Groveton Elementary School

2026-2027

STAFF HANDBOOK

Where Students

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TEACHER HANDBOOK

Welcome to Groveton Elementary School! You are a staff member of one of the finest schools in New Hampshire. Our school is rich in a tradition of success and excellence. We are excited to have you on our staff, both new and veteran teachers, and are confident that you will be an integral member of our educational community.

The welfare and best interests of the students are the chief concerns in our program. They are the foundation upon which the classroom teacher builds his/her program.

This handbook is designed to help you through the daily hurdles quickly so that you may perform your job to the satisfaction of both the administration and yourself. We hope that it will help you in practicing teamwork, cooperation, responsibility, and communication to make your year successful.

We encourage you to discuss any issues that you may face with your academic team and the principal. Together we can truly make a difference in the lives of our students; and together we can make sure that all members of our learning community, staff and students, enjoy a safe, exciting, and challenging school year.

MISSION STATEMENT

Educating the students of the Northumberland School District is a partnership involving the students, parents, community members, and the professional and support staff of our schools. We will design and provide a broad range of educational experiences for students in an environment that is consistent, nurturing, and challenging. We honor the tradition of educational excellence in Northumberland and the integral role public schools play in fostering a sense of community.

STATEMENTS OF BELIEF

- Education is the responsibility of all GES community members; parents, students, staff, administration, and townspeople.
- The purpose of our school is to promote academic, social, and emotional growth of students in order to prepare them to be college and career ready in a global economy.
- Everyone is entitled to a safe and supportive learning community, which values individuality and diversity. Everyone will be treated with dignity and respect.
- All GES administration, staff, and students will be held to high levels of standards.
- All GES community members will strive to become effective critical thinkers who are capable of collaborating in order to problem solve.
- Students and teachers will use modern technology to enhance learning.

VISION

Groveton Elementary School is a place where all students are encouraged to strive for excellence academically, socially, and emotionally in a safe, positive, and supported environment. We are committed to a rigorous, integrated curriculum driven by the College and Career Ready Standards. We believe that our students can meet or exceed these standards in preparation for middle school.
Working collaboratively in a partnership with families and communities, we are dedicated to the following:

- Providing specific and attainable individual goals in areas of reading, writing, math, and social development
- Maximizing students' learning and development through intervention or enrichment
- Examining all instructional practices and data to continuously improve student achievement
- Participating in on-going and meaningful professional development to be more effective educators

NORTHUMBERLAND SCHOOL DISTRICT

TEACHER JOB SPECIFICATION

Each Teacher:

- Is responsible for creating a class environment that is open and receptive to change.
- Is to establish the necessary procedures for his/her instructional program in accordance with existing policies and regulations.
- Is to continually evaluate the effectiveness of his/her instructional program.
- Is to attend all scheduled staff meetings. If this is physically impossible, the teacher is to notify the principal for approval.
- Is to clear through the principal approval to attend conferences and conventions and to initiate the necessary papers.
- Shall be evaluated each year as set forth in the master contract.
- Shall maintain open communications with parents, community agencies and organizations.
- Shall initiate appropriate press releases and submit them to the principal for approval.
- Shall take advantage of such community resources as appropriate for the educational goals of this school with the approval of the principal.
- Shall maintain accurate records on students: test results, class attendance, and other pertinent dates.
- Shall initiate all budget requests through the principal.
- Shall be included in open two-way communications among all members of the management structure including the school board, while observing the chain of command.
- Shall have a voice in the school staff, which will help develop, organize, administer and explain the educational program for this school; to aid in developing the curriculum with his/her teaching area and to suggest ways of integrating this curriculum with other grade levels where feasible.
- In all areas, it is to see that the administration is kept abreast of his/her actions and accomplishments.
- Is responsible for reviewing the material in the teacher and student handbooks, and school board policy manual, and adhering to all pertinent information therein.
- Is responsible for supervisory duties assigned by the administration.
- Is expected to honor the chain of command and can expect to be treated as a “professional” in return.
- Is expected to take an active part in his/her local teacher organizations including staff development.
- Shall maintain an electronic up-to-date plan book and an electronic or paper rank book.
- Is not to leave the building during the day without getting permission from the principal. A teacher leaving the building with permission must sign out and in (on return) with the secretary.

NORTHUMBERLAND SCHOOL DISTRICT
PARAPROFESSIONAL JOB SPECIFICATION

Title: Paraprofessional

Qualifications:

1. High School Diploma
2. Paraprofessional training/certification or commitment to pursue training.
3. Related job experience.
4. Alternatives to the above qualifications as the board may find appropriate and acceptable.

Reports to:

Building Principal

Job Goal:

To assist the teacher in providing support and instruction to children and in development of materials as directed by the teacher and/or administrator.

Duties:

1. Facilitate participation of all students in classroom activities.
2. Work with individual students or a small group of students to reinforce learning of material of skills initially introduced by the teacher.
3. Supervision of students on the playground, classroom and when appropriate, field trips.
4. Maintain the same level of professionalism and confidentiality of information about students as is expected of teachers.
5. Serve as a source of information and help to any substitute teacher assigned in the absence of the regular teacher.
6. Supports and implements building policies and procedures.
7. Refers all parent concerns to the supervisor.
8. Assists the teacher in devising special strategies for reinforcing skills based on an understanding of individual students, their needs, interests and abilities.
9. Assist with group activities, independent study, enrichment and remedial work as assigned by the teacher.
10. Performs other duties as directed by administration.

In addition, 11-15 pertains to paraprofessionals employed to fulfill the requirements of an I.E.P.

11. Implement goals and objective of the Individual Education Plan(s) under the supervision of the special education teacher and the classroom teacher(s).
12. Serves as a resource person to the Special Education Team.
13. To assist in pupil placement team meetings as assigned.
14. To work with the special education team in achieving I.E.P. objectives.
15. Alert regular teachers to any problem or special information about an individual student.

EVALUATION: Performance will be evaluated periodically during the year by the building Principal or the Special Ed Director

GENERAL DUTIES OF TEACHERS

- Meet students on the playground by the flagpole at 7:45 am.
- Report to school by 7:30 A.M. Those consistently tardy will receive a written notice. The morning bell sounds at 7:45AM.
- Teachers are to remain in their classrooms with students until 2:35 pm and in the building until 2:55 pm. If it is imperative that if you must leave prior to this time, please notify the office.
- Please check your email daily. The secretary will notify the classroom teacher of any changes of after school destinations for students.
- All mail for faculty and staff will be placed in the mailboxes in the staff room.
- All staff messages will be emailed.
- Carry forth any reasonable request of the school administrators.

FIRST DAY DUTIES

- Attendance needs to be taken immediately and written on the attendance slip.
- You must indicate the number of boys AND the number of girls separately on the slip.
    - Example: 12 boys/13 girls
- Please review handbooks with the students about the important sections. We will indicate which sections should be reviewed.
- Make sure packets of information are distributed to the students.
    - This will include student emergency forms, insurance forms, etc.
- Remind students that any forms that require parent information and/or signatures are to be returned by the end of the first week.
- When passing in these completed forms to the office, please separate and alphabetize them! We have over 120 students and multiple forms to process, so your assistance is greatly appreciated!

ABSENCES

Student

- See Make up work for homework/make up work guidelines.

Teacher

- If you are going to be absent from school, please notify Wanda (636-2107) or cell phone (481-3832) between 5:30 am and 6:30 am or by 10:00 pm the night before. In **addition** please fill out a leave request on Frontline. Please reference the "Call Out Procedure Document"
- If your absence will be longer than that day, please call school during the day so that we may secure a sub for you.
- In the event that a unit member must use sick leave in excess of three consecutive days, the unit member must submit to the Superintendent's office documentation from a doctor's office, clinic or other medical facility stating the reason for the absence.

