

# **LINCOLN-WOODSTOCK COOPERATIVE SCHOOL DISTRICT**

# **STAFF HANDBOOK**

REVISED 2022-2023



Approved: February 8, 2023

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(The full Policy Manual is available online here: <a href="https://www.lin-wood.org/policies">https://www.lin-wood.org/policies</a> .)	

# HANDBOOK ACKNOWLEDGEMENT

## Lincoln-Woodstock Cooperative School District Staff Handbook Acknowledgement

I understand and agree that nothing in the Staff Handbook creates, or is intended to create, a promise or representation of continued employment and that employment for the Lincoln-Woodstock Cooperative School District is at-will, which may be terminated at the will of either the Lincoln-Woodstock Cooperative School District or myself based on the terms of individual contracts and collective bargaining agreements. Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I understand and agree that employment and compensation may be terminated with or without cause and with or without notice at any time by the Lincoln-Woodstock Cooperative School District or myself based on the terms of individual contracts and collective bargaining agreements.

I have received the handbook and I understand that it is my responsibility to read and comply with all School District policies including the policies contained in this handbook and any revisions made to it.

---

Employee Name

---

Employee Signature

---

Date

*\*Please remove/print this page, sign, and forward to the Superintendent's Office.\**

## INTRODUCTION

The purpose of this handbook is to provide information regarding procedures and policies pertaining to Lin-Wood Public School. All Lin-Wood staff must be cognizant of this document as well as the Strategic Plan and the Student/Parent Handbook. Staff is also responsible to familiarize themselves with all policies of the Lin-Wood School District, as they are bound by law to abide by and implement said policies. All district policies are available on the School Board page of the district website and in a binder that is available upon request in the main office. Specific questions about this handbook or district policies should be directed to the proper administrator or SAU personnel.

This handbook is a living document, in a constant state of review and revision. Your input is always welcome!

## ADMINISTRATION CONTACTS

<u>Name</u>	<u>Title</u>	<u>Office Location</u>	<u>Phone</u>
Dr. Judith McGann	Superintendent	SAU Office	(603) 745-2051 ext. 212
Debbie O'Connor	Financial Manager	SAU Office	(603) 745-2051 ext. 211
Mary Steady	Dir. of Pupil Services	Middle/High School	(603) 745-2214 ext. 232
Mark Pribbernow	Principal	Middle/High School	(603) 745-2214 ext. 200
Jason Robert	Assistant Principal	Elementary School	(603) 745-2214 ext. 248
Trey Aldridge	Dir. of Technology	Middle/High School	(603) 745-2214 ext. 231
Mark Houde	Dir. of Bldgs. & Grounds	Middle/High School	(603) 745-2214 ext. 242

## SUBSTITUTE SCHEDULING CONTACT

<u>Name</u>	<u>Title</u>	<u>Office Location</u>	<u>Phone</u>
Sheila Rich	Elementary Admin. Asst.	Elementary School	(603) 745-2214 ext. 233 (603) 348-1715 (cell)

Email addresses for all Lin-Wood staff members are: first initial last name @lin-wood.org  
Example: John Doe would be jdoe@lin-wood.org

# SCHOOL YEAR CALENDAR

## LIN-WOOD PUBLIC SCHOOL CALENDAR 2022-2023



### AUGUST 2022

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

(3 DAYS)

### SEPTEMBER 2022

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

(20 DAYS)

### OCTOBER 2022

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

(19 DAYS)

### NOVEMBER 2022

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

(18 DAYS)

### DECEMBER 2022

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

(16 DAYS)

### JANUARY 2023

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

(20 DAYS)

### FEBRUARY 2023

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

(17 DAYS)

### MARCH 2023

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

(19 DAYS)

### APRIL 2023

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

(15 DAYS)

### MAY 2023

S	M	T	W	T	F	S
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

(22 DAYS)

### JUNE 2023

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

(11 DAYS)

	FIRST/LAST DAY OF SCHOOL
	NO SCHOOL
	NO SCHOOL-TEACHER IN-SERVICE
	EARLY DISMISSAL-PARENT CONFERENCES
	AMERICAN EDUCATION WEEK

August 23 - 25	Teacher In-Service Days	Dec. 23 - Jan. 2	Holiday Recess
August 29	First Day of School	January 16	Martin Luther King Jr. Day
September 2 - 5	Labor Day Weekend	February 13	Teacher In-Service Day
October 7	Teacher In-Service Day	Feb. 27 - Mar. 3	Winter Recess
October 10	Columbus Day	March 14	Teacher In-Service Day/Town Mtg. Day
November 11	Veteran's Day	April 24 - 28	Spring Recess
November 14 - 18	American Education Week	May 29	Memorial Day
November 16	Early Dismissal - Parent Conferences	June 15	Last Day of School
November 23 - 25	Thanksgiving Recess		

Please note: This calendar may be changed by School Board action or by inclement weather conditions. School cancellations, e.g., snow days may extend the school year. Snow make-up days if needed: June 16, 19, 20, 21, and 22.

INTERIM CLOSURES	INTERIM DISTRIBUTED	REPORT CARD CLOSURES	REPORT CARD DISTRIBUTED
September 30	October 6	November 10	November 17
December 16	December 22	January 27	February 3
March 8	March 15	April 7	April 14
May 12	May 19	June 15	June TBD

Approved: 02/09/2022



## NOTICE OF NONDISCRIMINATION

Under New Hampshire law and Board policy, no person shall be excluded from, denied the benefits of, or subjected to discrimination in the District's public schools because of their age, sex, gender identity, sexual orientation, race, color, marital status, familial status, disability, religion, or national origin. Discrimination, including harassment, against any student in the District's education programs, on the basis of any of the above classes, or a student's creed, is prohibited. Finally, there shall be no denial to any person of the benefits of educational programs or activities, on the basis of any of the above classes, or economic status.

Harassment of students other than on the basis of any of the classes or categories listed above is prohibited under Board policy JICK Pupil Safety and Violence Prevention.

The School District is an Equal Opportunity Employer. The District ensures equal employment opportunities without regard to age, color, creed, disability, gender identity, marital status, national origin, pregnancy, race, religion, sex, or sexual orientation. The District will employ individuals who meet the physical and mental requirements, and who have the education, training, and experience established as necessary for the performance of the job as specified in the pertinent job description(s).

Discrimination against and harassment of school employees because of age, sex, race, creed, religion, color, marital status, familial status, physical or mental disability, genetic information, national origin, ancestry, sexual orientation, or gender identity are prohibited. Additionally, the District will not discriminate against any employee who is a victim of domestic violence, harassment, sexual assault, or stalking.

This notice refers to, but is not limited to, the provisions of the following laws:

- Titles IV, VI, and VII of the Civil Rights Act of 1964 - race color, national origin
- The Age Discrimination in Employment Act of 1967
- The Age Discrimination Act of 1975
- Title IX of the Education Amendments of 1972 (Title IX) - sex
- Section 504 of the Rehabilitation Act of 1973 (Section 504) - disability
- Title II of The Americans with Disabilities Act of 1990 (ADA)
- RSA 354-A, State commission for Human Rights
- RSA 193-F, Student Safety and Violence Protection Act
- RSA 275:71, Prohibited Conduct by Employer
- RSA 193:38, Discrimination in Public Schools
- RSA 186:11, XXXIII, Discrimination

## CORE VALUES, BELIEFS, AND LEARNING EXPECTATIONS LINCOLN-WOODSTOCK COOPERATIVE SCHOOL DISTRICT SCHOOL BOARD MISSION STATEMENT

The Lin-Wood Public School and the communities of Lincoln and Woodstock will provide research-based, diverse learning opportunities and a relevant, integrated curriculum in a safe, supportive environment. We will empower our students to participate in economic, educational and community service endeavors as functional, responsible citizens.

# LEARNING EXPECTATIONS

## **I. ACADEMIC COMPETENCIES**

### **A. Self-directed learning**

- a. Sets appropriate, realistic long- and short-term goals.
- b. Develops plans independently with a clear timeline for completion.
- c. Works independently and efficiently and self-monitors within the learning activity.
- d. Evaluates own performance by identifying strengths & weaknesses, demonstrating receptivity to constructive criticism, and thinking independently to raise self-awareness & gain a broader perspective.

### **B. Critical thinking**

- a. Recognizes problems presented in given situations.
- b. Grasps or constructs meaning from given material.
- c. Uses learned material, or implements material in new and concrete situations.
- d. Is able to break down or distinguish the parts of material into its components so that its organizational structure may be better understood.
- e. Produces work that reflects unique, organized, and comprehensive thinking.
- f. Draws conclusions that are well-supported, logical, and complete, using information that is accurate, high-quality, and relevant.

### **C. Effective communication**

- a. Communicates relevant ideas with logical organization and focus, appropriately uses language and tone, and fully engages the audience.
- b. Organizes thoughts with a precise focus, connecting ideas in a logical and creative way, using extensive vocabulary, appropriate tone, and exemplary grammar, usage, and mechanics.
- c. Produces work that is highly organized and effectively portrays the topic or ideas, product shows depth of understanding, a high level of clarity, & craftsmanship.

## **II. SOCIAL COMPETENCIES**

### **A. Collaboration**

- a. Listens respectfully, shares with and supports the efforts of all team members, provides effective feedback to other members, relays a great deal of information which all relates to the topic. Consistently offers opinions and invites others to share ideas.
- b. Focuses on the task, is self-directed, completes the task on time, and exceeds expectations of work quality.
- c. Distributes tasks appropriately, is helpful to others, and is focused on what needs to be done.
- d. Demonstrates a willingness to consider alternative ideas, assume varied roles, and employ a variety of problem-solving strategies.

### **III. CIVIC COMPETENCIES**

#### **A. Caring and responsible citizenship**

- a. Demonstrates awareness of school & community expectations and accepts responsibilities for actions.
- b. Exhibits honesty and a commitment to personal, school & community principles.
- c. Supports school and community endeavors by participating in an appropriate manner.

## **CLASSROOM INFORMATION**

### **I. CLASSROOM APPEARANCE**

- A. Bulletin boards and classroom displays should be both student and teacher oriented.
- B. Rooms are to be kept orderly – student clothing, books, projects are to be neat.
- C. There should be no writing on desks, chairs or any school furniture.
- D. Stickers should not be put on any school furniture/property.
- E. Do not use tape on the walls.

### **II. USE/CARE OF MATERIALS**

- A. Materials should be used wisely, avoid waste.
- B. Remember to store materials properly and clean as needed.
- C. Students should be instructed in the proper care of textbooks. All textbooks that are carried home on a regular basis should be covered. Papers are not to be kept between pages in hardbound texts to avoid damage to the book's binding. A record should be kept of all textbooks issued to students. Students should not write in their textbooks. (*New Textbooks should be stamped and numbered.*)

### **III. CLASSROOM MAINTENANCE**

- A. To assist the custodians, the following will be completed at the close of each school day:
  - a. Make certain all windows are closed and locked.
  - b. Each student should check the immediate area surrounding their desks and remove any excess dirt or papers.
  - c. Audio-visual equipment and computers should be turned off and stored in its proper place.
  - d. Lights should be turned off and classroom doors closed (fire regulation).



# SUPERVISION OF STUDENTS

## I. ATTENDANCE –

### Taking Attendance

- A. Attendance should be taken during homeroom each morning by the teacher/class advisor and inputted into the current attendance system by 8:00 AM K-12.
- B. Students who are tardy (the 7:45 AM bell is the tardy bell) should sign in at the office *and bring the teacher a tardy slip*. Consistency is important.
- C. The office will email a copy of the daily attendance before the end of first period.
- D. The District is liable for missing students. It is important to know who is here or missing should there be an emergency evacuation.
  - a. Early Dismissals
    - i. All students to be dismissed early must have a green early dismissal note from the office and must sign-out in the office.
  - b. Tardy
    - i. Tardy to School: A student should pick up a pink tardy slip at the office and sign in when late for homeroom (or to school).
    - ii. Class Tardiness: When an unexcused tardy to class occurs, a tardy slip should be turned into the Principal's mailbox at the end of the day for each class that student was tardy.

### DIRECTIONS for inputting HOMEROOM Attendance

1. Login to the student management system (ALMA) school portal.
2. Click on Homeroom.
3. Click on the Attendance tab.
4. Under Class Status select the appropriate choice for each student from the pull down menu.
5. Save Attendance in the lower right corner.

## II. END OF YEAR PROCEDURES

- A. The following is a checklist that will need to be completed by all teachers (and other staff members as necessary) before leaving for summer break. Exit interviews will also be scheduled with the appropriate school administrator.

FINAL EXAMS (copy of) to Administrator	PERMANENT RECORDS <b>K-5</b>
SOFTWARE INVENTORY	6-12 grades need to be verified with Guidance Office staff.
INVENTORY (Books, equipment, supplies and software)	ORDERS/Requisitions
KEYS – <i>If you need to keep them contact the Director of Buildings and Grounds.</i>	HOMEROOM TEACHERS – Lockers have been inspected
CUSTODIAL NEEDS – put in writing <b>SPECIAL REQUESTS OF ANY KIND (cleaning, paint, repairs etc.)</b>	
PROMOTE/RETAIN LIST <b>K-5 by grade and A &amp; B class lists 6-12 is done by Guidance and submitted to the Administration.</b>	SUMMER ADDRESS (if different from school year address) provided to .
CLASSLIST K-5 This is now on the new form (1 form for this and Promotion Retention )	All textbooks have been collected and accounted for. Confirm though the main office if a bill has been sent home for missing texts and a copy given to the Guidance department.

### **III. FIELD TRIP PROCEDURES**

Use white Field Trip Request Form

- A. All field trips must have an educational purpose clearly supporting and/or applying the curriculum and instruction being taught.
- B. At least one week before a field trip the following people must be notified:
  - a. School nurse (for any medical needs).
  - b. Elementary or High School office (for informational purposes).
  - c. Special Education personnel (please note that if there are students requiring significant accommodations then the special education personnel should be notified at least a month in advance.)
  - d. Cafeteria staff.
- C. Parent permission slips must be signed by all parents for liability purposes. A generic slip is available on the shared drive.
  - a. Make sure all permission slips are completed and returned at least one week before the trip.
- D. Other important information:
  - a. A list of students and chaperones who are on each bus or in each private vehicle must be given to the appropriate school office.
  - b. All staff will be expected to ride in the buses with students.
  - c. There will be at least one chaperone for every six students in the Elementary and ten students in the Middle/High School.
  - d. It is expected that students will be chaperoned at all times and within sight of their chaperones for the safety and security of students.
  - e. Any adult transporting students is expected to have proof of insurance on file at the High School office.
  - f. Medical emergency sheets are to be in a sealed envelope and given to the appropriate persons. This means that if parents or community members are transporting students, they will have the emergency information in a sealed envelope only to be opened in case of an emergency.
  - g. Check with the main office and the School District website calendar for conflicts.
  - h. Get approval from Principal.
  - i. Submit Transportation Request Form.
  - j. Complete Staff Absence Form (in advance) so a substitute will be hired.
  - k. Give a list of students to the office, to teachers, and to the kitchen a week in advance.
  - l. Give a list of students to the Guidance Secretary to have Medical Release forms pulled for every student on trip. Do not wait until that day. A child may not have a form on file.
  - m. Attendance – Office needs a list of students (in alphabetical order) who actually go on the trip. The students will be entered in attendance as FT for Field Trip.

### **IV. FIRE, EVACUATION, AND ALL HAZARD DRILLS**

- A. Please review all information received regarding procedures for drills, evacuations, and emergency operations. It is the responsibility of each staff member to be familiar with all emergency plans and assigned duties in emergency situations.
- B. Fire Evacuation routes should be posted in each classroom close to the door.
- C. In the event of a real emergency situation, staff should as always, use safe and wise judgment.

### **V. MEDICATION**

- A. Any student needing to take any kind of medication must see the School Nurse.
- B. The School Nurse or designee has procedures to follow regarding dispensing of medication according to School Board Policy.

## **VI. STUDENT DISCIPLINE**

- A. Be consistent.
- B. Make it known to students the first week of school what is expected of them and follow through.
- C. It is expected that all minor discipline problems will be handled by the classroom teacher.
- D. Let the office know when you are sending a student to the Principal.
- E. Behavior warnings and parent conferences should be used to help with disciplinary problems.
- F. Student Conduct Code: See Student/Parent/Guardian Handbook

Philosophy of Discipline: This school is a community for learning, and only behavior that allows for the flourishing of the community will be accepted. Students are asked to practice these four school-wide expectations – Be Prepared, Be Respectful, Be Responsible, and Be Safe. Activities that endanger others or that detract from the learning process will not be tolerated.

Each teacher's expectations, as well as school rules, should be reviewed on an on-going basis and documented in plan books.

## **VII. STUDENTS SENT TO THE OFFICE**

- A. Students who are sent to the office from class should either have a written note from the teacher with an explanation of the student's errand, or the teacher should call the office to explain.
- B. Do not send students to the office to get a staff member's mail. Confidential items are often put in mailboxes.

# **RECORD KEEPING**

## **A. CONFERENCE and/or COURSE APPROVAL**

- a. Frontline is used to record all PD requests/approvals/documentation of conference attendance. All conferences need to be approved prior to attending.
- b. In order to have a conference pre-paid the registration form must be submitted in Frontline at least three (3) weeks prior to the conference date to allow time for administration approvals.

## **B. INTERIMS**

- a. Midway through each quarter parents will be called and reminded to check their child(ren)'s grades in the parent portal of the student management system. Be sure that your plan book is up to date at these times so parents have an accurate feel for how their students are progressing. Please follow report card instructions to add comments.

## **C. PLANS/GRADES**

- a. All plans will be stated with the main concept and objective of the lesson including page numbers.
- b. The plans should be available at all times for supervisors and turned over to supervisors when they come to observe. Substitute folder should also be available and ready.
- c. Special instructions should be kept in the plan book including duties, evacuation procedures, etc.
- d. Grades should be kept up to date and should be documented for quarterly grades.

#### **D. REPORT CARDS**

- a. Report Cards are distributed quarterly.
- b. Report cards will be delivered electronically through the student management system (ALMA). Paper copies of the report cards will be provided if electronic delivery through the student management system (ALMA) is not available.
- c. New teachers will be provided training from their mentors on completing Report Cards and other tasks in the student management system (ALMA).

#### **E. RETENTION**

- a. Research has shown that retention for students has not been educationally beneficial looking at the long term. In the rare case retention is being considered, the classroom teacher should work closely with the building administrator, parent, and guidance counselor in making this decision. The decision should be documented in the student's file.

Whenever possible parents/guardians of students in grades K-5 will be notified of retention by April 1<sup>st</sup> of each year. Parents/Guardians of students in grades 6-12 will receive a letter after the third marking period if there is a possibility of retention. If an 8<sup>th</sup> grade student fails two (2) or more classes, the student will not be eligible to participate in Continuation. In order to be assigned to 9<sup>th</sup> grade, the student must successfully complete summer school. It is Board Policy that the professional staff will make the determination about retention and promotion.

#### **F. STAFF/TEACHER ABSENCES**

- a. All staff (this includes, **paraprofessionals and all other support staff**) must contact the person in charge of scheduling subs. (*Please follow the rules the person in charge of scheduling substitutes establishes.*) Please let him/her know of any bus/lunch, etc. duties that you may have on that day.
- b. A staff **ABSENCE FORM** must be completed prior to planned absence or upon return to work for unscheduled absences.

#### **G. SUBSTITUTE PREPARATION**

- a. Plans should be completed and ready for the substitute. Class lists, attendance directions and duties should be included.
- b. Emergency Sub Plans should be in the office or in an easily accessible spot in the classroom. If Sub Plans are kept in the classroom, the location of the Plans must be known to the main office staff.

### **SPECIAL EDUCATION SERVICES**

#### **I. RESPONSIBILITY OF CLASSROOM TEACHERS:**

##### **A. REFERRAL:**

- a. The District's goal is for every student to be successful, if a student is struggling or is in danger of failing, every effort should be made to assist that student. If a student is not making progress (according to progress monitoring, benchmark assessments, NWEA, etc.), it is the classroom teacher's responsibility to put interventions in place to attempt to address the student's issues. Interventions should be strategies that are different from or in addition to what the rest of the students receive for instruction. These interventions should be in place for at least three weeks during which data will be collected to determine whether or not the interventions are making an impact. An alternative intervention plan should be implemented and documented over another three-week period. If after two classroom intervention cycles the student is still not making adequate progress as measured by regular (at least weekly) curriculum-based assessments,

this data should be brought to the attention of the building level special education case manager who will bring the data to the SIT Team. This team, which consists of special education case managers, guidance counselors, related services professionals, and the Director of Pupil Services will review the data provided by the classroom teacher and will make the determination as to whether a special education referral should be made or whether there are other strategies that should be implemented prior to or instead of a special education referral.

#### **B. EVALUATION:**

- a. If a student is referred to special education, the classroom teacher will be asked to attend the referral meeting and to share concerns with the parent and the rest of the team. Additionally, the classroom teacher will be asked to cooperate with specialists performing special education assessments by being flexible about having students leave class as required to complete evaluations in a timely manner compliant with all federal and state deadlines. The classroom teacher may also be asked to participate in the evaluation process by completing forms or questionnaires and by participating in the evaluation team meeting after testing has been completed.

#### **C. IDENTIFICATION/IMPLEMENTATION:**

- a. If a student is identified, the classroom teacher will assist in the development and implementation of the IEP as an IEP team member for any student in his/her charge. This may include modification of teacher expectations, instructional approaches, curriculum and/or other arrangements as specified in the IEP. The classroom teacher will also be asked to assist in the supervision of any classroom support staff working with special education students and case managers as well as to monitor the student's progress and communicate with the case manager on a regular basis. Finally, the classroom teacher will be asked to report to the case manager formally on a quarterly basis regarding the student's progress and annually via the "teacher input form" and participation in the annual IEP meeting to assist in drafting the student's IEP for the next year.

