

Approved by Epping School Board: 8/3/2023

SUBSTITUTE STAFF DISTRICT HANDBOOK



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**EPPING SCHOOL DISTRICT
SEPTEMBER 2023**

**SAU 14
213 MAIN STREET
EPPING, NH 03042**

WELCOME

As a substitute, you are an important member of our school family. As an instructional substitute, you are responsible for providing continuity of instruction within the classroom in the absence of an assigned teacher or paraprofessional. As a non-instructional substitute, you are responsible for fulfilling the duties of the office staff member for whom you are substituting.

This handbook is your guide to success as a substitute in the Epping School District. Information has been arranged to assist you in finding answers to questions that you may have as you substitute in our schools. Please feel free to ask questions to understand our school system as well as to offer suggestions to improve our school system.

EPHING SCHOOL COMMUNITY RIGHTS & RESPONSIBILITIES

Our goal is to provide rigorous learning opportunities for all members of our school community in a personalized learning environment. To achieve this end, our strategy is to implement a learning community of disciplined people, thought and action focused on high expectations for teaching and learning. We expect all of our school community, including school staff, to:

1. Support the individual in determining his or her learning purposes and the means for achieving them.
2. Provide a rigorous educational program to promote success for all learners.
3. Balance the educational program with real world and service learning.
4. Be engaged in the learning process by setting high expectations and collaborating with others to meet these expectations.
5. Respect the right to learn for all and at all times.
6. Be responsible for one's own learning and encourage the learning of others.
7. Behave in an appropriate manner considerate of oneself and the community.
8. Be accountable for one's actions and choices.
9. Be truthful, courteous, and take pride in one's work.
10. Be present and on time.

RESPONSIBILITIES OF THE SCHOOL

Each school shall see that the substitute is given:

1. A welcome to the school including a school map.
2. An introduction to the class/assignment.
3. A school schedule and substitute work schedule.
4. Information about general school procedures i.e., parking, attendance, fire and emergency drill procedures.
5. Information about procedures in case of student injury or sickness.
6. Information about the assignment i.e., student names, seating chart, lesson plan, student work.
7. Information about staff and student conduct expectations.
8. Information about reporting out procedures i.e., room status, substitute feedback.

RESPONSIBILITIES OF THE SUBSTITUTE

Each substitute is expected to:

1. Respond to calls for your service from the Substitute Coordinator and keep your commitment.
2. Report to the school office before each day's assignment for instructions.
3. Be at your assigned work assignment.
4. Ask questions if the plans or information is unclear.
5. Become familiar with emergency, fire, and lockdown procedures.
6. Perform the same duties as the staff member for whom you are substituting.
7. Keeps any knowledge or material concerning the school confidential.
8. Leave your work area in good order.
9. Report to the school office at the conclusion of the day.
10. IT IS REQUIRED THAT YOU COMPLETE A SUBSTITUTE REPORT EACH DAY.

SCHOOLS AND CONTACT INFORMATION

The Epping School District consists of the Epping Preschool, Elementary School, Epping Middle High School.

SCHOOL ADMINISTRATIVE UNIT #14

Ellen Needham
eneedham@eppingsd.org

EPPING ELEMENTARY SCHOOL

SUBSTITUTE COORDINATOR:	Gwen Pham Gwen.Pham@eppingsd.org
CONTACT TELEPHONE NUMBER:	603-973-2163(6am – 9pm)
BUILDING ADMINISTRATOR:	Mandy Murphy
BUILDING ADMINISTRATOR:	Chris Sousa
ADMINISTRATIVE ASSISTANTS:	Gwen Pham and Karen Mongeon
SCHOOL TELEPHONE NUMBER:	679-8018
SUBSTITUTE SCHOOL DAY:	8:10 am to 3:20 pm
STUDENT SCHOOL DAY:	8:35 am to 3:10 pm

EPPING MIDDLE HIGH SCHOOL

SUBSTITUTE COORDINATOR:	Tiffany Snyder Tiffany.Snyder@eppingsd.org
CONTACT TELEPHONE NUMBER:	679-2544 ext. 6102
SCHOOL PRINCIPAL:	Chris Mazzone
EMHS ASSISTANT PRINCIPAL:	Tyler Nekton
EMHS ASSISTANT PRINCIPAL:	Susan M Gaultieri
ADMINISTRATIVE ASSISTANTS:	Tracy Bell, Lisa Esposito, Becky Sarette, Tiffany Snyder, Stephanie Sturzo
SCHOOL TELEPHONE NUMBER:	679-5472
SUBSTITUTE SCHOOL DAY:	7:10 am to 2:25 pm
STUDENT SCHOOL DAY:	7:25 am to 2:25 pm

**DO NOT CONTACT THE SUBSTITUTE COORDINATOR DIRECTLY UNLESS YOU
HAVE BEEN CALLED FOR AN ASSIGNMENT.**

SCHOOL DISTRICT WEBSITE

School district and individual school information can also be accessed at www.saul4.org.

SCHOOL ASSIGNMENT PREFERENCES

If you can only work at certain schools or on certain days, this information should be communicated at the beginning of the school year or at the time of hiring as this exchange cannot take place when called in the evening or early morning by the Substitute Coordinator.

SUBSTITUTE GENERAL INFORMATION

CLASSIFICATION - Substitutes are classified as “at will” employees and are not under written contract for any specified period. Compensation is calculated according to time spent on the job. The actual time and days worked may vary according to the specific substitute assignment.

EDUCATION/CERTIFICATION - All substitutes are required to be a high school graduate and have good communication skills. Paraprofessional or teacher certification is preferred for instructional substitutes, but not required. All efforts will be made to employ a certified substitute teacher for a teaching assignment in excess of twenty (20) consecutive school days to meet the regulations of No Child Left Behind.

CRIMINAL HISTORY RECORDS CHECK - In accordance with RSA 189:13-a, all school district personnel shall complete a criminal history records check that includes fingerprinting. Substitute teachers will be reimbursed for the fees and costs associated with the fingerprinting process and/or submission or processing of the requests for the Criminal Records Checks after successfully completing three (3) full days of substitute work. The substitute teacher will use the reimbursement form and the reimbursement process outlined by the District. See the building substitute coordinator for a reimbursement form.

APPLICATION – All substitutes must complete an employment application at the SAU Office. The application requires education, certification, employment history, and references. The applicant will also be provided with other forms and materials required for employment such as the Employment Eligibility Verification (Form I-9), documents which establish identity, and the W-4. It is advised that substitutes bring their social security card and driver's license to the SAU Office to complete the hiring process.

MANDATORY SUBSTITUTE ORIENTATION: In order to be an active substitute in the Epping School District you must attend an annual orientation that includes, but is not limited to rules, regulations, safety plans, etc. prior to beginning work as a substitute in any capacity. These orientations will be held prior to the start of the school year as well as periodically during the school year.

EMERGENCY CONTACT INFORMATION - All employees are required to complete an emergency contact information form each school year. This information will be used to contact person selected by the employee in case of an emergency. The emergency contact form will be supplied with the offer of employment.