(Reference: Groveton Teachers Association CBA, Article X, Section A)

ACCIDENT OR ILLNESS TO PUPIL

In case of illness, please notify the school nurse or the office. In no case will teachers dismiss pupils to go home without the approval of the nurse or principal.
In case of an accident, please report the accident to the office or to the nurse immediately.
Accident forms can be found in the nurse's or principal's office. Accident reports should be completed for all accidents. The office has an emergency file for information about each student, family doctor or special health or medical problems and who is to be notified in case of emergency.

ACTIVITIES CALENDAR

A master calendar for all school activities (including field trips) is maintained by the office.
All school activities during and after school must be cleared and approved by the building principal.

ASSEMBLY POLICY
Teachers must accompany their homeroom group to all school assemblies.
Teachers must file their class to and from assemblies in an orderly fashion.
Teachers must remain at the assembly in order to supervise their class.
Students are expected to be on their best behavior through every assembly. Stay close to students who may need behavioral support.

ATHLETICS
Teachers are encouraged to provide athletic opportunities to students. Activities must be well organized. Interscholastic activities must adhere to the Elementary School Athletic Policy. Please refer to the Student Handbook.
Any questions regarding this policy should be directed to the principal or athletic director.

ATTENDANCE
Attendance is collected through our SIS system (ALMA) and is to be **completed by the classroom teacher.** Please complete all the necessary information promptly, no later than 8:00 am. Please mark all students Absent Unexcused, and office personnel will update this coding as we hear from families.

BAD WEATHER DAY PROCEDURES
During the cold weather, stormy and rainy days, the school will have inside supervised recess periods. The office will make the decision for holding inside recess. In the winter months students will have indoor recess if it is 10 degrees (real feel) or below or determined by the building principal. The decision for no school will be made no later than 6:00 A.M. The delayed opening will mean that school will begin two hours later.

Before School
Students who arrive before 7:45 (walkers) will line up on the playground in their assigned locations, when the staff members on duty will take over and students will report to the cafeteria. The early morning duty personnel will supervise the cafeteria and or playground from 7:30-7:45. All teachers should pick up their students in the cafeteria and or playground no later than 7:45.

After School
Bus students will wait inside. All bus students will line up in their assigned lines by the door, in the main hall, bus students will be dismissed first. The duty staff will supervise, ensuring all students make it to the bus.. All walkers will be dismissed in grade spans, (K-2), (3-5) and should leave the building by their assigned door. Again, to assure that pupils leave the building in a safe and orderly manner, each classroom teacher should assist and escort his/her students as they leave the building. The afternoon duty staff will make certain all students unattended by a parent/guardian have left the playground; if any child is still on the playground unattended by a parent or guardian at that time the staff member will bring them into the building and the office will call home and assist with getting the student transportation.

Morning Routines

- The morning responsibilities will start at 7:45 am, at this time students will line up on the playground for the Pledge of Allegiance and then enter the building. Teachers should meet their students on the playground and escort them into the building at this time.
- Teachers and duty personnel will be responsible for monitoring the time, lining up students, and moving them according to their schedule.
- Please walk students to bus lines and/or exit doors at the end of each day.

BULLYING

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

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

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

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

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

(See School Board Policy JICK)

BUS SCHEDULE

All bus times are approximate; children are responsible to be at the bus loading area watching for their bus.

Bus I	Wemyss Drive-Brooklyn St. Northumberland	Leaves about 2:35
Bus II	Brown Road, Lost Nation Rd.	Leaves about 2:35

All the above times are subject to change during the first or second week of school. During the first week, bus pupils will receive a Parent/Student Handbook that contains the bus rules, safety procedures, and disciplinary procedures.

Please collect the back signature page from all students by the end of the first week.

Late Bus Procedures

Plan A:

1. The Central Office will call the school at least 24 hours in advance of an expected bus delay. However, at least 48 hours is preferred.
2. Parents will be notified of the expected delay by the office.

Plan B:

1. If children are not picked up by the bus by 2:45 pm, the children will be brought into the building.
2. The secretary will call the bus company to inform them that a bus has not arrived.

3. The duty teacher and office staff will call parents to inform them of the delay and of the expected time of arrival home.
4. When the bus arrives, the driver will inform the school.

BUILDING AND CLASSROOM SECURITY

- All building entrance doors will remain locked throughout the day.
- All visitors to the school should enter through the main entrance.
- The security alarm system will activate each evening at 9:00 pm and remain activated until 6:00 am each morning.
- Staff members should not leave money or personal items of value in the classroom. Discuss the issue of money with your class. Students should not leave money on their desks. Make arrangements to place money and personal valuable items in a secure place or in the office.
- All classroom doors should be locked each night whenever the classroom teacher leaves and **throughout the day when you leave the classroom.**
- All teachers need to have radios on them at all times (refer to radio protocol document for specific details.)

(See School Board Policy ECAB)

CAFETERIA

- Daily cafeteria count forms should be completed each morning. This form will give the total number of students eating hot lunch in the cafeteria. Remember that parents may purchase lunches for an entire week.
- Cafeteria rosters should be completed on the first day of the week. List each child and the amount of money he/she paid each week. The roster & money envelope should be turned into the cafeteria.

CARE OF SCHOOL BUILDING AND LEARNING ENVIRONMENT

These are general guidelines to be followed by both staff and students. We have a large building, with learning going on all day. Below is a list that hopefully will ensure an ongoing learning environment and a safe building. Please remember that the eyes and ears of the public are always on us, especially at school functions – ACT ACCORDINGLY.

- Keep your voice down in the hallway.
- Be sure the classroom is free of papers before leaving.
- Walk orderly, always keeping to the right unless otherwise directed.
- Avoid lingering in the halls.
- Speak respectfully to all people in the building.
- Be respectful of all school property.
- No Fighting
- Acceptable language will be used throughout the school.
- Use the bathrooms as you would your own bathroom at home.
- The library is for reading and studying.
- Remove outside jackets in school.
- Show friendliness to new students.
- Respect each other's feelings.
- All students must be inside the building at 7:45 am.
- Students should be on their best behavior during assemblies.

CHAIN OF COMMAND

If you have any suggestions, problems or concerns to present to others, please go through the proper channels. Problems can't be solved if the people who have the power to help are not told there is a problem. Suggestions can't be implemented if personnel who have the authority to change things don't know about the suggestions. The proper change of command is:

Teacher/Support Staff

Teacher/Support Staff > Teacher > Principal > Superintendent > School Board

Special Education Chain of Command**:**
Paraeducator >Special Educator and/or Classroom Teacher >Principal > Director of Special Education > Superintendent > School Board

(See School Board Policy GBK)

CHILD ABUSE
All school personnel are legally required to report suspected cases of abuse or neglect of children. If anything about a child's behavior or appearance seems unusual to you, if they are suddenly withdrawn, crying, or have cuts or bruises that are unexplainable, anything that causes you concern about their physical or emotional well-being, you need to inform the principal, guidance counselor, and/or school nurse immediately. If a DCYF (1-800-894-5533) complaint is filed, please fill out and submit the contact form to the Principal on the day of the complaint, said form will also be shared with the Superintendent of schools.

(See School Board Policy JLF)

CONFIDENTIALITY
You are a valued employee of the Northumberland School System. It is extremely important that you observe and respect the privacy of each student. You are a representative of the school. Any discussion you may have concerning a student in public could be very harmful to the student's welfare as well as a violation of his/her right to privacy. As a school employee, you are a figure of authority to be respected. Treat others with respect and, in return, you will gain respect.

(See School Board Policy GBEAA)

CUSTODIAL DUTY AND CARE OF ROOM AND EQUIPMENT
- The custodian is in charge of sweeping and/or vacuuming the rooms, emptying wastebaskets, and tidying the general appearance of the room.
- Students should not tamper with window shades or the heating system.
- Students' desks and chairs should not be placed next to the heating system registers.
- Masking tape, scotch tape, tacks and nails should NOT be used on the walls of the classrooms and halls.
- Please consult with the custodian BEFORE using any kind of tape on the floors.
- Please take care in the use of glue, clay and paint in carpeted classrooms. **If you have a spill on the carpet, please contact the custodian, as soon as possible, so the spill can be treated immediately.**
- Please use the Request for Repairs Form to assist with the cleaning and maintenance of your classroom. Submit this form to the office and the office will share that information with the custodian.