## **SCHOOL PROCEDURES**

### **I. DAILY NOTICES**

- A. Each day, daily announcements will be sent to staff e-mail addresses. These should be read to students in homeroom by the teacher.
- B. If a teacher or other staff member has an announcement to include in the daily notices, the announcement information should be emailed to the Middle/High School administrative assistant by 2:30 PM the previous day. Put "Daily Announcement" as the subject.
- C. Classroom interruptions will be kept to a minimum.

### **II. MAIL**

- A. **USPS** - A postal meter is available in the Middle/High School mail office for school related mail only. *Please use mailing labels (with return address) on large envelopes - they look more professional.* STAMPS for personal mail are not available. The post office is right across the street.
- B. **UPS** - To have something shipped UPS, please wrap the package and drop it off at the Middle/High School main office. When dropping off the package, please include the following information on a separate paper:
  - a. Company name.
  - b. Complete resident address of company (not a mailing address).
  - c. What you are sending.
  - d. Weight, dimension, and value of package.
  - e. Name of person sending the package.

- f. The administrative assistant will call to schedule the package for pick-up.
- C. **Returns** – You are responsible for calling the company when you receive the wrong items, are short an item, or simply want to return it. Many companies have to have RETURN AUTHORIZATION #'s on the packages for proper credit.
- D. The mail will be sorted on a daily basis and put in staff mailboxes. Please make sure to empty mailboxes daily and check for any expected packages.

### **III. OFFICE FORMS**

- A. There are a number of forms that are kept in the main offices of each building. Office staff can tell you where to find any forms. There are also forms on the Shared Drive (H:) under Staff Forms or on the shared Google Drive.
- B. Samples of a number of important forms are included in the appendices of this handbook.

### **IV. ORDERING/RECEIVING SUPPLIES**

General supplies are available through the office. Request forms are in the main office of each building. A list of supplies is posted on the bulletin board in the offices near the mailboxes. Please put completed general supply request form in the administrative assistant's mailbox.

**To put in a requisition for any supplies that need to be ordered staff members must do the following:**

- Fill out a budget requisition form. Please be sure that all the accurate information has been provided.
- Turn the form into the Principal for approval.
- The form will then be forwarded to the financial manager. A purchase order including a purchase order number will be generated. **NO ORDERS ARE TO BE MADE WITHOUT A PURCHASE ORDER NUMBER.**
- The staff member will receive a **BLUE PURCHASE ORDER “RECEIVING” COPY** of the purchase order indicating the order has been placed. Please save this blue copy.
- The staff member will be notified when a package has been received. It is the staff members' responsibility to make sure everything in the order has arrived.
- Match the packing list to the **blue “receiving” copy**. When all items in the order have been received, the staff member should sign the **blue “receiving” copy** and place the signed copy in the SAU mailbox.

### **V. PERSONAL VEHICLE USAGE/SCHOOL VAN USAGE**

- A. Per School Board Policy EEAG, if a staff member or member of the public is using a personal vehicle to transport students for school related activities (field trips, sports, ELO, etc.) a certificate of insurance for the vehicle/driver must be on file with the Middle/High School main office. Form EEAG-R must additionally be completed. Copies of policy EEAG and form EEAG-R are included in the appendix of this handbook.
- B. Please make sure the appropriate school building Administrator is aware each time students will be traveling in a private vehicle for a school sponsored event or activity.
- C. All employees with a valid driver's license may drive the school van for school based needs (drive students, professional development, etc.). Please contact the Middle/High School Administrative Assistant to check van availability and for sign-out procedures.

### **VI. TELEPHONES**

- A. Telephones should be used for School District purposes only.
- B. All staff members with telephones should set up voicemail including name. Information on voicemail set-up and other telephone functions is included in the appendices of this handbook.



## GENERAL INFORMATION

### I. CLASS ADVISORS and Advisors of Clubs/Activities

Class Advisors and/or Clubs such as FBLA, Drama, Chorus, Kanc Connection, Student Councils, etc. should pick- up an Advisors booklet from the office.

### II. KEY CARDS/DOORS

Key cards are issued to staff members yearly. These cards are used as staff member photo identification as well as to access school buildings. The cards are programmed for each staff member's individual use only and should not be shared. All staff members must be out school buildings by 10:45 PM or the alarm will sound.

Please keep in mind the first staff member to enter either of the school buildings on any given day, will have to disarm the alarm system. *Staff members will be given the code for the school building assigned.*

- Middle/High School alarm key pads are located at the Main entrance and the Library entrance.
- Elementary alarm key pad is located at the back entrance (facing the back parking area).

Key card identification is provided to each staff member with the idea that it will be used with care. If a card is misplaced, please notify the technology department in order for the card to be disabled and a new card issued. There is a \$5.00 for a replacement fee for lost or damaged cards. Lanyards are available from the office. Please do not keep key cards on a regular key chain as the card will break.

DO NOT leave school building doors ajar or rig the doors to remain open.

### III. SCHEDULE

Sample schedules for the Middle and High Schools can be found in the appendix of this document.

### IV. STAFF ACCIDENT/INJURY REPORTING

If a staff member has an accident while at work, the building supervisor must be notified as soon as possible. A staff accident report must be completed and turned into the Superintendent's office. The "Supervisor and Employee Report of Accidents" are located in the Elementary and Middle/High School offices. The Superintendent's office has five (5) days from the date of injury to file a "First Report of Injury" to the State of NH and the School District's insurance company per the NH Worker's compensation Laws. Penalties are imposed if these deadlines are not met.

### V. TEACHER-ADVISOR PROGRAM

Teachers in the Middle/High school will have advisory groups that they see daily.

## NEW STAFF

**WELCOME** to the Lin-Wood Public School Team! To better understand the roles and responsibilities of being a member of the Lin-Wood team, there are five documents that all staff members should review:

- **Lincoln-Woodstock Teacher's Master Contract ~  
Lincoln-Woodstock Support Staff's Master Contract**
- **Professional Development Plan**
- **Staff Handbook**
- [Strategic Plan](#)
- [Student/Parent Handbook](#)

**FAQs** regarding teaching responsibilities and general information:

***What time does the work day begin and end?***

Unless otherwise instructed by a building Administrator, staff members are expected to report to school by 7:15 AM and may leave at 3:00 PM. On Fridays staff members may leave after students are dismissed.

***When is payday?***

Staff members are paid bi-weekly on Fridays. A pay period schedule will be provided to staff members upon hire and at the beginning of each school year.

***What do I do when I need a substitute?***

Staff members may request a full or half day substitute. All staff members (including paraprofessionals and other support staff) must contact the person in charge of scheduling substitutes as soon as it is known a school day will be missed. This includes days missed for approved workshops and conferences. *Please follow the rules the person in charge of scheduling substitutes establishes for contacting.* When requesting a substitute, make sure an acknowledgement of the request has been received in return from the sub scheduler. A staff **ABSENCE FORM** must be completed for absences of any kind. Absence forms are available in the main office of each school building.

***When and where to eat?***

The cafeteria is open all morning for coffee and morning snacks. There are morning breaks scheduled for all students. Morning snack break times vary depending on students' grade levels. Lunch is served to all students between 10:45 AM and 1:00 PM. Staff members have an opportunity to break for lunch sometime during the students' lunch. Staff lunch times vary depending on study hall coverage and other assigned duties. Staff members may sign-up for school lunch accounts through [MySchoolBucks](#) online or see the Food Service Director.

***What about email?***

Each staff member is provided a lin-wood.org email address. Staff members are expected to check email at least once per day and use email to communicate. Students have school email accounts that allow them to email staff members ONLY.

***What about the use of Technology?***

The District's Technology Plan clearly states that technology is to be used as a tool to enhance instruction and should be integrated into teaching as much as possible. Students are each assigned a *Chromebook* and/or *iPad* for school work/educational purposes only. Additional computers are available in the Library.

***Where are Documents saved?***

Each staff member has a folder on the shared H: Drive for saving documents. Shared forms and documents can be found on the H: Drive or the shared *Google Drive*. The office staff in each building may be able to help locate a form or document that cannot be found by searching the shared drives.

***What about the Dress Code?***

The official dress code policy is listed in the policy appendix of this handbook. The main take-away from the policy is staff members should dress in a professional manner.

### **Lin-Wood Life:**

Lin-Wood has a number of traditions that are a part of every school year. To give new staff members a sample, following is a list of a few traditions from each season:

#### ***FALL***

Homecoming - Homecoming generally takes place on a Saturday in October. There is usually a pep rally on the Friday prior to Homecoming. Homecoming provides a wonderful opportunity for new staff members to get to know the kids and community in a non-academic setting.

HS/MS Wellness Day - Wellness Days occur in each season and involve exposing students to physical activities of all kinds (familiar and unfamiliar). This is a half-day during which afternoon classes are cancelled and students sign up for various activities. Staff members are expected to supervise.

Veterans Day Assembly - Veterans Day is an important event in the Lin-Wood community. Veterans are invited to visit the school and be escorted into the assembly by their school age children/grandchildren etc. The students do various readings, poems, songs, and presentations to honor the vets. Expect that morning classes will be canceled on the day the assembly is scheduled.

American Education Week – American Education Week honors public education. Lin-Wood students, staff members, and the community are celebrated during this week which falls in the middle of November.

#### ***WINTER***

Ski Season - Skiing is a popular sport in New Hampshire's north country and many Lin-Wood students enjoy the sport! Expect members of the Middle and High School Ski Teams to miss part of a day for practice and a full day for meets each week. Although it is the responsibility of the Ski Team members/students to prepare for and complete missed assignments, teachers with small class sizes may have to adjust lesson plans.

Winter Carnival – Winter Carnival is a tradition in many north country schools including Lin-Wood. The Middle School students spend the day before February break and High School students a day and a half before break on winter activities and games. This is a competition between classes in the High School and just a fun day for Middle School students.

Winter Activity – One day per week during the winter season, Elementary students have a half a day of Winter Activities. Students have several options ranging from skiing and sledding to indoor activities. Staff supervises the various activities.

Thornton Basketball Game - Once a winter, the Middle School Basketball Teams will play Thornton in a day game that generally takes place after lunch. Middle School classes are canceled for the afternoon and the whole group goes to watch the game and to offer an opportunity to teach about appropriate behavior in a public venue. This is done to encourage the students to come out and watch their classmates play (and also because Thornton's gym is too small for spectators)

HS/MS Wellness Day - Wellness Days occur in each season and involve exposing students to physical activities of all kinds (familiar and unfamiliar). This is a half-day during which afternoon classes are cancelled and students sign up for various activities. Staff members are expected to supervise.

PTSA Theme Baskets - This is a fund raiser in which the Elementary and Middle School classes

collect donations from the families in the class to fill a “Theme Basket” which will be auctioned off to support PTSA. The items in the basket all fit a particular theme (for example a “Movie Night” basket might have videos, popcorn, soda, candy, and a big fuzzy blanket). Staff members are expected to manage the collection, organization, and choice of themes. In the High School this is done by the Freshman, Sophomore, Junior, and Senior class structures.

### ***SPRING***

Spring Concert – Elementary, Middle, and High School gather during *Music in our Schools Month* to enjoy a preview of the spring concert. Usually 1-2 hours near the end of the day.

HS/MS Wellness Day - Wellness Days occur in each season and involve exposing students to physical activities of all kinds (familiar and unfamiliar). This is a half-day during which afternoon classes are cancelled and students sign up for various activities. Staff members are expected to supervise.

Elementary School Field Day – Field Day is a tradition at most elementary schools and generally takes place in June. It is a day of outside fun and contests.

### ***Clubs and Activities***

There are a variety different clubs, sports teams, and activities available to Lin-Wood students. Staff members are encouraged to participate, advise, and supervise.

## APPENDIX A: REFERENCE MATERIALS AND SAMPLE FORMS

## BUDGET REQUEST AND ORDER FORM

Requested by: \_\_\_\_\_ Company Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Date: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_  
 Phone #: \_\_\_\_\_  
 Fax #: \_\_\_\_\_  
 E-Mail: \_\_\_\_\_  
 Website: \_\_\_\_\_

Subject: \_\_\_\_\_ (ex. English, Science, Math...) Grade(s): \_\_\_\_\_

Category: \_\_\_\_\_ (ex. Supplies, Consumables, Books, Equipment...) Budget Year: \_\_\_\_\_

Object Code: \_\_\_\_\_ (ex. 610,615,640,730...)

PLEASE FILL OUT CLEARLY TO ENSURE PROPER ITEMS ARE ORDERED.

[illegible]

Directions: Use one form per company and per category/object code. Please obtain proper approvals to avoid delay. We will place orders as soon as possible after receipt. \*Priority # only needed during fall budget submission.

Approved by: \_\_\_\_\_  
Principal/Assistant Principal

Approved by: \_\_\_\_\_  
Superintendent

rev. 4/18/07

H:\SAU Share\SAU #88\Sharon Holt\Budget Requests\Budget Request and Order Form

### SAU #68 Course Reimbursement Form

18.1 Each teacher after one year with the District shall be entitled to take a total of three (3) courses per year which will be reimbursed at the lesser of the cost of the course taken or the graduate rate charged to New Hampshire residents at Plymouth State University for the same or an equivalent course. Teachers shall be reimbursed for one course per semester. The Board may grant more courses because of extenuating circumstances. Such reimbursements shall be limited to *\*twenty thousand dollars (\$20,000)* per school year. Teachers shall be reimbursed for only those courses that specifically relate to their area of teaching responsibility as determined by the Board. Only those courses with a grade of B or better will be reimbursed. If a teacher with less than one year with the District is required by administration to take a course, it will be reimbursed as per above.

18.2 Teachers may request that the cost of the course(s) be paid by the School District at the time of registration. Thirty days advance notice will be required by the Business Office to process payment. Teachers who do not complete the course or do not pass the course with a grade of B or better will be required to reimburse the District in full through payroll deduction. Within fifteen (15) days of receipt of final grade teacher will submit documentation to the SAU Office or payroll deduction will begin. Summer courses requiring prepayment will require an individual contract between the teacher and the School District.

*\*18.3 If the employee chooses to leave the employment of the Lin-Wood School District for employment in another teaching position within one year after the end of the classes for which the employee is reimbursed, the District may require a refund of the tuition paid for classes that have been taken within 12 months of departure.*

*\*New as of July 1, 2013*

#### Course Approval/Reimbursement Form

##### Approval

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

I would like approval for the following Course:

_____	_____	_____
Course Title	Tuition Amount	Credits
_____	_____	_____
Location	Dates	

Principal's Signature of Approval: \_\_\_\_\_

Superintendent's Signature of Approval: \_\_\_\_\_

**EMPLOYEE NOTE:** Keep this form and submit to principal when requesting payment for course.

Employee Signature: \_\_\_\_\_

(Attach receipts and grades)



# Memorandum

**To:** Staff  
**From:** Debbie O'Connor  
**Date:** 2/9/2023  
**Re:** Workshop Approval Procedures Using Frontline

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This memo is intended to clarify the procedures for submitting approvals for workshops that you attend in person or online. It is very important that the Workshop Approval process is completed in a timely manner so payments or purchase orders are run and arrangements for substitutes may be obtained once approval is authorized.

The district, upon approval by the principal, director of pupil services and/or the superintendent, may pay for workshops that you attend provided that the following criteria are met:

1. Staff member enters workshop approval request in Frontline Education PD System. See your building supervisor for access to Frontline system.
2. Attach any registration forms that are needed. Make sure you fill these out completely, including workshop and meal selections if applicable.
3. Online registration is common now and most groups will take school purchase orders online. Even though it is online, many workshops have you sign up for specific sessions. Make sure you put down your preferences so we can register you properly.
4. If you have already registered and/or paid in advance, please note that on Frontline. It is assumed that you have not registered, and we will register you upon receiving all of the proper approvals. If you have already paid for the workshop, please submit receipts so we can reimburse you. Prior approval should have been received to pay on your own.
5. Mileage is only approved if you are required to attend the workshop. If mileage is approved, travel at least 2-4 to car is required if multiple people are attending. The school van may also be requested for group travel for professional development.
6. District will pay for the workshop if you are approved to attend for professional development reasons. Mileage will not be paid, just workshop costs.
7. Once approved, the SAU will register the participant(s) for the workshop.
8. Once you obtain approval for your workshop, complete a Staff Absence Form request and forward to your supervisor.

**Lincoln-Woodstock Cooperative School District  
Supervisor and Employee Report of Accident**

Employee Name: \_\_\_\_\_ Employee Address: \_\_\_\_\_

Job Title: \_\_\_\_\_ Employee Phone #: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Location of Accident: \_\_\_\_\_

Date of Accident: \_\_\_\_\_ Time of Accident: \_\_\_\_\_

Date Accident Reported: \_\_\_\_\_ Time of Report: \_\_\_\_\_

Witness Name(s): \_\_\_\_\_

**Type of Accident:**

☐ No Injury      ☐ First Aid Only      ☐ Medical      ☐ Fatality

Restricted Duty?      ☐ NO      ☐ YES      If yes, number of days: \_\_\_\_\_

Lost Work Days?      ☐ NO      ☐ YES      If yes, number of days: \_\_\_\_\_

**Initial Treatment:**

☐ On-site school nurse      ☐ Emergency Room

☐ Urgent Care Facility      ☐ Physicians Office

☐ Other: \_\_\_\_\_

**Describe how the accident occurred:**

**Describe the nature of the injury including body part: (i.e. sprained left wrist)**

**What actions, events or conditions contributed to the accident:**

**What can be done to prevent this type of accident:**

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**Please report all accidents immediately.**

**Forward completed and signed report to: Debbie O'Connor, SAU Office.**

Revised: 12/1/2022

# TELEPHONE REFERENCE GUIDE

## Voice Mail Basics

### Changing Your PIN/Password, Your Name, and Recording Your Voicemail Greeting

- Dial the Voicemail Extension (usually x4000) from your phone
- Enter your PIN (Password)
- After any new messages have played, press the 5 Key for Advanced Options

Changing your Name: Press 3 and follow the recorded directions

Changing PIN/Password: Press 6 and follow the recorded directions

Recording your Greeting: Press 1 and follow the recorded directions

### Checking Your Voicemail

#### 1) From your phone:

- Lift Handset
- Press lighted MESSAGE button
- Enter Password (PIN) OR
- Lift the Handset
- Dial your VM Extension
- Enter Password (PIN)

#### 2) Using Crexendo Web Portal:

- Log into your Crexendo Web Portal
- Double-click the message to play through PC's speakers

#### 3) From outside line:

- Dial 877-282-4524
- Enter 10-digit Direct Dial number for your phone
- Enter your ID (Extension Number)
- Enter Password (PIN)

## Voicemail Message Options

#### 1) Delete Voicemail Message:

- Press 7

#### 2) Forward to another user's voice mailbox:

- Press 8 Key

Forward *without* introductory message:

- o Press 8

Forward *with* introductory message:

- o Press 1
- o Record your introductory message
- o Press 2 to save the message
- o Enter the Extension Number where the message is to be forwarded followed by #

#### 3) Rewind or Fast Forward an email message:

- While listening to the message:
  - o **Rewind** - Press 4
  - o **Fast Forward** - Press 6The message will rewind or advance a few seconds each time you press the key.

4) **"Skip" the header announcement** and go directly to the message by pressing the pound (#) key.

## Transfer Calls

### Transferring a Call – Blind Transfer

#### 1) Transfer before answering:

- Press the Forward Softkey
- Enter the number or extension the call is to be transferred to
- Press the Send Softkey or the # key

#### 2) Transfer after answering:

- Press the Transfer Softkey
- Enter the number or extension the call is to be transferred to • Hang up the phone

## Transferring a Call – Attended (Warm) Transfer

- Press the Transfer Softkey
- Enter the number or extension the call is to be transferred to
- When the person answers, make the introduction, then
- Hang up the phone  
If no answer or the caller does not wish to be transferred to voicemail, press Cancel Softkey to return to the call

## Transferring a Call Directly to Another Extension's Voicemail

- Press the Transfer Softkey
- Enter \*10 plus the extension of the voice mailbox the call is to be transferred to
- Press the Transfer Softkey again.

## Speaker Phone

### How to Use Speaker Phone

#### 1) Before making a call:

- Begin dialing without picking up the handset






#### 2) During a call: • Press the Speaker Button

## Intercom

### How to Use Intercom

- Employee A picks up his phone, dials \*71 and the extension of Employee B.
- Employee A can begin speaking immediately and his voice will be projected over the speaker of the phone belonging to Employee B.
- Employee B can either pick up the headset of his phone to speak privately or simply continue the conversation using the speakerphone.

## What do the icons on your phone mean?

	Mute function. While on mute the party you are speaking with will not hear you. To turn on/off the mute, press the "MUTE" button on/off during a call.
	This icon will flash when you have missed a call. To view call information press the View Softkey. While viewing a missed call, press Send to dial, Delete to remove from your call history, or Menu to return to your home display.  When viewing Call history, this icon will not be blinking, but still indicates there was a missed call.
	You have call forwarding activated. Refer to the <b>Forwarding Your Phone</b> instructions above.
<b>DND</b>	You have activated your Do Not Disturb function. Refer to the <b>Activating Do Not Disturb on your Phone</b> instruction above.
	When blinking, indicates that you have a new voicemail. Refer to the <b>Checking Your Voicemail</b> instructions above.
	Blinking indicates there is a problem with your phone's connection to the internet. Unplug your phone's power and recheck all plugs and cables. Check your internet connection.

