Groveton High School



TEACHER HANDBOOK
2026 - 2027

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Directory

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Tina Lunderville
Samantha Young
Carl Ladd

Superintendent's Office

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Groveton Middle High School

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PRINCIPAL'S MESSAGE

Principal's Message:

It is an honor to join the GHS family as your principal. As we begin this year together, I want to be clear about my commitment to you and to our school community: I lead with openness, honesty, and an unwavering focus on what is best for our students.

Every policy, practice, and initiative at Groveton High School exists to serve the growth and well-being of our students. To do this effectively, our focus must be on sustainability and high-impact work. Rather than chasing every new trend, we will concentrate our efforts on thoughtful, proven strategies that drive meaningful student success while protecting your time, energy, and professionalism.

This handbook is designed to be a clear, reliable resource to support our daily operations and shared goals. I encourage you to bring your ideas, your feedback, and your honest reflections to the table, my door is always open.

Thank you for your dedication, your expertise, and your partnership as we build a strong, focused, and rewarding year for every student at Groveton.

PARENT-STUDENT HANDBOOK EXPECTATIONS

In addition to this handbook and any other school-related policies, teachers are expected to familiarize themselves with the parent-student handbook, as there are many categories related to staff responsibilities and grading protocols.

NON-DISCRIMINATION POLICIES

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

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.

VISION & MISSION STATEMENTS

Our Vision: Groveton High School will prepare students to successfully transition from high school to higher education, career readiness, and the competitive workforce.

Our Mission: Our community will ensure a safe learning environment and implement an evolving standards-based curriculum. We will provide our students with rigorous and engaging learning experiences to ensure all students acquire globally competitive twenty-first century skills by equipping them with:

- *Effective communication in reading, writing, speaking and mathematics*
- *Critical thinking and the ability to problem solve*
- *Responsibility and a strong work ethic*
- *Collaboration and teamwork experiences*
- *Pride in place and self*

"Labor Omnia Vincit"
Hard Work Conquers All

STATEMENTS OF BELIEF

We believe:

- The purpose of school is learning.
- Everyone is entitled to a safe, supportive, and secure learning environment that recognizes individuality and diversity.
- Learning is a lifelong process of developing one's maximum potential.
- High standards encourage growth and prepare students to become contributing members of society.
- Students must be effective communicators and listeners who are capable of expressing themselves clearly.
- Students must be critical thinkers and problem solvers who are capable of expressing themselves clearly.
- Students must use available technology to facilitate learning, solve problems, and extend human possibilities.
- Everyone has the right to be treated with dignity and respect.
- Individuals are ultimately responsible for their own actions and achievements.
- Education is the responsibility of the entire community.
- Education is fundamental to the successful functioning of society and must be a top priority.

ACCIDENT REPORTS & ILLNESS

Any injury to a student or staff member on school property or at a school-sponsored activity must be reported to the office immediately, ideally within 24 hours. The staff member must complete an accident report and turn it into the office. (Forms are available in the office.)
Policy EBBB Accident reports

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.

ACTIVITY FUND

The school maintains an activity fund where each organization is required to maintain an account. Deposits to these accounts must be made by the treasurer of the group to the office secretary. Withdrawals need the approval of the treasurer of the group, the advisor of the group, and the principal.

Monies in the senior class account are to remain until July 1 of graduation year to ensure payment of class debts. Once it has been determined that there are no outstanding bills, the account balance will be withdrawn and deposited by the class treasurer into a savings account in the class name at a local bank.

ACTIVITY ADVISOR GUIDELINES

Teacher-advisors are to make sure of the following:

1. The activity has prior approval from the administration.

2. All preparations for an activity are made at least one week in advance. These might include arranging for a policeman (2 week notice), janitorial help, chaperones, ticket sellers, music, clean-up etc.

3. All posters and signs are appropriate for display and approved by the administration.

4. Any contract with an outside agency must be signed by the principal.

5. If necessary, direct the student treasurer to have a "cash" box prepared at least one day before a scheduled activity, and to balance the cash box the first school day following the activity.

