 30<sup>th</sup> of each school year and provided to the Superintendent.

**B. Annual Notification of Policy.**

The District will annually inform families and the public of basic information about this policy, including its content, any updates to the policy, and implementation status. The District will make this information available via the district website. This information will include the contact information of the District official(s) chairing the Wellness Committee (i.e., the Superintendent or his/her designee) and any Building Wellness Coordinator(s), in addition to on how the public can get involved with the District Wellness Committee.

**C. Triennial Progress Assessments.**

Every three years, the Director of School Nutrition Services will assess:

- § The extent to which each of the District's schools are in compliance with the wellness policy;
- § The extent to which the District Wellness Policy compares to model wellness policies; and
- § A description of the progress made in attaining the goals of the District's Wellness Policy.

The Wellness Committee will make recommendations to update the District Wellness Policy based on the results of the annual School Health Index and triennial assessments and/or as District priorities change; community needs change; wellness goals are met; new health science, information, and technology emerges; and new Federal or state guidance or standards are issued. The Board will review and act upon such assessments as required or as the Board deems appropriate.

**D. Recordkeeping.**

The Superintendent will retain records related to this Policy, to include at least the following:

- The District Wellness Policy;
- The most recent assessment on the implementation of the local school wellness policy;
- Documentation on how the District Wellness Policy and Policy assessments are/were made available to the public;
- Documentation confirming annual compliance with the requirement that District Wellness Policy, including updates, and the most recent assessment on the implementation of the Policy have been made available to the public; and
- Documentation of efforts to review and update the District Wellness Policy; including who is/was involved in each update and methods the District uses to make stakeholders aware of opportunities to participate on the District Wellness Committee.

**E. Community Involvement, Outreach and Communications.**

The District will communicate ways in which representatives of DWC and others can participate in the development, implementation and periodic review and update of the wellness policy through a variety of means appropriate for that district. The District will also inform parents/guardians of the improvements that have been made to school meals and compliance with school meal standards, availability of child nutrition programs and how to apply, and a description of and compliance with Smart Snacks in School nutrition standards.

III. **NUTRITION.**

**A. School Meals.**

All schools within the District participate in USDA child nutrition programs, including the National School Lunch Program (NSLP) and the School Breakfast Program (SBP). District schools are committed to offering school meals that:

- Are accessible to all students;
- Are appealing and attractive to children;
- Are served in clean and pleasant settings;
- Promote healthy food and beverage choices; and
- Meet or exceed current nutrition requirements established by local, state, and Federal statutes and regulations. The District offers reimbursable school meals that meet USDA nutrition standards, which may be found at:

***<https://www.fns.usda.gov/school-meals/nutrition-standards-school-meals>***

**B. Staff Qualifications and Professional Development.**

All school nutrition program directors, managers and staff will meet or exceed hiring and annual continuing education/training requirements in the USDA professional standards for school nutrition professionals, which may be found at:

***<https://www.fns.usda.gov/school-meals/professional-standards>***

**C. Water.**

To promote hydration, free, safe, unflavored drinking water will be available to all students at every school throughout the school day, including mealtimes and at all places and times that school meals are served mealtimes, at every school.[2]

Students shall be permitted to bring water bottles to school that:

- (1) Are made of material that is not easily breakable;
- (2) Have lids to prevent spills; and
- (3) Are filled exclusively with water

School Principals may discipline students for the misuse of water bottles, consistent with Board policy JICD.

**D. Competitive Foods and Beverages and Marketing of Same in Schools.**

“Competitive foods and beverages” (i.e., foods and beverages sold and served or marketed during the school day, but outside of the school meal programs) must meet the USDA Smart Snacks in School nutrition standards, which may be accessed at:

***<https://www.fns.usda.gov/school-meals/smart-snacks-school>***

These standards will apply in all locations and through all services where foods and beverages are sold, which may include, but are not limited to, à la carte options in cafeterias and vending machines.