DCYF/POLICE VISITS
- If DCYF or the police investigate any type of complaint, the investigator will check in with the principal, the principal will notify those staff members deemed appropriate for "need to know".
    - The principal will locate an appropriate area for DCYF or the police to conduct the investigation.
    - The investigator will notify the office if other staff members and/or students are needed for information, the requested staff members and/or students will be sent to the investigator.

DETENTION

- Any child may be detained after school for disciplinary reasons. Before a child is detained after school, the child's parents must be notified 24 hours in advance.
- You must fill out a Discipline Referral Notice that goes home to parents. Tell briefly but specifically what happened and the sequence of events.
- Copies of detention slips must be turned in to the principal so proper documentation can be maintained. These should be turned in *after* the detention is served, clearly marked that the detention was indeed served and on what date. This provides opportunity for the principal to follow up with that student if necessary
- Teachers should cooperate with parents in keeping a child after school. (EX: If a certain day of the week is more convenient for the bus parent, then such arrangements should be made).
- Problems regarding detention should be brought to the Principal.
- Students may do homework in detention at the discretion of the teacher.

Classroom Detentions will be determined by the teacher and will be served with the teacher. The length of these detentions will be at the discretion of the teacher, not to exceed 50 minutes .
Office Detentions will be given by the principal ONLY and will be served on Tuesdays and Thursdays from 2:35-3:05 pm.
(See School Board Policy JKB)

DISCIPLINE

- Discipline is the responsibility of every teacher. You are expected to handle your own discipline cases first. When your efforts have failed, seek advice from the staff, principal or guidance counselor.
- All teachers will be expected to maintain good discipline wherever they may be.
- DON'T OVERLOOK SITUATIONS JUST BECAUSE THE STUDENT IS NOT "YOURS."
- A calm environment is more conducive to learning.
- You must have classroom discipline for student safety and managing a quality learning environment.
- Students respect teachers who require attentiveness.
- Avoid punishment that will result in injury to a child.
- Exhibit self-control; don't habitually scold or scream.
- Do not use ridicule—it arouses resentment
- HOW you say something is just as important as WHAT you say.
- Cultivate a sense of humor—it relieves a trying situation.

A DISCIPLINE REFERRAL FORM(SWIS) <u>must</u> be made for each student who is disciplined. This form acts as a formal record of a student's unacceptable behavior.

In all disciplinary matters, students are entitled to due process, which requires that an individual be given a notice of the violation for which that person is charged and be given an opportunity to answer the charges. The discipline code is in effect at all times, both on and off school grounds.

The purpose of the discipline policy at Groveton Elementary School is to provide a safe environment that is conducive to learning where students are given opportunities to learn to make good choices in order to be courteous, respectful and accept responsibility for their behavior.

Rule-violating behaviors are ultimately issues of disrespect. Students are required to remember and follow our Eagle Acronym, **Safety, Ownership, Acceptance, Respect**

S. O. A. R

Regardless of the behavior in question, it will usually fall under one of these basic rules of conduct.

If a student is not making respectful, responsible or safe choices, consequences will be issued at the discretion of the intervening staff members. Consequences will follow three basic criteria: they will be 1) respectful, 2) relevant, and 3) realistic. Staff members are trained and understand these criteria.

PROCEDURES FOR ADDRESSING MISBEHAVIOR

MINOR BEHAVIORS

Minor behaviors are minor infractions that include but are not limited to the following:

- Unprepared for class
- Inappropriate language/gestures
- Physical contact, non-serious
- Disruption
- Defiance, disrespect, non-compliance

Will be dealt with at the classroom level. Classroom teachers may set forth rules and procedures that comply with the school's general behavior expectations. Minor student infractions are to be handled with a common sense approach that sends the student a clear message of what is and what is not acceptable. Each staff member will respond in a consistent manner to minor infractions of the school's rules. Staff responses to these behaviors will include one of the following:

- a warning,
- a logical consequence,
- a loss of social time, or
- a detention.

Staff members will report these actions to the administration by using our SWIS behavior tracking system. Parents should be contacted by the teachers when students repeat these behaviors after being warned and/or receiving consequences. Students who persist in these misbehaviors after parent contact has been made will be referred to the administration (See Major Behaviors).

MAJOR BEHAVIORS

Major behaviors are any dangerous or disruptive behaviors that require immediate attention by the administration. Staff members will refer to the office students exhibiting these behaviors as soon as possible. Major behaviors can include minor infractions repeated even after consequences have been given and parent contact has been made. Staff members are to report these repeated behaviors to the administration using our SWIS behavior tracking system. The administration will meet with the student, discuss the behavior, review behavior guidelines, and assign appropriate consequences. Parents will be contacted when a student has been referred to the office for major infractions if deemed appropriate by the principal. These behaviors include but are not limited to the following:

- Accumulation of ***five*** of the same minor behaviors
- Abusive Language/Profanity
- Defiance/Disrespect/Non-Compliance (severe)
- Fighting/Physical aggression
- Harassing/Teasing/Taunting
- Plagiarism/Cheating
- Property Damage
- Skipping Class/Truancy
- Alcohol/Tobacco/Drugs
- Firearms or other weapons
- Threatening

- Sustained Disruption
- Spitting

Consequences may include:
- Parent Contact
- Administrative Detention
- Meeting with the parties
- Guidance Office referral
- Drug and Alcohol referral
- In School Suspension
- Out of School Suspension
- Police referral
- Written apology ***(will not be forced, rather encouraged)***
- Billing
- Revoke school-wide student privileges (i.e. Field Day, Winter's Activities, school sports, field trips, etc.) Non Participation List
- Reparation / community service at school
- Recommendation for expulsion

In order for students to be aware of the consequences of their actions, the administrator will use the following number of days for each infraction:

Infraction	Number of Day Suspension
Possession of firearms	Automatic expulsion*
Possession of dangerous devices or weapons (knives, clubs, projectiles, etc.)	2 – 5 days
Assaults on students or staff members	2 – 5 days
Vandalizing school property	1 – 5 days
Fighting or involvement in a fight on school grounds	1 – 3 days
Stealing or receiving stolen property	1 – 3 days
Harassment or bullying (verbal or physical)	1 – 5 days
Threatening (verbal or physical)	1 – 5 days
Spitting on staff or students	2 – 5 days
Willful disobedience or disrespect to a staff member	1 – 3 days
Using vulgar or inappropriate language or making obscene gestures, writings, or drawings	1 – 2 days

(See School Board Policy JICI and JICD)

The administration reserves the right to remove a student from the premises if he or she is at risk or is placing others at risk. The administration also reserves the right to take immediate action, such as suspending a student, if the situation warrants an immediate response. Parents will be notified as quickly as possible.

DISMISSAL PROCEDURE
Students dismissed early from school must be signed out at the office by a parent or guardian or emergency contact listed on the Student Registration and Health Form.
Students who are ill or injured will not be dismissed without approval of the nurse or the office. The nurse or the office will contact the emergency contact person and make the necessary arrangements with the parent or parent representative to have the child transported or accompanied home.

Parents need to sign their children both in and out of the building when being picked up or returned to school.
Please allow adequate time at the end of the school day for student dismissal at 2:35 pm.

DRUG-FREE WORKPLACE
1. All District workplaces are drug- and alcohol-free. All employees and contracted personnel are prohibited from:

a. Unlawfully manufacturing, dispensing, distributing, possessing, using, or being under the influence of any controlled substance or drug while on or in the workplace, including employees possessing a "medical marijuana" card.

b. Distributing, consuming, using, possessing, or being under the influence of alcohol while on or in the workplace.