6. Check rules and regulations for dances, and any other school-related activities.

7. Ensure that at least one of the class advisors is going to be available to supervise any class activities.

ANNOUNCEMENTS

Ideally, teachers who wish to have an announcement read should submit the message they would like read to the school secretary at the beginning of the school day.

ASSEMBLIES

Assembly programs should be coordinated with the principal. All teachers and students are expected to attend assemblies unless excused by administration. When possible, teachers should pre-teach and/or remind students of proper assembly behavior and expectations. **It is expected that teachers sit with their class during an assembly in order to assist in maintaining student supervision.**
**Teachers planning an assembly will provide the staff with a minimum of 2 weeks notice for teachers to plan accordingly.*

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.

Teachers must take attendance promptly at the start of each period, ideally within the first 5 minutes, by using the online student information system. After 1st period, if a student is not marked absent and is not in attendance, please notify the office immediately.

AWARDS

Outstanding academic achievement awards and certificates that recognize successful participation in school organizations will be presented at awards assemblies throughout the school year. **Teachers are expected to present individual academic awards at the end-of-year underclassmen awards ceremony**, and are strongly encouraged to award student-of-the-quarter awards at the end of each grading term.

BOOKS

Each teacher is responsible for the inventory, storage, and issuing of textbooks for their classes. Should a student lose or damage a book, the following procedure is to be followed:

1. The teacher reports this incident to the office.
2. The office will determine the replacement cost of the text so that a bill may be generated.
3. The responsibility of securing payment for the textbook lies with the office.

BUDGET PROCEDURE

SAU 58 PURCHASE ORDER REQUISITION PROCEDURES

All SAU 58 Staff Members are required to comply with all purchase order requisition procedures. Building secretaries input PO Requisitions on the accounting program used by SAU 58. **All staff members must complete a SAU 58 Purchase Order Requisition form and submit it for approval prior to:**

1. ordering or purchasing any supplies, textbooks/periodicals, equipment, software, etc.
2. contracting/registering for any workshops, seminars or other events
3. registering at hotel/motel for workshops, seminars or other events
4. receiving reimbursements for travel, meals, tolls
5. contracting for presentations or individuals to come to school for any event
6. any and all other expenses not listed above

Once the Purchase Order is approved, the building secretaries will print PO and will either Fax the order in for the staff member or give a copy of the PO to the staff member to order themselves (online).

1. Staff members are to make **no substitutions** on any PO they are ordering from themselves
2. If a staff member does not order an item printed on the PO, they must notify the building secretary at once
3. **If a staff member does not follow the PO procedure, you risk not being reimbursed.**

Building secretaries are required to *receive* (account for) *each individual item ordered* on each Purchase Order using the accounting program used by SAU 58.

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.