REMOVAL FROM SUBSTITUTE LIST – Substitute names will be removed from the district substitute list whenever requested by the substitute. School Principals who are dissatisfied with the performance of a substitute may request that a substitute be removed from the district substitute list.

ATTENDANCE – Substitutes are required to be in attendance and at their designated starting time and place to perform their duties prior to student arrival or as otherwise instructed. Excessive absences, tardiness, and/or unauthorized leaving school grounds will be subject to disciplinary action up to and including removal of the substitute's name from the district substitute list.

NOTIFICATION OF ABSENCE – Substitutes on multi-day assignments should report absences due to illness or personal emergencies to the Substitute Coordinator as soon as reasonably possible, preferably prior to 6:00 am of the day of absence.

DRESS CODE - It is understood that in order to achieve our district goals, staff must serve as role models for students by wearing “business casual” attire. No “flip flops” or unsafe shoes are allowed. If you have a question about your attire, please consult your substitute coordinator for further clarification.

STUDENT SUPERVISION – **Under no circumstances** should a substitute leave a student unsupervised.

REPORTING INJURY/ILLNESS – Substitutes who are injured at work or are ill need to report to the school nurse after notifying the school office and obtaining classroom coverage if applicable. If you are injured at work, you must fill out an accident report and a “Workers’ Compensation Form”.

OTHER REPORT REQUIREMENTS – Substitutes are required to report misconduct, violence, theft, destruction, gang activity, hazing, tobacco, alcohol/drug, weapons, bullying, suspected child abuse/neglect, and suicide threats immediately to school administration. If in doubt, report it.

MIDDLE SCHOOL AND HIGH SCHOOL PASSES - Do not give passes for students to go to any location other than the school nurse.

SCHOOL SAFETY AND SECURITY MEASURES - Due to recent national events, the school district conducted a comprehensive safety and security assessment of our schools. The district has taken special measures to ensure the safety of school children, staff, and visitors by making physical changes to school facilities and revising school protocols.

Video surveillance has been installed at the main school entry and exit sites and the elementary playground area. All schools will be implementing a locked door policy. This policy is in effect 24 hours, 365 days a year. Subject to School Principal approval, exceptions may be made when the entrance area is fully supervised by school staff. At no time are school entrance doors to be open unsupervised. This protocol is important in keeping out individuals that intend to cause harm. Audio visual surveillance has also been installed on all regular and special education school buses for student safety to and from school and school related events.

Placement of video cameras is based on the presumption and belief that students, staff, and visitors have no reasonable expectation of privacy in areas or at events that occur in plain view. No devices will be placed in bathrooms or locker rooms. (Reference [ECAF](#) Video Surveillance on School Property and [EEAA](#) Audio and Video Surveillance on School Buses)

EMPLOYEE IDENTIFICATION BADGES – All employees will be issued an employee identification badge upon employment. The school district’s safety and security program require all employees to wear this badge during school/work hours in all school buildings and on school property. Employees wearing district issued shirts are exempted from this requirement.

GENERAL SAFETY – All observed safety and health violations should be reported to the School Principal. Attached please review and be familiar with the **Classroom Emergency Management Guide. Every classroom has a “to go backpack” that is located next to the classroom door. If you are substituting for a classroom teacher and there is an emergency, please take the backpack with you when you exit the room.**

All medications for students are dispensed through the School Nurse's Office. If you have any questions or concerns about whether you should send a student to the school nurse, you can call the nurse directly at:

EES	Meghan Young	x 3235
EMHS	Nicole Clayton	x 6121

If you cannot reach the nurse, call the school’s main office.

Substitutes are not permitted to handle bodily fluids, hazardous, and/or toxic substances. Spills of this nature are to be reported to the School Principal immediately. Substitutes required to handle hazardous/toxic substances as part of their assignment will have the appropriate background to handle such substances.

SEARCHES - When it is deemed necessary school administration and/or law enforcement may search the school building and grounds. The school and its contents are the property of the district, not the employee. Employees have no reasonable expectation of privacy as to the contents of those areas. The school and its contents may be subject to searches at any time with or without reasonable suspicion. Substitutes are not to use any school area or property to contain any item(s) that should not be at school.

DUTIES - Substitutes are expected to fulfill all the duties of the absent staff member as far as practicable.

WORK SCHEDULE – Substitutes will receive their work schedule prior to their assignment. The work schedule will include a half hour lunch break. Substitutes should contact the school's main office to request other breaks. Instructional substitutes are required to contact the school office if their work schedule has non-student contact time other than a lunch period.

IDENTIFICATION – All substitutes are required to wear identification badges issued by the school's main office.

LEAVING THE BUILDING - Substitutes are expected to remain in the building until the end of the school day. Only under extenuating circumstances, approved through the School Principal, will a substitute be allowed to leave the building.

SCHOOL CANCELLATION/SCHOOL DELAY – It is the policy of the district to either delay school for two (2) hours or cancel school for the day due to inclement weather or special circumstances. In most cases decisions regarding school opening are made prior to 6:00 am. All substitutes will be notified by the Substitute Coordinator when possible. Substitutes may also access delays and cancellations by watching WMUR Channel 9 or accessing the WMUR website, also accessible through the school district website. In cases of school delay, substitutes are instructed to arrive at their regularly scheduled time plus two hours. Substitutes will receive their full compensation for a school delay. Substitutes will not be paid for school cancellations.

PROCEDURE FOR CALLING SUBSTITUTES

SUBSTITUTE LIST – The district substitute list covers grades preschool through 12. Under normal circumstances, substitutes are called to provide instructional (teacher or paraprofessional) services only in their stated areas of preference or in the grades or fields in which they are qualified. Non-instructional substitutes are also called to provide office coverage for absent support staff. Those substitutes who have so indicated are called only for the days they can work.

TIME FOR CALLING SUBSTITUTES – Substitutes are usually called the morning of the day of substitution, usually between 6:00 and 7:30 am. If an absence is known the day prior, substitutes may be called by 9:00 pm the day before the assignment. It is important that substitutes answer the telephone calls reaching their homes between 6:00 and 8:00 am.

LENGTH OF ASSIGNMENT – Substitutes may be called for a definite number of days, a morning, afternoon, or indefinitely. All calls for the schools are made by the Substitute Coordinators. When a substitute is called, he/she will be given the name of the school, the assignment, the name of the absent staff member, and the length of the assignment. It is the responsibility of the substitute to be sure he/she gets this information correctly. If there is any question about the assignment, the substitute should contact the Substitute Coordinator who called.

SUBSTITUTE COMPENSATION

The rate of pay for a substitute shall be set by the School Board and be subject to periodic review. Substitutes are not entitled to district benefits. The following rates of pay are for a full day determined by the assignment. The instructional day is typically 6.5 to 7.0 hours. The non-instructional day is typically 7.0 to 8.0 hours. Compensation will be prorated if working less than a full day.

SUBSTITUTE TEACHER PAY - Teacher substitutes shall be paid according to the following schedule. Substitute teacher pay is determined for each substitute teaching assignment. In cases of an assignment longer than 10 days where prior training with a teacher is required, the substitute shall receive \$130 per day. In cases of employment where post assistance with a teacher is required, the substitute shall receive \$100 per day.

