

Approved by Epping School Board August 16th 2018

# **SUBSTITUTE STAFF DISTRICT HANDBOOK**



[phillipmartin.info](http://phillipmartin.info)

**EPPING SCHOOL DISTRICT  
SEPTEMBER 2018**

**SAU 14  
213 MAIN STREET  
EPPING, NH 03042  
679-8003**

## **WELCOME**

As a substitute, you are an important member of our school family. As an instructional substitute, you are responsible for providing a 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.

## **EPPING 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 one's self 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 School, and Epping High School.

### **SCHOOL ADMINISTRATIVE UNIT #14**

Christine Cue

[christine.cue@eppingsd.org](mailto:christine.cue@eppingsd.org)

### **EPPING ELEMENTARY SCHOOL**

SUBSTITUTE COORDINATOR:	Cheryl MacLeay	<a href="mailto:cmacleay@eppingsd.org">cmacleay@eppingsd.org</a>
CONTACT TELEPHONE NUMBER:	679-2096 (6am – 9pm)	
SCHOOL PRINCIPAL:	Justin Benna	
ASSISTANT PRINCIPAL:	William Hinkle	
ADMINISTRATIVE ASSISTANTS:	Cheryl MacLeay and Karen Mongeon	
SCHOOL TELEPHONE NUMBER:	679-8018 ext 224	
SUBSTITUTE SCHOOL DAY:	8:10 am to 3:20 pm	
STUDENT SCHOOL DAY:	8:35 am to 3:10 pm	

### **EPPING MIDDLE SCHOOL**

SUBSTITUTE COORDINATOR	Ellen Needham	<a href="mailto:eneedham@eppingsd.org">eneedham@eppingsd.org</a>
CONTACT TELEPHONE NUMBER:	679-2544 ext 220	
SCHOOL PRINCIPAL:	Coby Troidl	
ASSISTANT PRINCIPAL:	Susan M. Gualtieri	
ADMINISTRATIVE ASSISTANTS:	Stephanie Sturzo and Ellen Needham	
SCHOOL TELEPHONE NUMBER:	679-2544	
SUBSTITUTE SCHOOL DAY:	7:10 am to 2:25 pm	
STUDENT SCHOOL DAY:	7:25 am to 2:25 pm	

### **EPPING HIGH SCHOOL**

SUBSTITUTE COORDINATOR: Ellen Needham eneedham@eppingsd.org  
CONTACT TELEPHONE NUMBER: 679-2544 ext 220  
SCHOOL PRINCIPAL: Brian Ernest  
ASSISTANT PRINCIPAL: John Adams  
ADMINISTRATIVE ASSISTANTS: Lisa Esposito, Tracy Bell and Sharon Lavallee  
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](http://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, and 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 persons 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 absence, tardiness, and/or unauthorized leaving from 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 students 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 insure 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 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 times 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 [ECAAF](#) 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 requires 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 235
EMS/EHS	Lorraine Sawyer	x 274

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 subjected 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, an 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 pro-rated 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 \$100 per day. In cases of employment where post assistance with a teacher is required, the substitute shall receive \$100 per day.

<b><u>Consecutive School Days per Assignment</u></b>	<b><u>Compensation per Day</u></b>
1 to 10	\$85.00
11 to 20	\$100.00
> 20	B/1 teacher per diem rate

**SUBSTITUTE SCHOOL NURSE PAY** - School nurse substitute shall receive \$100 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.

<b>Position</b>	<b>Compensation</b>
Paraprofessional	\$85.00 per day
School Office	\$65.00 per day
Custodial Staff Substitute	\$10.50 per hour
Food Service Staff Substitute	\$10.25 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 accommodations 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 [GBAA](#) 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 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 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 JLDB 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 or belief that bullying may have occurred shall inform the Principal or administrative designee as soon as possible within the school day. School employees shall 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 in order 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](http://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 a 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 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 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 conjunctions 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 (NO SMOKING)

In accordance with RSA 126-K:7, no person shall use any tobacco product and/or devices in any facility maintained by the School District, nor on any of the grounds of the 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. This ban also applies to vehicles on school grounds. (Reference [JICG](#) Tobacco Products Ban)

#### 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 [JICL](#))

#### 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 law 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 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 MySpace 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](http://www.sau14.org).