## 2022 – 2023 HIGH SCHOOL SCHEDULE OF PERIODS

Monday Schedule		Tuesday Schedule		Wednesday Schedule		Thursday Schedule		Friday Schedule	
Homeroom	7:45 AM – 7:50 AM	Homeroom	7:45 AM – 7:50 AM	Homeroom	7:45 AM – 7:50 AM	Homeroom	7:45 AM – 7:50 AM	Homeroom	7:45 AM – 7:50 AM
1	7:52 AM – 8:43 AM	1	7:52 AM – 9:22 AM	1	7:52 AM – 8:43 AM	Advisory/ Wellness/ SEL/Clubs/Class Meetings	7:52 AM – 9:22 AM	1	7:52 AM – 8:43 AM
2	8:45 AM – 9:36 AM			2	8:45 AM – 9:36 AM			2	8:45 AM – 9:36 AM
Break	9:36 AM – 9:41 AM	Break	9:22 AM – 9:27 AM	Break	9:36 AM – 9:41 AM	Break		Break	9:36 AM – 9:41 AM
3	9:41 AM – 10:32 AM	3	9:29 AM – 10:59 AM	3	9:41 AM – 10:32 AM	2	9:29 AM – 10:59 PM	3	9:41 AM – 10:32 AM
4	10:34 AM – 11:25 AM			4	10:34 AM – 11:25 AM			4	10:34 AM – 11:25 AM
5	11:27 AM – 12:18 PM	5	10:59 AM – 12:29 PM	5	11:27 AM – 12:18 PM	4	10:59 AM – 12:29 AM	5	11:27 AM – 12:18 PM
Lunch	12:18 PM – 12:46 PM	Lunch	12:29 PM – 12:58 PM	Lunch	12:18 PM – 12:46 PM	Lunch	12:29 PM – 12:58 PM	Lunch	12:18 PM – 12:46 PM
6	12:46 PM – 1:37 PM	7	1:00 PM – 2:30 PM	6	12:46 PM – 1:37 PM	6	1:00 PM – 2:30 PM	6	12:46 PM – 1:37 PM
7	1:29 PM – 2:30 PM			7	1:29 PM – 2:30 PM			7	1:29 PM – 2:30 PM

## 2022 – 2023 MIDDLE SCHOOL SCHEDULE OF PERIODS

Monday – Friday Schedule	Time
Homeroom	7:45 AM – 7:50 AM
Specials	7:52 AM – 8:35 AM
1	8:35 AM – 9:33 AM
Break	9:33 AM – 9:42 AM
2	9:42 AM – 10:40 AM
DEAR / Advisory/Recess/ Lessons	10:40 AM – 11:50 AM
Lunch	11:50 AM – 12:15 PM
3	12:15 PM – 1:15 PM
4	1:15 PM – 2:15 PM
Homeroom	2:15 PM – 2:30 PM

## APPENDIX B: SCHOOL DISTRICT POLICIES

It is required that all staff review the Lincoln-Woodstock Cooperative School District Policies. The policy manual can be found on the School's website under the "District" tab and "Policies": [www.linwood.org/policies](http://www.linwood.org/policies). Specific key policies are included in this document.

### SECTION A FOUNDATIONS AND BASIC COMMITMENT

<a href="#">AC</a>	<a href="#">Non-Discrimination Policy / Equal Opportunity</a>
<a href="#">AC-E</a>	<a href="#">Annual Notice of Contact Information</a>
<a href="#">ACAC</a>	<a href="#">Title IX Sexual Harassment Policy &amp; Grievance Process</a>
<a href="#">ADB</a>	<a href="#">Drug Free Workplace Policy (Also GBEC)</a>
<a href="#">ADC</a>	<a href="#">Tobacco Product Ban</a>

### SECTION B BOARD GOVERNANCE AND OPERATION

<a href="#">BGAA</a>	<a href="#">Policy Development, Adoption, and Review</a>
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### SECTION E SUPPORT SERVICES

<a href="#">EBBB</a>	<a href="#">Accident Reports</a>
<a href="#">EBCB</a>	<a href="#">Fire Drills and All Hazard Drills</a>
<a href="#">EEAG</a>	<a href="#">Use of Private Vehicles to Transport Students</a>
<a href="#">EEAG-R</a>	<a href="#">Statement of Insurance on Private Vehicles</a>
<a href="#">EGAA</a>	<a href="#">Acceptable Internet Use Offsite Procedure</a>
<a href="#">EGAD</a>	<a href="#">Copyright Compliance</a>
<a href="#">EHAA</a>	<a href="#">Staff Personnel Computer Security, Email ,and Internet Communications</a>
<a href="#">EHAB</a>	<a href="#">Data Security</a>

### SECTION G PERSONNEL

<a href="#">GBE</a>	<a href="#">Staff Rights and Responsibilities</a>
<a href="#">GBEA</a>	<a href="#">Staff Ethics</a>
<a href="#">GBEAB</a>	<a href="#">Mandatory Code of Conduct Reporting – All Employees</a>
<a href="#">GBEBA</a>	<a href="#">Staff Dress Code</a>
<a href="#">GBGD</a>	<a href="#">Worker's Compensation Temporary Alternative Work Program</a>
<a href="#">GBJA</a>	<a href="#">Health Insurance Portability and Accountability Act (HIPPA)</a>
<a href="#">GCO</a>	<a href="#">Evaluation of Professional Staff</a>
<a href="#">GDB-R</a>	<a href="#">Support Staff</a>
<a href="#">GDO</a>	<a href="#">Evaluation of Support Staff</a>

### SECTION I INSTRUCTION

<a href="#">IKB</a>	<a href="#">Homework</a>
<a href="#">IKB-R</a>	<a href="#">Homework Procedure</a>

### SECTION J STUDENTS

<a href="#">JFCH</a>	<a href="#">Alcohol Use on School Property</a>
<a href="#">JG</a>	<a href="#">Assignment of Students to Classes and Grade Level</a>
<a href="#">JGA</a>	<a href="#">Code of Conduct for School-Sponsored Trips</a>
<a href="#">JGB-R</a>	<a href="#">Procedures for School-Sponsored Trips</a>
<a href="#">JGD/JGE</a>	<a href="#">Suspension and Expulsion</a>
<a href="#">JGD-R</a>	<a href="#">Student Suspension</a>
<a href="#">JGE-R</a>	<a href="#">Student Expulsion (Dismissal)</a>
<a href="#">JI</a>	<a href="#">Student Rights and Responsibilities</a>
<a href="#">JIC</a>	<a href="#">Student Conduct</a>



<a href="#">JICA</a>	<a href="#">Student Dress</a>
<a href="#">JICD</a>	<a href="#">Student Conduct, Discipline &amp; Due Process</a>
<a href="#">JICD-R</a>	<a href="#">Memorandum of Understanding – Safe School Zones</a>
<a href="#">JICH</a>	<a href="#">Student Substance Abuse</a>
<a href="#">JICI</a>	<a href="#">Dangerous Weapons on School Property</a>
<a href="#">JICK</a>	<a href="#">Pupil Safety and Violence Prevention (Bullying)</a>
<a href="#">JLCD</a>	<a href="#">Administering Medicine to Students</a>
<a href="#">JLCD-R</a>	<a href="#">Administering Medicine to Students – Procedure</a>

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## **AC - NONDISCRIMINATION, EQUAL OPPORTUNITY EMPLOYMENT, AND DISTRICT ANTI-DISCRIMINATION PLAN**

### **A. Prohibition Against Discrimination of Students in Educational Programs and Activities.**

Under New Hampshire law and Board policy, no person shall be excluded from, denied the benefits of, or subjected to discrimination in the District's public schools because of their age, sex, gender identity, sexual orientation, race, color, marital status, familial status, disability, religion, or national origin. Discrimination, including harassment, against any student in the District's education programs, on the basis of any of the above classes, or a student's creed, is prohibited. Finally, there shall be no denial to any person of the benefits of educational programs or activities, on the basis of any of the above classes, or economic status.

Harassment of students other than on the basis of any of the classes or categories listed above is prohibited under Board policy JICK Pupil Safety and Violence Prevention.

### **B. Equal Opportunity of Employment and Prohibition Against Discrimination in Employment.**

The School District is an Equal Opportunity Employer. The District ensures equal employment opportunities without regard to age, color, creed, disability, gender identity, marital status, national origin, pregnancy, race, religion, sex, or sexual orientation. The District will employ individuals who meet the physical and mental requirements, and who have the education, training, and experience established as necessary for the performance of the job as specified in the pertinent job description(s).

Discrimination against and harassment of school employees because of age, sex, race, creed, religion, color, marital status, familial status, physical or mental disability, genetic information, national origin, ancestry, sexual orientation, or gender identity are prohibited. Additionally, the District will not discriminate against any employee who is a victim of domestic violence, harassment, sexual assault, or stalking.

### **C. Policy Application.**

This Policy is applicable to all persons employed or served by the District. It applies to all sites and activities the District supervises, controls, or where it has jurisdiction under the law, including where it (a) occurs on, or is delivered to, school property or a school-sponsored activity or event on or off school property; or (b) occurs off of school property or outside of a school-sponsored activity or event, if the conduct interferes with a student's educational opportunities or substantially disrupts the orderly operations of the school or school-sponsored activity or event, as set forth in Board policy JICK, Pupil Safety and Violence Prevention. Examples of sites and activities include all District buildings and grounds, school buses and other vehicles, field trips, and athletic competitions.

### **D. District Anti-Discrimination Plan.**

No later than October 15, 2020, the Superintendent shall develop and provide to the Board for approval, a coordinated written District Anti-Discrimination Plan (the "Plan") to include guidelines, protocols and procedures intended to prevent, assess the presence of, intervene in, and respond to incidents of discrimination.

Among other things, the Plan should include provisions, and recommendations with respect to resources, policies, complaint procedures, student education programs, Plan dissemination and training appropriate to carrying out the Plan objectives stated in the preceding paragraph.

In developing the Plan, the Superintendent is encouraged to seek input from appropriate groups of the school and local community and coordinate with the District's Human Rights [*Non-Discrimination*] Officer and Title IX and 504 Coordinators.

No less than once every two years (off years from review of the District's Suicide Prevention Plan per Policy JLDDB), the Superintendent shall update the District Anti-Discrimination Plan, and present the same to the Board for review. Such Plan updates should be submitted to the Board in time for appropriate budget consideration.

E. Human Rights [or Non-Discrimination], Title IX, 504 and other Coordinators or Officers.

The Superintendent shall assure that District and or building personnel are assigned to the positions listed below. Each year, the Superintendent shall prepare and disseminate as an Appendix AC-E to this Policy an updated list of the person or persons acting in those positions, along with their District contact information, including telephone number, email, postal and physical addresses.

Human Rights Officer

Title IX Coordinator

504 Coordinator

The Appendix will also include current contact for relevant state and federal agencies including:

U.S. Department of Education, Office of Civil Rights

U.S. Department of Agriculture, Office of Civil Rights

N.H. Human Rights Commission

N.H. Department of Justice, Civil Rights Unit

N.H. Department of Education, Commissioner of Education

F. Complaint and Reporting Procedures.

Any person who believes that he or she has been discriminated against, harassed, or bullied in violation of this policy by any student, employee, or other person under the supervision and control of the school system, or any third person who knows or suspects conduct that may constitute discrimination, harassment, or bullying, should contact the District Human Rights Officer, or otherwise as provided in the policies referenced below under this same heading.

Any employee who has witnessed, or who has reliable information that another person may have been subjected to discrimination, harassment, or bullying in violation of this policy has a duty to report such conduct to his/her immediate supervisor, the District Human Rights Officer, or as provided in one of the policies or administrative procedures referenced below under this same heading. Additionally, employees who observe an incident of harassment or bullying are expected to intervene to stop the conduct in situations in which they have supervisory control over the perpetrator and it is safe to do so. If an employee knows of an incident involving discrimination, harassment, or bullying and the employee fails to report the conduct or take proper action or knowingly provides false information in regard to the incident, the employee will be subject to disciplinary action up to, and including, dismissal.

Investigations and resolution of any complaints shall be according to the policies listed below and related administrative procedures or regulations. Complaints or reports regarding matters not covered in one or the other of those policies should be made to the District Human Rights Officer.

1. Reports or complaints of sexual harassment or sexual violence by employees or third party contractors should be made under Board policy ACAC.
2. Reports or complaints of sexual harassment or sexual violence by students should be made under Board policy ACAC.
3. Reports or complaints of discrimination on the basis of disability should be made under Board policy ACE, except for complaints regarding facilities accessibility by disabled non-students or employees, which should be made under Board policy KED; and
4. Reports or complaints of bullying or other harassment of pupils should be made under Board policy JICK.

**G. Alternative Complaint Procedures and Legal Remedies.**

At any time, whether or not an individual files a complaint or report under this Policy, an individual may file a complaint with the Office for Civil Rights (“OCR”), of the United States Department of Education, or with the New Hampshire Commissioner for Human Rights.

1. Office for Civil Rights, U.S. Department of Education, 5 Post Office Square, 8<sup>th</sup> Floor, Boston, MA 02109-3921; Telephone number: (617) 289-0111; Fax number: (617) 289-0150; Email: OCR.Boston@ed.gov

*Note:* Complaints to OCR must be filed in writing no later than 180 days after the alleged act(s) of discrimination. OCR may waive its 180 day time limit based on OCR policies and procedures.

2. New Hampshire Commission for Human Rights, 2 Industrial Park Drive, Concord, NH 03301; Telephone number: (603) 271-2767; Email: humanrights@nh.gov

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

**H. Retaliation Prohibited.**

No reprisals or retaliation of any kind will be taken by the Board or by any District employee against the complainant or other individual on account of his or her filing a complaint or report or participating in an investigation of a complaint or report filed and decided pursuant to this policy, unless that person knew the complaint or report was false or knowingly provided false information.

**I. Administrative Procedures and Regulations.**

The Superintendent shall develop such other procedures and regulations as are necessary and appropriate to implement this Policy.

**J. Notice of Compliance.**

The Superintendent will provide notice of compliance with federal and state civil rights laws to all applicants for employment, employees, students, parents, and other interested persons, as appropriate.

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**AC-E - ANNUAL NOTICE OF CONTACT INFORMATION FOR HUMAN RIGHTS OFFICER, TITLE IX COORDINATOR, 504 COORDINATOR AND CIVIL RIGHTS AGENCIES**

Pursuant to Board policy AC, Non-Discrimination, Equal Opportunity Employment, and District Anti-Discrimination Plan, the District administration is directed to update and publish a list of current personnel and contact information for various positions and outside agencies relating to the District’s anti-discrimination policies.

## DISTRICT PERSONNEL:

### Human Rights Officer

Name: Dr. Judith McGann, Superintendent

Address: Lincoln-Woodstock Public School

78 Main Street #3, Lincoln NH 03251

Telephone: 603-745-2051 ext. 212

Email Address: jmcgann@lin-wood.org

### Title IX Coordinator

Name: Mary Steady, Director of Pupil Services

Address: Lincoln-Woodstock Public School

72 Linwood Drive, Lincoln NH 03251

Telephone: 603-745-2214 ext. 225

Email Address: msteady@lin-wood.org

### 504 Coordinator

Name: Mary Steady, Director of Pupil Services

Address: Lincoln-Woodstock Public School

72 Linwood Drive, Lincoln NH 03251

Telephone: 603-745-2214 ext. 225

Email Address: msteady@lin-wood.org

## OUTSIDE AGENCIES:

Office for Civil Rights, U.S. Department of Education; 5 Post Office Square, 8th Floor, Boston, MA 02109-3921; Telephone - 617-289-0111; Email - OCR.Boston@ed.gov

Office of Civil Rights, U.S. Dept of Agriculture; 1400 Independence Avenue, SW, Washington, D.C., 20250-9410; Telephone - 866-632-9992; Email – program.intake@usda.gov

N.H. Commission for Human Rights, 2 Industrial Park Drive, Concord 0330, Telephone - 603-271-2767; Email – humanrights@nh.gov

N.H. Department of Justice, Civil Rights Unit; 33 Capitol Street, Concord, NH 03301; Telephone – 603-271-1181

N.H. Department of Education, Commissioner of Education; 101 Pleasant Street, Concord, NH 03301, Telephone – 603-271-3494; Email - info@doe.nh.gov

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## **ACAC -TITLE IX SEXUAL HARASSMENT POLICY AND GRIEVANCE PROCESS**

### **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. 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 is set forth in Board Policy AC-E, which policy shall be updated and disseminated annually with the Title IX Coordinator’s name as set forth in Board policy AC.

### 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 his 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, 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; and
  4. Increased monitoring or supervision

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 E 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<sup>1</sup>;
5. Any respondent; and

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<sup>1</sup> 34 CFR 106.71 (a).

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<sup>2</sup> 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 based on sex (included in Board policy AC).
2. the title, name, office address, email address, and telephone number of the Title IX Coordinator (to be provided pursuant to Board policy AC and its addendum, updated annually, ACE);
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 considering the known circumstances.

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<sup>2</sup> 34 CFR 106.71 (a).

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, 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 Board policy GBEAB.*

##### 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<sup>3</sup> 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: discuss the availability of and offer supportive measures; consider the complainant's wishes with respect to supportive measures; inform the complainant of the availability of supportive measures with or without the filing of a formal complaint; and explain to the complainant the

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<sup>3</sup> The Title IX Coordinator may offer supportive measures to a complainant, even if the information from the complainant does not/does not appear to meet the full definition of sexual harassment under this Policy. Districts should consult with counsel before it "imposes" any supportive measures against a respondent.

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 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, 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.

#### **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 the District's code of conduct<sup>10</sup> 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 other wise 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 nonrenewal 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 80 days after filing the formal complaint.<sup>12</sup> 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. 10 days for reviewing information prior to conclusion of investigation
  - c. 10 days after receiving report to respond to report
  - d. 10 days for decision maker to allow initial questions
  - e. 10 days for responses to questions

- f. 10 days for questions and responses to follow-up questions.
  - g. 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 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 complainants 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 creditability 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 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,<sup>14</sup> 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 District’s applicable 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, 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 receipt of the written appeal, the Superintendent shall appoint a decision maker for appeal ("appeals decision maker"),<sup>4</sup> 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

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<sup>4</sup> Although the school board is not precluded from serving as a decision maker with respect to appeals, before it may do so, each member of the board must meet both the training and conflict of interest requirements described in Sections II.D and II.G. Such training may be provided on an as-needed basis, but because of necessary timelines, the framework will need to be in place long before a case is appealed.



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
8. In no event may the District offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

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**ADB - DRUG-FREE WORKPLACE & DRUG-FREE SCHOOLS POLICY**

Drug and alcohol abuse in the workplace or at school or in connection with school-sponsored activities on or off school grounds threatens the health and safety of our students and our employees and adversely affects the educational mission of the District. Accordingly, the District is committed to providing a drug and alcohol free learning environment and workplace.

**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 work place, 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 programs.

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; (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.

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### **ADC - PROHIBITIONS REGARDING USE AND POSSESSION OF TOBACCO PRODUCTS, E-CIGARETTES, AND E-LIQUIDS 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.** *These definitions shall also include any amendments to the referenced statutes as the same may be amended or replaced from time to time.*

- “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.
- “Device” means any product composed of a mouthpiece, a heating element, a battery, and electronic circuits designed or used to deliver any aerosolized or vaporized substance including, but not limited to, nicotine or cannabis. Device may include, but is not limited to, hookah, e-cigarette, e-cigar, e-pipe, vape pen, e-hookah, as well as any other object or item defined in RSA 126-K:2, II-a.
- “E-cigarette” means any electronic smoking device composed of a mouthpiece, a heating element, a battery, and electronic circuits that that may or may not contain nicotine or e-liquid. 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-b.
- “E-liquid” means any liquid, oil, or wax product containing, but not limited to, nicotine or cannabis intended for use in devices used for inhalation as well as any other substance included or defined in RSA 126-K:2, II-c.
- “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.
- “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, device, E-cigarette, E-liquid, or liquid nicotine in any facility, in any school vehicle or anywhere on school grounds maintained by the District including school sponsored activities.

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, device, E-cigarette, E-liquid, or liquid nicotine in any facility, in any school vehicle or anywhere on school grounds maintained by the District including school sponsored activities.

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, device, E-cigarette, E-liquid, 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 call/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.

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### **BGAA - POLICY DEVELOPMENT, ADOPTION AND REVIEW**

The development and adoption of policies that govern the School District is one of the School Board's most important functions. Board policies establish the goals, direction, and structure of the district under the authority of applicable statutes and regulations. In addition to policies required by state and federal laws and regulations, the Board adopts policies to provide direction to the Superintendent and other administrators in the management of the district, to guide the education program, and to provide clear expectations for school staff, students, and parents.

Board policies are intended to provide the framework for district operations and the educational system. In general, the operational details as to how policies will be implemented are contained in administrative procedures developed by the administration. However, the Board may adopt administrative procedures concerning its own operations, or when an issue is of sufficient legal importance to warrant a Board-level procedure.

- A. Policy Committee Responsibilities and Meetings. The Board's Policy Committee with the advice and counsel of the Superintendent, is responsible for recommending policies and policy actions to the full

Board for its consideration, including adopting new policies, revising existing policies and deleting obsolete policies.