Except as may be provided elsewhere in this Policy, any foods and beverages marketed or promoted to students on the school campus during the school day will meet or exceed the USDA Smart Snacks in School nutrition standards. Food and beverage marketing is defined as advertising and other promotions in schools, including, but is not limited to:

- Brand names, trademarks, logos or tags, except when placed on a physically present food or beverage product or its container.
- Displays, such as on vending machine exteriors.
- Corporate brand, logo, name or trademark on school equipment, such as marquees, message boards, scoreboards or backboards (**note:** immediate replacement of these items are not required; however, districts will replace or update scoreboards or other durable equipment when existing contracts are up for renewal or to the extent that is financially possible over time so that items are in compliance with the marketing policy.).
- Corporate brand, logo, name or trademark on cups used for beverage dispensing, menu boards, coolers, trash cans and other food service equipment; as well as on posters, book covers, pupil assignment books or school supplies displayed, distributed, offered or sold by the District.
- Advertisements in school publications or school mailings.
- Free product samples, taste tests or coupons of a product, or free samples displaying advertising of a product.

Corporate brand names, logos, and trademarks for companies that market products that comply with the USDA Smart Snacks in School nutrition standards will not be prohibited because they offer some non-compliant food or beverage items in their product line. Likewise, the marketing restrictions do not apply to clothing or other examples of expression which include brand information for non-compliant food or beverage items.

As the District, school athletic department, and parent teacher associations review existing contracts and consider new contracts, equipment and product purchasing (and replacement) decisions should reflect the applicable marketing guidelines established by the District wellness policy.

#### **E. Celebrations and Rewards.**

All foods offered during the school day on the school campus will meet or exceed the USDA Smart Snacks in School nutrition standards. Foods and beverages will not be used as a reward or withheld as punishment for any reason. The District's School Nutrition Services will make available a list of healthy party ideas to parents and teachers, including non-food celebration ideas, and a list of foods and beverages which meet Smart Snack nutrition standards.

#### **F. Food Sale Fundraising.**

Foods and beverages that meet or exceed the USDA Smart Snacks in Schools nutrition standards may be sold through fundraisers on the school campus during the school day. Fundraising groups are encouraged to choose non-food fundraisers, and to consider healthy fundraising ideas. Notwithstanding this provision, each school may allow up to nine bake sales or other fundraising food sales of non-compliant foods (i.e., that do not meet Smart Snack standards), which are no more than one day in duration each.

#### **G. Nutrition Promotion.**

The District will promote healthy food and beverage choices for all students throughout the school campus, as well as encourage participation in school meal programs. This promotion will include.

- Implementation of at least one or more evidence-based healthy food promotion techniques in the school meal programs using methods included in the Smarter Lunchroom Movement, which may be found at:

***<https://www.smarterlunchrooms.org/scorecard-tools/smarter-lunchrooms-strategies>***

- Ensuring 100% of foods and beverages promoted to students during the school day meet the USDA Smart Snacks in School nutrition standards. Additional promotion techniques that the District and individual schools may use are available through the Smart Food Planner of the Alliance for a Healthier Generation, available at:

***<https://www.healthiergeneration.org/our-work/business-sector-engagement/improving-access-to-address-health-equity/smart-food-planner>***

#### **H. Nutrition Education.**

The District will teach, model, encourage and support healthy eating by all students.

- Nutrition education shall be included in the health curriculum so that instruction is sequential and standards-based and provides students with the knowledge, attitudes, and skills necessary to lead healthy lives.
- Nutrition education posters will be displayed in each school cafeteria.
- Consistent nutrition messages shall be disseminated throughout the school.

Schools should provide additional nutrition education that:

- Is designed to provide students with the knowledge and skills necessary to promote and protect their health;
- To the extent practicable is integrated into other classroom instruction through subjects such as math, science, language arts, social sciences and elective subjects;
- May include enjoyable, developmentally-appropriate, culturally-relevant and participatory activities, such as cooking demonstrations or lessons, promotions, taste-testing, farm visits and school gardens;
- Promotes fruits, vegetables, whole-grain products, low-fat and fat-free dairy products and healthy food preparation methods;
- Emphasizes caloric balance between food intake and energy expenditure (promotes physical activity/exercise);
- Links with school meal programs, cafeteria nutrition promotion activities, school gardens, Farm to School programs, other school foods and nutrition-related community services;
- Teaches media literacy with an emphasis on food and beverage marketing; and
- Includes nutrition education training for teachers and other staff.