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## APPENDICES

- A. 2018 - 2019 Epping School Calendar
- B. 2018- 2019 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 and Acceptable Internet Use Procedures Policy
- I. ESOL (English Speakers of Other Languages) Tidbits
- J. Substitute Report
- K. Substitute Fingerprint Reimbursement Form
- L. Substitute Job Description

# Appendix A

2018- 2019 Epping School Calendar

(attached)

# Appendix B

## 2018-2019 Payroll Dates

### **FY18 Payroll Dates**

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**2017**

*July 14*  
*July 28*

*August 11*  
*August 25*

*September 8*  
*September 22*

*October 6*  
*October 20*

*November 3*  
*November 17*

**2018**

*January 12*  
*January 26*

*February 9*  
*February 23*

*March 9*  
*March 23*

*April 6*  
*April 20*

*May 4*  
*May 18*

*December 1*  
*December 15*  
*December 29*

*June 1*  
*June 15*  
*June 29*

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

## Appendix C

# Classroom Emergency Management Guide

## EMERGENCY PROCEDURES

### EPPING SCHOOL DISTRICT

**POLICE, AMBULANCE, FIRE DEPARTMENT – DIAL 911**

#### Epping School District Phone Numbers

SAU Office 679-8003	Epping Elemen. School 679-8018	Epping Middle School 679-2544	Epping High School 679-5472
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#### Emergency Numbers/ Community Phone Numbers

First Student Transportation	778-6900	SLC Transportation	679-2010
Seacoast Mental Health Center	772-2710	Epping Fire Department	679-5446
Epping Police Department	679-5122	Epping Town Hall	679-5441
Epping Recreation Department	679-5441 x23	Epping Regional Health Center	693-2100



## **Emergency Management Team**

Maintaining a safe, secure, and prepared environment for all students and staff is essential for an effective emergency response plan within our schools. A prepared emergency management team as well as a prepared and knowledgeable staff will provide for the safety, security and well-being of the school community during and following an event. Our goal is to maintain a safe school environment, prevent violence, be prepared in the event of an emergency; to intervene and support students/students during a crisis or emergency and to provide after care to our school community. Each school in the Epping School district has an Emergency Management Team. This team meets on a regular basis to review school safety, preparedness and response procedures.

## **Scan in Place**

**This technique is used in the case of a bomb threat.**

1. Remain calm
2. Look around your room for anything that is suspicious or “out of place”.
3. DO NOT move, open or touch a suspicious object.
4. DO NOT use the walkie-talkies or cell phones.
5. Evacuate the room to a safe area if something is found.
6. Notify the Command Post. Describe the suspicious object.
7. Calmly inform the designated personnel assigned to your area.
8. Remain quiet and wait for further instructions.

## **Shelter in Place**

**This technique is used to shelter students and staff safely in classrooms within the building.**

1. Clear all hallways. Students and staff should report to the nearest classroom.
2. Close all doors and windows. Seal any openings if necessary.
3. Take attendance to account for all individuals.
4. Do not allow anyone to leave the room unless absolutely necessary until an “all clear” is given.
5. Allow emergency bathroom use only with a buddy. (Only in rooms without bathrooms).
6. Stay away from all doors and windows.

7. Use classroom phone only for life threatening emergencies.
8. Remain quiet for further instructions.

## **Shelter in Place Drop and Cover**

**This technique is used to immediately protect student and staff from an explosion, gunfire, earthquakes, or during a severe weather event or during a tornado.**

1. Drop to the ground under a table or desk.
2. Face away from any windows and cover your eyes by leaning your face against your arms.
3. Hold on to the desk or table.
4. Stay put until instructed to get up.
5. If you are in an area without an object to drop under then just drop to the floor and protect your head.
6. If outside drop to the ground and protect your head.
7. Remain quiet to listen for instructions.
8. Account for all individuals as soon as event is over.