- B. Policy Committee Meetings and Agendas. The Superintendent or his/her designee, in consultation with the Policy Committee Chair shall prepare all agendas for the meetings of the Policy Committee.
- C. Review of Existing Manual. The Policy Committee shall establish a schedule for reviewing existing Board policies and forming recommendations regarding the same for the Board.
- D. Procedures for Policy Development and Review.
  - 1. Individual Board members, Board standing or special committees, the Superintendent or other interested persons may submit policy suggestions, concerns, and/or drafts to the Policy Committee, in care of the Superintendent.
  - 2. The Superintendent or designee is responsible for notifying the Board and the Policy Committee of all policy updates and revisions provided by the New Hampshire School Boards Association. The Policy Committee will review such updates and make recommendations deemed appropriate under this policy.
  - 3. The Policy Committee, with the assistance of the Superintendent, will review and research policy suggestions and prepare draft policies, as appropriate. The Policy Committee may delegate research and initial drafting to other Board standing committees, to District staff or others at the discretion of the Policy Committee and the Superintendent. (E.g., a policy concerning computer use may first be delegated to the Technology Committee.) If a policy is referred to a committee, staff, professional or other person for initial review/drafting, the policy shall be reviewed by the Policy Committee before submission to the full Board.
  - 4. The Superintendent should seek counsel of the School Board's attorney or the New Hampshire School Boards Association when there may be a question of legality or proper legal procedure in the substance of any proposed or current board policy.
  - 5. The Policy Committee may also seek input from other affected persons and/or groups as appropriate.
  - 6. The Policy Committee will provide report to the full board a least six (6) times per year. The reports will include the Policy Committee's recommendations for new policies (including full text of policies/revisions to be considered for action by the Board), as well as recommendations for repeal of existing policies. Policy Committee reports should also include any information requested by the full board, and any other information deemed appropriate by the Policy Committee.
- E. Board Actions Required to Approve, Revise, or Repeal Policies. Any final action regarding the approval of a new policy, or revision or repeal of an existing policy, requires a majority vote of a quorum of the board at a public meeting.
  - 1. Policy Committee reports shall be placed on the agenda of a regular Board meeting and will be made part of the agenda package for that meeting.
  - 2. All new policies, and/or revisions to existing board policies are subject to a "first reading" by the full board to occur at a regular board meeting. (There is no requirement that proposed policies/revisions be read aloud at the meeting, although either a majority of the Board or the Chair may determine that actual reading is appropriate).
  - 3. The Board will allow opportunity for public comment on policy proposals per Board policy BEDH as follows: A period not to exceed 15 minutes will be set aside for citizens to address the Board. This period may be extended by a majority vote of the Board. Speakers will be allotted three (3) minutes per person.
  - 4. Any changes agreed upon or requested by the board during the first reading shall be made by the Superintendent, Superintendent's designee or Policy Committee prior to the second reading.



5. At the next Board meeting (or a later meeting if so, agreed by the Board), the policy shall be placed on the agenda for a second (or additional) reading, and action. Amendments may be made and acted upon at that meeting, or may be referred for further revision, etc.
6. Prior to final approval by the Board, each policy will be titled, dated, and coded consistent with the classification system used by the New Hampshire School Boards Association.
7. Board action regarding the adoption, revision, or repeal of policies will be included in the minutes of the meeting at which the official action is taken.
8. Approved policies become effective immediately unless the motion to approve the policy, or the policy itself, includes a specific implementation date.

**F. Suspension of Policy Process.**

1. The Board may adopt, amend, or repeal written policies at any meeting by a majority vote of Board members in attendance, provided that public notice of the proposed action was given at least five (5) days prior and that each Board member was notified of the proposed action. For purposes of notification, a meeting agenda delivered to each Board member is deemed sufficient if it identifies the policy to be acted upon.
2. On matters of unusual or unexpected urgency, the Board may waive the second meeting limitation and take immediate action to adopt a new policy or revise an existing policy.

**G. Policy Dissemination, Records, and Manual Updates.**

1. All Board policies, and any written administrative rules and regulations implementing such policies constitute governmental records and are subject to the provisions of RSA 91-A.
2. Notice of new, revised, and deleted policies should be provided to affected groups (i.e., school staff, students, parents) and posted on the district website and by other such appropriate means determined by the Superintendent.
3. The Superintendent shall retain permanently as government/School Board records copies of all policies deleted from the Board policy manual per Board retention policy EHB-R.
4. An up-to-date policy manual shall be maintained on the District's website with a hard copy, in the Superintendent's Office.

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**EBBB - ACCIDENT REPORTS**

**General Accident Reporting:** An accident report shall be required whenever an accident occurs:

1. in a school;
2. on a school playground; or
3. at any school-sponsored activity

which requires a student or employee to be:

1. out of class or absent from school;
2. necessitates the services of a health care provider (physician, advanced registered nurse practitioner, licensed physician's assistant or dentist);
3. requires first aid; or
4. which might reasonably be anticipated to give cause to an insurance or liability claim or case for liability at a later date.

The school district employee who witnessed or first responded to the accident must fill out an accident form as soon as possible, but in no event more than 24 hours of the accident. The form shall be submitted to the building principal and forwarded to the Superintendent. The building principal, or in the principal's absence the supervisor on duty at the time of the accident, shall assure that an accident form is completed in a

timely manner.

A. Insurance Notification:

For accidents which might lead to an insurance or liability claim, the Superintendent shall notify the District's liability carrier promptly.

B. Additional Reporting Required for Accidents Involving Death or Serious Injuries.

Within eight (8) hours of any accident involving a death which occurs during the school day, or on school property, the building principal or other supervisor on duty at the time, shall report the death to the Commissioner of the New Hampshire Department of Labor via telephone or email.

This initial report shall state as fully as possible the cause of the death and the place where the body of the deceased person was sent.

Within twenty-four (24) hours of any accident involving a serious injury which occurs during the school day, or on school property, the building principal or other supervisor on duty at the time, shall report the serious injury to the Commissioner of the New Hampshire Department of Labor via telephone or email. This initial report shall state as fully as possible the cause of the death and the place where the injured person was sent for medical evaluation or treatment. For the purposes of this provision, "serious injury" means an incident that results in amputation, lost or fracture of any body part, head injury or internal injury that necessitates hospitalization.

C. Training:

All staff shall receive annual training relative to accident and accident reporting protocols.

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### **EBCB - FIRE DRILLS AND ALL HAZARD DRILLS**

Under rules of the New Hampshire Department of Safety each school is required to conduct a fire evacuation drill each month that school is in session. However, pursuant to RSA 189:64, I, at least four (4) such drills shall be all-hazard response drills, and at least one (1) of those must test emergency response to an armed assailant. The armed assailant drill may be discussion based. The scheduling, as well as the types and manner of drills and exercises for the all-hazard drills shall be determined by the building principal in consultation with the Superintendent, and local public safety, emergency management, and public health officials. The school may include students and first responders in all-hazard response drills or activities as deemed appropriate by the building principal and Superintendent. The remaining fire evacuation drills should be *for each building* by the building principal in coordination with the local police and fire departments.

The purpose of such drills is to train students, under staff direction, to move safely, quickly, and quietly from any location within the building to an assigned evacuation area inside or outside the building or to lockdown the building and shelter in place. The evacuation routes and procedures shall be developed in collaboration with the same agencies identified above for scheduling, and in accordance with the District's annual Crisis Prevention and Emergency Response Plan. Records of such drills shall be kept in accordance with that Plan, Board policy EH, and administrative procedure EHB-R.

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### **EEAG - USE OF PRIVATE VEHICLES TO TRANSPORT STUDENTS**

Any use of private vehicles to transport students to or from school, field trips, athletic events, or other school functions, must have prior authorization by the Superintendent or his/her designee. The Board specifically forbids any employee to transport students, except the teacher's own children, for school purposes without prior written authorization by the Superintendent or his/her designee. Individuals providing unauthorized student transportation do so at their own expense and liability.

Any employee or private citizen using their own or a rented vehicle to provide school-authorized student transportation must have automobile liability insurance of not less than \$500,000 Combined Single Limit and provide a Certificate of Insurance naming the District as an Additional Insured. The District will maintain liability insurance, which will be in excess of the owner's primary insurance for authorized student



transportation.

Persons under contract with the school district to provide school transportation services must have a valid School Bus Driver Certificate/License in accordance with applicable rules and laws. All vehicles must be approved by the New Hampshire Department of Safety as meeting all applicable school bus safety standards. If operating a vehicle owned by a contracted carrier of passengers and designed to transport 16 or more passengers (including the driver), the provisions of Policy EEAE apply in place of this paragraph. Parents transporting their own children are exempt from this paragraph, per Department of Safety regulations.

Persons providing transportation on an incidental basis, i.e., not specifically as part of a contract to transport, must have a valid driver's license, and the vehicle used must have a current New Hampshire registration and inspection sticker. A commercial license is required for any vehicle that has a capacity of 16 or more.

No student shall be sent on school errands using any automobile. No student will transport another student for school authorized transportation.

Reimbursement for use of private vehicles may be made, but only if the employee or other person has prior approval of the Superintendent or designee.

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### **EEAG-R - STATEMENT OF INSURANCE ON PRIVATE VEHICLES**

School Year \_\_\_\_\_

School \_\_\_\_\_ Date \_\_\_\_\_

The School Board requires proof of insurance coverage in force on all private vehicles used for the transportation for all school-sponsored activities. The groups that may be transported include, but are not limited to, students, coaches, sponsors, faculty, and chaperones.

This form is to be completed for each private vehicle used for the transportation of school sponsored groups. It is valid for the school year in which it is filed. If the insurance policy expires or is cancelled during the school year, a new statement must be submitted.

#### **DRIVER INFORMATION**

Driver's Name \_\_\_\_\_ Age \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

New Hampshire Driver's License:

Type: \_\_\_\_\_ Number: \_\_\_\_\_

#### **VEHICLE INFORMATION**

Vehicle Make \_\_\_\_\_ Year \_\_\_\_\_ Model \_\_\_\_\_

Inspection Expiration Date: \_\_\_\_\_

License Tag \_\_\_\_\_

#### **INSURANCE INFORMATION**

Name of Insured(s) \_\_\_\_\_

Policy Number \_\_\_\_\_

Insurance Company \_\_\_\_\_

Policy period: From \_\_\_\_\_ To \_\_\_\_\_

This policy provides the following recommended limits of liability coverage for private passenger cars and qualified multipurpose passenger vehicles (MPV) being used to transport students on field trips and other activities:

- Combined Single Limit (CSL) or
- Bodily Injury Limit--per person/per accident.

[ ] Yes

[ ] No

Insurance Agent \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

I certify that insurance policies, subject to their terms, conditions, and exclusions are at present in force with the company indicated and that the information above is correct.

\_\_\_\_\_  
Signature of Owner/Insured

\_\_\_\_\_  
Date

This information above has been verified.

\_\_\_\_\_  
Signature of Principal or Designee

\_\_\_\_\_  
Date

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## **EGAA -SCHOOL DISTRICT INTERNET ACCESS/ACCEPTABLE INTERNET USE OFFSITE**

### Purpose:

The purpose of the Acceptable Procedures is to provide the procedures, rules, guidelines, and the code of conduct for the use of technology and the Internet for Lin-Wood Public School sites off premises.

### Definition:

The definition of "information networks" is any configuration of hardware and software which connects users. The network includes all of the computer hardware, operating system software, application software, stored text and data files. This includes electronic mail, local databases, externally accessed databases, CD\_ROM, recorded magnetic or optical media, clip art, digital images, digitized information, communications technologies, and new technologies as they become available. Stand-alone workstations are also governed by this acceptable use procedure.

### The School District Services:

The Lincoln Woodstock School District provides resources for teaching and learning, communication services, and business data services by maintaining access to local, regional, national, and international sources of information. The Lincoln Woodstock Cooperative School District information resources will be used by members of the school community with respect for the public trust through which they have been provided, and in accordance with policy and regulations established by the School District. These procedures do not attempt to articulate all prescribed behavior by its users.

Successful operation of the network requires that all users conduct themselves in a responsible, decent, ethical, and polite manner while using the network. The user is ultimately responsible for his/her actions in

accessing network services.

#### Guidelines/Safety Procedures:

1. Access to the networks and to the information technology environment within the District is a privilege and must be treated as such by all users of the network and its associated systems.
2. Information networks will be used for the purposes of research and education operations.
3. Any system which requires an access via account and passwords use such as Electronic Mail will only be accessed by the authorized users. Account owners are ultimately responsible for all activity under their accounts.
4. The resources of the District are limited. All users must exercise prudence in the shared use of this resource.
5. All communications and information accessible via any District network should be treated as private property.
6. To obtain an Internet account, all participants must have a signed School District Internet Access Release Form on file.

#### Unacceptable Use:

The District has the right to take disciplinary action, remove computer and networking privileges and/or take legal action, for any activity characterized as unethical and unacceptable. Unacceptable use activities constitute, but are not limited to, any activity through which any user:

1. Violates such matters as institutional or third party copyright, license agreements or other contracts. The unauthorized use of and/or copying of software are illegal.
2. Interferes with or disrupts other network users, services or equipment. Disruptions include but are not limited to: distribution of unsolicited advertising, propagation of computer worms or viruses, distributing quantities of information that overwhelm the system, and/or using a District network to make unauthorized entry into any other resources accessible via the network.
3. Seeks to gain or gains unauthorized access to information resources.
4. Uses or knowingly allows another to use any computer or computer system to devise or execute a scheme to defraud or to obtain money, property, services, or other things of value by false pretenses, promises, or representations.
5. Destroys, alters, dismantles or otherwise interferes with the integrity of computer based information and/or information resources
6. Invades the privacy of individuals or entities.
7. Uses the network for commercial or political activity.
8. Installs unauthorized software for use on District computers.
9. Uses a network to access inappropriate materials.
10. Submits, publishes or displays any defamatory, inaccurate, racially offensive, abusive, obscene, profane, sexually oriented, or threatening materials or messages either publicly or privately.
11. Uses a District network for illegal harassing, vandalizing, inappropriate or obscene purposes, or in support of such activities.

#### District Rights:

1. The District reserves the right to:
2. Monitor all activity.
3. Make determinations on whether specific uses of a network are consistent with these acceptable use procedures.

4. Log network use and monitor storage disk space utilization by users.
5. Determine what appropriate use is.
6. Remove a user's access to the network at any time it is determined that the user engaged in unauthorized activity or violated these acceptable use procedures.
7. Cooperate fully with any investigation concerning or relating to the District's network activity.
8. Utilize technology that blocks or filters Internet access for both minors and adults to certain visual depictions that are obscene, involve child pornography, or are otherwise harmful to minors.

#### School District Internet Code of Conduct:

Use of the Internet by students and staff of the District shall be in support of education and research that is consistent with the mission of the District. Internet use is limited to those persons who have been issued District-approved accounts. Use will be in accordance with the District's Acceptable Use Procedures and this Code of Conduct.

1. Protect your Internet log information from others.
2. Respect the privacy of other users. Do not use other users' passwords.
3. Be ethical and courteous. Do not send hate, harassing or obscene mail, discriminatory remarks, or demonstrate other antisocial behaviors.
4. Maintain the integrity of files and data. Do not modify or copy files/data of other users without their consent.
5. Treat information created by others as the private property of the creator. Respect copyrights.
6. Use any network in a way that does not disrupt its use by others.
7. Do not destroy, modify, or abuse the hardware or software in any way.
8. Do not develop or pass on programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system, such as viruses, worms, "chain" messages, etc.
9. Do not use the Internet to access or process pornographic or otherwise inappropriate material.
10. Do not use the Internet for commercial purposes.

The District reserves the right to remove a user's account if it is determined that the user is engaged in unauthorized activity or is violating this code of conduct.

#### School District Internet Access Release Form:

As a condition of my right to use the School District network resources, including access to the Internet, I understand and agree to the following:

1. To abide by the District Acceptable Use Procedures and Code of Conduct.
2. That District administrators have the right to review any material stored on District computers in files and to edit or remove any material which they, in their sole discretion, believe may be unlawful, obscene, abusive, or otherwise objectionable and I hereby waive any right of provoke which I may otherwise have to such material.
3. That the School District will not be liable for any direct or indirect, incidental or consequential damages due to information gained and/or obtained via use of the District's network resources.
4. That the School District does not warrant that the functions of any District network, or any network accessible through District resources, will meet any specific requirements you may have, or that the network resources will be error-free or uninterrupted.
5. That the School District shall not be liable for any direct or indirect, incidental or consequential damages (including lost data or information) sustained or incurred in connection with the use,

operation, or inability to use District networks and resources.

Name of User \_\_\_\_\_ Home Phone \_\_\_\_\_

I hereby certify that I will abide by the conditions set forth in this document, the Acceptable Use Procedures and the Code of Conduct.

Signature of User \_\_\_\_\_ Date \_\_\_\_\_

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### **EGAD - COPYRIGHT COMPLIANCE**

The Lincoln-Woodstock Cooperative School District recognizes that federal law makes it illegal to duplicate copyrighted materials without authorization of the holder of the copyright, except for certain exempt purposes. Severe penalties may be imposed for unauthorized copying or using audio, visual or printed materials and computer software, unless the copying conforms to the "fair use" doctrine.

Under the "fair use" doctrine, unauthorized reproduction of copyrighted materials is permissible for such purposes as criticism, comment, news reporting, teaching, scholarship, or research.

While the District encourages its staff to enrich the learning programs by making proper use of supplementary materials, it is the responsibility of District staff to abide by the District's copying procedures and obey the requirements of the law. Under no circumstances shall it be necessary for District staff to violate copyright requirements in order to perform their duties properly. The District cannot be responsible for any violations of copyright law by its staff.

Any staff member who is uncertain as to whether reproducing or using copyrighted material complies with the District's procedures or is permissible under the law should contact the Superintendent. The Superintendent will assist staff in obtaining proper authorization to copy or use protected materials when Such authorization is required.

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### **EHAA - STAFF PERSONNEL COMPUTER SECURITY, E-MAIL AND INTERNET COMMUNICATIONS**

The Lin-Wood Cooperative District has established this policy with regard to access and disclosure of electronic data composed, stored, sent, or received by employees using the District computer system. This policy is designed to protect the safety and security of the District's computer systems including E-mail and internet use.

The District intends to enforce the rules set forth below and reserves the right to change these rules at any time.

1. The computer hardware system, software and E-mail system are owned by the District, and all messages or data composed, stored, sent, or received using the system are and remain the private property of the District. They are not the property of the employee.
2. The computer and E-mail system are to be applied in appropriate ways to perform tasks associated with positions and assignments.
3. The electronic mail system may not be used to solicit or proselytize for commercial ventures, religious or political causes, outside organizations, or non-job-related solicitations.
4. The District prohibits discriminatory, harassing, or offensive materials in any form of media. Among those which are considered offensive are any messages which contain sexual implications, racial slurs, gender-specific comments, or any other comments that offensively address someone's age, sexual orientation, religious or political beliefs, national origin, or disability.
5. The electronic mail system shall not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information, or similar materials without prior authorization.
6. The District reserves, and intends to exercise without prior notice, the right to read, review, audit, intercept, access or disclose any and all information on an employee's computer system or

messages created, received, or sent over the electronic mail system for any purpose, even if coded or passworded.

7. The confidentiality of any message or data should not be assumed. Therefore, electronic mail and telecommunications are not to be utilized to share confidential information about students or other employees. Even when a message is erased, it is still possible to retrieve and read that message. The use of passwords for security does not guarantee confidentiality, or that the District will not retrieve it. All passwords must be disclosed to the computer administrator.
  8. Any communications created, sent, or retrieved using E-mail may be read by individuals other than the intended recipient.  
Notwithstanding the District's right to retrieve and monitor any E-mail messages, such messages should be treated as confidential by other employees and accessed only by the intended recipient. Employees are not authorized to retrieve or read any E-mail that is not sent to them. Any exception to this policy must receive prior approval by the Superintendent.
  9. Any employee who violates this policy or uses the computer system or electronic mail system for improper purposes shall be subject to discipline up to and including discharge.
  10. The District has the authority to terminate or limit access to any program at any time.
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## **EHAB - DATA SECURITY POLICY**

To accomplish the District's mission and comply with the law, the District must collect, create and store information. Accurately maintaining and protecting this data is important for efficient District operations, compliance with laws mandating confidentiality, and maintaining the trust of the District's stakeholders. All persons who have access to District data are required to follow state and federal law, District policies and procedures, and other rules created to protect the information.

The provisions of this policy shall supersede and take precedence over any contrary provisions of any other policy adopted prior to the date of this policy.

### **A. Definitions**

Confidential Data/Information – Information that the District is prohibited by law, policy or contract from disclosing or that the District may disclose only in limited circumstances. Confidential data includes, but is not limited to, personally identifiable information regarding students and employees.

Critical Data/Information – Information that is determined to be essential to District operations and that must be accurately and securely maintained to avoid disruption to District operations. Critical data is not necessarily confidential.

### **B. Data and Privacy Governance Plan – Administrative Procedures**

1. Data Governance Plan The Superintendent, in consultation with the District Information Security Officer ("ISO") (see paragraph c, below) shall create a Data and Privacy Governance Plan ("Data Governance Plan"), to be presented to the Board no later than June 30, 2019. Thereafter, the Superintendent, in consultation with the ISO, shall update the Data Governance Plan for presentation to the Board no later than June 30 each year.

The Data Governance Plan shall include:

- a. An inventory of all software applications, digital tools, and extensions. The inventory shall include users of the applications, the provider, purpose, publisher, privacy statement, and terms of use;
- b. A review of all software applications, digital tools, and extensions and an assurance that they meet or exceed minimum standards set by the New Hampshire Department of Education;



- c. Policies and procedures for access to data and protection of privacy for students and staff including acceptable use policy for applications, digital tools, and extensions used on District hardware, server(s) or through the District network(s);
  - d. A response plan for any breach of information/cybersecurity incidents; see RSA 31:103-b and RSA 359-C:19-21; and
  - e. A requirement for a service provider to meet or exceed standards for data protection and privacy.
2. Policy and Administrative Procedures The Superintendent, in consultation with the ISO, is directed to review, modify and recommend (policies) create (administrative procedures), where necessary, relative to collecting, securing, and correctly disposing of District data (including, but not limited to Confidential and Critical Data/Information, and as otherwise necessary to implement this policy and the Data Governance Plan. Such policies and/or procedures will may or may not be included in the annual Data Governance Plan.

### C. Information Security Officer

The Technology Director or designee is hereby designated as the District's Information Security Officer (ISO) and reports directly to the Superintendent or designee. The ISO is responsible for implementing and enforcing the District's security policies and administrative procedures applicable to digital and other electronic data, and suggesting changes to these policies, the Data Governance Plan, and procedures to better protect the confidentiality and security of District data. The ISO will work with both District and building level administrators and Data managers (paragraph E, below) to advocate for resources, including training, to best secure the District's data.

The Technology Director or designee is the District's alternate ISO and will assume the responsibilities of the ISO when the ISO is not available.

### D. Responsibility and Data Stewardship

All District employees, volunteers and agents are responsible for accurately collecting, maintaining and securing District data including, but not limited to, Confidential and/or Critical Data/Information.