<u>Consecutive School Days per Assignment</u>	<u>Compensation per Day</u>
1 to 10	\$115.00
11 to 20	\$130.00
> 20	B/1 teacher per diem rate

SUBSTITUTE SCHOOL NURSE PAY - School nurse substitute shall receive \$200 per day for 1 to 20 days and the B/1 teacher per diem rate after 20 days.

SUBSTITUTE SUPPORT STAFF PAY - Substitute support staff shall be paid according to the following schedule.

<u>Position</u>	<u>Compensation</u>
Paraprofessional	\$115.00 per day
School Office	\$100.00 per day
Custodial Staff Substitute	\$14.00 per hour
Food Service Staff Substitute	\$14.00 per hour

PAYROLL DATES - Substitutes are paid every two weeks. It is suggested that each substitute keep a record of the date, school, and assignment whenever he/she works. Any question about pay can be directed to the Building Substitute Coordinator. Checks will be mailed. Substitutes are requested to notify the SAU Office immediately of a name and/or address change. Substitutes may also request direct deposit of checks by contacting the Payroll Department.

PAYROLL DEDUCTIONS – Substitute payment is subject to payroll deductions required by law.

DISTRICT POLICY

The following Epping School District Policy has been summarized. The complete policy can be referenced on the school district website.

CONFIDENTIALITY

It is the policy of the Epping School District to respect the privacy, dignity, and confidentiality of all students by protecting student records, medical information, and other personally identifiable sources of information as outlined in student records and HIPAA policy. This policy also applies to employee records and medical information as outlined in personnel records and HIPAA policy. Records include all information in hard copy or electronic form.

During the course of carrying out activities a substitute may make certain observations that may disclose personally identifiable information about a student. These observations may indicate the nature of disabilities and/or accommodation that are made in response to such disabilities. These observations, by their very nature, may result in the substitute receiving information in which they neither have any legitimate educational interest nor a “need to know”. To the degree such observations disclose personally identifiable information, the substitute in question making such observations must respect the privacy, dignity, and confidentiality of the student involved and not disclose such information in violation of this policy.

The dissemination of personally identifiable information by substitutes who have neither a “legitimate educational interest” nor supervisory capacity nor a “need to know” is strictly prohibited. Further, substitutes are not to disclose such personally identifiable information to individuals who are not affiliated with the district without specific authorization. Substitutes who release personally identifiable information in violation of this policy shall be removed from the district substitute list. (Reference [GBEAA](#) Staff Confidentiality)

EQUAL OPPORTUNITY EMPLOYMENT/NON-DISCRIMINATION

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 without regard to gender, sexual orientation, marital status, race, color, religion, nationality, ethnic origin, age, disability, or genetic information except for reasons related to ability to perform the requirements of the job. (Reference [GBA](#) Equal Opportunity Employment)

SEXUAL HARASSMENT

It is the policy of the district to maintain learning and working environment that is free from sexual harassment and sexual violence. The District will not tolerate sexual harassment or sexual violence of students or employees by anyone, whether on school property, at school or work-related assignments off school property, at school-sponsored social functions, or elsewhere. The District will act to investigate all complaints, either formal or informal, verbal or written, of sexual harassment or sexual violence and to discipline any student or employee who sexually harasses or is sexually violent to a student or employee of the District. Any person who believes he or she has been the victim of sexual harassment or sexual violence by a student or an employee of the District, or any third person with knowledge or belief of conduct which may constitute sexual harassment or sexual violence should report the alleged acts immediately to an appropriate District official. The District encourages the reporting party or complainant to use the District's report form, although it is not mandatory.

(Reference ACAB Sexual Harassment and Sexual Violence Policy)

PUPIL SAFETY AND VIOLENCE PREVENTION (BULLYING PROHIBITED) ([JICK](#))

STATEMENT - The Board is committed to providing all pupils a safe and secure school environment in which all members of the school community are treated with respect. This policy is intended to comply with RSA 193-F. Conduct constituting bullying and/or cyberbullying will not be tolerated and is prohibited.

Further, in accordance with RSA 193-F, 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 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 is responsible for ensuring that this policy is implemented.

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

DISCIPLINARY CONSEQUENCES – 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 staff to seek alternatives including, but not limited to early intervention measures, dispute resolution, and other similar measures.

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

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

Bullying shall also include actions motivated by an imbalance of power based on a pupil's actual or perceived personal characteristics, behaviors, or beliefs, or motivated by the pupil's association with

another person and based on the other person's characteristics, behaviors, or beliefs. Historically this has included a pupil's actual or perceived race, color, religion, national origin, ancestry or ethnicity, sexual orientation, socioeconomic status, age, physical, mental, emotional, or learning disability, gender, gender identity and expression, obesity, or other distinguishing person characteristics.

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

Electronic Devices – Electronic devices include, but are not limited to telephones, cellular phones, computers, pagers, electronic mail, instant messaging, text messaging, and websites.

School Property – School property means all real property and all physical plant and equipment used for school purposes, including all means of transportation public or private approved by the District.

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

FALSE ACCUSATIONS – 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. Interventions include psychological, curricular, and behavioral services which may take place within classrooms, schools, and alternative settings per Policy-[JLDBA](#) Behavior Management and Intervention.

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

REPRISAL OR RETALIATION – The District will discipline and take appropriate action against any student, teacher, staff member, administrator, volunteer, or school district agent who retaliates against any person who makes a good faith report of alleged bullying or against any person who testifies, assists, or participates in an investigation, proceeding, or hearing relating to such bullying.

The consequences and appropriate remedial action for a student, teacher, staff member, administrator, volunteer, or school district agent 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. Students shall be subject to disciplinary measures up to and including suspension and expulsion. Employees and agents shall be subject to discipline up to and including termination of employment. Volunteers shall be subject to discipline up to and including exclusion from school grounds.

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 rearranging student schedules to minimize contact, changing class assignments, stern warnings to alleged perpetrators, temporary removal of privileges, or other means necessary to protect against possible retaliation.

POLICY NOTIFICATION - The Superintendent or designee shall provide annual written notice of this policy to students, parents, teachers, staff members, administration, volunteers, and school district agents through appropriate references in school and district handbooks, or through other reasonable means.

Parents will be encouraged to prevent bullying at school by:

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

TRAINING – The Superintendent will ensure that all school employees, volunteers, and agents will receive annual training on bullying and related Board policies. The District may also host or schedule public forums to discuss and address bullying.

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 may incorporate anti-bullying training and education in the District’s curriculum. Any student training programs shall be written and presented in age-appropriate language.

REPORTING ACTS OF BULLYING – At each school, the Principal shall be responsible for receiving complaints of alleged violations of this policy. The Principal may designate this responsibility to the Dean of Students with the understanding that the Principal will be informed of such incidents as soon as possible within the school day.