#### **a. PHYSICAL ACTIVITY.**

The District will provide physical education consistent with national and state standards. Physical activity during the school day (including but not limited to recess, classroom physical activity breaks or physical education) **will not be withheld** as punishment for any reason.

##### **A. Classroom Physical Activity Breaks.**

In addition to any recess periods provided in the ordinary daily schedule, students will be offered **periodic opportunities** to be active or to stretch throughout the day.

##### **B. Before and After School Activities.**

The District offers opportunities for students to participate in physical activity after school through interscholastic and intramural sports and clubs.

**C. Walking and Biking to School.**

The District will support walking or biking to school by students or faculty only if determined safe by the building principal.

**IV. OTHER ACTIVITIES TO PROMOTE STUDENT WELLNESS.**

The District will endeavor to integrate wellness activities across the entire school setting, not just in the cafeteria or physical education and athletic facilities. In furtherance of this objective, each school in the District will identify a list of physical activities with a requirement to engage in one or more each school year.

**V. PROFESSIONAL LEARNING.**

When feasible, the District will offer annual professional learning opportunities and resources for staff to increase knowledge and skills about promoting healthy behaviors in the classroom and school (e.g., increasing the use of kinesthetic teaching approaches or incorporating nutrition lessons into math class).

42 U.S.C. 1751, Richard B. Russell National School Lunch Act 42 U.S.C. 1771, Child Nutrition Act of 1966

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

The Healthy Hunger-Free Kids Act of 2010 7 C.F.R 210, National School Lunch Program

7 C.F.R 220, School Breakfast Program RSA 189:11-a, Food and Nutrition Programs

N.H. Dept. of Education Administrative Rule - Ed 306.04 (a)(20), Wellness

N.H. Dept. of Education Administrative Rule - Ed 306.11 (g), Food and Nutrition Services

N.H. Dept. of Education Administrative Rule - Ed 306.38 (b)(1)b, Family and Consumer Science Education Program (middle schools)

N.H. Dept of Education Administrative Rule - Ed 306.40, Health Education Program

Adopted: July 19, 2006 Revised: June 30, 2016

Revised: June 19, 2019 Revised and recoded to JLCF: June 21, 2023

**Raymond School District Policy - GBE**

**EMPLOYEE RIGHTS AND RESPONSIBILITIES**

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

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

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

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

## Raymond School District Policy - GBEA

### STAFF ETHICS

All employees of the District are expected to maintain high standards in their conduct both on and off duty. District employees are responsible for providing leadership in the school and community. This responsibility requires the employee to maintain standards of exemplary conduct. To these ends, the Board adopts the following statements of standards. District employees will adhere to the standards enunciated in this Policy in the decision-making process involving their interactions with students, the school community, colleagues, parents and the public.

**A. Adoption and Incorporation of Standards of Code of Ethics for New Hampshire Educators.** The Board incorporates by reference and adopts as independent ethical standards relative to employment in the District, the provisions of the New Hampshire Code of Ethics for New Hampshire Educators (the “NH Code of Ethics”), as the same may be amended by the State from time to time.

**B. Additional Ethical Standards.**

In addition to the ethical standards set forth in the New Hampshire Code of Ethics, and without limiting the application thereof to District employment, employees will:

- Make the well being of students the fundamental value of all decision-making and actions.
- Staff members shall maintain a reasonable standard of care for the supervision, control and protection of students commensurate with their assigned duties and responsibilities.
- Maintain just, courteous, and proper relationships with students, parents, staff members, and others.
- Fulfill their job responsibilities with honesty and integrity.
- Direct any criticism of other staff members toward improving the District. Such constructive criticism is to be made directly to the building administrator.
- Obey all local, state, and national laws.
- Obey and implement the School Board’s policies, administrative rules and regulations.
- Avoid using position for personal gain through political, social, religious, economic, or other influence.
- Maintain the standards and seek to improve the effectiveness of the profession through research and continuing professional development.
- Honor all contracts until fulfillment or release.
- Maintain all privacy and confidentiality standards as required by law.
- Exhibit professional conduct both on and off duty.