2. For purposes of this policy, a "controlled substance or drug" means and includes any controlled substance or drug defined in the Controlled Substances Act, 21 U.S.C. § 812(c), or New Hampshire Controlled Drug Act RSA 318-B.

3. For purposes of this policy, "workplace" shall mean the site for the performance of work, and will include at a minimum any District building or grounds owned or operated by the District, any school-owned vehicle, and any other school-approved vehicle used to transport students to and from school or school activities. It shall also include off-school property during any school-sponsored or school-approved activity, event or function such as a field trip or athletic event where students are under the jurisdiction, care or control of the District.

4. As a condition of employment, each employee and all contracted personnel will:

a. Abide by the terms of this policy respecting a drug- and alcohol-free workplace, including any administrative rules, regulations or procedures implementing this policy; and

b. Notify his or her supervisor of his or her conviction under any criminal drug statute, for a violation occurring on District premises or while performing work for the District, no later than five (5) days after such conviction.

5. In order to make employees aware of dangers of drug and alcohol abuse, the District will endeavor to:

a. Provide each employee with a copy of the District drug- and alcohol-free workplace policy;

b. Post notice of the District drug- and alcohol-free workplace policy in a place where other information for employees is posted;

c. Establish a drug-free awareness program to educate employees about the dangers of drug abuse and drug use in the workplace, the specifics of this policy, including, the consequences for violating the policy, and any information about available drug and alcohol counseling, rehabilitation, reentry, or other employee-assistance programs.

(See School Board Policy GBEC)

DUTIES
A duty roster will be provided to each staff member at the beginning of the school year. It is very important to be prompt in covering all duties, to remain on duty for the specified time, and to monitor your specific area carefully. Staff should not be socializing during duty times to ensure proper supervision of students.

Steps to follow when completing playground duties:

- Be aware of the playground rules and safety procedures, which are listed in this handbook. Also be aware of the steps to follow for children who misuse the equipment or break playground rules. Review the Guidelines for Playground Supervision.
- The duty teacher should be aware of the procedures to follow in case of an injury on the playground.
- While on playground duty, the teacher(s) and para(s) should walk around the playground area observing the general overall situation and noting problems or hazardous conditions. In many cases the duty teacher may prevent an accident or problem by taking preventative action before the real problem occurs.
- Adults on duty should cover their assigned area to maximize coverage and minimize their own liability.
- If a teacher or para notes a dangerous situation, please report it to the office; such as broken playground equipment, potential hazardous conditions, or a dangerous playground situation.
- If you need to miss a day in which you have duty, please trade with another faculty member and notify the office.

END OF DAY DUTIES

- Please take a few minutes to have students pick up all papers, pencils, crayons, etc., from the floor around their desks. Once a week, please have students clean out their desks and cubbies.
- When students leave at the end of the day, they should remove all books and materials from the tops of their desks.
- Books, sneakers, and personal items should be picked up from the floor.
- As students leave, please have them place their chair on their desk.
- During the winter months, they may leave sneakers/shoes on top of their desks or in the hall area in their cubby or on the shelves.
- All classroom teachers should have a list of students to share in cleaning duties, such as keeping shelves orderly, washing/cleaning whiteboards and trays, dusting, etc.
- Teachers should walk students to the bus line and exit doors at the dismissal bell.

EXPLOSIVE CHILD

- If a child escalates to a state where the child has become physically or verbally abusive and is a danger to himself/herself or to others, call the principal or his designee.
- If all attempts to de-escalate the child fail, and the child needs restraint, the following people are trained to restrain students:

  Mr. Joshua Smith Mrs. Jennifer Lyon Mrs. Heather Bushey

- After the situation de-escalates, call the parent of the child, unless another plan is in place for that child.
- If all attempts to de-escalate the child fail, the principal or his designee will make the decision to call the police.

(See School Board Policy JKAA)

FIELD TRIPS

Field trips are scheduled throughout the school year to enhance the curriculum and to introduce students to area resources. ***Participation on a field trip is a privilege, not a right.*** Any student who does not meet the school standard for conduct may be excluded from a field trip.

Parents will receive notification of field trips and will be asked to sign the Field Trip Permission Form and Medication Authorization Form. Students will not be allowed to attend field trips without a written permission slip. **No verbal permission will be allowed.**

When a bus is used to transport students, all students must ride the bus to and from the location of the field trip. The only exception will be for a student to ride home with his or her parent/guardian or authorized designee. ***Any student riding home from a field trip with an authorized designee must have a completed Permission to Ride form on file with the office prior to the field trip. Parents/guardians and authorized designees should sign a release with the classroom teacher prior to taking any student from a field trip.***

Students who do not meet the school standard for appropriate behavior may be excluded from a field trip. It is not the intent of the staff or administration to use participation on a field trip as a whole class punishment, but as an individual consequence for a pattern of chronic misbehavior. **The principal will determine exclusion from a field trip, after consultation with the classroom teacher(s).** Parents will be notified if their child is considered ineligible for participation on a field trip.

The student discipline code is in effect at all times while on a field trip, both on and off school property. A student who displays inappropriate behavior while on a field trip will automatically lose the next field trip. **Any student who exhibits severe violations of the code of student conduct while on a field trip will face disciplinary action, which may include removal from all field trips for the remainder of the school year.**

Students who do not attend field trips must attend school on the day(s) of the field trip. Arrangements will be made for alternative instruction to be provided for students who do not attend.

If medication must be administered during a field trip or other school activity off campus, parents must deliver an original labeled container with the appropriate dosage for the day (a pharmacy can provide parents with the appropriate container). If we do not receive medication in an original container with the appropriate dose, your child will not receive medication while attending the school activity.

The following are guidelines to be adhered to by **all** field trip participants. Their purpose is to ensure the safety and success of each trip, thereby insuring the continuation of field trips as an integral part of the learning experience:

- **All field trips are to be approved by the principal at least two weeks prior to the intended trip.** Forms are available in the office.
- There should be at least one adult per ten students
- Field trips should be taken in weather that does not jeopardize the safety or well-being of the children.
- Teachers should have organization plans for the effective chaperoning of students.
- All drivers must have adequate insurance coverage ($100,000, $300,000). Prior to any trip each driver must have a Certificate of Insurance on file with the school office. In addition, a valid copy of the driver's license and vehicle registration are required to be on file.
- Vehicles may be driven on field trips within a 60 mile radius of the school. School buses will be used for transportation beyond the 60 mile radius.
- The principal reserves the right to disapprove any trip or limit the number of trips taken per class.
- **Chaperones may not smoke or use any alcohol or other drugs while accompanying students on a field trip.**
- Teachers must remain at school at the close of the trip until all students have been picked up. This will eliminate any student being left at school without a ride home.

(See School Board Policy IJOA)

FIRE/SAFETY DRILLS

- Post Emergency "Exit" signs.
- Make sure you have discussed fire drill/disaster procedures, evacuation routes, and behavior with your students.
- Student safety must be a major concern with every staff member. The important factor in any fire drill or actual fire/disaster is to have students passing in an orderly, quiet manner so they may be given verbal directions at any time when general procedures are to be altered. WALKING TO EACH EXIT IS A MUST.
- We will have a minimum of 10 drills throughout the year. Teachers will follow their classes out of the building and be sure that doors are closed behind them. Teachers need to be thoroughly familiar with the locations of every fire alarm signal and fire extinguisher in the building.
- Students are to pass in an orderly manner without running.
- Students will remain in file formation when they reach their final destination.
- They will remain quiet on the grounds so they may readily hear any announcements.
- At the signal to return to the building, teachers will see that all classes will conduct themselves in an orderly manner.
- Teachers will take attendance once outside.
- Teachers will impress upon their students the seriousness of fire drills and proper conduct.
- **IMPRESS UPON YOUR STUDENTS THAT THE IMPORTANT FACTOR IN A DRILL IS ORDERLY FILING—<u>NOT</u> HOW FAST IT CAN BE DONE.**
- In the event that it is necessary to evacuate the building, normal fire drill procedure will be followed. In the rare instance when we must leave the building permanently, quickly, and for an extended period of time, we will transfer to either Groveton High School or St. Francis Hall.