11. Student – Any student who believes he or she has been the victim of bullying should report the alleged acts immediately to the Principal or administrative designee. If the student is comfortable reporting the alleged act(s) to a person other than the Principal or administrative designee, the student may tell his/her teacher or any school district employee about the alleged bullying. The employee is to report the bullying allegation to the Principal as soon as possible and no later than the end of the school day.
12. School Employees - Any school employee who witnesses, receives a report of, or has knowledge of or belief that bullying may have occurred shall inform the Principal or

administrative designee as soon as possible within the school day. School employees should encourage students to tell them about acts that may constitute bullying.

13. Volunteers or Agents – Any school volunteer or school district agent who witnesses or has knowledge or belief that bullying may have occurred shall inform the Principal or administrative designee as soon as possible within the school day.
14. Parent - Any parent who believes that their child has been the victim of bullying or the perpetrator of bullying or has become aware of an act of bullying shall report the alleged act to the Principal or administrative designee.
15. Anonymous Reports – In cases of anonymous reports, formal disciplinary action may not be based solely on an anonymous report. Independent verification of the anonymous report shall be necessary for any disciplinary action to be applied.
16. Reporting Forms - The District will make available forms for reporting incidents of bullying and shall request the use of these forms. Such forms shall be available in the Principal's Office in each school, from the Superintendent's Office, and on the District Website at www.sau14.org. An investigation shall proceed even if a student, school employee, volunteer, school district agent, or parent is reluctant to fill out the designated form and chooses not to do so.

DISTRICT AND STATE REPORTING REQUIREMENTS – The Principal or administrative designee shall be responsible for completing the District and NH Department of Education forms and reporting documents of substantiated incidents of bullying. Said forms shall be completed within 10 school days of any reported incident unless an extension has been granted by the Superintendent. Upon completion of such forms, the Principal or administrative designee shall retain a copy for school records and shall forward a copy to the Superintendent. The Superintendent shall maintain said forms in a safe and secure location.

NOTIFYING PARENTS OF ALLEGED BULLYING – The Principal or administrative designee 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 above referenced report. All notifications shall be consistent with the student privacy rights under the applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA).

WAIVER OF NOTIFICATION REQUIREMENTS – 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 waiver to be in the best interest of the victim or perpetrator. The Superintendent shall notify the School Board Chairperson within the 48-hour time period of a notification waiver. Any waiver granted shall be in writing. This waiver shall not negate the school's responsibility to adhere to the remainder of this policy.

INVESTIGATION PROCEDURES – Upon receipt of a report of bullying, the Principal or administrative designee shall commence an investigation consistent with the provisions of this policy.

1. Upon receipt of a report of bullying, the Principal or administrative designee shall, within 5 school days, initiate an investigation into the alleged act. If the administrative designee is directly and personally involved with a complaint or is closely related to a party to the complaint, then the Principal shall conduct the investigation. If the Principal is directly and personally involved with a complaint or is closely related to a party to the complaint, then the Superintendent shall direct another district employee to conduct the investigation.
2. The investigation may include documented interviews with the alleged victim, alleged perpetrator, and any witnesses. All interviews shall be conducted privately, separately, and shall be confidential. Each individual will be interviewed separately and at no time will the alleged victim and perpetrator be interviewed together during the investigation.
3. If the alleged bullying was in whole or in part cyberbullying, the Principal or administrative designee may ask students and/or parents to provide the District with printed copies of emails, text messages, website pages, or other similar electronic communication documentation.
4. The investigation may include, but is not limited to:
 - a. Description of incident, including the nature of the behavior;
 - b. How often the conduct occurred;
 - c. Whether there were past incidents or past continuing patterns of behavior;
 - d. The characteristics of parties involved;
 - e. The identity and number of individuals who participated in bullying behavior;
 - f. Where the alleged incident(s) occurred;
 - g. Whether the conduct adversely affected the student's education or educational environment;
 - h. Whether the alleged victim felt or perceived as an imbalance of power as a result of the reported incident; and
 - i. The date, time, and method in which parents or legal guardians of alleged victim and perpetrator(s) involved were contacted.
5. The Principal or administrative designee shall complete the investigation within 10 school days of receiving the initial report. If the investigation may not be completed within 10 school days, the Principal may request an extension to complete the investigation. The Superintendent may grant an extension of up to 7 school days. In the event such an extension is granted, the Principal shall notify in writing all parties involved of the granting of the extension. The extension shall also be noted on the District report.
6. Whether a particular action of 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 Superintendent. If the Principal does not personally conduct the investigation, the Principal shall be fully informed of the results of the investigation and consulted before disciplinary or remedial action is taken.

RESPONSE TO SUBSTANTIATED BULLYING – Consequences and appropriate remedial actions for a student or staff member who commits one or more acts of bullying, retaliation, or false reporting may range from positive behavioral interventions up to and including suspension or expulsion of students, dismissal from employment for staff members, and exclusion from school grounds for volunteers and school district agents.

Consequences for a student who commits an act of bullying, retaliation, or false reporting shall be varied and awarded 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.

Students who are found to have violated this policy may face discipline in accordance with other applicable Board policies up to and including suspension. In awarding discipline, the administrative designee shall discuss the investigation and disciplinary action with the Principal. Students facing discipline will be afforded all due process required by law.

The Board promotes preventative educational measures to create greater awareness of bullying and encourages the Superintendent to work collaboratively with school staff to develop responses other than traditional discipline as a way to remediate substantiated instances of bullying.

REPORTING TO SUPERINTENDENT AND SCHOOL BOARD – The Principal or administrative designee shall forward all substantiated reports of bullying to the Superintendent upon completion of the investigation. The Superintendent shall inform the School Board at the next regularly scheduled School Board meeting.

COMMUNICATION WITH PARENTS UPON COMPLETION OF INVESTIGATION – The Principal or administrative designee shall notify the parents of the alleged victim and alleged perpetrator consistent with the provisions of this policy.

1. Within 2 school days of completing an investigation, the Principal and or administrative designee will notify the students involved in person of his/her findings and the result of the investigation. The Principal or administrative designee will also notify via telephone the parents of the alleged victim and alleged perpetrator of the results of the investigation.
2. Within 5 school days of completing an investigation a letter will also be sent to the parents notifying them of the results of the investigation and the school’s remedies and assistance within the boundaries of applicable state and federal law.
3. If the parents request, the Principal or administrative designee 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 (FERPA) 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.

APPEAL – A parent/guardian who is aggrieved by the investigative determination letter of the Principal or his/her designee may appeal the determination per the following guidelines.

1. Non-disciplinary remedial actions - Where no other review procedures govern, the parents/guardians of pupils perpetrating bullying or victimized by bullying, making false accusations, and/or retaliating against others may appeal the Principal's or designee's decision to the Superintendent for review within 10 school days of the parent/guardian's receipt of the investigative determination letter. 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. The Superintendent shall issue a written decision within 10 school days.

If the aggrieved party is still not satisfied with the outcome, the aggrieved party may file a written request for review by the School Board within 10 school days of the receipt of the Superintendent's decision. An appeal to the Superintendent is 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 School Board to the State Board of Education.

2. Disciplinary actions - For students disciplined for acts of bullying the procedures under RSA 193:13, Ed 317, and District policies establish due process and appeal rights.
3. State Board of Education - The School Board or its designee will inform parents of any appeal rights they may have to the NH State Board of Education.