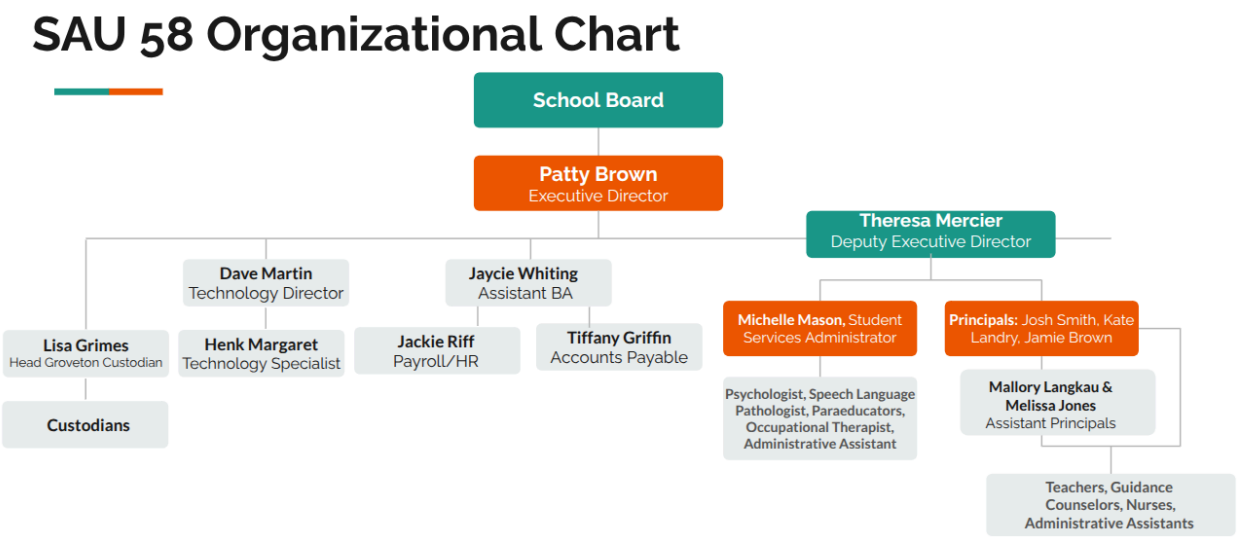
CELL PHONES/PERSONAL COMMUNICATION DEVICES

The administration highly discourages all faculty from using cell phones during instructional periods or in the presence of students during the school day. In alignment with NH Policy JICJ (Unauthorized Communication Devices), students are not allowed to have cell phones or personal communication devices in school. It is important for staff to model expectations for cell phone/personal communication device use.

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 > 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 employees are required by law (R.S.A. 169 - C: 29) to report suspected child abuse or neglect. Calls to DCYF need to be made by the staff member who witnessed and/or was notified of abuse. They may be assisted by guidance/administration, if requested. A reporting form needs to be sent to the SAU Office. Any person, who in good faith reports suspected child abuse or neglect, is immune from any civil or criminal liability. Anyone suspecting that a child has been abused and/or neglected must contact the Centralized Intake Unit of DCYF at 1-800-894-5533. *(See School Board Policy JLF)*

CLASSROOM/BUILDING SUPERVISION

Teachers must not leave their classrooms unattended while a class is in session. If an emergency situation arises, the teacher should notify administration, or at least another staff member to step in and supervise students. *(Board Policy JILA Supervision of Students)*

- 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 valuable personal 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.)

COMMUNICATION WITH PARENTS/GUARDIANS

Communication with parents is an important method of keeping parents informed about their child's progress in your classes. Teachers are strongly encouraged to make at least one positive communication with a parent/guardian per week. In addition, **teachers must contact parents/guardians of any students**

who have a failing grade in their class and document this communication. Students should not receive a failing grade in a class without the parents/guardians being notified prior to the failing grade being issued. The administration advocates for teachers to stay in constant contact with all parents and provide parents with regular positive feedback.

COMMUNICATION WITH STUDENTS

In addition to the daily interactions within the school building or at school events, staff -student communication may only occur via school email accounts, Ring Central Phone Systems, or other SAU 58 approved platforms. Any communication with students that is conducted on platforms not approved by SAU 58 is prohibited. **Teachers may not text students directly, call them, or communicate with them on social media accounts.**

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)

COPYRIGHT LAW

Copyright restrictions may be applied to all print and audiovisual materials. Use of such materials in schools and libraries is governed by these restrictions and subject to certain conditions. Listed below is a condensation of a couple of very relevant pieces of the "copyright puzzle" that you should be aware of:

(1) Teachers are allowed to do a limited amount of copying from copyrighted materials if such copying is relevant to the instructional process and meets the "fair use" guidelines. Numerous restrictions apply to specific types of media such as magazine articles, book contents, sheet music, computer software, and videotapes.

(2) Copying of printed materials must be limited and not intended to forestall the purchase of such materials. For example, it is illegal to purchase one copy of a single book with the intent of repeatedly photocopying pages for distribution to students. This restriction applies to both textbooks and "consumable" workbooks.