(See School Board Policy EBCB)

FUNDS AND FUNDRAISING

- No fundraising is allowed without prior approval of the principal.
- Raffles necessitate obtaining a permit from the Groveton Town Office.
- Any monies collected should be turned into the office for safekeeping.
- YOU ARE RESPONSIBLE FOR FUNDS LOST OR STOLEN if the above rule is ignored.
- Please do not place your students in a position where they may be tempted to take things that do not belong to them.

(See School Board Policy JJE)

GRADING/REPORTING SYSTEM

At the end of each trimester assign each student a grade in keeping with the Competency based grading system. Make sure you can substantiate each grade. The system now used:

EX	Extending
APP	Applying
DEV	Developing
BEG	Beginning
IE	Insufficient Evidence

If a student, because of excused absences, is unable to complete assigned work before report cards are issued, said student will receive Insufficient Evidence. The student will follow the normal procedures addressed under Make-Up Policy in the Student/Parent Handbook.

A grade book and/or a computer record (ALMA) should be maintained showing a report of each child's progress. Data should be entered in a timely and efficient manner at least once a week as applicable.

The rank book/computer record should contain grades that represent a cross section of each student's work (Formative and Summative Assignments).

It will be the responsibility of individual teachers to maintain their rank book and/or computer record. Entering data and running reports from ALMA is the professional responsibility of the individual teacher, not the Technology Coordinator.

(See School Board Policy IKA)

HEALTH

- Students may see the nurse when they have problems pertaining to their health. Those who feel ill during school hours will report directly to the school nurse. Students must have a pass from a teacher before going to the health center, except during emergencies. Please be aware that every student complaint does not result in a student visiting the nurse.
- In case of an injury, playground or classroom, the supervising teacher will meet with the nurse and fill out an accident form within 24 hours.
- If you deem any injury to be serious enough to call the nurse, please call the office on the radio immediately.
- If a student brings medication to school they should be sent to the nurse's office. All medication is to be kept and dispensed by a nurse. The only exception is cough drops, if they are sent to the classroom teacher with a note.

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPPA)

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

(See School Board Policy GBJA)

HOMEWORK

Homework is important; it is an extension of the learning that takes place in school. What follows is a framework for creating an environment in which children can become organized, responsible, and independent learners

Goals for Homework

- Extend learning that takes place in school
- Reinforce classroom instruction
- Encourage students to develop good work habits (responsibility, self-direction, organization)
- Provide parents/primary caregivers with opportunities to become informed about and involved in their child's learning.

Homework Responsibilities.

Students

- Copy all assignments into planner carefully, recording ALL information given by student
- Know assignments before leaving school
- Take homework assignment and ALL necessary supplies home
- Spend the necessary time on homework each evening
- Demonstrate Eagle Pride in homework by always putting forth your best effort
- Seek help from parents/caregivers only when necessary
- Submit completed homework to the teacher, neatly done and on time
- Return and take care of any borrowed materials
- When absent from school ASK for assignments

Parents

- Promote a positive attitude toward homework
- Provide a homework area that is quiet, comfortable, and free from distractions
- Set rules (when, where, how) for your child
- Consider homework as non-negotiable (extracurricular activities should not interfere with timely completion of homework)
- Show confidence in your child's ability; do NOT do your child's homework
- Understand and encourage Eagle Pride in the completion of homework
- Hold your child accountable for getting homework to and from school
- Communicate often with the student and his or her teacher if your child is experiencing difficulty with homework

Teachers

- Plan homework that is meaningful and interesting
- Plan homework tasks that are appropriate to students' ability levels
- Communicate expectation to students
- Post all assignments and provide students time to copy into their planners
- Ensure that resources and materials required to complete homework are available to students
- Review homework and return it in a timely manner
- Establish a system for recording and reporting homework
- Provide ways for parents to communicate with teachers about homework (email, phone)
- Notify parents regarding homework problems and missing assignments

(See School Board Policy IKB)

INFORMATION NIGHT/OPEN HOUSE

- Within the first month of school, GES will host an Open House/Information Night.
- Teachers are expected to attend Open House Night.
- This is an opportunity to provide parents with the following kinds of information:
    - Classroom Academic/Behavioral Expectations
    - Homework Policy
    - Reading Incentive Program requirements
    - Other information you believe will facilitate parent-teacher communication

(See School Board Policy IJO and KA)

INSURANCE

A comprehensive accident-medical insurance plan is available to all students and staff. Students participating in interscholastic athletics are required to take this insurance unless covered by some other insurance program.

LESSON PLANS

- Each teacher is required to keep a lesson plan book using a platform that suits the teacher's needs. Lesson plans should be in sufficient detail so that the supervisor can readily comprehend the lesson for each day, in each subject. Lesson plans must be prepared **at least 2 days in advance.**
- The lesson plan should include the lesson objective, what Competencies are being addressed, the activities to be undertaken in the class, and the assessment.
- Plan books *will* be available to be shared with the building principal the first day of school and upon request.

LIBRARY

- The library is for use by students and staff alike.
- Students are encouraged to use the library for research or reading, NOT fooling around.
- Teachers should make arrangements with the librarian when they wish to reserve the library for use by an entire class.
- Make sure all books are checked out before they are removed from the library.
- Please inform the librarian if you need books for a special project. You should notify the librarian early enough so she may have time to research appropriate resources for your class.
- You can also contact the Northumberland Library for additional material.

LOST BOOKS

All lost or damaged textbooks, reference books, workbooks, etc. should be reported to the office. Students must pay for any damaged or lost books. The librarian and principal will determine the charge.

LUNCH PROCEDURE

- Make sure students do not leave any food or utensils on the floor or in any area of the room. It is good practice to have all students look around their seats and under the table prior to disposing of their tray and leaving the room.
- Have students make sure the room is left cleaner than the way it was when they entered.
- Expect appropriate behavior and insist on positive and polite interactions—MODEL—
- Students need to pay attention as they go through the cafeteria serving line. Students must be alert and aware of the steps to follow in going through the line. The steps include picking up a tray, milk, food, silverware, napkins, etc.
- Students should only take the food they want to eat; however, students should be encouraged to eat what they take. Students will be required to sit and eat their meal.
- Table assignments may be made by the teachers supervising the cafeteria. Students are to stay at their seat and not move to another table unless asked by the cafeteria staff or the lunchroom supervisors.
- Voice levels should be kept as low as possible. Students should not shout or try to out-talk their neighbors.

LUNCH PROGRAM

- GES offers a hot lunch program to all children.
- Students may purchase weekly lunch on Monday for $3.50 a day. Staff may purchase meals for $5.00 a day.
- The classroom teacher will complete the roster information, place the money in the envelope, and return it to the cafeteria.
- After Monday's lunch money is collected, purchases during the week should be made in the cafeteria before school starts or during recess.
- Reduced meals will be $2.00/week ($.40/day).
- Milk will not be sold at recess. Milk may be purchased at lunch for $.50 for white or chocolate.

(See School Board Policy EFC)

MAILBOXES/EMAIL

- Mailboxes are located in the teachers' room…..please check them daily.
- Email should be checked daily.

MAINTENANCE OF BUILDING

Please take time at the end of each day to tidy up your classroom. You are responsible for having all papers, pencils, shoes, books, clothes, etc., off the floor at the end of the day.
Students will usually cooperate in assisting as well as protecting furniture.

Please observe the following:

- Inspect student desks/chairs weekly for marks/safety.
- Have students remove all paper scraps from the floor each day before dismissal.
- Stack chairs or place on top of desks at close of each school day.
- Close windows at the end of the day.
- Shut the lights off before you leave.
- Lock the door upon leaving the room at the end of day.
- Have "End of day routine" posted near the door.
- If you are uncertain about procedures regarding maintenance of the building, please consult the custodial staff.