IMMUNITY – A district employee, school employee, school volunteer, pupil, parent, legal guardian, or employee of a company under contract with the school or school district shall be immune from civil liability for good faith conduct arising from or pertaining to the reporting, investigation, findings, recommended response, or implementation of a recommended response.

VIDEO AND 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.

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 [EEAA](#) shall apply.

VIDEO SURVEILLANCE ON SCHOOL PROPERTY – The District reserves the right to use video recording devices on school property to ensure the health, welfare, and safety of all staff, students, and visitors. Placement and location of such devices will be established in accordance with the provisions of Policy [ECAF](#)

In the event a video recording is used as part of a student discipline proceeding, such video may become part of a student's education record. If a video recording does become part of a student's education record, the provisions of Policy [JRA](#) shall apply.

USE OF TOBACCO PRODUCTS AND DEVICES PROHIBITED

No person shall use any tobacco product and/or device in any facility and/or on any grounds maintained by the School District. This includes, but is not limited to cigarettes, cigars, snuff, smokeless cigarettes such as e-cigarettes and other products, and liquid nicotine and electronic smoking devices for e-cigarettes and other products. Signs shall be placed in all buildings and facilities stating that the use of tobacco products and/or devices is prohibited. (Reference [JICG](#) Tobacco Products and Devices Prohibited)

DRUG-FREE WORKPLACE

The Epping School District provides a drug-free workplace in accordance with the Drug-Free Schools and Communities Act of 1988 and 1989. Employees in violation of this act will be subject to disciplinary action as outlined in the Epping School District Policy Manual. As a condition of employment, all employees agree to and abide by the terms of the Drug-Free Workplace Policy and will notify the District of any drug statute conviction resulting from workplace conduct within five (5) days of the conviction. As required by law, the employee is advised to read this policy in full. (Reference [GBEC](#) Drug-Free Workplace Policy)

WEAPONS ON SCHOOL PROPERTY

Weapons are not permitted on school property, in school vehicles, or at school-sponsored activities. This policy applies to employees, students and members of the public alike. Employee violations of this policy will result in immediate suspension, removal from the district substitute list, and notification of the police. Members of the public who violate this policy will be reported to the police. (Reference: Policy [JICI](#))

DISCIPLINE

All employees are required to carry out their assigned duties as assigned by the School Principal; to abide by School Board policy, regulations of the School Board and Superintendent, and School Board directives; and to uphold local, state, and federal laws including the rules and regulations of the NH Department of Education. In the event that a substitute fails to perform to these expectations, the substitute's name will be removed from the district substitute list. (Reference [GBE](#) Employee Rights and Responsibilities) *

COMPUTER NETWORK USE POLICY

The Network may be used only as a tool to support and advance the functions of the District and curriculum and educational program. Access to the District's Network is a privilege and not a right. Users of the Network are responsible for their behavior and communications over the Network and access to Network services will be provided only to those staff who agree to act in a considerate and responsible manner and in accordance with the District's rules and regulations as may be adopted and amended from time to time. All staff who wish to use the Network must sign one or more Network agreements whenever requested by the District. Computer access will be denied to any user that has not submitted a School District Internet Access Release Form, understanding and accepting Policy [GBEF](#) School District Internet Access for staff and [GBEF-R](#) Acceptable Internet Use Procedures-Staff*

USE OF OFFICE EQUIPMENT - The use of office equipment is restricted to school district business. Reference the Acceptable Computer, Network, E-Mail, and Internet Use Policy for the appropriate use of computer systems.

CELL PHONE/ELECTRONIC DEVICE USAGE

The Board recognizes that the use of cellular telephones and other electronic communications devices may be appropriate to provide for the effective and efficient operation of the District and to help ensure the safety and security of District property, students, staff, and others while on District property or engaged in District sponsored activities. To this end, the Board authorizes the purchase and employee use of such devices, as deemed appropriate by the Superintendent.

District owned cellular telephones and other devices will be used for authorized District business purposes, consistent with the District's mission and goals. Personal use of such equipment is permitted as long as this use does not interfere with the employee's job obligations and responsibilities and does not incur additional expense to the District.

Use of cellular telephones and other devices in violation of Board policies, administrative regulations, and/or state/federal laws will result in discipline up to and including dismissal and referral to law enforcement officials, as appropriate.

Emergency Use

Students and staff are encouraged to use any available cellular telephone in the event of an emergency that threatens the safety of students, staff or other individuals.

Use of Personal Cell Phones and Communication Devices

Employees are strongly discouraged from using their personal cell phone during the school days. When necessary, employees may use their personal cell phones and similar communication devices only during non-instruction and non-supervision of students. In no event will an employee's use of a cell phone interfere with the employee's job obligations and responsibilities. If such use is determined to have interfered with an employee's obligations and responsibilities, the employee may be disciplined in accordance with School Board policy, school rules and regulations, and collective bargaining agreement if applicable.

EMPLOYEE USE OF SOCIAL NETWORKING WEBSITES ([GBEBD](#))

The School Board strongly discourages school district staff from socializing with students outside of school on social networking websites, including but not limited to Twitter, Instagram, Snapchat, and Facebook.

All school district employees, faculty and staff who participate in social networking websites, shall not post any school district data, documents, photographs or other district owned or created information on any website. Further, the posting of any private or confidential school district material on such websites is strictly prohibited.

School district employees are prohibited from engaging in any conduct on social networking websites that violates the law, school board policies, or other standards of conduct. Employees who violate this policy may face discipline and/or termination, in line with other School Board policies and/or collective bargaining agreements, if applicable.

Nothing in this policy prohibits employees, faculty, staff or students from the use of educational websites if such sites are used solely for educational purposes.

Access of social networking websites for individual use during school hours is prohibited.

All referenced policies
and
reporting forms
can be found on the district
website at
www.sau14.org

APPENDICES

- A. 2023-2024 Epping School Calendar
- B. 2023-2024 Payroll Sheet
- C. Classroom Emergency Management Guide
- D. List of items in Go-Kit
- E. CONFIDENTIALITY
- F. Substitute Teacher Expectations
- G. Fire Drills
- H. School District Internet Access for Staff - Acceptable Internet Use Procedures Policy
- I. Code of Ethics and Code of Conduct for NH Educators
- J. ESOL (English Speakers of Other Languages) Tidbits
- K. Substitute Report
- L. Substitute Fingerprint Reimbursement Form
- M. Substitute Job Description

Appendix A
2023-2024
School District Calendar

EPPING SCHOOL DISTRICT 2023 - 2024 CALENDAR

2023

AUGUST					Days
M	T	W	T	F	Student
	1	2	3	4	3
7	8	9	10	11	Teach
14	15	16	17	18	7
21	22	23	24	25	
28	29	30	31		

SEPTEMBER					Days
M	T	W	T	F	Student
				NS	18
H	5	6	7	8	Teach
11	12	13	14	15	19
18	19	20	21	22	
25	26	27	28	29	

Important Dates

August	Date
Professional Dev. Days-No School	22,23,24,28
First Day of School	29

OCTOBER					Days
M	T	W	T	F	Student
2	3	4	5	6	21
H	10	11	12	13	Teach
16	17	18	19	20	21
23	24	25	26	27	
30	31				