### E. Data Managers

All District administrators are data managers for all data collected, maintained, used and disseminated under their supervision as well as data they have been assigned to manage in the District's data inventory. Data managers will monitor employee access to the information to ensure that confidential information is accessed only by employees who need the information to provide services to the District and that confidential and critical information is modified only by authorized employees. Data managers will assist the ISO in enforcing District policies and procedures regarding data management.

### F. Confidential and Critical Information

The District will collect, create or store confidential information only when the Superintendent or designee determines it is necessary, and in accordance with applicable law. The District will provide access to confidential information to appropriately trained District employees and volunteers only when the District determines that such access is necessary for the performance of their duties. The District will disclose confidential information only to authorized District contractors or agents who need access to the information to provide services to the District and who agree not to disclose the information to any other party except as allowed by law and authorized by the District.

District employees, contractors and agents will notify the ISO or designee immediately if there is reason to believe confidential information has been disclosed to an unauthorized person or any information has been compromised, whether intentionally or otherwise.

The Superintendent and/or the ISO shall immediately report any known or suspected cybersecurity incidents within the District's information systems, or within an information system of any vendor of the District, to the New Hampshire Cyber Integration Center of the Department of Information Technology. The Superintendent and/or the ISO shall disclose all known information and interactions. See RSA 31:103-b.



The ISO or designee will investigate immediately and take any action necessary to secure the information, issue all required legal notices and prevent future incidents. When necessary, the Superintendent, ISO or designee is authorized to secure resources to assist the District in promptly and appropriately addressing a security breach.

As a part of this investigation, the ISO or designee will promptly determine the likelihood that any information part of a cybersecurity incident has been or will be misused. If the determination is that the misuse of information has occurred or is reasonably likely to occur, or if a determination cannot be made, the ISO will notify the affected individuals as soon as possible, consistent with the notification requirements under RSA 359-C:20.

Likewise, the District will take steps to ensure that critical information is secure and is not inappropriately altered, deleted, destroyed or rendered inaccessible. Access to critical information will only be provided to authorized individuals in a manner that keeps the information secure.

All District staff, volunteers, contractors and agents who are granted access to critical or confidential information/data are required to keep the information secure and are prohibited from disclosing or assisting in the unauthorized disclosure of such confidential or critical data/information. All individuals using confidential and critical data/information will strictly observe all administrative procedures, policies and other protections put into place by the District including, but not limited to, maintaining information in locked rooms or drawers, limiting access to electronic files, updating and maintaining the confidentiality of password protections, encrypting and redacting information, and disposing of information no longer needed in a confidential and secure manner.

#### G. Using Online Services and Application

District staff members are encouraged to research and utilize online services or applications to engage students and further the District's education mission. District employees, however, are prohibited from installing or using applications, programs or other software, or online system/website, that either stores, collects or shares confidential or critical data/information, until the ISO approves the vendor and the software or service used. Before approving the use or purchase of any such software or online service, ISO or designee shall verify that it meets the requirements of the law, Board policy, and the Data Governance Plan, and that it appropriately protects confidential and critical data/information. This prior approval is also required whether or not the software or online service is obtained or used without charge.

#### H. Training

The ISO will provide appropriate training to employees who have access to confidential or critical information to prevent disclosures or breaches in security. All school employees will receive annual training in the confidentiality of student records, and the requirements of this policy and related procedures and rules.

#### I. Data Retention and Deletion

The ISO or designee shall establish a retention schedule for the regular archiving and deletion of data stored on District technology resources. The retention schedule should comply with, and be incorporated into the data/record retention schedule established under Policy EHB including but limited to, provisions relating to Litigation and Right to Know holds as described in Policy EHB.

#### J. Consequences

Employees who fail to follow the law or District policies or procedures regarding data governance and security (including failing to report) may be disciplined, up to and including termination. Volunteers may be excluded from providing services to the District. The District will end business relationships with any contractor who fails to follow the law, District policies or procedures, or the confidentiality provisions of any contract. In addition, the District reserves the right to seek all other legal remedies, including criminal and civil action and seeking discipline of an employee's teaching certificate.

The District may suspend all access to data or use of District technology resources pending an investigation. Violations may result in temporary, long-term or permanent suspension of user privileges.

The District will cooperate with law enforcement in investigating any unlawful actions. The Superintendent or designee has the authority to sign any criminal complaint on behalf of the District.

Any attempted violation of District policies, procedures or other rules will result in the same consequences, regardless of the success of the attempt.

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## **GBEA - STAFF ETHICS**

All employees of the District are expected to maintain high standards in his/her 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 wellbeing 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.
- Implement the School Board's policies, administrative rules, and regulations.
- Avoid using position or school property 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.

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## **GBE – STAFF RIGHTS AND RESPONSIBILITIES**

In an effort to maintain successful school district and educational operations, all staff members are expected to fulfill their legal, moral, and professional responsibilities. Such responsibilities include, but are not necessarily limited to:

1. Faithfulness and promptness in attendance at work.
2. Adherence, support and enforcement of all School Board policies and administrative regulations.
3. Adherence, support and enforcement of all education related statutes and Department of Education regulations.
4. Care and protection of school property.
5. Fulfill other responsibilities as may, from time to time, be implemented or established by the School Board or administration.

The School Board will respect all employee rights established by law, School Board policy, and Collective Bargaining Agreements, if applicable.

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

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### **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 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. Covered Individuals are encouraged to make their reports in writing. Doing so will provide the Covered Individual with evidence that they have complied with the requirements of this Policy and the NH Code of Conduct (if applicable).

#### 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 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.

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### **GBEBA - STAFF DRESS CODE**

The Board expects all staff members to be neatly groomed and dressed in clothing suitable for the subject of instruction, the work being performed, or the occasion.

The Board retains the authority to specify the following dress and grooming guidelines for staff, within law, that will prevent such matters from having an adverse impact on the educational process. All staff members shall, when assigned to district duty:

- A. Be physically clean, neat and well groomed;
- B. Dress in a manner reflecting their assignments;
- C. Dress in a manner that does not cause damage to district property;
- D. Dress and be groomed in such a way so as not to cause a health or safety hazard.

#### **Specific Guidelines:**

- No "revealing" clothing.
- Business casual tops such as collared shirts, blouses, polo shirts, and short or long-sleeved sweaters are expected. T-shirts and sweatshirts in support of Lin-Wood Spirit may be worn on "casual" Fridays and other days noted as "casual."
- Business casual or dress pants are expected. Dark denim jeans free of rips and tears may be worn

on “casual” Fridays and other days noted as “casual.” Business casual shorts falling no more than 1” above the knee may be worn as weather dictates.

- Skirts and dresses should be no shorter than knee length.
- Shoes that are typical to professional appearance and/or are appropriate for the district duty assigned. No flip-flops.

Clothing is expected to be neat, clean, not wrinkled and appropriately sized.

If a staff member feels that an exception to this policy would enable him/her to carry out assigned duties more effectively, a request shall be made to the school administrator.

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## **GBGD - WORKERS’ COMPENSATION TEMPORARY ALTERNATIVE WORK PROGRAM**

### **I. Policy**

In compliance with RSA 281-A:23-b, the School District will provide temporary alternative/transitional work opportunities to all employees temporarily disabled by a work-related injury or illness.

### **II. Purpose**

The School Board adopts the principle that it is important to provide meaningful work during the time of healing following a work-related illness or injury in order to assist employees in their transition back to full duty.

### **III. Procedure**

The Temporary Alternative Work Program will be available to employees for a period of time extending as long as the circumstances of the illness/injury requires, but not longer than four (4) months, as dictated by the treating physician and as such duties are available.

The program is not intended to address those situations in which an employee has been deemed to be permanently disabled and unable to resume his or her previous position.

- A. An ill/injured employee will be responsible to obtain a New Hampshire Workers’ Compensation Task Analysis and a copy of his/her current position when reporting the injury. Forms may be obtained from the Building Principal. If the nature of the injury or illness is such that emergency need for care precludes obtaining the above forms, then the employee shall, as soon as possible call the Building Principal to request that an analysis and position description be mailed to the employee or his/her treating physician.
- B. The treating physician and the ill/injured employee will share the responsibility of providing the School District the NH Workers’ Compensation Medical Form. This form provides information relating to the employee’s capabilities necessary to structure a temporary duty program.
- C. The Building Principal will work with the employee to facilitate a safe return to work program within limitations listed by the treating physician. If necessary, the Building Principal may contact the treating physician for additional information.
- D. After each subsequent visit, the ill/injured employee will be responsible for providing an updated medical form completed by the treating physician and returned to the Building Principal.
- E. Additional modifications will be made to the return to work program as required. The Building Principal will be responsible for reviewing the appropriateness of continuing the program or duty assignments, including, but not limited to, extending the program beyond four (4) months, as necessary.
- F. Upon release by the treating physician, the employee will assume normal duties of his or her regular position.

### **IV. Summary**

A notice summarizing all employees’ rights shall be posted in the SAU #68 Administrative Offices and

School Buildings for inspection by all employees.

The provisions of this policy are intended to comply with RSA 281-A:23-b. To the extent that this policy is ambiguous or contradicts the RSA or NH Department of Labor Regulations, the language of the RSA or Regulations will apply.

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## **GBJA - HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)**

The School Board directs the Superintendent or designee to take steps to ensure compliance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA), which grants individuals the right to receive notice of the uses and disclosures of their protected health information that may be made by the District, and sets forth the individual's rights and the District's legal obligations with respect to protected health information.

### Confidentiality of Individually Identifiable Health Information

The District and its employees will not use or disclose an individual's protected health information for any purpose without the properly documented consent or authorization of the individual or his/her authorized representative unless required or authorized to do so under state or federal law or this policy, unless an emergency exists or unless the information has been sufficiently de-identified that the recipient of the information would be unable to link the information to a specific individual.

Prior to releasing any protected health information for the purposes set forth above, the District representative disclosing the information shall verify the identity and authority of the individual to whom disclosure is made. This verification may include the examination of official documents, badges, driver's licenses, workplace identity cards, credentials or other relevant forms of identification or verification.

All employees of the District are expected to comply with the administration of this policy. Any violation of the HIPAA privacy or security standards or this policy shall constitute grounds for disciplinary action, up to and including termination of employment.

Any employee of the District who believes that there has been a breach of the integrity or confidentiality of any person's protected health information shall immediately report such breach to his/her immediate supervisor or the Board appointed Privacy/Security Officer. Any employee involved in retaliatory behavior or reprisals against another individual for reporting an infraction of this policy is subject to disciplinary action up to and including termination of employment.

If the Privacy/Security Officer determines that there has been a breach of this privacy policy or of the procedures of the District, he/she shall make a determination of the potentially harmful effects of the unauthorized use or disclosure and decide upon a course of action to minimize the harm. Any individual responsible for the unauthorized use or disclosure is referred to the Superintendent or his/her designee for appropriate disciplinary measures

### Notice

The District shall distribute a Notice of Privacy Practices within one month of the initial adoption of this policy, and thereafter to all employees at the time of their enrollment in the health plan and within 60 days of any material revision. The notice shall also be posted in a clear and prominent location in each facility in the District and be printed in staff handbooks and the health plan booklet. The District will also notify individuals covered by the health plan of the availability of and how to obtain the notice at least once every three years.

### Training

All employees shall receive training regarding the District's privacy policies and procedures as necessary and appropriate to carry out their job duties. Training shall also be provided when there is a material change in the District's privacy practices or procedures.

### Documentation

Documentation shall be required in support of the policies and procedures of the District and all other parts of the HIPAA privacy regulations that directly require documentation, including, but not limited to, all



authorizations and revocations of authorizations, complaints and disposition of complaints. All documentation shall be kept in written or electronic form for a period of six years.

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### **GCO - EVALUATION OF PROFESSIONAL STAFF**

The School Board will adopt and the superintendent will implement a teacher performance and evaluation system. The performance and evaluation system will include procedures, evaluation criteria and other components necessary to evaluate certified teaching personnel. Such procedures, criteria and components may be included as an appendix to this policy.

The School Board will involve teachers and principals in the development of this policy and its corresponding appendix by providing such teachers with notice and an opportunity to comment on their provisions. However, all final decisions relative to evaluation procedures, criteria and components will remain with the School Board.

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### **GDB-R – SUPPORT STAFF LINCOLN-WOODSTOCK COOPERATIVE SCHOOL DISTRICT SUPPORT STAFF**

Categories:

- A: Employees working year-round (minimum seven (7) hours per day year-round)
- B: Employees working school year (minimum seven (7) hours per day up to 200 days)
- C: Employees working part-time school year (less than seven (7) hours per day up to 200 days)
- D: Employees working part-time year-round (less than seven (7) hours per day year-round)

#### **1. Sick Leave:**

Categories:

A: Fifteen (15) days per year accumulated to a maximum of 60 days. A doctor's certificate may be required by the Superintendent or School Board. A day being defined as the number of hours per day specified in the contract.

B: Twelve (12) days per year accumulated to a maximum of 45 days. A doctor's certificate may be required by the Superintendent or School Board. A day being defined as the number of hours per day specified in the contract.

C: Five (5) days per year accumulated to a maximum of 30 days. A doctor's certificate may be required by the Superintendent or School Board. A day being defined as the number of hours per day specified in the contract.

D: Five (5) days per year accumulated to a maximum of 30 days. A doctor's certificate may be required by the Superintendent or School Board. A day being defined as the number of hours per day specified in the contract.

Accumulated sick leave is not paid out upon termination of employment.

#### **2. Personal Leave:**

Categories A & B:

A maximum of three (3) days personal leave per year with pay, non-accumulative, may be used to conduct important affairs which cannot be accomplished at any other time. To be eligible for personal leave, a written request shall be, except in emergency, submitted to the Superintendent or his/her designee at least twenty-four hours (24) prior to any such leave. A day being defined as the number of hours per day specified in the contract.

Categories C & D:

A maximum of one (1) day personal leave per year with pay, non-accumulative, may be used to conduct important affairs which cannot be accomplished at any other time. To be eligible for

personal leave, a written request shall be, except in emergency, submitted to the Superintendent or his/her designee at least twenty-four (24) hours prior to any such leave. A day being defined as the number of hours per day specified in the contract.

Unused personal leave days shall be carried over to sick leave at the end of the year.

### 3. Professional Leave:

Categories A-D:

Professional leave may be approved at the discretion of the Superintendent or his/her designee. Any and all other leaves of absence shall be without pay and may be granted at the discretion of the School Board. In an emergency the Superintendent or his/her designee may approve an unpaid leave up to five (5) days. A day being defined as the number of hours per day specified in the contract.

### 4. Jury Duty:

Categories A-D:

An employee called as a juror will be paid the difference between the fee, he/she receives for such services and the amount of earnings lost by reason of such service, based upon the employee's regular daily rate. Satisfactory evidence (court issued pay stub) must be submitted to the Superintendent.

### 5. Military Leave:

Categories A-D:

Military leave shall be granted by the Board in accordance with state and federal statutes.

### 6. Bereavement Leave

Category A-D:

Three (3) days of bereavement leave, non-accumulative, shall be granted for a death in the immediate family. The immediate family shall be defined as spouse, children, legal wards, parents, legal guardian, brother, sister, grandparents, and grandchildren of the employee and the same relatives of the employee's spouse. Support personal shall notify the Superintendent or his/her designee that he/she is taking the leave as soon as possible. A day being defined as the number of hours per day specified in the contract.

### 7. Professional Leave/Courses/Workshop/Conference Reimbursement:

Categories A-D:

Support staff taking approved courses or attending approved workshops or conferences may be reimbursed for tuition and conference/workshop fees in accord with School Board policy. Approval under this section is at the discretion of the Superintendent or his/her designee.

### 8. Health Insurance:

Categories A & B:

The Board shall determine yearly the health insurance options for the district and the amount that the Lincoln-Woodstock Cooperative School District shall contribute toward the health insurance benefit. The district will contribute the determined amount, based on the premium of the plan(s) available, toward the cost of a single plan or two (2) person plan. The employee may select single, two (2) person or family coverage. In no instance will a family, where both the husband and wife are employed in some capacity by the District, be allowed to select two (2) health insurance plans, such as: two (2) single-person health insurance plans, a single-person health insurance plan and a two-person health insurance plan, or two (2) two-person health insurance plans. If family coverage is selected, then the amount of the two (2) two-person plan contribution shall be applied. The balance of the actual cost of the coverage, after the district contribution, shall be paid by the employee as a payroll deduction.

## Categories C & D:

The regular district contribution for employees in Categories A & B will be prorated based on a seven (7)-hour work day. For example, an employee working six (6) hours per day would receive 6/7 or 86% of the regular district contribution towards health insurance for support staff in Categories A & B. An employee must work a minimum of fifteen (15) hours per week on a regular basis to be eligible for the school district health insurance.

## 9. Life Insurance:

### Categories A & B

\$20,000 Term Life Insurance Policy will be provided for all employees in categories A & B.  
(Effective July 1, 2020)

## 10. Retirement:

### Categories A & B:

All eligible employees shall be member of the state retirement system.

Upon retirement employees working a minimum of five (5) hours per day per school year:

- Minimum 15 years of service in District: Retiree receives \$5,000
- Minimum 25 years of service in District: Retiree receives \$10,000

This retirement benefit will be made in a single (lump sum) payment to the retiree no more than 90 days after retirement. As a condition precedent to receiving such payment, the employee must give notice of intent to retire no later than February 1 in the year of retirement.

## 11. Holidays:

Category A employees, employees working a minimum 7 hours per day year round, will be eligible for the following (12) paid holidays:

### Category A:

Independence Day

Labor Day

Columbus Day

Veteran's Day

Thanksgiving

Day After Thanksgiving

Christmas

Day before or the day after Christmas

New Year's Day

Civil Rights Day

President's Day

Memorial Day

School year employees working a minimum of six (6) hours per day will be eligible for the following paid holidays:

### Category B:

Thanksgiving

Christmas

New Year's Day

Civil Rights Day

School year employees working a minimum of six (6) hours per day, with five (5) years of service will be eligible for the following paid holidays:

Labor Day

Columbus Day

Veteran's Day

Thanksgiving

Christmas

New Year's Day

Civil Rights Day

Memorial Day

#### 12. Vacation:

##### Category A:

Vacation will be accumulative at the rate of .83 days per month (10 days per year) and be granted upon the completion of one year up to five years of service. Employees with 5 to 15 years of service to the district shall be entitled to vacation time accumulating at the rate of 1.25 days per month to 15 days per year. A day being defined as the number of hours per day specified in the contract.

Employees with over 15 years of service with the district shall be entitled to vacation time accumulating to the rate of 1.67 days per month to 20 days per year. All vacation time will be subject to the approval of the Superintendent or his/her designee and will normally be taken during the summer months. Vacation time may not accumulate. Currently prior year's vacation leave must be used by August 31<sup>st</sup> of the next year. A day being defined as the number of hours per day specified in the contract.

This policy may be superseded by a collective bargaining agreement.

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### **GDO - EVALUATION OF SUPPORT STAFF**

The performance of each non-certified person shall be monitored throughout the year. The employee's immediate supervisor is responsible for a formal written assessment of the employee's performance based on their specifically assigned duties, which will be submitted according to District procedures.

It shall be the responsibility of the Superintendent to implement appropriate evaluations procedures for non-certified staff.

This policy may be superseded by a collective bargaining agreement.

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### **IKB - HOMEWORK**

Homework is a constructive tool in the teaching/learning process- when geared to the needs and abilities of students. Purposeful assignments not only enhance student achievement, but also develop self-discipline and associated good working habits. As an extension of the classroom, homework must be planned and organized, must be viewed as purposeful to the students, and should be evaluated and returned to students in a timely manner.

Teachers may give homework to students to aid in the student's educational development. Teachers may assign homework as part of their curriculum. If homework is to be used by teachers as part of a student's

grade, the teacher will explain to students how such homework assignments relate to the teacher's grading system. Homework should be an application or adaptation of a classroom experience, and should not be assigned for disciplinary purposes.

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### **IKB-R - HOMEWORK PROCEDURES**

Homework is a learning activity which should increase in complexity with the maturity of the pupil. With increased maturity, learning should become an independent activity. Homework should be an application or adaptation of a classroom experience and should not be assigned for disciplinary purposes. A teacher shall carefully explain to his/her students how homework assignments relate to the grading system.

1. At the Elementary Level:

- a. The primary purpose of homework is to foster good study habits and positive attitudes toward school and learning in general.
- b. Assignments should take on average 10 minutes per grade level per night (Grade 1 x 10 minutes = 10 minutes per night; Grade 4 x 10 minutes = 40 minutes). Some may be mandatory (1-3 per week). Additional assignments may be offered for enrichment purposes.
- c. Assignments should require only materials easily found at home.
- d. Parents are encouraged to support the completion of homework but to avoid doing the work for their children.
- e. Students with learning disabilities shall be provided with adequate and appropriate support and modified assignments as needed.
- f. Homework will be reviewed for formative assessment purposes only (i.e., to assist the instructor in identifying students' strengths & weaknesses).

2. At the Middle School Level:

- a. The primary purpose of homework becomes more academic, an opportunity for practice, preparation, elaboration, and/or creativity in assignments that directly relate to current in-class activities.
- b. Assignments may be both mandatory (3-5 per week) and for enrichment purposes and follow the general rule of 10 minutes per grade level. Note: these times are for ALL coursework combined, not per individual subject (i.e., Grade 6 x 10 minutes = 60 minutes).
- c. Assignments should require only materials easily found in the home.
- d. Homework is to be completed by the individual student unless otherwise noted by the instructor.
- e. Parental involvement should take the form of support (provision of space with limited distractions, time, proper lighting, and assistance with materials).
- f. Students with learning disabilities shall be provided with adequate and appropriate support and modified assignments as needed.
- g. Homework will be reviewed in a timely fashion for formative purposes and provided meaningful feedback by teaching staff.