(3) Violations of the Copyright Law are punishable by law and may include fines of up to $10,000 per offense. In addition, offenses committed by classroom teachers can "trickle down" and implicate media coordinators, principals, school boards, and superintendents if it is determined that the classroom teacher was not duly informed of his/her responsibilities. In such a case, all the above parties could become subject to litigation.

CORRIDOR SUPERVISION

Teachers are expected to supervise hallways between classes. In the event of a student injury, teacher liability could result if proper supervision is lacking. Students are not to be in the hallways between classes without a pass signed by a member of the staff. Should a teacher cause a student to be late for his or her next class, that teacher should give the student a pass so the student will not be considered tardy the next period.

CURRICULUM

Curriculum development is a constant process of upgrading, reviewing, and rewriting the present curriculum. Although the principal is responsible for curriculum development, it is a process that includes all staff. Teachers are expected to update their curriculum maps on a regular basis.

DANCES

The following regulations are in effect at GHS-sponsored dances:

1. Classes/clubs must arrange to have four teachers and a police officer to chaperone their dance.
2. Persons leaving the dance will not be readmitted.
3. Students will not possess or use tobacco products in the building or on school property*
4. Students will not possess, sell, consume, or be under the influence of any alcoholic beverage or drug in the building or on school property.*
5. Students at a school activity having had intoxicants/drugs will be referred to the police who, at their discretion, may take legal action.*
6. The staff member in charge is to open the building and at the end of the activity is to see that all lights are turned off and all doors locked.
7. Chaperones are to make a periodic check of all areas in use such as restrooms, classrooms, etc.
8. Any student removed from or asked to leave a school activity may be subject to disciplinary action.
9. Public displays of affection are not permitted at any time.*
10. High school dances are open to students in grades 9-12, and middle school dances are open to students in grades 6-8. Non-Groveton students must be sponsored as a guest by a Groveton High School student. Guest students must be signed up and approved by the administration prior to the dance.

**The student will be subject to disciplinary action.*

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. Teachers must fill out a Discipline Referral Notice/link. Tell briefly but specifically what happened and the sequence of events. When students are detained after school, teachers are expected to remain with these pupils.

Teacher-assigned detention takes precedence over any athletic practice, activity, group meeting, or work. However, at the teacher's discretion, a detention may be changed to accommodate a student's activity schedule.

When detentions and reprimands fail to correct a student's behavior, teachers are urged to contact the student's parents for a conference.

The office also has a regular detention which begins at 2:45 and ends at 3:30 PM. Only the principal or the assistant principal can assign office detention.
Policy JKB Detention of Students

CLASSROOM MANAGEMENT

Teachers are responsible for maintaining the learning environment during their classes. If a student does not respond in a way that allows the teacher to maintain this environment, the student should be instructed that he will be asked to leave if the disruptive behavior continues. Upon the next disruption, the student should be sent to the office to speak with the administration. Any student sent from class for disciplinary reasons will receive an office detention. **Teachers must complete the discipline form documenting the incident**. If a teacher is unable to fill out the form immediately, they should contact the office to explain why a student is being sent out of class. It is expected that teachers make every effort to repair the relationship after the incident.

DISMISSAL

Only the school administration has the authority to dismiss students from school. Students are not to be dismissed from class unless they present a dismissal slip issued by the office. 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. Teachers are not to dismiss classes early, but must wait for the bell tone which indicates the class period has ended.

DROPPING/ADDING CLASSES

All drop/add requests must be initiated with the Guidance Office. Groveton High School does not encourage students to change courses, except when a course is judged to be inappropriate in terms of achievement level or skills needed. All changes must take place within the add/drop period.

DUTIES

A list of the assignments for duties will be provided at the beginning of the school year. Additional assignments may have to be made during the year. Teachers assigned duties may not be absent from their assignment unless special permission is granted by the administration or they have arranged to have another teacher cover their duty.