MAKE UP WORK

Following absence from school, students will be permitted additional time to make up work. Exceptions would be in cases of long illness more time may be permitted at the discretion of the teacher and with the approval of the principal. Students should be reminded that they have make-up work to complete, but they must understand that ultimately it is their responsibility to find out what the missed work included.
If a student is suspended out of school, he/she will receive a zero for that day's work. In the case of an exam or a long-term project, they may be made up the day the student returns. Students should be encouraged to make-up daily work that provides the skills to perform during the Summative assignment.

MANDATORY CODE OF CONDUCT REPORTING

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

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

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

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

NEW STUDENTS

When a new student enrolls in your class the office will email information pertaining to the new student. Please make sure that the new student is added to your roster immediately.

NON DISCRIMINATION POLICY

Applicants for admission and employment, students, parents, employees, sources of referral, and all unions or professional organizations holding collective bargaining or professional agreements with School Administrative Unit No. 58 are hereby notified that SAU #58 does not discriminate on the basis of race, color, national origin, gender, age, or disability in admission or access to, or treatment or employment in, their program activities.

Any person having inquiries regarding the compliance of SAU #58 with the regulations of implementing Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act is directed to contact:

Michelle Mason
Section 504 Coordinator, SAU #58
15 Preble Street
Groveton, NH 03582
(603) 636-2492

NO SCHOOL ANNOUNCEMENTS
In the event that it is necessary to call off school, the superintendent will start the SAU 58 mass communication system.

NOTES
Notes from parents are required under the following circumstances. The purpose of notes is to let school personnel know that parents are aware of their child's plans or activities and approve of them:

1. When a child is tardy.
2. When a child has been absent, with reason for absence.
3. If a child will be dismissed other than the regular dismissal time.
4. If a child is going somewhere after school other than where he/she usually goes.
5. If a child is going on a bus different from the usual one, or if they are going on a bus and they are usually a walker. These students must come to the office to get a bus pass. (See Appendix F)

NURSE'S OFFICE
- The nurse's office is located in the primary wing of the building. This room should be used ONLY when the nurse is there or with permission from the office.
- Each student must have a pass from the teacher to go to the nurse, unless an accident occurs on the playground or in the building.
- Students should NOT congregate in the nurse's office during recess or lunchtime.

OPENING EXERCISES
- The Pledge of Allegiance will be recited inside or outside over the intercom between 7:40 and 7:55 am.

PARENT-TEACHER COMMUNICATION
- KEEP PARENTS INFORMED!!
- Plan conferences in advance and try not to meet with the parents unless you have had 24 hours to prepare your material.
- Read over all material in the student folder, including grades, test scores, etc.
- Have grade scores and other materials with you at the conference. Keep careful records of students' work and be able to justify all grades given.
- RESPECT THE CONFIDENCE OF OTHER TEACHERS AND PROFESSIONALS.
- Do not argue! Remember the emotional involvement that a parent feels for his child. Let the parent be aware of your interest in the student and your desire to work with the parent to do what is best for the child.
- Do not make promises that you or the student may not be able to keep.
- If you do not know---do not bluff. Tell the parent you will secure the information and see that he receives it. KEEP THIS PROMISE!!
- All teachers are expected to communicate with parents using school approved means (No personal cell phone texts or phone calls, no personal email accounts) in one of the following ways:

    - Newsletters
    - Telephone calls (with accompanying log)
    - Notices
    - Notes
    - Electronic Communication(Rooms, Ring Central)
- Please provide the office with a copy of all notices/communications sent home.
- Increased communication with parents is a district goal and will be emphasized throughout the year.
- Documentation of communication will be expected and evaluated.

PLAYGROUND/RECESS

Recess is an important part of the school day. It is a time when students learn to interact with one another. It is also a time for fun and relaxation.

The duty teacher(s) must take out the radio during recess. Please make sure that the radio is ON. Also, please make sure the radio is plugged in correctly and charging at the end of your duty.

To ensure that the time is spent safely, the following rules apply:

- Students will enter the building only after permission has been given from the staff on duty.
- Students will stay in the assigned areas at all times.
- Playground equipment must be used for its intended purpose
- Fighting, rough play, teasing, taunting, swearing and offensive language are NOT allowed.
- Students are not to throw rocks, sticks, or snow.

POLICY DEVELOPMENT, ADOPTION AND REVIEW

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

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

(See School Board Policy BGAA)

PROFESSIONAL APPEARANCE

- Appropriate dress and grooming is the responsibility of each staff member. Remember, what you wear and how you groom yourself will affect the impression others will have of you and our school.
- Please adhere to the dress code rules for students.
- The following are a few guidelines, which also apply to the students:
    - All clothing must be neat and clean.
    - Appropriate footwear must be worn. No footwear is to be worn that is destructive to or defaces school property.
    - Nothing is to be worn that is overly distracting, in any way interferes with normal classroom procedures, or is a hazard to health. Examples of prohibited clothing would include, but not be limited to:
        - Spandex clothing
        - Tank tops

    - Short skirts or shorts
    - Fishnet shirts or shorts
    - Midriff tops
- Jeans should be worn only on a limited basis – when there is a special activity, field day, etc.

All school personnel are expected to maintain a professional appearance. Any clothing or other apparel that violates the student dress code will be considered unprofessional.

(See School Board Policy GBEBA)

PROGRESS REPORTS
Progress reports will not be issued formally as Alma allows for all parents to sign in at their leisure to track individual student progress.

RECORD KEEPING
Any lists of students such as section lists, homeroom lists etc. are to be alphabetized and checked before being turned into the office.

- **CUMULATIVE RECORDS—**A cumulative record folder is on file in the office for every student. These files may be made available for parents. Parental requests for access to the file must be made through the office. Contents of these files must be objective only.

- You must check with Mrs. Cloutier before accessing files. YOU MUST SIGN OUT all files.

REFERRAL FOR SPECIAL EDUCATION
If a teacher has concerns that a student may need special education services, a referral to the Student Assistance Team (SAT) should be made. If you have questions regarding this process see Jennifer Lyon, Team Leader for the Student Assistance Team.

REPORT CARDS
The competency you list should be arrived at after careful thought and evaluation. Changing a rating because of parent or student displeasure and pressure reflects poorly on your integrity and ability to evaluate your students. Make sure the documentation and evidence is ACCURATE and has been arrived at by using professionally accepted standards.

Check the school calendar for dates of marks closing and report cards.

SCHOOL SCHEDULE

● Morning entrance bell	7:45	
● Attendance	8:00	
● Lunch	11:00-11:30 Grades K-1 12:00-12:30 Grades 4-5	11:30-12:00 Grades 2-3
● Recess	10:30-11:00 Grades K-1 11:30- 12:00 Grades 4-5	11:00-11:30 Grades 2-3
● Dismissal	Starts at 2:35 pm	

SEXUAL HARASSMENT

The purpose of these policies are to maintain a learning environment that is free from sexual harassment or other improper and inappropriate behavior that may constitute harassment as defined below.

Sexual harassment is against the law and is against school board policy. Any form of sexual harassment is strictly prohibited. It is a violation of this policy for any employee or third party to harass any person through conduct or communication of a sexual nature as defined by this policy. The District will investigate all complaints, either formal or informal, verbal or written, of sexual harassment and will discipline any employee who sexually harasses or is sexually violent toward another person.

The complete Sexual Harassment Policies (GBAA and JBAA) of the Northumberland School District are available in the principal's office.

(See School Board Policy GBAA)

STAFF CONDUCT

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

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

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

(See School Board Policy GBEB)

STAFF DEVELOPMENT

Staff members are responsible for their own staff development in the Frontline Learning and portfolio program. This includes your three-year plan.