3. At the High School Level:

- a. The primary purpose of homework is to enhance classroom instructional time, and the practice, preparation, elaboration and creation of material that is directly connected to in-class activity.
- b. Assignments may be both mandatory (3-5 times per week) and for enrichment purposes and follow the general rule of 10-15 minutes per grade level. Note: these times are for ALL coursework combined, not per individual subject (i.e., Grade 10 x 10 minutes = 100 minutes; Grade 10 x 15 minutes = 150 minutes).

- c. At the high school level, some courses of study, such as Advanced Placement, may require an additional investment of time beyond this suggested guideline.
- d. Assignments that require skill application, cross-curricular observations, and other higher order thinking skills are encouraged.
- e. Homework is to be completed by the individual student unless otherwise noted by the instructor.
- f. Parents are encouraged to make sure that students are allotting and utilizing the appropriate amount of time for homework study on a nightly basis, as per the grade-specific guidelines. If a student is not bringing work home, or it is taking significantly less or more time than is in the guidelines, then parents should contact their child's teacher(s).
- g. Students with learning disabilities will be provided with adequate and appropriate support and modified assignments as needed.
- h. Homework will be reviewed in a timely fashion for formative purposes and provided meaningful feedback by teaching staff.

Homework should be an application or adaptation of a classroom experience and should not be assigned for disciplinary purposes.

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### **JFCH - ALCOHOL USE ON SCHOOL PROPERTY**

Controlled drugs are defined to be those drugs prohibited by New Hampshire State Law as defined in RSA Ch. 318-B. Alcoholic beverages will not be permitted on school property at any time. Any student in possession of or under the influence of alcohol will be immediately suspended from school for not less than five days. The New Hampshire State Statute states: "No person shall drink or have in his possession any intoxicating beverage while in attendance as a spectator or otherwise at any place where a school interscholastic contest is being conducted. Whoever violates the provisions of this section will be fined not more than fifty dollars or imprisoned for not more than thirty days or both."

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### **JG - ASSIGNMENT OF STUDENTS TO CLASSES**

Students are assigned to classes by the Building Principal or his/her designee.

Students will be enrolled in grades and classes in which they can be expected to master established District instructional and learning objectives. All students who are included under the compulsory attendance law must be enrolled and required to attend all classes prescribed by the state and the District unless exempt by the school authorities.

Students will be placed in the grade level and class that best meets the student's academic needs, after consultation between the building principal, guidance department, and the student's parent/guardian.

Students transferring into the school District will be placed in the grade level and class that best meets the student's needs, after review of the records from the student's prior school, and after consultation between the building principal, guidance department, and the student's parents. Transferring students will receive an academic review within 30 days of original placement in the District.

Students receiving special education services will be placed in accordance with applicable law.

The decision of the building principal regarding student placement may be appealed to the Superintendent, and then to the School Board. The School Board will give significant consideration to the principal's and Superintendent's recommended placement.



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## JGA - CODE OF CONDUCT FOR SCHOOL-SPONSORED TRIPS

Students will adhere to the standards of orderly conduct as stated in policy JGD/JGE.

Students on any school-sponsored trip or activity must follow the code of behavior that can be found in the Parent/Student Handbook. This includes transportation to and from the trip/activity. It is expected that students will not engage in any of the following behaviors:

1. Abusive Language/Inappropriate Language/Profanity: Student will not swear, name call, or use words in an inappropriate way.
2. Alcohol: Student is prohibited from being in possession of or using alcohol.
3. Arson: Student will not plan and/or participate in malicious burning of property.
4. Bomb Threat/False Alarm: Student is prohibited from delivering a false message of possible explosive materials being on premises, and/or pending explosion.
5. Combustibles: Student will not be in possession of substances/objects readily capable of causing bodily harm and/or property damage (*i.e.* matches, lighters, firecrackers, gasoline, lighter fluid, etc.).
6. Defiance/Disrespect/Insubordination/Non-compliance: Student will follow directions, will not talk back and/or participate in socially rude interactions.
7. Disruption: Student will not participate in behavior causing interruption to others or activity.
8. Fighting/Physical Aggression: Student will not participate in actions involving serious physical contact where injury may occur.
9. Forgery/Theft: Student is prohibited from being in possession of, having passed on, or being responsible for removing someone else's property or signing a person's name without that person's permission.
10. Harassment/Tease/Taunt/Bullying: Student will not deliver disrespectful messages (verbal or gestural) to another person that includes threats and intimidation, obscene gestures, pictures, or written notes.
11. Lying/Cheating: Student will not deliver a message that is untrue and/or deliberately violates rules.
12. Other Drugs: Student is prohibited from being in possession of or using illegal drugs/substances or imitations.
13. Property Damage: Student will not deliberately impair the usefulness of property. (*i.e.* books, uniforms, etc.)
14. Tobacco: Student is prohibited from being in possession of or using tobacco.
15. Vandalism/Property Damage: Student will not participate in an activity that results in substantial destruction or disfigurement of property.
16. Weapons: Student will not be in possession of knives or guns (real or look-alike), or other objects readily capable of causing bodily harm.

Disciplinary action will be taken upon return to school. If a student's behavior is deemed to be necessary to be removed from the activity, the adults in charge will determine when the student can return to the activity.

If a student's behavior is deemed to be necessary to be sent home by the adults in charge, the parents of the student will be responsible for any expenses incurred to return the student home.

Parent: \_\_\_\_\_ Date: \_\_\_\_\_

Parent: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Student: \_\_\_\_\_ Date: \_\_\_\_\_

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## **JGB-R - PROCEDURES FOR SCHOOL-SPONSORED TRIPS**

School-sponsored trips must be approved by the School Board.

- Clear guidelines will be established for all staff and volunteers.
- Students will be supervised at all times.
- Parents and students will attend an orientation, which will include the itinerary, procedures, and any payment schedule if applicable.
- Each student will sign a code of conduct form authorizing trip supervisors to exclude the student from a scheduled activity or send the student home.
- Each student and parent will sign a warning and consent form.
- Volunteers will be subject to a background investigation/criminal records check.

I. Must have School Board Approval

II. The following forms must be signed:

- A. Acknowledgement of Warning and Consent Agreement (Parents, Students)
- B. Volunteer Service Statement and Agreement (Chaperones)
- C. Volunteer Appointment - Criminal Check (All Volunteers/Chaperones)
- D. Code of Conduct (Students, Parents, Volunteers)
- E. Forms for prescription & non-prescription medicine (Parents)

III. Parents/Students

- A. Attend orientation meeting including Itinerary, procedures, and payments.
- B. Present evidence of Medical/Accident Insurance or purchase Student Accident Insurance.
- C. Medical Emergency Forms updated and available to trip supervisors.
- D. Sign a Code of Conduct Form authorizing trip supervisors to exclude student from scheduled activity or send student home.

IV. Trip Supervisors

- A. Know costs and fees of trip.
- B. Know the cancellation policy of Tour Company (for group or individual) if plans change or money is not made in a timely fashion.
- C. All monies raised should be placed into the Student Activity Account by the class advisors identifying the appropriate class.
- D. If using a Tour Operator please check on the following:
  - 1. Make sure reputable, check references
  - 2. Cancellation insurance
  - 3. Repatriation coverage
  - 4. Role of tour operator on the trip
  - 5. Tour interruptions and emergency care

Foreign Travel:

- A. Arrange for Overseas Insurance with coordination of care and evacuation benefits. Everyone should check current insurance and secure supplemental coverage.

- B. Authorization to secure medical treatment including chaperones.
  - 1. Check U.S. Dept. of State list of prohibited destinations.
  - 2. Research Dept. of State Centers for Disease Control warnings for security and health conditions including crime.
  - 3. Determine documents necessary for travel, keeping in a safe place.
  - 4. Cultural orientation for everyone on the trip.
  - 5. Local briefing at destination, establish ground rules.
  - 6. Have sufficient supplies of prescription medicine, with class advisors keeping control of them.
  - 7. Parental signature required for use of any prescription or non-prescription medicines.
  - 8. Keep to Itinerary.
  - 9. Be alert at all times.

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### **JGD/JGE - SUSPENSION AND EXPULSION**

Any student attending school who neglects or refuses to conform with the standards of orderly conduct prescribed by the school and/or school district shall be subject to suspension or expulsion for gross misconduct, or to expulsion for neglect or refusal to comply with these standards. See RSA 193:13.

Conduct specifically prohibited shall include, but not be limited to, habitual truancy, verbal or physical abuse toward any student, faculty or staff member, vandalism, disobedience of reasonable demands of staff or faculty members, possession of controlled drugs and/or alcoholic beverages on school property, disrupting classroom atmosphere, impeding classroom decorum, causing disturbances among other students in attendance, distracting other students so as to interfere with the educational process, and disrupting the disciplinary process.

- A. Suspensions of not more than five (5) days may be made by the building principal or his/her representative as designated in writing).
- B. Suspension of 6-10 days may be made by the Superintendent (or his/her representative as designated in writing) provided that the parent/guardian may appeal the suspension to the school board. *Decision of the School Board is final.*
- C. Suspensions of more than 10 days may be made by the Superintendent of Schools with School Board approval, provided parent/guardian may appeal suspension to the School Board. *Decision of the School Board is final.*
- D. Expulsions may be made only by the School Board after written notice to the student of his/her gross misconduct or his/her neglect or refusal to conform to the rules or regulations of the school. Such expulsions occur only after a hearing by the Board.

Expulsions are subject to review not less than one month prior to the start of the next school year, and may be appealed to the State Board of Education by the parent or guardian of the dismissed student.

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### **JGD-R - STUDENT SUSPENSION**

#### Hearing Prior to Suspension:

Prior to suspension of a student, a hearing shall be conducted by the administration. This hearing shall include at least:

- 1. Notification of student that alleged violation is grounds for suspension;
- 2. Specification of violation, in detail, and
- 3. Opportunity for student to respond.

In the event that student denies wrongdoing or claims extenuating circumstances and the administration is not a witness, the administration shall make further inquiries, as necessary.

Students who have been suspended beyond 5 days must be informed in writing of their right to appeal the suspension to the School Board. The Superintendent or his/her designee must be notified of the charges by the building administrator as soon as possible after the incident and shall approve all suspensions beyond 5 days.

This requirement for prior hearing shall not apply where the student's presence poses a threat to persons, property or the functioning of the educational process, and the student may be immediately suspended, provided that written notice be mailed to the student within one school day of such suspension, such notice stating the charges and the evidence, and that a hearing provided for above, is scheduled within five school days of such suspension.

#### School Parent Relations:

1. In all suspensions, the school administrator should notify the student's parents/guardians, in writing, of the reasons for the suspension, and set the time and place for the conference.
2. IMMEDIATE notification should be made by telephone and the reasons for the action. If the parents are unavailable, the decision to send the student home or to allow the student to remain on school premises or to refer the student to the proper authorities depends on adequate consideration for the student's age, maturity, and the nature of the misconduct.

#### Appeal Procedures:

1. Suspensions of 5 days or less parents and the student may appeal the decision to the principal. If the parents are not satisfied with the decision of the Principal, they may appeal the decision to the Superintendent or his/her designee. The decision reached by the Superintendent or his/her designee shall be final.
2. Suspensions of 6 to 10 days if parents are not satisfied with the decision of the Superintendent, they may appeal the decision to the School Board. The decision of the School Board is final.
3. Suspensions of more than 10 days with school board approval.

The parents/student have a right to appeal the decision of the School Board provided written notice is received by the Superintendent of Schools within 10 days of the decision to suspend. The decision of the School Board is final.

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### **JGE-R - STUDENT EXPULSION (DISMISSAL)**

The following procedures will be used when the school administration makes a recommendation for expulsion of a student:

1. Written notice of intent to take action will:
  - a. Be served upon the student and parent or guardian by certified mail;
  - b. Contain a complete statement of the facts alleged;
  - c. State the date, time, and place of the hearing;
  - d. Be accompanied by a copy of the pupil suspension and dismissal law (RSA 193:13);
  - e. Describe alternative educational programs accorded the student prior to commencement of the expulsion proceedings if any; and
  - f. Inform the student and parent or guardian of the right to:
    1. have legal counsel at the hearing,
    2. examine the student's records before the hearing,

3. present evidence, and
4. confront and cross-examine witnesses.
- g. If a student is handicapped, state how the cause of the proposed action is unrelated to the handicapping condition.
2. A review must be conducted of the relationship between the student's disability and the behavior subject to the disciplinary action. A manifestation determination review is to take place immediately but no later than 10 school days after the decision to suspend is made. (See Federal Registrar 3-12-99 300.523 Manifestation Review).
3. The hearing will be scheduled within 10 days of the service of the written notice unless an extension, not to exceed five days, is requested for good cause by the Board, student, parent, or guardian.
4. The hearing will be at a time and place reasonably convenient to student, parent, or guardian.
5. The hearing will be closed unless the student, parent, or guardian requests an open hearing.
6. The student and/or parent will have the right to choose a representative, who may be legal counsel.
7. The proceedings of the hearing will be recorded and preserved at the expense of the school district, pending ultimate disposition of the action. Testimony will be given under oath.
8. At a reasonable time prior to the hearing, the student, parent, or guardian, or the student's representative, will be given access to all public school records pertaining to the student, including any tests or reports upon which the proposed action may be based.
9. The student, parent, or guardian, or the student's representative, will have the right to request the attendance of any official employee or agent of the school system, and to confront and to cross-examine any witness testifying for public school system.
10. The student, parent or guardian, or the student's representative, will have the right to present evidence and testimony, including expert psychological or educational testimony.
11. The student cannot be compelled to testify in the expulsion proceedings.
12. The decision by the Board will be based solely upon the evidence presented at the hearing and will be rendered within five days after the hearing. The decision will be in writing and the controlling facts upon which the decision is made will be stated in sufficient detail to apprise the parties and the State Commissioner of Education of the reason for the decision.

#### Appeal Procedures:

The decision of the Board may be appealed to the State Board of Education.

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### **JI - STUDENT RIGHTS AND RESPONSIBILITIES**

Student rights and responsibilities shall be published in the Parent-Student Handbook and will be made available in another language or presented orally upon request. Student disciplinary procedures will be implemented pursuant to the provisions of Board Policies JIC and JICD.

The privileges and rights of all students shall be guaranteed without regard to age, race, religion, sex, creed, gender identity, sexual orientation, color, marital status, familial status, physical or mental disability, or national origin.

#### STUDENT RIGHTS.

1. All students have the right to receive an education.
2. All students have the right to attend school in the district in which they reside or as assigned by the school board.

3. All students have the right to expect that the school will be a safe and healthful place to gain an education.
4. All students have the right to be informed of the school rules and procedures by which the school is governed.
5. All students in matters of discipline are entitled to treatment that is fair, consistent, and appropriate to the action of the offense.
6. All students have the right of due process in disciplinary matters resulting in suspension from school.
7. All students shall have the right to advocate change of any law, policy, or regulation peaceably and responsibly. Adequate opportunities shall be provided for students to exercise their rights through channels established for considering such complaints.

#### **STUDENT RESPONSIBILITIES.**

1. All students have the responsibility to attend school daily and to be punctual in reporting to school classes.
2. All students have the responsibility to assist the school staff in running a safe and healthful school.
3. All students have the responsibility to apply themselves to their school work, complete assignments on time, respect school property, conduct themselves properly, and to be willing to work for self-improvement.
4. All students have the responsibility to be aware of all the rules and regulations for student behavior and to conduct themselves in accordance with them.
5. All students have the responsibility to dress in accordance with the dress code in a manner that is both neat and clean, and which does not create a distracting hazard to himself/herself or to others.
6. All students are responsible to exercise their rights of due process and to pursue their grievances according to the orderly process established by the school for those purposes.
7. All students exercising their rights to freedom of expression through speech, assembly, petition and other lawful means must not interfere with the rights of others. Freedom of expression may not be utilized to present material, which is obscene or slanderous, or to defame character, or to advocate violation of federal, state and local laws, or official school policies, rules and regulations.

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### **JIC – STUDENT CONDUCT**

#### **A. General Policy.**

The School Board is committed to promoting a safe, healthy, orderly, and supportive school and learning environment. To achieve that for all, it is important for students to conduct themselves in a manner fitting to their age level and maturity, and with respect and consideration other students, District personnel and other members of the community. Students are expected and required to maintain appropriate behavior that allows teachers and staff to perform their professional duties effectively and without disruption while on School District property or on property within the jurisdiction of the School District (including vehicles); and/or while attending or engaged in school activities.

Expectations for student conduct and standards of behavior shall be communicated through written Board policies, as well as District and/or school rules. Those policies and rules should be included in a Code of Conduct for each school.

Student conduct that causes material or substantial disruption to the school environment, interferes with the rights of others, presents a threat to the health and safety of students, employees, or visitors, and/or violates the Code of Conduct, or classroom rules is prohibited. Response to violations of the Code of Conduct, however, should be designed to maximize student academic, emotional, and social success, while at the same time assuring safety of all students, staff, and school visitors. With this objective, the



Board endorses adoption of a Multi-Tiered System of Support for Behavioral Health and Wellness (“MTSS-B”) as the framework for the Code of Conduct. District personnel who interact with students are expected to utilize progressive disciplinary measures, and to place emphasis on educating students so they may grow in self-discipline. Suspensions and expulsions shall be administered consistent with the applicable Code of Conduct and Board policy JICD.

#### **B. Student Code of Conduct.**

The School Board delegates to the Superintendent, in consultation with the appropriate building Principal and counselors, the responsibility of adopting and implementing a [Student Code of Conduct] with such age-appropriate rules and regulations for each school as he/she deems necessary to implement the objectives of this policy, and reflects the three-tiered support prevention of framework of MTSS-B: school-wide approaches; targeted supports for at-risk students; and individualized services for highest-needs students.

The Code of Conduct for each school shall be submitted to the School Board for review each year, either separately or with the applicable student handbook. Consistent with the Board's statutory authority, and other Board policies regarding review of administrative rules, regulations and procedures, the School Board retains the authority to modify, supersede, or suspend any provision of the Code of Conduct.

The Code of Conduct shall include:

1. A graduated and age-appropriate system of supports and intervention strategies, such as:
  - parent conferences,
  - counseling,
  - peer mediation,
  - instruction in conflict resolution and anger management,
  - parent counseling and training,
  - community service, and
  - rearranging class schedules.
2. Graduated and age-appropriate disciplinary consequences such as:
  - restriction from extra-curricular activities,
  - temporary (same day) removal from class or activity,
  - detention,
  - temporary reassignment/in-school suspension,
  - out-of-school suspension, and
  - expulsion.
3. Provisions describing how and when short term suspensions of up to 5 days, short term suspensions up to 10 days, long term suspensions up to 20 days, and/or expulsion should be imposed. These standards shall make reference to and reflect:
  - the nature and degree of disruption caused to the school environment;
  - the threat to the health and safety of pupils and school personnel, volunteers or visitors;
  - whether the conduct or behavior is isolated or repeated.

All temporary (same day) removal from classrooms or activities, restriction from activities, detentions, suspensions, and expulsions shall comport with applicable laws, regulations, and Board policy JICD.

4. Information regarding RSA 193:13, 193-D, this policy, Board policy JICD, and other Board policies or District/school rules regulating student conduct on and off-campus. Except where the complete text of a statute, regulation or policy is required, the Code of Conduct should include age appropriate language. e.g., summaries for elementary grade levels.

#### C. Implementation and Notice.

The Superintendent shall assure that the Code of Conduct, complete with the information set out in section B.4, above, shall be printed in full in each student handbook, made available to parents at the beginning of the school year, publicly available on the school, District and/or SAU district website [or in some other manner to assure parental notification if neither the school district nor SAU maintain a website].

Additionally, building Principal(s) shall assure student awareness of the Code of Conduct and other District policies and building rules through print, postings, and periodic announcements.

The Superintendent should also designate personnel to explore the availability of and pursue any State or Federal grants, technical assistance, and professional development opportunities available to facilitate implementation of MTSS-B per RSA 135-F:5, I(c) and (d).

#### D. Parental Notification of Simple Assaults.

Pursuant to RSA 193-D:4, I (b), the Superintendent is directed to adopt and implement procedures requiring parents/guardians of each student involved in a simple assault (victim and perpetrator) occurring during the school day, when such assault causes: any form of bodily injury, including bruising or discoloration, or would otherwise constitute a disciplinable offense under the Code of Conduct. For purposes of this policy, "simple assault" shall have the same meaning as that provided in RSA 631:2-a (a simple assault occurs when one purposefully or knowingly causes bodily injury or unprivileged physical contact to another; or recklessly causes bodily injury to another or negligently causes bodily injury to another by means of a deadly weapon).

#### E. Disciplinary Removal of Students with Disabilities.

If a student is disabled under the Individuals with Disabilities Act (IDEA), the New Hampshire RSA 186-C, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, or any other law providing special rights to disabled students, those laws shall govern and shall supersede these local policies to the extent these local policies are inconsistent with those laws. Accordingly, any class or activity removal, suspension, or expulsion of a child with a disability as defined in Ed 1102.01(t) shall be in accordance with Ed 1124.01.

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### **JICA - STUDENT DRESS CODE**

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

The dress code within each school shall be administered fairly, consistently, and equally to all students. The dress code shall not be enforced in a manner that discriminates against a particular viewpoint or results in a disproportionate application of the dress code relative to students' gender, gender identity, sexuality, race, ethnicity, household income, or body type or size.

Enforcement must accommodate clothing worn by students as an expression of religious beliefs (e.g., head scarves) and worn by students with disabilities (e.g., protective helmets). Enforcement shall not indirectly discriminate against students based on hair texture and or hairstyles, including, but not limited to, braids, locks, and twists.

### District Standards:

These rules are not comprehensive and the administration will have the discretion to state what is and is not appropriate should an issue arise.