NOVEMBER					Days
M	T	W	T	F	Student
		1	2	3	17
6	7	8	9	H	Teach
13	14	15	16	17	18
20	21	B	H	H	
27	28	29	30		

September	Date
Labor Day & Before Day Before	1 & 4
In-Service Day - No School	29

October	Date
Columbus Day-No School	9

November	Date
Student Led Conf Day -No School	7
Veteran's Day-No School	10
Thanksgiving Break	22-24

2024

DECEMBER					Days
M	T	W	T	F	Student
				1	16
4	5	6	7	8	Teach
11	12	13	14	15	16
18	19	20	21	22	
H	B	B	B	B	

JANUARY					Days
M	T	W	T	F	Student
H	2	3	4	5	20
8	9	10	11	12	Teach
H	16	17	18	19	21
22	23	24	25	26	
29	30	31			

December	Date
Holiday Break	25-29

January	Date
New Years Holiday (obs)	1
MLK Jr. Day - No School	15
In-Service Day - No School	16

FEBRUARY					Days
M	T	W	T	F	Student
			1	2	16
5	6	7	8	9	Teach
12	13	14	15	16	17
19	20	21	22	23	
H	B	B	B		

MARCH					Days
M	T	W	T	F	Student
				B	19
4	5	6	7	8	Teach
11	12	13	14	15	20
18	19	20	21	22	
25	26	27	28	29	

February	Date
In-Service Day - No School	23
Presidents Day Observed	26
Winter Break	26 - 3/1

March	Date
In-Service Day - No School	12

APRIL					Days
M	T	W	T	F	Student
1	2	3	4	5	16
8	9	10	11	12	Teach
15	16	17	18	19	17
B	B	B	B	B	
29	30				

MAY					Days
M	T	W	T	F	Student
		1	2	3	22
6	7	8	9	10	Teach
13	14	15	16	17	22
20	21	22	23	24	
H	28	29	30	31	

April	Date
Student Led Conf Day	19
Spring Break	22-26

May	Date
Memorial Day - No School	27

JUNE					Days
M	T	W	T	F	Student
					7
3	4	5	6	7	Teach
10	11	12	13	14	8
17	18	19	20	21	
24	25	26	27	28	

Symbol Key

- = Teacher PD - No School
- = Breaks - No School
- = First & Last Day of School
- = Graduation Day (Tentative)
- = Conference Day - No School

June	Date
Graduation Day (Tentative)	7
Last Student Day - Half Day	11
In-Service Day - No School	12

Student School Days	175
Student Conference Days	2
Teacher In-Service Days	9
Total Teacher Work Days:	186

Appendix B
2023-2024
Payroll Dates

FY24 Payroll Dates

2023

1 - July 7

2 - July 21

3 – August 4

4 – August 18

5 - September 1

6 – September 15

7– September 29

8 - October 13

9 - October 27

10 - November 10

11 - November 24

12 - December 8

13 – December 22

2024

14 - January 5

15 - January 19

16 - February 2

17 - February 16

18 - March 1

19- March 15

20- March 29

21 - April 12

22 - April 26

23 - May 10

24 - May 24

25 - June 7

26 - June 21

For those employees without Direct Deposit, arrangements must be made for each of the school vacation weeks to receive checks issued during the vacation

Appendix C

Classroom Emergency

Management Guide

**EMERGENCY PROCEDURES ARE LOCATED
IN EACH CLASSROOM**

Appendix D

List of items in Go-Kit (Backpack)

Go-Kit Contents:

These items should only be used during the appropriate time, NOT everyday classroom use.

1.) Twist off plastic lock 2.) Notify health office of items used 3.) Get new lock ASAP!

In LARGE secured pocket:

8x10 Tarp (1)

Flashlight (1) and D Batteries (2),**Top battery needs to be turned around for light to turn on!

Duct Tape (1)

Whistle (1)

Heavy-duty Gloves (1 pair)

Painter's Masks (20-25)

Baby Wipes (1 package)

Instant Cold Pack (1)

Towels-paper-white or blue (in plastic baggie)

Clean-up Kit (1)

Emergency/Survival Blankets (10)

Small Hand Sanitizer (1)

Tissues (1 package)

Trash Bags (2)

Bleeding Kit (1) contains following items:

-gloves (6-10)

-BZK Moist Antiseptic Towelettes (5)

-scissors (1)

-self-adhesive wrap (1 roll)

-assorted band aids in plastic baggie (1 bag)

-kerlix wrap (1)

-ABD absorbent pad (1)

In LARGE unsecured pocket:

Green/Red Cards (1 each)

Class List (You need to insert these)

Allergy/Medical Alerts (You will receive this yearly from the health office)

In side mesh pocket:

Face shield

Contains the following items:

-gloves (6-10)

-BZK Moist Antiseptic Towelettes (5)

-scissors (1)

-self-adhesive wrap (1 roll)

-assorted band aids in plastic baggie (1 bag)

-kerlix wrap (1)

-ABD absorbent pad (1)

Appendix E

CONFIDENTIALITY

- C**ontrol information about the students.
- O**nly share information with those who have a need to know and who have proper authorization.
- N**ever discuss school information regarding students while attending social events.
- F**orward inquiries regarding students to teachers and supervisory personnel if you are approached for confidential information.
- I**nteract with those who inquire in a manner in keeping with your responsibilities.
- D**on't discuss student situations in the lounge with staff that have a need to know.
- E**xplanations for not discussing a student are easier than explanations for inappropriately divulging confidential information.
- N**ot sharing is caring.
- T**hink about privacy.
- I**t's important that things that happen at school, stay at school.
- A**ppropriate information exchange carries with it responsibility.
- L**earn how to handle uncomfortable inquiries in positive and courteous, but confidential, ways.
- I**dentify acceptable ways that the necessary people can access information.
- T**reat confidential information as if your job depends on it—it may..
- Y**ou are part of positive public relations for schools. Confidentiality is a cornerstone. Protect it!

Appendix F

Substitute Teacher Expectations

EPPING SCHOOL DISTRICT
SUBSTITUTE TEACHER EXPECTATIONS

DO

- ** Know that school begins at 8:30 (EES) or 7:25 (EMHS)
- ** Be on time
- ** Teach
- ** Be aware of your duties
- ** Take careful attendance
- ** Be familiar with lunch schedule
- ** Interact with/engage students
- ** Treat students respectfully
- ** Check with the substitute coordinator during unassigned periods.
- ** Let one student at a time leave the room to the bathroom, lockers, drink of water, etc.
- ** Understand Emergency Procedures (Evacuations, Lock Downs, etc.)
- ** Ask other staff should questions arise
- ** Know that school ends at 3:15 (EES) or 2:25 (EMS & EHS).

DON'T

- ** Sit passively (i.e., no reading the newspaper during class)
- ** Disregard teacher's lesson plans
- ** Leave the building during unassigned periods

Appendix G

Fire Drills

EPPING SCHOOL DISTRICT

FIRE DRILLS

FIRE DRILLS ARE A MOST SERIOUS AND VITAL PART OF SCHOOL PROCEDURE. PLEASE REVIEW THE FOLLOWING PROCEDURES.