**C. Dissemination.**

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

**Legal References:**

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

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

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

Adopted: August 1, 2002  
Revised: October 5, 2011  
Revised: October 2, 2019

**Raymond School District Policy - GBEAB**

**MANDATORY CODE OF CONDUCT REPORTING - ALL EMPLOYEES**

**A. General.**

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

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

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

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

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

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

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

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

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

**C. Self-Reporting of Certain Crimes.**

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

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

**D. Provisions Applicable to Principals.**

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

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

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

**F. Procedures.**

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

**G. Dissemination.**

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

Legal References:

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

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

Adopted: April 6, 2022

**Raymond School District Policy - GBEB**

**STAFF CONDUCT**

**A. General Provisions.**

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

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

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

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

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

**C. Dissemination.**

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

**Legal References:**

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

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

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

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

*RSA 189:13, Dismissal of Teacher*

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

*RSA 189:14-d, Termination of Employment*

Adopted: April 6, 2022

## Raymond School District Policy GBEBB

### EMPLOYEE-STUDENT RELATIONS

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 law 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 behavioral health and nursing 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.
14. Staff may utilize a bulk text notification system that delivers group text notifications and alerts to a student's personal cell phone, provided that:
  - "Bulk notification" is defined as three or more members;
  - The notification system is authorized by the Superintendent;

## Raymond School District 2023-2024 Employee Handbook

- The parent/guardian provides prior written permission for their child to receive the text notifications/alerts from specific staff member(s) for each school year;
- The parent/guardian receives the same notifications as sent to the child when the parent/guardian elects to receive such messaging; and
- Staff will not text message individual students.

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

Revised: July 20, 2022

**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 - GBEF/JICL**

**SCHOOL DISTRICT INTERNET ACCESS FOR STUDENTS AND STAFF**

The School Board recognizes that technological resources can enhance staff performance by offering effective tools to assist in providing a quality instructional program, facilitating communications with parents/guardians, staff, and the community, supporting District and school operations, and improving access to and exchange of information. The Board expects all staff to learn to use the available technological resources that will assist them in the performance of their teaching. As needed, staff shall receive training, lessons and instruction in the appropriate use of these resources.

Staff shall be responsible for the appropriate use of technology and shall use the District's technological resources primarily for purposes related to staff teaching and education. Staff are hereby notified that there is no expectation of privacy on district computers, computer files, email, internet usage logs, and other electronic data.

The Superintendent or designee shall ensure that all District computers with Internet access have a technology protection measure that prevents access to visual depictions that are obscene or pornographic and that the operation of such measures is enforced. The Superintendent or designee may disable the technology protection measure during use by an adult to enable access for bona fide research, educational or other lawful purpose.

The Superintendent shall establish administrative regulations and an Acceptable Use Agreement that outlines staff obligations and responsibilities related to the use of District technology. He/she also may establish guidelines and limits on the use of technological resources. Inappropriate use may result in a cancellation of the staff member's user privileges, disciplinary action, and/or legal action in accordance with law, Board policy, and administrative regulations.

The Superintendent or designee shall provide copies of related policies, regulations, and guidelines to all staff. Staff shall be required to acknowledge in writing that they have read and understood the District's Acceptable Use Agreement.

**Legal References:**

RSA 194:3-d, School District Computer Networks

47 U.S.C. §254, Requirements For Certain Schools – Internet Safety

20 U.S.C. §6777, Enhancing Education Through Technology – Internet Safety

Appendix: GBEF-R/JICL-R

Adopted: September 1, 2010

Revised/Combined Policy (JICL Formerly EGA): December 7, 2022

**Raymond School District Policy - GCCBC**

**FAMILY AND MEDICAL LEAVE ACT**

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

**1. Employee Eligibility under the Federal FMLA**

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

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

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

**3. FMLA Eligibility Periods**

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

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

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

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

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

**b. 12-Month Period for Military Caregiver Leave**

Eligible employees may use up to 26 weeks of unpaid family and medical leave during a single 12-month period to care for a spouse, child, parent, or next of kin of an eligible service member or veteran with a serious injury or illness. The 12-month period for military caregiver leave is calculated separately from the 12-month period for family and medical leave taken for other qualifying reasons (as outlined above in Section 3(a)). The 12-month

period for military caregiver leave is calculated from the first day that the leave is taken for this purpose. Any military caregiver leave that is not taken within this specific 12-month period is forfeited.