Each year you must also complete all the requirements list in the Staff Evaluation and Supervision Handbook

You must also fill out an Activity Sheet that must be approved by the Principal and Superintendent prior to taking professional days, personal days, etc.

STAFF ETHICS

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

(See School Board Policy GBEA)

STAFF MEETINGS
Be prepared for after school meetings on Wednesdays. Every attempt will be made to give teachers adequate notice of meetings. There will, however, be times when emergency meetings will be called.

STAFF PARKING
Everyone needs to park in the parking lot across the street by the fire station or across the street from the portables. **NO VEHICLES ON THE PLAYGROUND PLEASE.**

STUDENT FOLDER
- Each teacher should maintain a representative sample of each student's work in a student folder.
- Included in this folder should be academic work completed, such as samples of daily work, teacher-made and standardized tests, worksheets, writing samples, quizzes, etc.
- This folder should be utilized in parent conferences to illustrate skill development and student progression over the course of the school year.

SUBSTITUTES/SUB PLANS & FOLDERS
- Teachers are responsible to make sure that plans, seating charts, class rolls, and schedules are readily available for the substitute.
- In addition, each teacher must prepare a substitute folder before mid-September. The purpose of this folder is to give substitutes the necessary information to make their day as productive and enjoyable as possible. The following items must be included:
    - Daily time schedule with a nutshell description of each block and lesson.
    - General procedures of the day such as getting ready for lunch and dismissal.
    - General class rules.
    - Roster of class including any helpful comments regarding specific children and their special needs.
    - Class seating plan.
    - Location of all materials.
    - Evacuation Plan

Keep your lesson plans and Sub folder ON TOP OF YOUR DESK. Lesson plans should be prepared at least 2 days in advance.

SUICIDE PREVENTION EDUCATION IN SCHOOLS
In accordance with SB 282-FN: RSA 193-J:

1. All school faculty and staff will receive a minimum of 2 hours of training in suicide awareness and prevention every year. This is to include suicide risk factors, warning signs, protective factors, response procedures, referrals, re-entry procedure, and resources available within the school and community.

2. Students will be educated, taking into consideration developmental factors, in the importance of safe and healthy choices and coping strategies, recognizing risk factors and warning signs, mental health disorders and suicide in oneself and others, and providing help-seeking strategies for oneself or others, including how to engage school resources and refer friends for help.

3. Parents and guardians play a key role in youth suicide prevention, and it is important for the school district to involve them in suicide prevention efforts. While parents and guardians need to be informed and actively involved in decisions regarding the student's welfare, the school

counselor/administrator(s) should ensure that the parents' actions are in the best interest of the student.

RISK FACTORS/WARNING SIGNS

Risk Factors: No student is immune from suicide, some students face increased risk.	**Warning Signs:** Is an indication that someone might be having thoughts of suicide. Most people give clues or signals of their intentions.
● Mental health needs ● Substance use ● Adverse life events ● Hopelessness,social isolation, poor problem solving skills ● Access to guns	● Significant differences in appearance and mood ● Extreme withdrawal ● Increase in risky behavior ● Decreased interest in things they once enjoyed ● Verbalizing suicidal ideations

RESPONSE PROCEDURE

Below is a review of our school's protocol for assisting potentially suicidal students, including key contacts who you can approach when concerned about a student. There are different levels of risk (low, moderate and high). Designated school personnel will assess the level or risk and make a plan accordingly.

1. When you have knowledge of a potentially suicidal student (whether directly, or indirectly through someone else, or even in a written assignment) **do not leave the student alone**.
2. Accompany the student to the School Counselor or Administrator's office.
3. The School Counselor, School Psychologist or School Administrator will conduct a suicide risk or self-harm assessment.
4. The School Counselor, School Psychologist or School Administrator will immediately contact the student's parent(s) or guardian.
5. Recommendations and referral information for services will be provided to parent(s) or their guardian.
6. The School Counselor, School Psychologist or School Administrator will document the process when a suicide or self-harm assessment is conducted, additionally contact with parent(s) or guardian will be made, and referral services recommended (if applicable).

We (School Counselor, School Psychologist or School Administrator) welcome any questions and updates on how the student is doing in class. Please be aware that with confidentiality requirements, we may not be able to give you details about the student's treatment.

RE-ENTRY PROCEDURE

For students returning to school after a mental health crisis (e.g., mental health evaluation, suicide attempt or psychiatric hospitalization), whenever possible, the school counselor and principal, or designee shall

meet with the student and their parent's or guardian's. This meeting shall address next steps needed to ensure the student's readiness to return to school and plan for the first day back.

POSTVENTION

The crisis response team, led by a designated crisis response coordinator, shall develop a crisis response plan to guide school response following a death by suicide. This plan may be applicable to all school community related suicides whether it be student (past or present), staff, or other prominent school community members.

ACTION PLAN STEPS

Step 1: Get the Facts

The school administrator or superintendent shall confirm the death and determine the cause of death through communication with the student's parent or guardian. If the family refuses to permit disclosure, schools may state "The family has requested that information about the cause of death not be shared at this time."

Step 2: Assess the Situation

The crisis team shall meet to prepare the postvention response according to the crisis response plan. The team shall consider how the death is likely to affect other students, and determine which students are most likely to be affected.

Step 3: Share Information

The school administrator or superintendent will inform the faculty and staff that a sudden death has occurred, preferably in an all-staff meeting. The crisis response team shall provide a written statement for staff members to share with students and also assess staff's readiness to provide this message in the event a designee is needed. Staff shall direct all media inquiries to the designated school or district spokesperson.

Step 4: Avoid Suicide Contagion

The crisis response team shall work with teachers to identify students who are most likely to be significantly affected by the death, or who exhibit behavioral changes indicating increased risk.

In the staff meeting, the crisis response team shall review suicide warning signs and procedures for referring students who present with increased risk. For those school personnel who are concerned that talking about suicide may contribute to contagion, it has been clearly demonstrated through research that talking about mental health and suicide in a nonjudgmental, open way that encourages dialogue and help-seeking does not elevate risk.

Step 5: Initiate Support Services

The crisis response team shall coordinate support services for students and staff in need of individual and small group counseling as needed. School-employed mental health professionals will provide on-going and long term support to students impacted by the death of the student, as needed.Students and staff affected by the suicide death shall be encouraged to return to a normal routine as much as possible, understanding that some deviation from routine is to be expected.

Step 6: Develop Memorial Plans

The school shall develop a policy regarding memorialization due to any cause and strive to treat all deaths the same way. Cards, letters, and pictures may be given to the student's family after being reviewed by school administration. Any school-based memorials (e.g., small gatherings) shall include a focus on how to prevent future suicides and prevention resources available.

Step 7: Postvention as Prevention

Following a student suicide, schools may take the initiative to review and/or revise existing policies. The process and procedures should be debriefed with those involved.