1. There should be NO TALKING OR LEVITY during fire drills.
2. All windows and doors should be closed upon leaving the room. Lights should be left on.
3. Teachers should take their "To Go" backpack and class lists.
4. MOVE RAPIDLY ALONG YOUR ASSIGNED ROUTE BUT DO NOT RUN.
5. The first students to reach the corridor and exit doors will hold them open until all students have left the area. The students will then rejoin their classes.
6. Teachers are to accompany their classes down the proper staircase, and out the assigned exit...teachers are to remain with their classes.
7. Students will line up at a considerable distance outside the building until the signal to return is given.
8. Classes should stay together at all times so that teachers in charge can take attendance to assure all students are safely out of the building.
9. At the signal to return, students will use the same route back to class unless notified differently.
10. At the completion of the fire drill, students will report to the CLASS THEY HAD JUST LEFT, where the teacher will take attendance and await directions from the Principal as to the procedure for the rest of the day.
11. Teachers who are free during a fire drill will assist other teachers who have classes.

Appendix H

School District Internet Access for Staff and Acceptable Internet Use Procedures Policy

GBEF - SCHOOL DISTRICT INTERNET ACCESS FOR STAFF

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

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

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

The Superintendent shall establish administrative regulations and an Acceptable Use Agreement that outlines staff obligations and responsibilities related to the use of District technology. He/she also may establish guidelines and limits on the use of technological resources.

Inappropriate use may result in a cancellation of the staff member's privileges, disciplinary action, and/or legal action in accordance with law, Board policy, and administrative regulations.

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

Statutory (Regulatory/Policy/Handbook Cross References

ESD Policy GBEF-R (Acceptable Internet Use Procedures — Staff)

RSA 194:3-d, School District Computer Networks

47 U.S.C. 954, Requirements For Certain Schools — Internet Safety

20 U.S.C. 56777, Enhancing Education Through Technology — Internet Safety

Handbook (Referenced in Personnel Handbooks)

APPROVED/REVISED: June 2, 2011, July 21, 2016, September 5, 2019

PREVIOUS POLICY: August 17, 2006, Acceptable Computer, Network, E-Mail and Internet Use

GBEF-R - ACCEPTABLE INTERNET USE PROCEDURES - STAFF

Purpose:

The purpose of the Acceptable Use Procedures is to provide the procedures, rules, guidelines, and the code of conduct for the use of technology and the Internet.

Definition:

The definition of "information networks" is any configuration of hardware and software which connects users. The network includes, but is not limited to, all the computer hardware, operating system, application software, stored text and data files. This includes flash drives, electronic mail, local databases, externally accessed databases, CD's and DVD's, recorded magnetic or optical media, clip art, digital images, digitized information, communications technologies, and new technologies as they become available.

The School District Services:

The 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 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 required or proscribed 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:

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, education, and school related business and operations.
3. Any system which requires password access or for which the District requires an account, such as the Internet, will only be used by the authorized user. 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.

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, 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 is 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 resource accessible via the network. Seeks to gain or unauthorized access to information resources.
3. 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.
4. Destroys, alters, dismantles, or otherwise interferes with the integrity of computer-based information and/or information resources.
5. Invades the privacy of individuals or entities.
6. Uses the network for commercial or political activity.
7. Installs unauthorized software for use on District computers.
8. Uses a network to access inappropriate materials.
9. Submits, publishes, or displays any defamatory, inaccurate, racially offensive, abusive, obscene, profane, sexually oriented, or threatening materials or messages either publicly or privately.
10. Uses a District network for illegal harassing, vandalizing, inappropriate or obscene purposes, or in support of such activities.

School District Rights:

The District reserves the right to:

1. Monitor all activity. Notwithstanding any related laws, staff members have no expectation of privacy regarding their use of the school district computer network.
2. Make determinations on whether specific uses of a network are consistent with these acceptable use procedures.
3. Log network use and monitor storage disk space utilization by users.
4. Determine what is appropriate use.
5. 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.
6. Cooperate fully with any investigation concerning or relating to the District's network activity.

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. Users are expected to abide by the following terms and conditions:

1. Protect their Internet login and password from others. (NHSBA Recommendation)
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 intellectual property and creative rights 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, staff members understand and agree to the following:

1. To abide by the District Acceptable Use Procedures and Code of Conduct (GBEF-R).
2. That District administrators and designated staff have the right to review, edit and/or delete any material stored on District computers, which they believe, in their sole discretion, may be unlawful, obscene, abusive, or otherwise objectionable. Staff members hereby waive any right of privacy which they 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.
6. That the use of the District network(s), including access to public networks, is a privilege which may be revoked by network administrators at any time for violation of the Acceptable Use Procedures and Code of Conduct. The School District will be the sole arbiter(s) of what constitutes a violation of the Acceptable Use Procedures or Code of Conduct.
7. In consideration for the privilege of using the School District network resources and in consideration for having access to the public networks, I hereby release the School District, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my use, or inability to use, the District network resources.

Statutory/Regulatory/Policy/Handbook Cross References

ESD Policy GBEF (School District Internet Access for Staff) RSA 194:3-d, School District Computer Networks 47 U.S.C. §254, Requirements For Certain Schools – Internet Safety 20 U.S.C. §6777, Enhancing Education Through Technology – Internet Safety Handbook (Referenced in Personnel Handbooks)

PREVIOUS POLICY: August 17, 2006 “Acceptable Computer, Network, E-Mail

APPROVED/REVISED: June 2, 2011, November 2, 2017, February 20, 2020

School District Internet Access Release Form:

Name of User/Staff Member: _____

Home phone: _____

School of Employment: _____

Position of Employment: _____

I hereby certify that I have read the Acceptable Use Policy and Procedures; that I fully understand their terms and conditions; and that I will abide by the terms and conditions set forth in those documents.

Signature of User/Staff Member: _____

Date: _____

Signature of Building Principal: _____

Date: _____

Appendix I

Code of Ethics and Code of Conduct For New Hampshire Educators

Code of Ethics and Code of Conduct For New Hampshire Educators

This “Code of Ethics for New Hampshire Educators” is created as a set of guiding principles which articulate the responsibilities common to all members of the education profession. The Code of Ethics is designed to provide guidance to educators in the decision-making process involving their interactions with students, the school, community, colleagues, parents, and the public. The principles set forth in the Code of Ethics should be interpreted with reference to the context of the classroom, the learning community, and the educational profession. Review: [Code of Ethics and Code of Conduct for NH Educators](#).

Appendix J

ESOL (English Speakers of Other Languages) Tidbits

ESOL Students

The Epping School District has several ESOL (English Speakers of Other Languages) students at the elementary and middle high school. It is important to use the best teaching strategies for teaching English Language Learners include:

- A **quiet one-to-one conversation** with the student will help you get a sense of the student's listening and speaking abilities in English. If that is not possible, **try to check in with the student once the class is engaged in guided or independent work.**
- Instead of directly calling on an ESOL student, try using **small group interactions and pair/share responses.**
- **Visuals with labels (pictures, diagrams, graphic organizers)** can really help build understanding.
- Use activities such as **Think, Pair, Share** to encourage students to talk and process information together.
- Pre-teach **vocabulary**, if possible. Write the word and explain it simply and using visuals. [Vocabulary Four Square](#) is a great resource!
- Try to give **short directions** that are 1 to 2 steps rather than complex, multiple step directions.
- **Pair** ESOL students with a student who is academically strong *and* a good role model.