1. Shirts and tops with artistic print and/or logos should be school appropriate and should not contain reference to tobacco, alcohol, weapons, violence, foul language, sex, etc. or be offensive to a specific race, ethnic group, or gender/gender identity.
2. Shirts and tops will provide intended coverage. (No exposed midriff, cleavage, chest, or back.) Please note, tank tops should have no less than a two (2) inch wide strap.
3. Pants, trousers, jeans, skirts/dress, and shorts must provide intended coverage. (No undergarments showing.)
4. Hooded attire is fine - but please keep the hoods down in the building.
5. As a general rule, hats may not be worn in school.\*
6. Sunglasses are fine outside, but not in the building (unless prescribed by a doctor for medical conditions).
7. Shorts and skirts/dresses must be below mid-thigh. (Test this by hanging your hands at your sides-see where your fingertips land... this is the target. )
8. Fashionable rips, tears, and/or holes in clothing must be lower than mid-thigh.
9. Footwear must be worn at all times.
10. All Kindergarten through 5th grade students must wear closed toe shoes on the playground.\*\*

Clothing that is not allowed includes but is not limited to:

Hats\*, spaghetti straps, muscle shirts, halter tops, backless shirts, tube tops, plunging necklines, PJ pants (or other lingerie type garments), or pants worn too low as to reveal undergarments.

\*Hats may be worn in school for fundraising and school spirit events only as directed. Hats when worn, should be school appropriate (see #1 above).

\*\*This is specific to grades K-5 because of the safety issues on the playground.

Building Principals shall assure that any District or School standards are included in the Student Handbook and otherwise communicated to students annually.

Notwithstanding District or School standards, some courses and school activities may require adjustments to attire and hairstyle or may require specific attire to ensure safety during academic activities (e.g., science labs or PE).

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

School staff shall not confront students on dress-code violations in a manner that unnecessarily disciplines or publicly shames the student. When a school staff member or school administrator discusses a dress code violation with a student, it is recommended that another adult should be present and at least one of the two adults should be the same sex as the student.

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## **JICD - STUDENT DISCIPLINE AND DUE PROCESS**

### Policy Statement.

This policy establishes the substantive parameters, procedures and due process that shall apply before a student may be subject to temporary (same day) removal from classrooms or activities, restriction from activities, detentions, suspensions and/or expulsion. Pursuant to Board policy JIC, response to misconduct,

including disciplinary measures and consequences should be designed to maximize student academic, emotional and social success, while at the same time assuring safety of all students, staff and school visitors. Administration of any of the consequences described in this policy shall be consistent with the system of supports and graduated sanctions established pursuant to Policy JIC and the applicable Code of Conduct.

A. Standards and Procedures Relative to Disciplinary Consequences.

1. "Removal from the classroom" means a student is sent to the building Principal's office or other designated area during the same school day. It is within the discretion of the person in charge of the classroom or activity to remove the student.

Students may be removed from the classroom at the classroom teacher's discretion if the student refuses to obey the teacher's directives, becomes disruptive, fails to abide by school or District rules or the Code of Conduct, or otherwise impedes the educational purpose of the class. Before ordering the removal, the staff member ordering the removal shall warn the student of the infraction and allow the student to respond.

2. "Restriction from school activities" means a student will attend school, classes, but will not participate in other school extra-curricular activities, including such things as competitions, field trips, and performances. A student who has been restricted from school activities may participate in practices at the discretion of the person imposing the restriction.

Before ordering the restriction, the supervising employee (e.g., teacher, coach, director, Principal, etc.) ordering the restriction shall warn the student of the infraction and allow the student to respond. If the restriction is immediate and outside of school hours, provision must be made to assure the student is not left unsupervised. The terms of the restriction shall be communicated to the Principal and the student's parent/guardian.

Restrictions under this policy are not appealable.

3. "Detention" means the student's presence is required for disciplinary purposes before or after the hours when the student is assigned to be in class and may occur on one or more Saturdays.

Students may be assigned classroom detention at the classroom teacher's discretion, and building detention at the Principal's discretion, if the student refuses to obey the teacher/employee's directives, becomes disruptive, fails to abide by printed classroom, school or District rules, or the Code of Conduct, or otherwise impedes the educational purpose of the class. Before ordering the detention, the staff member ordering the detention shall warn the student of the infraction and allow the student to respond. Parents/guardians shall be notified at least 24 hours prior to a student serving detention.

Detentions before or after school shall not exceed one hour, and Saturday detentions shall not exceed three hours. The building Principal is authorized to establish, announce and post additional guidelines and rules regarding detention, supervision, building access, etc. The length and timing of the detention is within the discretion of the licensed employee disciplining the student or the building Principal, pursuant to the posted rules of the school.

Detentions are not appealable.

4. "Temporary Reassignment" or "in-school suspension" means the student will attend school but will be temporarily isolated from one or more classes while under supervision. A temporary reassignment should not exceed five consecutive school days. Parents/guardians shall be notified at least 24 hours prior to the administration of a temporary reassignment.

The building Principal is authorized to issue reassignment, restrictions from activities, or place a student on probation for repeated failure to conform to the Code of Conduct, classroom rules, or for any conduct that causes material or substantial disruption to the school/class environment, interferes with the rights of others, presents a threat to the health and safety of students, employees, and visitors, is otherwise inappropriate, or is prohibited by law.

5. "Probation" means a student is given a conditional suspension of a penalty for a definite period of

time in addition to being reprimanded. The conditional suspension will mean the student must meet the conditions and terms for the suspension of the penalty. Failure of the student to meet these conditions and terms will result in reinstatement of the penalty. Notwithstanding the assignment of probation, no imposition of the suspended consequence may be administered unless and until all of the provisions of this policy applicable to the suspended consequence (i.e., long-term suspension, expulsion, etc.) are satisfied.

6. **“Out-of-school suspension”** means the temporary denial of a student's attendance at school for a specific period of time. It includes short-term and long-term out of school suspensions.
- a. **Short-term suspension.** A “short-term suspension” means an out-of-school suspension of ten (10) consecutive school days or less. RSA 193:13, I (a).<sup>5</sup>

The Superintendent or his/her written designee<sup>6</sup> is authorized to suspend a student for ten (10) school days or less.

A short term suspension may be imposed only for:

Behavior that is detrimental to the health, safety, or welfare of pupils or school personnel (including, but not limited to, an act of theft, destruction or violence, as defined in RSA 193-D:1); or

Repeated and willful disregard of the reasonable rules of the school that is not remediated through imposition of the district's graduated sanctions described in JIC and the Code of Conduct.

Pursuant to RSA 193:13, XI(b) and Board policy JIC, a short-suspension over 5 days must conform to the standards included in the Code of Conduct.

Before any short-term suspension may be imposed, a student is entitled to the minimum due process (notice before meeting of the charge and explanation of evidence, notice of the possibility of suspension, opportunity for the student to respond, and a written decision explaining the disciplinary taken). See New Hampshire Department of Education Rule Ed 317.04(f)(1).<sup>7</sup>

- b. **Long-term suspension.** A “long-term suspension” is the extension or continuation of a short-term suspension for a period not to exceed an additional 10 days beyond the duration of the short-term suspension.

The Superintendent is authorized to continue the suspension and issue a long-term suspension of a pupil for a period in excess of ten (10) school days, provided only that if the Superintendent issued the original short-term suspension, then the School Board may designate another person to continue the short-term suspension and issue the long-term suspension.

A long-term suspension may only be imposed for:

- i. an act that constitutes an act of theft, destruction or violence, as defined in RSA 193-D<sup>8</sup>;
- ii. bullying pursuant to Board policy JICK when the pupil has not responded to targeted interventions and poses an ongoing threat to the safety or welfare of another student; or
- iii. possession of a firearm, BB gun, or paintball gun.

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<sup>5</sup> The text of any state law (“RSA”) referenced in this policy may be located with the following link:  
<http://www.gencourt.state.nh.us/rsa/html/nhtoc.htm>

<sup>6</sup> RSA 193:13, I(a) designates the Superintendent as the person with authority to suspend, but specifically allows the Superintendent to delegate that authority **“in writing”**. This should be done before the start of each year.

<sup>7</sup> The text of any regulation of the NH Department of Education may be located with the following link:  
<https://www.education.nh.gov/who-we-are/deputy-commissioner/office-of-governance/administrative-rules>

<sup>8</sup> <http://www.gencourt.state.nh.us/rsa/html/XV/193-D/193-D-1.htm> That list is subject to change. The statute should be reviewed prior to any long term suspension for an act of theft, destruction or violence.

Prior to a long-term suspension, the student will be afforded a hearing on the matter. The informal hearing need not rise to the level and protocol of a formal hearing, but the process must comply with the requirements of Ed 317.04 (f)(2), and (f)(3)(g), including, without limitation, the requirements for advance notice and a written decision.

c. Appeal of long-term suspension. Any long-term suspension issued other than by the School Board under this policy, is appealable to the School Board, provided the Superintendent or School Board chair receives the appeal in writing within ten (10) days after the issuance of the Superintendent's *[or other person designated under B.6.b, above]* hearing and written decision required under N.H. Dept. of Education Rule Ed. 317.04 (f)(2)c, and sub-paragraph B.6.b, above. The Board shall hold a hearing on the appeal but will rely upon the record of the decision being appealed from.

Any suspension in excess of ten (10) school days shall remain in effect while this appeal is pending unless the School Board stays the suspension while the appeal is pending. Any request to stay a long-term suspension should be included in the original appeal.

d. Educational Assignments. As required by RSA 193:13, V, educational assignments shall be made available to students during both short and long term suspensions.

e. Alternative Educational Services. The school shall provide alternative educational services to a suspended pupil whenever the pupil is suspended in excess of 20 cumulative days within any school year. The alternative educational services shall be designed to enable the pupil to advance from grade to grade.

f. Re-entry Meetings and Intervention Plans. Prior to returning to regular classes, a suspended student, and parent/guardian (when available) shall meet with the building Principal or his/her designee to assist the student in smoothly returning to the school setting.

Any time a pupil is suspended more than 10 school days in any school year, upon the pupil's return to school the school district shall develop an intervention plan designed to proactively address the pupil's problematic behaviors by reviewing the problem behavior, re-teaching expectations, and identifying any necessary supports.

g. Attendance Safe Harbor. A student may not be penalized academically solely by virtue of missing class due to a suspension.

7. "Expulsion" means the complete denial of a pupil's attendance at school for any of the reasons listed in RSA 193:13, II and IV.

a. Grounds for Expulsion. An expulsion may only be imposed for an act that poses an ongoing threat to the safety of students or school personnel AND that constitutes:

- i. A repetition of an act that warranted long term suspension under section B.6.b, above;
- ii. Any act of physical or sexual assault that would be a felony if committed by an adult;
- iii. Any act of violence pursuant to RSA 651:5, XIII<sup>9</sup>;
- iv. Criminal threatening pursuant to RSA 631:4, II(a)<sup>10</sup>; or
- v. For bringing or possessing a firearm as defined in Section 921 U.S.C. Title 18 within a safe school zone as prohibited under RSA 193-D:1<sup>11</sup>, or under the Gun Free School Zones Act, unless such pupil has written authorization from the Superintendent.

Before expelling a pupil, the Board shall consider each of the following factors:

- (1) The pupil's age.

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<sup>9</sup> <http://www.gencourt.state.nh.us/rsa/html/LXII/651/651-5.htm>

<sup>10</sup> <http://www.gencourt.state.nh.us/rsa/html/LXII/631/631-4.htm>

<sup>11</sup> <http://www.gencourt.state.nh.us/rsa/html/XV/193-D/193-D-1.htm>



- (2) The pupil's disciplinary history.
- (3) Whether the pupil is a student with a disability.
- (4) The seriousness of the violation or behavior committed by the pupil.
- (5) Whether the school district or chartered public school has implemented positive behavioral interventions under paragraph V.
- (6) Whether a lesser intervention would properly address the violation or behavior committed by the pupil.

b. Due Process to Be Afforded Prior to Expulsion. Prior to any expulsion, the District will ensure that the due process standards set forth in Ed 317.04(f)(3) through 317.04 (m)<sup>12</sup> are followed.

c. Duration of Expulsion. An expulsion will run for the duration stated in the written decision or until the School Board or Superintendent restores the student's permission to attend school as provided in this policy. An expulsion relating to a firearm in a safe school zone per B.7.a.v, shall be for a period of not less than 12 months.

d. Educational Services. The Superintendent is authorized, but not required, to arrange for educational services to be provided to any student residing in the District who has been expelled by the District or by any other school.

#### B. Modification or Reinstatement After Suspension or Expulsion.

Expelled or suspended students may request a modification of, or reinstatement from, an expulsion or suspension as provided below. Except for students establishing residency from out-of-state, requests for modification or reinstatement from expulsion/suspension shall be submitted in writing to the Superintendent no later than August 15. The request should set forth the reasons for the request and include additional information to establish that it is in the best interest of the student and school community to reinstate the student. Such additional information may include such things as work history, letters of reference, medical information, etc. All reinstatements shall include an Intervention Plan as described in paragraph B.6.f, above, including such conditions as the reinstating authority (Superintendent or Board) deem appropriate.

1. Modification by Superintendent. Subject to all other applicable laws, regulations and Board policies, and paragraph C.3, below (relating to firearms), the Superintendent is authorized to reinstate any student who has been suspended or expelled from a school in this District, and or enroll a student suspended or expelled from another school or district, on a case-by-case basis.

2. Review and reinstatement by Board. A student may request the School Board (of the district of attendance) to review an expulsion decision prior to the start of each school year by filing a written request with the Superintendent detailing the basis of the request. The Board will determine whether and in what manner it will consider any such request after consultation with the Superintendent.

3. Modification of Expulsion for Firearms. A student who has been expelled from this District or any other public or private school for bringing or possessing a firearm in a safe school zone as prohibited under RSA 193-D1, or under the Gun Free Schools Act, may only be reinstated or enrolled if the Superintendent first determines: possession of the firearm was inadvertent and unknowing; the firearm was for sporting purposes and the student did not intend to display the firearm to any other person while within the safe schools zone; the student is/was in the fifth or lower grade when the incident occurred; or the Superintendent determines that the firearm was not loaded; and that no ammunition was reasonably available; and that the pupil had no intention to display the firearm to other students.

Additionally, the School Board may enroll a student expelled from a school outside of New Hampshire for a violation of the Gun Free Schools Act upon the student establishing residency.

#### C. Appeals to State Board of Education.

Any decision by the Board (i) to expel a student, (ii) not to reinstate a student upon request, or (iii) enroll a student from another state who had been expelled for a violation of the Gun Free Schools Act, may be

<sup>12</sup> <https://www.education.nh.gov/who-we-are/deputy-commissioner/office-of-governance/administrative-rules>

appealed to the State Board of Education at any time that the expulsion remains in effect, subject to the rules of the State Board of Education.

D. Sub-committee of Board.

For purposes of sections B.6 and B.7 of this policy, "Board" or "School Board" may either be a quorum of the full Board, or a subcommittee of the Board duly authorized by the School Board.

E. Superintendent and Principal Designees.

Except where otherwise stated in this policy, the Superintendent may delegate any authority s/he has under this policy, and a principal may delegate any authority s/he has under this policy, to other appropriate personnel.

F. Disciplinary Removal of Students with Disabilities.

If a student is disabled under the Individuals with Disabilities Act (IDEA), the New Hampshire RSA 186-C, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, or any other law providing special rights to disabled students, those laws shall govern and shall supersede these local policies to the extent these local policies are inconsistent with those laws. Accordingly, any suspension or expulsion of a child with a disability as defined in Ed 1102.01(t) shall be in accordance with Ed 1124.01.

G. Notice and Dissemination.

This policy shall be made available to families, students and staff as provided in Board policy JIC.

H. Conflict in Law or State Regulation.

If any provision of this policy shall conflict with State or Federal law, or regulation of the New Hampshire Department of Education, then such law or regulation shall apply, and the remainder of the policy shall be read and interpreted to be consistent with the law or regulation. School administrators and families are strongly encouraged to review the links for pertinent statutes and laws as referenced in this policy.

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**JICD-R - MEMORANDUM OF UNDERSTANDING  
for administering the Provisions of RSA 193-D Safe School Zones**

1. General Principles

The School Board and the Police Department agree to work in a cooperative effort to provide a safe and healthy school environment for students, staffs and visitors. In furtherance of that effort, this Memorandum of Understanding is intended to comply with the provisions of RSA 193-D Safe School Zones. The Board and the Police Department further agree to respond effectively to incidents of school delinquency or criminal behavior in school, on school grounds, and at school sponsored events.

This memorandum deals with the law enforcement response to any incident involving the possession, use, sale or distribution of alcohol and other drugs in a school setting or during any school sponsored activity. This memorandum also addresses the efforts by- the school and police to respond to incidents of violence; weapons possession; or acts of theft, violence or destruction, on school property and at school functions, under the provisions of and in concert with the implementation of the Safe Schools Act, RSA 193-D. This Memorandum applies to reportable behavior of adults, as well as children.

The School Board and the Police Department agree to coordinate these efforts with the local prosecuting Attorney's Office and the New Hampshire Department of Education.

The School Board recognizes that in cases of an emergency situation or imminent danger to students, staff or the community, the Police Department and the School District may act without regard to the Memorandum of Understanding. Nothing contained in this Memorandum is intended to limit the events that may be reported to the Police Department or limit school employees from requesting police assistance on matters not referred to in this Memorandum.

## 2. Definitions

The following terms, as defined in RSA 193:D-1 apply to this Memorandum:

- "Safe School Zone" means an area inclusive to any school property or school buses.
- "School" means any public or private elementary, secondary or secondary vocational-technical school in New Hampshire. It shall not include home schools.
- "School Employee" means any school administrator, teacher, or other employee of any public or private school, school district, school department, or school administrative unit, or any person providing, or performing continuing contract services for any public or private school, school districts school department or school administrative unit.
- "School property" means all real property, physical plant and equipment used for school purposes, including but not limited to school playgrounds and buses, whether public or private.
- "School purposes" means school-sponsored programs, including but not limited to educational or extra-curricular activities.

## 3. School/Police Liaisons

In order to facilitate prompt and clear communication of incidents School Board and the Police Department will designate individuals to serve as primary contact liaisons. The Superintendent of Schools shall designate the Principal and/or designee at each school as that school's Reporting Official. He/she shall be responsible for handling all reportable incidents of: (1) drug/alcohol use, possession, sale and/or distribution; (2) assault or violence; (3) possession of weapons; and/or (4) theft or destruction of property. The School District liaison will communicate information on such incidents to the Police Department.

The Chief of Police shall designate a police officer(s) who shall be responsible for handling all reportable incidents brought to the attention of the Police Department by the school's Reporting Officials. In addition to communication between the Reporting Official and the Police Officer on the specific incidents mentioned above, it is recommended that Official and Officer meet regularly to discuss the scope of these problems, and to identify strategies aimed at reducing them.

## 4. Reportable Acts

### A. School Reports to Police Department

1. Mandatory: Notwithstanding the provisions of RSA 193-D, the Safe School Zone Act, the following incidents must be reported to the Police Department by the designated school employee:
  - a. Possession of alcohol by a minor or if it appears that a student is under the influence of alcohol or drugs on school property, or at school functions;
  - b. Possession, selling or distribution of any controlled substance (including drug paraphernalia) as defined in NH RSA 318-B, by an individual on school property, or at school functions;
  - c. Any incident in which any individual who is responsible for, suspected of, or determined to be selling or distributing drugs or alcohol on school property, or at school functions;
  - d. Unlawful possession, sale, or use of firearms or other dangerous or prohibited weapons, fireworks and explosives, as defined in NH RSA's 208, 644 and 159, on school property, or at school functions;
  - e. Arson under RSA 634:1 any person who knowingly starts any fire or causes any explosion which results in injury, damage to property of another, or is done with intentional disregard for the safety of others;
  - f. Burglary under RSA 635: any person who enters a building to separately secured section of a building, with a purpose to commit a crime;
  - g. Robbery under RSA 636: including any theft that is accomplished by the physical force or the threat of imminent use of force;

- h. Thefts of property where the value is more than \$50.00, repeated occurrences of theft by one student, (thefts by students who are in the third grade or lower are generally not reported to the Police);
- i. Homicides under RSA 630: any death shall immediately be reported to the Police Department, regardless of suspected cause;
- j. Any first or second degree assault under RSA 63 1, whereby an injury occurs to a person, requiring medical treatment beyond basic first aid or requiring outside medical follow up, caused by another person. Investigation may reveal that not all if these incidents constitute an actual crime. Reporting will allow an investigation to be conducted;
- k. Any sexual assault under RSA 632-A will be reported;
- l. Criminal Mischief under RSA 634:2, purposely or recklessly damaging the property of another, resulting in a value of \$50 or more of damage. This includes vandalism to school property;
- m. Threatening behavior under RSA 631:4 which purposely places or attempts to place another in fear of imminent bodily injury or physical contact.

2. Discretionary Reporting Events are up to the Discretion of the Building Principal and/or designee.

- a. Refusal or neglect to conform to reasonable rules of the school or to clear, non-injurious directions given by staff member.
- b. Simple assault incidents (which do not meet the criteria as stated in j. above), depending upon the nature of the incident, as determined by the school administration.
- c. Theft, under RSA 637, of property under \$49.
- d. Criminal Mischief under RSA 634:2, purposely or recklessly damaging the property of another, resulting in a value of \$49 or less of damage. This includes vandalism to school property.

B. Police Department Reports to School

- 1. The following information shall be reported by the Police Department to the School Principal and/or designee:
  - a. An arrest made by the Police Department of a student, when such information is relevant to the safety of that student, or of other students in the school, where the law allows.
- 2. The following information may be shared with school Administration by the Police Department, subject to applicable statutes and regulations governing confidentiality:
  - a. The arrest and filing of a delinquency complaint against any student under the age of 17 years.
  - b. Other non-criminal activity that the Police Department deems pertinent to the student's well-being, including but not limited to threatening to attempt suicide; victimization of the student by a parent, caretaker or other individual.

5. Procedures for Reporting

A. It is agreed that every school employee who has witnessed or has information from the victim of an act of theft, destruction, or violence in a safe school zone shall report such act immediately to a supervisor. A supervisor receiving such report shall immediately forward such information to the school Principal and/or designee. The Principal and/or designee shall then contact the Police Department by telephone and report the incident. The Principal and/or designee shall also provide the Police Department with a written report within 48 hours of the incident.