COMMUNITY RESOURCES

Access Point

If you or someone you care about is experiencing a mental health and/or substance use crisis, you can call and speak to trained and caring clinical staff. You'll be served by compassionate providers from mental

health centers in your community who can help you access vital resources in an emergency. Website: www.Nh988.com

1-833-710-6477

Northern Human Services
Groveton, 603-636-2555 or Colebrook, 603-237-4955 (after hours, use the same phone number and follow the directions to access an on-call therapist).
Website:https://northernhs.org/
Local Emergency Services
In case of an after hours emergency please contact 911 or Northumberland Police Department:
603-636-1120 or Colebrook Police Department: 603-237-4487
National Suicide Prevention Lifeline
The Lifeline is a 24-hour, toll-free suicide prevention service available to anyone in suicidal crisis or their friends and loved ones. Call 1-800-273-TALK (8255). Callers are routed to the closest possible crisis center in their area.
Website: Suicidepreventionlifeline.org
Crisis Text Line
Text TALK to 741-741 to text with a trained crisis counselor for free, 24/7

INFORMATIONAL RESOURCES
National Alliance of Mental Health - Providing support, education and advocacy for people affected by mental illness and suicide.
https://www.naminh.org/
Change Direction - Coming together to change the culture in America about mental health, mental illness, and wellness.
https://www.changedirection.org/nh/
American Foundation for Suicide Prevention
https://afsp.org/
The Society for The Prevention of Teen Suicide
https://sptsusa.org/teens/
The Trevor Project - providing crisis intervention and suicide prevention services to lesbian, gay, bisexual, transgender, queer & questioning (LGBTQ) young people under 25.

https://www.thetrevorproject.org/

Sources of Strength - Spreading Hope, Health and Strength
https://sourcesofstrength.org/
(See School Board Policy JLDBB)

SUNSHINE FUND
- The Sunshine Fund is used to cover all appropriate gifts and needs to include, but not limited to, the following: retirements, departures, bereavements, illness, weddings, babies, and other gifts.
- Any individual, group, or unit can make requests for Sunshine Fund gifts to the Principal. Final decision concerning expenditure of Sunshine Funds will be up to the Principal with approval for the Business Manager.
- Individuals or units may at any time provide gifts or set up social events for any staff member in addition to those provided through the Sunshine Fund.
- Contributions to the Sunshine Fund are strictly voluntary.

SUPERVISION
- DO NOT LEAVE STUDENTS IN CLASSROOM UNATTENDED.

- It is most important that teachers are at their assignments providing proper supervision at all times. Don't place yourself at risk. Proper supervision is a must. If you need help in coverage, feel free to ask for help from other staff members or the administration.
- Corridor supervision is the responsibility of every staff member whether or not the students are in your classes. In order to supervise hallways and classrooms, you must stand near your doorway.
- It must be emphasized that students are to pass through the halls in an orderly fashion (this does not mean 4-5 across); the hallways are narrow. Running, yelling, pushing, etc., will not be allowed.***(See School Board Policy JLIA)***

SUPPLIES/COPYING/LAMINATING

- Copying facilities are available in the Teacher's Room and the Computer Lab. If any of the machines are not working properly, do not attempt to repair them yourself. Please notify the office, unplug the machine, and put an "Out of order" sign on it
- Laminating Machine is located in the staff lounge, please make sure to carefully watch the machine when laminating to ensure proper function of the machine. Please run lamination out after cutting off your materials, this will ensure the machine does not roll up into itself.

TOBACCO PRODUCTS BAN USE

No employee shall use any tobacco product, device, E-cigarette, E-liquid, or liquid nicotine, in any facility, in any school vehicle or anywhere on school grounds maintained by the District.

Initial responsibility for enforcement of this prohibition shall rest with building principals, or their designees.

Any employee(s) who violate(s) this policy is subject to disciplinary action which may include warning, suspension or dismissal. Violations may also be referred to appropriate law enforcement and/or other appropriate agencies for criminal or other proceedings as provided under state law.

(See School Board Policy GBED)

TARDINESS

- Students are tardy if they arrive in your classroom in the morning after attendance is taken at 8:00 am.
- Students who are tardy MUST report to the office BEFORE reporting to class in order to receive an admit slip.
- Please make sure homeroom attendance is recorded accurately.
- Please refer any student who is consistently tardy to the office. Students who are tardy unexcused three times in one quarter may receive an office detention each time thereafter.

TEACHER IN CHARGE

- In the absence of the principal, Mrs. Lyon will assume responsibility for major decisions that must be made as the principal designee. Most routine decisions will continue to be made by the office staff.
    - It should be made clear that Mrs. Lyon will continue to teach in the principal's absence, so she should not be bothered unless it is an emergency.
- If the Teacher In Charge has questions regarding a decision that must be made in the absence of the principal, s/he will call in this order:
    - Principal at GHS
    - Superintendent of Schools
- All suspension decisions (both in and out of school) must receive permission from the Superintendent or his/her designee.

- If the decision is made by the Teacher In Charge to notify the police, the Central Office must be notified immediately.

TELEPHONES

- Unless it is an emergency or an immediate family member, the office will NOT interrupt your class for a telephone call. Phone calls will be forwarded to your Ringcentral account for you to access at a later time. Staff should not be on cell phones refer to policy EDCA for more details.

(See School Board Policy EDCA)

TEXTBOOKS

- All textbooks which students bring home should be covered with some type of book cover.
- All lost or damaged textbooks, reference books, workbooks, etc. should be reported to the office. Please do not wait until the last week of school to do this.
- You should conduct periodic inspections throughout the school year.
- Students must pay for any lost or damaged books, as noted in the handbook.

TITLE IX GRIEVANCE PROCEDURE

Any student or employee of this district who believes he or she has been discriminated against, denied a benefit, or excluded from participating in any district education program or activity may file a written complaint with the Executive Director or Deputy Executive Director, who is the designated Title IX compliance administrator for the Northumberland School District.

The compliance administrator shall review the complaint and respond to the complainant within ten days after receipt of the written complaint. A copy of the written complaint and the compliance administrator's responses shall be provided to each member of the Northumberland Board of Education. If the complainant is not satisfied with such a response, he or she may submit a written appeal to the board.

The Board of Education shall consider the appeal at its next regularly scheduled board meeting following the receipt of the response. The Board of Education shall permit the complainant to address the board in a public or closed session, as appropriate and lawful, concerning his or her complaint and shall provide the complainant with its written decision in the matter as expeditiously as possible following the completion of the hearing.

Complaints regarding compliance with Title W of the Civil Rights Act of 1964, the Age Discrimination Act of 1967, and those not otherwise covered under the special provisions of the Educational Disabilities Act of 1990, shall be handled under the same grievance procedure as provided for above.

(See School Board Policy AC-E)

WORKERS COMPENSATION TEMPORARY ALTERNATIVE WORK PROGRAM

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

(See School Board Policy GBGD)

FINAL NOTE

It is the firm policy of this administration that all staff and students are to act in a respectful and courteous manner toward each other at all times. **Staff or students should not tolerate harassment of any kind from anyone – the administration will not.**

It is unreasonable for a staff member to expect students to act in a respectful manner if they themselves are treating students disrespectfully. The rules and procedures in this handbook are for staff and students – please adhere to them.

It is the policy of this administration that we should constantly be striving to improve the total school atmosphere as well as ourselves. This can be accomplished through constant, honest, and open communication between staff members and with students and parents.

Firmness, fairness, and friendliness are not incompatible. Please remember this when dealing with others.

Joshua L. Smith M. Ed
Principal

School Administrative Unit #58
15 Preble Street ♦ Groveton, NH 03582 ♦ (603)636-1437

2026-2027

ASBESTOS MANAGEMENT PLAN
ANNUAL NOTICE OF AVAILABILITY

To Staff, Parents/Guardians, and Students:

This notice serves to fulfill annual notification requirements in accordance with Section 763.93 of the Asbestos Emergency Response Act (AHERA). AHERA requires that all school buildings be visually inspected by accredited inspectors to identify all asbestos-containing building materials (ACBM) that may be present in the school environment. As required under AHERA, Groveton Elementary School must maintain an Asbestos Management Plan (AMP) and keep the AMP on file at the school, and the School Administrative Unit Office. The AMP is available for review during school hours, Monday through Friday.

Periodic surveillance of known asbestos in Groveton Elementary School is performed every six months by a designated person to assess the condition of the ACBM. Six-month Assessment Results are maintained and are also available for review in the AMP.

For additional information, please contact our Local Educational Agency Designee, Jaycie Whiting at 603-636-1437 or j_whiting@sau58.org

Sincerely,

Jaycie Whiting
Assistant Business Administrator SAU #58

cc: Faculty Staff
Parents/Guardians
School Website

Patricia Brown	Theresa Mercier	Michelle Mason	Jaycie Whiting
Executive Director	*Deputy Executive Director*	*Student Services*	*Asst. Business Administrator*