Please TRY:

- To speak quietly, one-on-one with the ESOL student to check understanding.
- Using pictures, written words as well as spoken instructions.
- To **avoid using idioms** like, “**You’ll get the hang of that!**”
- To keep classroom routines and schedules the same. Anticipate any confusion a schedule change might cause you English Language Learner and let them know ahead of time about changes to routine or schedules.

Other appropriate modifications

- Providing an outline before a lecture, complete with vocabulary terms for the lesson
- Providing extra time to complete tests or assessments. ESOL students may need additional time to respond, especially for written answers.

Resource books

Multicultural Manners by Norine Dresser available from the ESOL Teacher. This book provides sensitive insights into many cultures.

Helpful Links

[Colorin colorado](#) - General overview of ESOL, teaching tips, student/parent concerns

[A Guide to Learning English](#) - Interesting site to explore ESOL education from various viewpoints (student, teacher, parent)

[Teachers First](#) - This website offers concrete strategies for helping ESOL students

[WIDA](#) - This site explains language development, provides examples of what students can do based on their level of language development.

DISTRICT Staff Member

ESOL Teacher –**Stephanie Doyle** – stephanie.doyle@eppingsd.org

Elementary School – Room 131C

High School - Room H202

Appendix K

Substitute Report

**EPPING SCHOOL DISTRICT
SUBSTITUTE REPORT**

In an effort to improve out substitute procedure, to ensure a learning atmosphere and to make your day a pleasant one, please answer the questions below: (If you need additional space, please use the back of this form)

1. Were the lesson plans detailed enough to follow easily?

2. Were the substitute procedures well organized so you could find the:
 - a. Class Schedule
 - b. Seating
 - c. Duties (detention, late bus, etc.)
 - d. Information on specific students

3. Did you have any discipline problems?

Who?

Why?

4. Please leave a brief description of what was accomplished each period and what homework was given.

MORNING:

AFTERNOON:

Rate you day: Outstanding_____ Good_____ Fair_____ Poor_____

Suggestions or additional comments:

Teacher substitutes for: _____

Substitute's Name_____ Date_____

Thank you for your help. Before leaving, please turn this form in to the Substitute Coordinator in the elementary and middle high school main offices. ***Form is also available on the substitute Shared Folder.***

Appendix L

Substitute Fingerprint Reimbursement Form

SAU # 14
SUBSTITUTE FINGERPRINT
REIMBURSEMENT FORM

Substitute's Name: _____

Mailing Address: _____

has substituted three times on the following dates:

1. _____ EES EMHS (Circle One)
Date
2. _____ EES EMHS (Circle One)
Date
3. _____ EES EMHS (Circle One)
Date

The above-named substitute has completed the requirements of the Epping School Board and can be reimbursed for the fingerprinting fee.

Substitute Coordinator's Signature

Date

**WHEN COMPLETE PLEASE GIVE THIS FORM TO THE BUILDING
SUBSTITUTE COORDINATOR.**

Form is also available in the Substitute Shared Folder

*****Please note that it might take 4 – 6 weeks for you to receive your reimbursement. *****

Appendix M

Substitute Job Description

EPPING SCHOOL DISTRICT
JOB DESCRIPTION

TITLE: SUBSTITUTE

GENERAL DESCRIPTION: The Substitute is an important member of our school family. A student supervisory, instructional substitute is responsible for providing student supervision and a continuity of instruction within the classroom in the absence of an assigned teacher or paraprofessional. A non-supervisory, instructional substitute is responsible for fulfilling the duties of a staff member not responsible for student supervision and instruction. Candidates will be processed by the district office. Substitutes will be subject to a successfully completed criminal background check and successful performance evaluation after each assignment. Substitutes are to abide by school district policy and school rules and regulations and are subject to all state and federal law.

QUALIFICATIONS:

1. High school graduate, college and/or NHDOE certification preferred.
2. Knowledge of schools, substitute teaching experience, Epping preferred.
3. Strong communication skills.
4. Ability to work cooperatively with school staff and administration.
5. Ability to supervise and work cooperatively with students.
6. Ability to provide instruction as outlined in substitute plans.

SELECTION: The Epping School District reserves the right to:

1. Select substitutes based on, but not limited to school needs, qualifications, highly qualified status, and substitute availability.
2. Notify substitutes of work assignments in person or by phone, email, or other available means.
3. Restrict substitute placement if the substitute has children enrolled in the school.

CLASSIFICATION: This position is designated as an “at will” position not under written contract for any specified period and subject to School Board Policy.

REPORTS TO: School Substitute Coordinator and School Principal

PERFORMANCE RESPONSIBILITIES:

1. Respond to notification(s) for your service from the Substitute Coordinator and keep your commitment.
2. Report to the school office before each day's assignment for instructions.
3. Be at your assigned work assignment.
4. Ask questions if the plans or information is unclear.
5. Become familiar with emergency, fire, and lock-down procedures.
6. Perform the same duties as the staff member for whom you are substituting.
7. Keep any knowledge or material concerning the school confidential.

8. Supervise students at all times.
9. Leave your work area in good order.
10. Report to the school office at the conclusion of the day.
11. Abide by the information contained within the school and district substitute handbooks.
12. Other responsibilities associated with this position.

WORKING ENVIRONMENT: Physical ability to perform the essential functions of the job as outlined above, in addition to the following:

While performing the duties of this job, the employee is frequently required to stand; walk; and sit. The employee is regularly required to see, talk, and hear. The employee is regularly required to use hands to manipulate, handle, or feel. The employee is occasionally required to reach with hands and arms; climb steps; stoop, kneel, or crouch. The employee is required to supervise students requiring the employee to match walking speed that matches the student. The employee must occasionally lift, carry, move and/or restrain school-age students. Employees must occasionally move equipment and/or supplies. Employees are occasionally required to drive. Employees are regularly required to handle stressful situations and resolve conflicts. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. The job is performed for the most part in a school setting with occasional outside weather conditions. The noise level is that of a typical school setting.

TERMS OF EMPLOYMENT:

1. Compensation is per day as set by the School Board Policy.
2. Compensation is differentiated into substitute teacher, substitute support staff, and substitute nurse classifications.
3. Clear criminal background check

The Epping School District is an Equal Opportunity Employer. Position is subject to Epping School District policy, rules, and regulations.

6/20/2013

SUBSTITUTE HANDBOOK RECEIPT AND ACKNOWLEDGEMENT

My signature acknowledges that I have received the 2023-2024 Substitute Handbook and the Code of Ethics for the Epping School District. I understand it is my responsibility to read, understand, and abide by the policies, rules, and regulations contained within it.

Name: (print) _____

Signature: _____

Date: _____