B. The report required shall include:

- 1. Identification of the act of theft, destruction, or violence that was alleged.
- 2. The name and address of witnesses to the alleged act.
- 3. The name and home address of any person suspected of committing the act.

C. The written report required above shall be waived when there is a law enforcement response at the time of the incident which results a written police report.

D. School Response

1. A teacher or other school employee who has reasonable grounds to believe that a student has committed a reportable act shall:
  - a. Confront the student with the nature of the offense;
  - b. Take the student to the Principal and/or designee's office;
  - c. Retrieve and turn over any physical evidence to the Principal and/or designee.
2. For Mandatory Reportable acts, the Principal and/or designee shall:
  - a. Notify the police and student's parent/guardian, and inform them of the nature of the incident;
  - b. Turn over any physical evidence seized and a written fact summary to the Police Department;
  - c. Initiate disciplinary action in accordance with Board policies.
3. For Discretionary Reportable Acts, the Principal and/or designee shall:
  - a. Determine if the police and parent/guardian should be notified and, if so, make the calls as soon as reasonably possible. Any incident reported to the Police shall also be reported to the student's parent/ guardian;
  - b. Initiate disciplinary action in accordance with Board policies.

E. Police Response

- (1) The Police Officer will make contact with the school as soon as possible after receiving a report from the Principal and/or designee to investigate the incident, or take any other appropriate action.
- (2) During the investigation, the Police Officer may meet with the Principal and/or designee, the student, the student's parent/guardian and appropriate persons with knowledge of pertinent facts, if required.
- (3) If at the conclusion of the investigation, the student is found to have committed the alleged offense, the Police Officer may initiate the formal complaint process.
- (4) When the Police Officer is called to the school in response to offenses involving the sale and/or distribution of drugs or alcohol, violent behavior, or the possession of a weapon, and when probable cause exists for arrest, the Officer shall take the appropriate action to initiate the formal complaint process.
- (5) To the extent possible, precautions will be taken by both Police and school officials at all times to ensure the education process is not disrupted.

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### **JICH - STUDENT SUBSTANCE ABUSE**

A student shall not possess, use, transmit, sell, give, manufacture, be in the presence of, or be under the influence of any unlawful drug on the school grounds or at any school-sponsored activity on or off school premises.

For the purpose of this policy, an unlawful drug is defined as alcohol, tobacco, abused or misused prescription drugs/commercial products (e.g. inhalants) (over-the-counter medication) illicit drugs, or any other illegal substance.

Policy Statement:

This policy is based on the conviction that school should be a drug free environment. Effective identification of substance abuse problems begins with consistent consequences incurred for violations of the school's chemical use policy. Therefore, violations of the substance abuse policy incur simultaneous disciplinary

action and referral to the student assistance program, emphasizing both our adherence to the code of conduct, the interscholastic athletic code, and our commitment to help troubled students.

Medications which a student has on prescription and carries onto school property for ingestion as prescribed by a doctor will be kept in the nurse or Principal's office.

If drug use or possession is suspected, the following procedure will be followed:

- A. Upon establishing suspicion that a student is engaged in the use of drugs, the staff or faculty member is to notify the office and request that an administrator or school official come to the location immediately. The treatment of and transfer of the student from the classroom or other locale should be handled as tactfully as possible. Faculty, staff member, or school official initiating this process should follow up in a timely manner, listing/detailing the observed behaviors/indicators which aroused suspicion.
- B. Student is then escorted to the office for further evaluation.
- C. If the administrator determines that a search is needed, the search procedure should be handled as follows:
  1. Personal Search: The Principal or designee should secure from the student the known or suspected contraband. The search procedure should be conducted in accordance with School Board Policy JIH
  2. Lockers, Desks, etc.: When there seems to be reasonable cause to believe that a locker or desk should be searched for contraband, the search should be conducted in accordance with School Board Policy JIH
  3. Automobiles: When there seems to be reasonable cause to believe that an automobile should be searched for contraband, the search should be conducted in accordance with School Board Policy JIH
- D. Student will be questioned by the Principal or his/her designee and one other staff member to determine admission, denial, guilt, or involvement.
- E. School Resource Officer or other certified personnel will then assess the student for presence of substantial indicator or substance abuse. (This assessment may include a field sobriety test, HGNA, or other means.)
- F. Upon establishing support for original suspicions of substance use, the parent/guardian is contacted and notified of the offense.
- G. The student will participate in a short-term substance abuse educational program. Confirmation to the school will be needed within three days of the offense that the student will be entering the substance abuse program.
- H. The student will undergo an informal assessment which will be conducted by a staff assessment team which may consist of a representative of the Administration, a Guidance Counselor, and /or a substance abuse resource person.
- I. If deemed appropriate by the staff assessment team, the student may be required to undergo a formal assessment to be conducted by a psychologist or other person qualified to conduct such an assessment. (This will be at the expense of the parents/guardian).
- J. The student will participate in a program designed to respond to the individual student's problem/degree of substance abuse. Such a program may include a related educational, preventative program, counseling by a specialist, and/or therapy. Parents/guardians will be financially responsible for such a program. The student and parents will also be made aware of the available support systems within the school and community.
- K. Any student found selling, possessing, distributing, or giving away unlawful substances will be turned over to police authorities immediately and suspended from school at once pending School Board action.



- L. The parent/guardian may, if they wish, have the students blood/urine tested (at the school's expense, if necessary) to confirm or refute suspected drug use. The school *will* receive a copy of any tests paid for by the school.

Upon confirmation of drug use through blood/urine testing OR upon refusal to submit to testing the student will be suspended for five days. Prior to returning to classes, a meeting with family, the student, and SAP (Student Assistance Person) will be arranged to determine the next steps.

The general criterion to be used by the Principal/Assistant Principal in administering these guidelines shall be in the best interests of the total school population and the maintenance of the educational environment for Lin-Wood Public School.

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## **JICI - DANGEROUS WEAPONS ON SCHOOL PROPERTY**

### Guns and Firearms - Students:

Any pupil who brings or possesses a firearm as defined in section 921 of Title 18 of the United States Code in a safe school zone as defined in RSA 193-D:1 without written authorization from the superintendent or designee shall be expelled from school by the local school board for a period of not less than 12 months. This expulsion may be modified by the Superintendent upon review of the specific case in accordance with other applicable law.

Pursuant to the provisions of 20 U.S.C. § 7151, Gun-Free Schools Act, the Board requires the Superintendent to contact local law enforcement authorities and/or the Division of Children and Youth Services and notify them of any student who brings a firearm or weapon on school property.

Weapons under control of law enforcement personnel are permitted.

All students will receive written notice of this policy at least once each year.

### Other weapons:

For the purposes of this policy, "weapon" includes but is not limited to: slung shot, metallic knuckles, billies, knives, electric defense weapons (as defined in RSA 159:20), aerosol self-defense spray weapons (as defined in RSA 159:20), and martial arts weapons (as defined in RSA 159:24).

"Weapon" is further defined as any device, instrument, material or substance, which is used, attempted to be used or threatened to be used is readily capable of causing death or serious physical injury.

Weapons are not permitted in school buildings, on school property, in school vehicles or at school-sponsored activities. This policy applies to students and members of the public alike.

Student violations of this policy will result in both school disciplinary action and notification of local law enforcement authorities.

Members of the public who violate this policy may be reported to local law enforcement authorities, if possession of the weapon is used in a threatening, harassing or intimidating manner.

The superintendent or other building administrator may exercise his/her best judgment in determining the scope of this policy as it relates to inadvertent or unintentional violations of this policy by adults, provided such inadvertent or unintentional violation of this policy does not affect the safety of students, school staff or the public.

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## JICK - PUPIL SAFETY AND VIOLENCE PREVENTION -BULLYING

### I. Definitions (RSA 193-F:3, F:2)

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:
  - (a) Physically harms a student or damages the student's property;
  - (b) causes emotional distress to a student;
  - (c) interferes with a student's educational opportunities;
  - (d) creates a hostile educational environment; or
  - (e) substantially disrupts the orderly operation of the school.
- "Bullying" shall also include actions motivated by an imbalance of power based on a pupil'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 cyber bullying.
3. Victim is defined as a pupil against whom bullying or cyberbullying has been perpetrated.
4. Perpetrator is defined as a pupil that engages in bullying or cyberbullying.
5. Electronic Devices. Electronic devices include, but are not limited to, telephones, cellular phones, computers, pagers, electronic mail, instant messaging, text messaging, and websites, social media and apps.
6. 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.
7. School sponsored activity includes but is not limited to educational or extra-curricular activity.

Any reference in this policy to "parent" shall include parents or legal guardians.

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

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

Further, in accordance with RSA 193-F: 4, the District reserves the right to address bullying and, if necessary, impose discipline for bullying that:

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

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

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

## False Reporting

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

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

## Reprisal or Retaliation

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

1. The consequences and appropriate remedial action for a student, teacher, school administrator or school volunteer 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 or school administrator 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 Pupils from Retaliation

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

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

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

This policy shall apply to all pupils and school-aged persons on school district grounds and participating in school sponsored activity, regardless of whether or not such pupil 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, hard copy, etc.)

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

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

### Additional Notice and School District Programs

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

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

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

### Student Reporting

1. Any student who believes he or 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. Any student who believes an alleged act may have occurred shall inform the Principal as soon as possible, but no later than the end of the school day.

3. The Principal may 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 may 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 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 may provide direct assistance to the student.
3. 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 as soon as possible, but no later than the end of that school day.
4. Upon receipt of a report of bullying, the Principal 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. 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 himself 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 shall report to the parents of a student who has been reported as a victim of bullying and to the parents of a student who has been reported as a perpetrator of bullying within 48 hours of receiving the report. Such notification may be made by telephone, writing or personal conference. The date, time, method, and location (if applicable) of such notification and communication shall be noted in the report. All notifications shall be consistent with the student privacy rights under the applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA).

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

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

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

1. Upon receipt of a report of bullying, the Principal 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 cyber bullying, the Principal 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 from the initial filing of incidents and completion of the investigative procedural steps.
5. Factors the Principal or other investigator may consider during the course of the investigation, including but not limited to:
  - Description of incident, including the nature of the behavior;
  - How often the conduct occurred;
  - Whether there were past incidents or past continuing patterns of behavior;
  - The characteristics of parties involved, (name, grade, age, etc.);
  - The identity and number of individuals who participated in bullying behavior;
  - Where the alleged incident(s) occurred;
  - Whether the conduct adversely affected the student's education or educational environment;
  - Whether the alleged victim felt or perceived an imbalance of power as a result of the reported incident; and
  - The date, time and method in which parents or legal guardians of all parties involved were contacted.
6. The Principal 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 suspension. 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 user name, 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/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. Failure to share social media information is not grounds to dismiss case.

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

Consequences and appropriate remedial actions for a student or staff member 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 and dismissal from employment for staff members.

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:

- Admonishment
- Temporary removal from classroom
- Deprivation of privileges
- Classroom or administrative detention
- Referral to disciplinarian
- In-school suspension
- Out-of-school suspension
- Expulsion

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

- Restitution
- Mediation
- Peer support group
- Corrective instruction or other relevant learning experience
- Behavior assessment
- Student counseling
- Parent conferences

In support of this policy, the Board promotes preventative educational measures to create greater awareness of aggressive behavior, including bullying. The Board encourages 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 attempt to notify via telephone the parents of the alleged victim and alleged perpetrator of the results of the investigation. The Principal will also send a letter to the parents within 2 school days again notifying them of the results of the investigation.
3. 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. Appeals

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 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 Regulations 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.

## 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.

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## JLCD - ADMINISTERING MEDICINE TO STUDENTS

### A. General Provisions for Administration of Medication.

Medication whether prescription or over-the-counter (“OTC”), shall only be administered to or taken by students during the school day in accordance with this policy, and the corresponding administrative procedures record-keeping found in JLCD-R.

This policy shall extend to any school-sponsored activity, event, or program.

Medication is to be administered by a school nurse, as defined in RSA 200:29 (“the school nurse”). The school nurse may delegate the administration of medication to others only as permitted under the New Hampshire Nurse Practice Act, and N.H. Code of Administrative Regulations Nur 404. If no such person is available, the building principal or the principal’s designee is permitted to assist students in taking required medications by:

- i.making such medications available to the student as needed;
- ii.observing the student as he/she takes or does not take his/her medication; and
- iii.recording whether the student did or did not take his/her medication.

Whenever possible, medications, should not be taken during the school day. Upon receiving a request from the parent, guardian, or physician relative to a particular student’s need for medication during school hours, the school nurse may contact the parent, or guardian to discuss whether the student should remain at home, or whether the medication should be taken before, during, and/or after school. The nurse may also inquire about any other medical conditions requiring medications and any special side effects, contraindications, and adverse reactions to be observed.

1. Prescription Medication will be administered in school only after receiving and filing in the student’s health record the following:
  - a. A written statement from the licensed prescriber conforming to the requirements of N.H. Department of Education Rule 311.02 (i)(1) (included in District procedures JLCD-R).
  - b. A written authorization from the parent/guardian as provided in N.H. Department of Education Rule 311.02 (i)(2) & (3) (included in District procedures JLCD-R).
2. Over-the-Counter Medication may be administered to a student with previous written authorization from the parent/guardian. The school nurse may, however, require a licensed prescriber’s order, or further information/direction from a licensed health care provider (i.e., physician, advanced registered nurse practitioner, licensed physician’s assistant or dentist), before administering an OTC medication to a student. The authorization shall contain the same information, with the same access, as is required relative to prescription medications.

To the extent consistent with New Hampshire’s Nurse Practices Act, RSA 326-B, the school nurse may at his/her discretion accept verbal instructions from a licensed health care provider relative to administration of a prescription medication, and verbal instructions from a parent/guardian with respect to an OTC medication. In both instances, the verbal instructions shall be followed by written statements as provided above.

### B. Emergency Administration of Medication.

The school nurse or other properly designated personnel may administer other medications to students in emergency situations provided such personnel has all training as is required by law, and is consistent with the provisions of Board policy JLCE.

### C. Field Trips and School Sponsored Activities.

A single dose of medication may be transferred by the school nurse from the original container to a newly labeled container for the purposes of field trips or school sponsored activities. For trips or activities necessitating more than one dose, special arrangements for administering medication must be approved by the school nurse or, in the school nurse’s absence, the Principal.

#### D. Other Uses/Administration Prohibited.

No person shall share or otherwise administer any prescription or over-the counter medication with any student except as provided in this policy. Notice of this prohibition will be provided in student handbooks. Students acting in violation of this prohibition will be subject to discipline consistent with applicable Board policies.

#### E. Delivery, Storage and Disposal of Medication.

Medications provided by the student's parent/guardian may only be delivered to the school nurse or principal/principal's designee. All such medication should be delivered in its original container. The school nurse is directed to keep such medications in a locked cabinet or refrigerator. No more than a 30-day supply will be kept and maintained by the school. The school nurse will contact the parent/guardian regarding any unused medication. Such medication shall be picked up by parent/guardian within ten days after its use is discontinued. If the parent/guardian does not pick up the medication within ten days, the school nurse may dispose of the unused medication and record as such in the student's health record file.

The school nurse may maintain a supply of asthma related rescue medication and the emergency medication epinephrine.

#### F. Administration and Self-Administration of Epinephrine Auto-Injectors and Inhalers.

Students may possess and self-administer an epinephrine auto-injector if the student suffers from potentially life-threatening allergies. Both the student's parent/guardian and physician must authorize such self-possession and self-administration. If a student finds it necessary to use his/her auto-injector, s/he shall immediately report to the nearest supervising adult. The school nurse or building principal may maintain at least one epinephrine auto-injector, provided by the student, in the nurse's office or other suitable location. Additionally, students may possess and self-administer a metered dose inhaler or a dry powder inhaler to alleviate or prevent asthmatic symptoms, auto-injectors for severe allergic reactions, and other injectable medications necessary to treat life-threatening allergies. Both the student's parent/guardian and physician must authorize such self-possession and self-administration. Such authorization must include the same information required under A.1 of this policy.

Other emergency medications, such as insulin, may be carried and self-administered by the student only with prior approval by the school nurse and written statements from a licensed health care provider and a parent/guardian and in the same manner as described in A.1 of this Policy, and subject to other conditions as the school nurse may require.

#### G. Medication Records.

The school nurse is responsible for keeping accurate records regarding the administration of medication to students. Such records shall be retained as required under Board policy EHB, Data/Records Retention.

#### H. Implementation: Procedures and Protocols.

The Superintendent, in consultation with the school nurse(s), shall be responsible for establishing specific procedures necessary and appropriate to control (e.g., delivery, storage, authorization, record-keeping, reporting, etc.) medications in the schools. Such procedures shall be in writing, and coded as JLCD-R. The procedures should be reviewed no less than every two years.

Additionally, and pursuant to N.H. Administrative Rule Ed. 311.02(k), each school nurse shall also develop and implement building specific protocols regarding receipt and safe storage of prescription medications.

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### **JLCD-R - PROCEDURES FOR ADMINISTERING MEDICATION TO STUDENTS**

These administrative procedures are intended to implement School Board policy JLCD "Administering Medication to Students". Pursuant to that policy, any medication, whether prescription or over-the-counter ("OTC") administered to or taken by students during the school day or school activities shall comply with School Board policy JLCD and these procedures.

#### A. Written Authorizations

1. Prescription medications: In order for prescription medications to be given at the school, the following shall occur:
  - a. The school nurse shall ensure that a written statement from the licensed prescriber containing the following
    - i. be filed in the student's health record;
    - ii. The student's name;
    - iii. The name and signature of the licensed prescriber and contact numbers;
    - iv. The name, route, and dosage of medication;
    - v. The frequency and time of medication administration or assistance;
    - vi. Any special side effects, contraindications, and adverse reactions to be observed;
    - vii. The date of the order; and
    - viii. A diagnosis, if not a violation of confidentiality;
  - b. The school nurse shall ensure that there is written authorization by the parent and/or guardian that contains:
    - i. The parent and/or guardian's printed name and signature; ii. A list of all medications the student is currently receiving, if not a violation of confidentiality or contrary to the request of the parent, guardian, or student that such medication be documented; and iii. Approval to have the school nurse administer the medication, the student to possess and self-administer and/or the principal or his designee assist the student with taking the medication; and
  - c. The school nurse shall ensure the authorization or other accessible documentation contains:
    - i. The parent and/or guardian's home and emergency phone number(s); and ii. Persons to be notified in case of a medical emergency in addition to the parent or guardian and licensed prescriber.
2. Non-Prescription/Over-the-Counter Medications: Non-prescription and OTC medications shall be administered only with the written authorization of the parent and/or guardian. The authorization shall contain the same information, with the same access, as is required relative to prescription medications in paragraphs A.1.b & c, above.

To the extent consistent with the N.H. Nurse Practice Act, RSA 326-B and applicable state regulations, the school nurse may accept verbal authorization from a parent/guardian or licensed healthcare provider, to be followed with written confirmation per Board policy JLCD.

#### B. Delivery of Medication to School

1. A parent, guardian or a parent/guardian-designated, responsible adult shall deliver all medication to be administered by school personnel to the school nurse or other responsible person designated by the school nurse as follows:
  - a. The prescription medication shall be in a pharmacy or manufacturer labeled container;
  - b. The school nurse or other responsible person receiving the prescription medication shall document the quantity of the prescription medication delivered; and
  - c. The medication may be delivered by other adult(s), provided, that the nurse is notified in advance by the parent or guardian of the delivery and the quantity of prescription medication being delivered to school is specified.

#### C. Storage of Medication

1. All medications shall be stored in their original pharmacy or manufacturer labeled containers

and, in such manner, as to render them safe and prevent loss of efficacy. A single dose of medication may be transferred from this container to a newly labeled container for the purposes of field trips or school sponsored activities.

2. All medication to be administered by the school nurse shall be kept in a securely-locked cabinet which is kept locked except when opened to obtain medications. Medications requiring refrigeration shall be stored in a locked box in a refrigerator maintained at temperatures of 38 degrees to 42 degrees.
3. Emergency medications may be secured in other locations readily accessible only to those with authorization. No more than a 30-school day supply of the prescription for a student shall be stored at the school.
4. Consistent with N.H. Administrative Rule Ed. 311.02(k), each school nurse shall also develop and implement building specific protocols regarding receipt and safe storage of prescription medications.

#### D. Documentation & Communications Regarding Administration of Medication

1. The school nurse (or, in the school nurse's absence, the Principal/designee) will document the following information regarding medication taken by each student:

- a. Name of medication take/administered;
- b. Dose and route of administration;
- c. Date and time of administration;
- d. Signature, initials, or electronic signature/verification of adults present; and
- e. Other noteworthy comments or information relating to significant observations relating to prescriptions, a medication's adverse reactions, beneficial effects, etc.

2. If student refused to take or spills medication, or medication is lost or has run out, such shall be recorded.

3. Each school nurse shall develop and maintain a paper or electronic system to document the information required in paragraphs D. 1 & 2. Such system shall allow for secure communication or the information recorded in items D. 1 & 2 to the child's parent/guardian and/or licensed prescriber.

4. The recording system shall allow additions but must assure that the original information cannot be deleted. Any changes must be signed by the school nurse, principal, or designee in conformance with Board policy DGA "Authorized Signatures."

5. The system shall assure retention of records in accordance with paragraph E of these procedures.

#### E. Student Health Records

Physicians' written orders and the written authorization of parents or guardians should be filed with the student's cumulative health record. An appropriate summary completed at least once every school year for each medication prescribed and taken should become part of the student's health record.

Student health records shall be retained in accordance with Board policy EHB and the District's Data/Records Retention

Schedule, EHB-R, or any superseding statutes or regulations. Health records concerning students who receive special education services shall be retained according to the provisions of the Data/Records Retention Schedule pertaining to special education.

Record shall be available to representatives from the State Division of Public Health and/or State Department of Education to the extent consistent with the Family Education Rights and Privacy Act ("FERPA").