## **Lock Down**

**This technique is used to clear the hallways and common areas of all students and staff and secure them in rooms. Applications: Unauthorized person in building or on property. Angry or seemingly unsafe visitor, non-custodial parent demanding to take a child.**

1. Students and staff report to the nearest classroom.
2. Close the doors and windows. Lock them if a lock is available.
3. Draw the shades and cover all other windows if possible.
4. Students, staff, and visitors should not leave the room for any reason.
5. Move to the corner of the room that is furthest away from windows and doors.
6. Take attendance to account for all students and staff.
7. Remain quiet and wait for further instructions.

**Drop and Cover**

**Lock Down**

## **Evacuation**

**This technique may be used to clear the building for any reason. Evacuation routes and alternative routes should be practiced regularly including individuals with disabilities.**

1. Take the safest and closest way out of the building (All rooms have posted evacuation plans).
2. Bring your attendance records and “Go Kits” with emergency materials.
3. Walk
4. Do not stop for belongings unless instructed.
5. Go to your designated area.
6. Check for injuries.
7. Begin student and staff accounting. Report any missing students/staff to designee.
8. Remain quiet and wait for instructions.

## **Reverse Evacuation**

**This technique may be used to bring all students and staff safely into the building.**

1. The first person aware of the situation announces “Reverse Evacuation” and directs staff/students to enter the building.
2. Walk into the building.
3. Notify the office/Principal
4. Report to a designated area such as the gym, cafeteria, or classroom.
5. Check for injuries.
6. Begin student and staff accounting.
7. Remain quiet and wait for further instructions.

## **Evacuation**

**Preparation and Planning Ahead**

## **Reverse Evacuation**

**Everyone in your family as well as in your classroom should know what to do in case of an emergency. Safety plans for the home and school should be created and discussed.**

1. It is very important to plan ahead and be prepared at home, at your workplace and at school.
2. Review safety plans with your family and children.
3. Talk with your friends, neighbors, and co-workers, so you can help each other if necessary.
4. Have first aid supplies set up at home, your car and at school.
5. Enroll in a first aid or CPR class.
6. Review fire drill or building evaluation directions.
7. Review building safety terms such as lock down, evacuation and shelter in place.
8. Be aware of the location of items such as first aid kits, AED's, fire exits, fire extinguishers, go-kits and pull stations in your classroom/building.
9. Staff should do a yearly hazard inspection to look for heavy objects on top of shelves that could topple and for cords that may present a safety hazard. Report any safety issues to the Principal/Dean of Students immediately.

### **First Aid**

1. Assess the need for first aid.
2. Contact the school nurse and/or Medical team if a major injury has occurred. **Never move the injured unless they are in imminent danger or directed to do so by medical personnel.**
3. Use your classroom "Go Kit" for minor injuries. Clean the wound and apply a bandage to a small cut or scrape. Document the first aid given.
4. Send a runner to contact the school nurse to assist or direct action if a student is injured and cannot immediately evacuate. Use "buddy" teachers if no runner is available while you contact the school nurse – one to supervise and another to wait with injured student if the area is safe.

### **Preparation and Planning Ahead First Response**

### **First Aid**

**In response to a crisis or emergency:**

1. Remain calm
2. The first person to be aware of a situation takes immediate action and directs students and staff to safety.
3. Contact the office to notify the Principal/Dean of Student of the situation.
4. Contact the school nurse if the situation involves a medical emergency.
5. Remain quiet in order to hear further instructions.
6. Document the situation and the action taken.

## **After Care and Recovery -Post Crisis Interventions**

The aftermath of a crisis is a time for students and staff to put the event in perspective. Individuals may be emotionally and physically exhausted and the time is appropriate to search for meaning in the situation, understand and accept their own emotional reactions, and increase their ability to cope with future situations.

1. With school counselors and the psychologist assess the situation to determine the need for post-crisis interventions for staff, students and families.
2. Provide post –crisis briefings for staff, students, and families as appropriate.
3. Re-establish school and classroom routines as quickly as possible.
4. Consider interventions;
  - a) Defusing –Provide defusing sessions for students and staff as quickly as possible after the emergency. (Defusing sessions are brief conversations with individuals or small groups held soon after an incident to help people better understand and cope with the effects of the incident –**Defusing should be conducted by trained individuals.**)
  - b) Debriefing- Give participants an opportunity to review the activities of the incident, discuss their role in containing and resolving the crisis, review what was learned from the incident, and provide for follow up activities for those affected the most.