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

#### **4. Limitations on FMLA Leave**

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

#### **5. Special Rules for Instructional Employees**

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

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

#### **6. Notice by Employee**

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

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

#### **7. Coordination with Other Leave**

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

#### **8. Fitness for Duty Certificate**

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

#### **9. Employment and Benefits Protection**

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

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

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

#### **Statutory Reference:**

*Title 29 § 2601 et seq.*

Adopted: March 3, 1994

Revised: August 1, 2002

Revised: March 18, 2020

Revised: June 16, 2021

**Raymond School District Policy – JICK**

**STUDENT SAFETY AND VIOLENCE PREVENTION  
Bullying and Cyberbullying**

I. Definitions (RSA 193-F:3)

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

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

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

2. **Cyberbullying.** Cyberbullying is defined as any conduct defined as “bullying” in this policy that is undertaken through the use of electronic devices. For purposes of this policy, any references to the term bullying shall include cyberbullying.

3. **Electronic devices.** Electronic devices include, but are not limited to, telephones, cell phones, computers, pagers, electronic mail, instant messaging, text messaging, and websites.

4. **School property.** School property means all real property and all physical plant and equipment used for school purposes, including public or private school buses or vans.

5. **Parent.** Any reference in this policy to “parent” shall include parents or legal guardians.

6. **Covered Areas:** In accordance with RSA 93-F:4, the District reserves the right to address bullying and, if necessary, impose discipline for bullying that:

1. Occurs on, or is delivered to, school property or a school-sponsored activity or event on or off school property; or
2. Occurs off of school property or outside of a school-sponsored activity or event, if the conduct interferes with a student’s educational opportunities or substantially disrupts the orderly operations of the school or school-sponsored activity or event.

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

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

including harassment, based on handicap or disability, the Raymond School District will apply the procedures under its *“ACE- Procedural Safeguards-Nondiscrimination on the Basis of Handicap/Disability.”*

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

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

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

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

### False Reporting

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

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

### Reprisal or Retaliation

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

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

### Process To Protect Students From Retaliation

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

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

These plans may be revised as circumstances warrant.

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

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

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

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

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

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

Staff and Volunteers

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

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

Students

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

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

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

Parents

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

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

Additional Notice and School District Programs

## Raymond School District 2023-2024 Employee Handbook

The Board may, from time to time, host or schedule public forums in which it will address the anti-bullying policy, discuss bullying in the schools, and consult with a variety of individuals including teachers, administrators, guidance counselors, school psychologists and other interested persons.

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

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

#### Student Reporting

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

#### Staff Reporting

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

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

In order to satisfy the reporting requirements of RSA 193-F:6, the Principal or designee shall be responsible for completing all New Hampshire Department of Education forms and reporting documents of substantiated incidents of bullying, annually. Said forms shall be completed within 10 school days of any substantiated incident.

Upon completion of such forms, the Principal or designee shall retain a copy for him/herself and shall forward one copy to the Superintendent. The Superintendent shall maintain said forms in a safe and secure location.

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

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

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

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

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

1. Upon receipt of a report of bullying, the Principal or designee shall, within 5 school days, initiate an investigation into the alleged act. If the Principal is directly and personally involved with a complaint or is closely related to a party to the complaint, then the Superintendent shall direct another district employee to conduct the investigation.

2. The investigation may include documented interviews with the alleged victim, alleged perpetrator and any witnesses. All interviews shall be conducted privately, separately and shall be confidential. Each individual will be interviewed separately and at no time will the alleged victim and perpetrator be interviewed together during the investigation.

3. If the alleged bullying was in whole or in part cyberbullying, the Principal or designee may ask students and/or parents to provide the District with printed copies of e-mails, text messages, website pages, or other similar electronic communications.

4. A maximum of 10 school days shall be the limit for the initial filing of incidents and completion of the investigative procedural process.

5. Factors the Principal or other investigator may consider during the course of the investigation, including but not limited to:

- A. Description of incident, including the nature of the behavior;
- B. How often the conduct occurred;
- C. Whether there were past incidents or past continuing patterns of behavior;
- D. The characteristics of parties involved, (name, grade, age, etc.);
- E. The identity and number of individuals who participated in bullying behavior;
- F. Where the alleged incident(s) occurred;
- G. Whether the conduct adversely affected the student's education or educational environment;
- H. Whether the alleged victim felt or perceived an imbalance of power as a result of the reported incident; and
- I. The date, time and method in which parents or legal guardians of all parties involved were contacted.

6. The Principal or designee shall complete the investigation within 10 school days of receiving the initial report. If the Principal needs more than 10 school days to complete the investigation, the Superintendent may

grant an extension of up to 7 school days. In the event such extension is granted, the Principal shall notify in writing all parties involved of the granting of the extension.

7. Whether a particular action or incident constitutes a violation of this policy shall require a determination based on all facts and surrounding circumstances and shall include recommended remedial steps necessary to stop the bullying and a written final report to the Principal.

8. Students who are found to have violated this policy may face discipline in accordance with other applicable board policies, up to and including expulsion. Students facing discipline will be afforded all due process required by law.

9. Consistent with applicable law, the District will not require or request that a student disclose or provide to the District the student's username, password, or other authenticating information to a student's personal social media account. However, the District may request to a student or a student's parent/legal guardian that the student voluntarily share printed copies of specific information from a student's personal social media account if such information is relevant to an ongoing District investigation.

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

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

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

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

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

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

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

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

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

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

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

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

XV. Appeal

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

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

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

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

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

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

XVII. Capture of Audio Recordings on School Buses

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

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

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

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

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

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

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

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

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

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

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

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

- Adopted: March 1, 2001
- Revised: August 1, 2002
- Revised: August 4, 2004
- Revised: November 19, 2008
- Revised: October 20, 2010
- Revised: June 6, 2012
- Revised: March 2, 2016
- Revised: October 29, 2018
- Revised: June 2, 2021 (Call letters update only)

**Raymond School District Policy - JICFA**

**HAZING**

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

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

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

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

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

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

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

Statutory Reference:  
RSA 631:7

Adopted: August 1, 2002

**Raymond School District Policy - JLF**

**REPORTING CHILD ABUSE OR NEGLECT**

**A. Statutorily Mandated Reporting – All Persons.**

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

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

The report should contain:

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

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

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

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

**1. Request for Assistance in Making Initial Report.**

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

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

## Raymond School District 2023-2024 Employee Handbook

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

### 2. Principal's Action upon Receiving Report.

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

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

### 3. Requirements for Reporting of Other Acts.

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

### **C. Signage and Notification.**

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

### **D. Training Required.**

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

#### Legal References:

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

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

RSA 169-C, Child Protection Act

RSA 169-C, 29-39, Reporting Law

RSA 189:72, Child Abuse or Neglect Information

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

Adopted: May 3, 1971, December 6, 1984

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

Revised: November 20, 2019

### Annual Notification of Building Occupants

On October 22, 1986 the President of the United States signed into law the Asbestos Hazard Emergency Toxic Substances Control Act (TSCA). Under the Asbestos Hazard Emergency Response Act, the Environmental Protection Agency (EPA) was directed to promulgate regulations which would require Local Education Agencies (LEAs) to address asbestos problems in their school buildings. In accordance with the statute, and the regulations issued on October 30, 1987 (52 FR 41826), LEAs are required to inspect school buildings for asbestos-containing materials (ACBM), develop management plans, and implement response actions.

A written plan has been developed for managing these materials while they remain in place. This plan is on file in my office.

ASBESTOS COORDINATOR: Todd Ledoux  
Director of Safety and Facilities  
603-895-3394  
[t.ledoux@sau33.com](mailto:t.ledoux@sau33.com)

LOCAL EDUCATION AGENCY: Raymond School District

SCHOOL BUILDING: All School District Buildings