**First Response**

**Aftercare and Recovery**

**Recovery**

Every student will have different feelings and reactions in response to stressful events. Feelings may include emotions related to a sense of loss of control or a fear of loss of control and stability.

Students may express their emotions verbally, or they may develop somatic complaints such as nausea, stomach ache, or fatigue. Be prepared for tears, as crying is a normal and healthy reaction, even though it may make some uncomfortable.

Some of the stages of feelings a student may experience include denial, anger, depression, and acceptance. Not every student will experience all these feelings, and the feelings will not always happen in this order. The feelings may occur only once, or may not be experienced by students for the same amount of time nor to the same degree. Recognize that some students who are traumatized by critical news may be very quiet or seem to be in a daze, and some may cry.

Some things you can do to help your student(s) after an event:

1. Set aside time to talk together, but more importantly to listen.
2. Acknowledge that these events are difficult and frightening.
3. Expect that resolving all of the feelings related to events could take a student some time. Feelings vary and could be expressed and/or experienced at unexpected times.
4. It is normal for students to bring up events long after they've happened or when you least expect it.

**If you have any questions regarding your student's or your own feelings, emotions or behaviors please contact your school counselor for support. Our school counselors are a great source for our students.**

## Recovery

Epping Schools have adapted the incident command model of the school-based chain of command and protocols as recommended in the CEMPS program endorsed by the NH Office of Emergency Management Planning Agency and utilized by Epping Fire and Police Departments
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<b>Command Post Personnel</b>	<b>Staff Assigned</b>	<b>Role</b>
<b>School Commander (SC)</b>  Principal or Alternate		The School Commander is solely responsible for emergency/disaster operations and shall remain at the school command post to observe and direct all operations while ensuring the safety of students, staff and all others on campus.
<b>Public Information Officer (PIO)</b>  Principal or Designee		The PIO acts as the official spokesperson for the school site in an emergency situation. Information released must be consistent, accurate, timely and coordinated with fire and police incident command.
<b>Safety Officer</b>  School Resource Officer		The safety officer ensures that all activities are conducted in as safe a manner as possible under the circumstances which exist.
<b>Liaison Officer</b>		The Liaison Officer serves as the point of contact for agency representatives from assisting organizations outside of the school district and coordinates their efforts by ensuring the proper flow of information.
<b>Operations Personnel</b>		<b>Role</b>
<b>Site Facility Check/Security</b>  Custodian on duty		Responsible for assisting in the appraisal of the physical status of the site along with Fire and Police Departments. Serves as a site resource for Fire and Police Departments. Shuts down ventilation system and power in certain incidents.
<b>School Medical</b>  School Nurse		Responsible for the provision of initial emergency medical response and first aid. Takes emergency supply bag from health office and sets up first aid area at evacuation assembly area.
<b>Crisis Intervention/Student Aftercare</b>  School Counselors		Responsible for helping students, staff and families cope with the psychological effects of an event and provides a network of emotional support for both short and long term healing.
<b>Student Accounting Student Release</b>  School Secretaries and designated staff		Responsible for processing accurate accounting of students and staff at emergency assembly area. Collects accounting from counselors and reports to SC.
<b>Student/Staff Care</b>  Teachers		Responsible for ensuring the care and safety of student/staff on campus, except those who are being cared for in medical treatment area.

<p><b>Planning/Intelligence</b></p> <p>CO Administrator</p>		<p>Responsible for the collection, evaluation, documentation throughout a situation. The manager must be able to provide an ongoing analysis of situation and the resources needed.</p>
<p><b>Logistics</b></p> <p>CO Administrator</p>		<p>Responsible for providing facilities, services, personnel, equipment and materials in support of the incident.</p>

**School Command, Role and Responsibilities**



# 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 bandaids 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 bandaids 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 8:35 (EES) or 7:25 (EMS & EHS)
- \*\* 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 3:10 (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 their education. Staff are hereby notified that there is no expectation of privacy on district computers, computer files, email, internet usage logs, and other electronic data.

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

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

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

### 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. §254, Requirements For Certain Schools – Internet Safety  
20 U.S.C. §6777, Enhancing Education Through Technology – Internet Safety  
Handbook (Referenced in Personnel Handbooks)

APPROVED/REVISED: June 2, 2011

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 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 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 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 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.

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.

### 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 on 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 log 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 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.

# Appendix I

## ESOL (English Speakers of Other Languages) Tidbits

## ESOL Students

The Epping School District has ESOL (English Speakers of Other Languages) students at the elementary, middle and high school. Although we are a low-incidence district, it is important to understand best teaching strategies for these students. Here are some effective strategies for working with ESOL students:

### TRY TO:

- Appreciate what the **student *can* contribute** in class. Remember that silence doesn't mean not understanding; it may mean that an ESOL student is still developing the speaking skills needed to confidently participate in a classroom setting.
- Provide other ways for the student to participate and demonstrate understanding. Some examples are **small group interactions and pair/share responses**. Try to avoid directly calling on the student unless the student initiates providing a response.
- Remember that all students bring **prior knowledge**. Help the ESOL student connect prior knowledge to new information. Developing a **KWL chart** can provide a visual anchor for old and new information.
- Use activities such as **Think, Pair, Share** to encourage students to talk and process information together.
- Use **graphic organizers and visual aids** to guide student work.
- Pre-teach **vocabulary**, if possible. Write the word and explain it simply and using visuals, if possible.
- 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 AVOID:

- Speaking louder and slower. If you think a child isn't understanding you, try to speak quietly, one-on-one with the ESOL student to check understanding.
- Using *only* the verbal modality to deliver information
- Overusing contractions, idiomatic language
- Correcting an ESOL student's mispronunciations and incorrect verb usage in front of a large group. Instead, quietly respond to the student, incorporating the same word in your response, pronounced correctly.
- Changing class routine suddenly

### **Other appropriate modifications**

- Providing an outline before a lecture, complete with vocabulary terms for the lesson
- Providing extra time to complete tests. These students may be reading, translating, answering, translating, and finally responding to each test question.

Currently, the ESOL students in Epping are fluent in social English. They are working to acquire academic English skills. This process can **take five to seven years**.

### **Resource books**

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

### **Helpful Links**

<http://www.colorincolorado.org/> - General overview of ESOL, teaching tips, student/parent concerns

<http://esl.fis.edu/teachers/index.htm> Interesting site to explore ESOL education from various viewpoints (student, teacher, parent)

<http://www.teachersfirst.com/content/esl/eslhintintro.cfm> This website offers concrete strategies for helping ESOL students

[http://www.ted.com/talks/chimamanda\\_adichie\\_the\\_danger\\_of\\_a\\_single\\_story](http://www.ted.com/talks/chimamanda_adichie_the_danger_of_a_single_story) This is a TED Talk that is worth watching to expand our thinking about ESOL students.

### **DISTRICT Staff Members**

ESOL Teacher – Liz Tong – [etong@saul4.org](mailto:etong@saul4.org) (office in Elementary School, LL1, Room 127)



# Appendix J

## Substitute Report

**EPPING SCHOOL DISTRICT  
SUBSTITUTE REPORT**

In an effort to improve out substitute procedure, to insure 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 short 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 (for both middle and high school) schools' main offices.

# Appendix K

## Substitute Fingerprint Reimbursement Form

SAU # 14  
SUBSTITUTE REIMBURSEMENT FORM

Substitute's Name: \_\_\_\_\_

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

has substituted three times on the following dates:

1. \_\_\_\_\_ EES      EMS      EHS (Circle One)  
Date

2. \_\_\_\_\_ EES      EMS      EHS (Circle One)  
Date

3. \_\_\_\_\_ EES      EMS      EHS (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 A BUILDING SUBSTITUTE COORDINATOR.**

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

# Appendix L

## 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. Employee must occasionally move equipment and/or supplies. Employee is occasionally required to drive. Employee is 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 is set by 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.