FIELD TRIPS

All trips should be thoroughly planned by the teacher(s), submitted to the principal at least 30 days in advance, and correlated with the area of the curriculum being studied. Please provide two weeks notice to your colleagues for all field trips. **Any overnight or out-of-state field trips require board approval.** ***(See Board Policy IJOA)***

Students on school approved field trips are officially excused from classes, but pupils are responsible for making up all work missed. Students who are not in good academic or behavioral standing may be denied permission to go on the field trip at the discretion of the administration in conjunction with the staff member(s) involved.

No student will be allowed to attend an off campus trip without first having his/her parent or guardian sign an Activity Permission and Release Form. Chaperones should always have copies of the student emergency forms on each trip. (Forms are available in the office) These forms are to be collected by the staff member organizing the trip and a list of students participating must be submitted to the office, school nurse, and the cafeteria prior to departure.

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 in writing if their child is considered ineligible for participation on a field trip.

Transportation carriers must be approved by the principal and the final decision for taking trips rests with the principal. The use of private vehicles to transport students is highly discouraged yet when it is necessary, the following regulations must be adhered to:

1. The drivers must be adults with no serious motor vehicle record and must show proof of required insurance coverage. No student drivers are allowed.
2. The driver must have a current background check on file at the SAU office.
3. There must be 2 adults in each vehicle who are both insured and have current background checks on file at the SAU office.
4. Adults must have prior permission from the Principal and Superintendent to transport students.
5. All students must travel to and from the activity in the assigned vehicle unless written parental permission is given to the advisor for a student to ride with his/her parents.

FIRE DRILLS

Fire drills are required by state law. It is essential that when the alarm is sounded, everyone will evacuate the building as quickly and as quietly as possible. Exit routes are posted in each classroom. The emergency instructions poster should be posted in each classroom. **If you need a copy of this, please contact the office.**

During fire drills the following evacuation procedures are to be followed:

1. Teachers will lead their students out of the building taking their roster and safety vest with them.
2. A head count of students should be taken after the building has been cleared.
3. When notified to re-enter the school, teachers should lead students back in using the same route and procedures as when they evacuated the building.
4. Once back in the classroom, teachers must take attendance and the office is immediately notified if a student is not present.
5. Teachers who have special emergency exits (fire escapes, etc.) should inform their students about these exits, where they are, and how to use them if necessary.

Fire exits are clearly marked in each room, and teachers should explain the procedures to be followed.

GRADES

It is the teacher's professional responsibility to update all grades in Alma **on a weekly basis**. At the beginning of the year/semester, **teachers must review their classroom expectations and homework policy with students and parents/guardians**. **Teachers are expected to enter a zero in the gradebook when a student fails to submit an assignment.** This ensures that their grade is as accurate as possible. **When entering an assignment, teachers should link the applicable competencies associated with the student work.**

MAIL, EMAIL, & NOTICES

Each teacher has a mailbox in the teacher's room. Teachers should check their mailboxes daily. **We will be using email as our main communication tool; therefore all staff should check email at least once per school day.** It is suggested that staff check email several times each day.

MEDICAL SERVICES

Teachers should report any student who is injured or who becomes ill to the office. The office will notify the school nurse who will determine whether or not the student should remain in school. Only the school nurse or the administration is authorized to excuse a student from school and only after the student's parents have been contacted.

Students are not to take medications while in school, unless they have a doctor's permission slip authorizing their use. This is in accordance with N.H. State Law RSA 541-A. All student medications are to be left in the office with the school secretary for safe keeping and to ensure that the accurate dosage is taken. Under no circumstances should staff members give medications - not even aspirin - to students.

- 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 lunchtime.

OPEN HOUSE

Groveton High School sponsors an "Open House" for the community in the fall. All teachers are expected to be in attendance the evening of "Open House."

PLAN BOOKS

Planning is an essential part of the teaching-learning process. The teacher's plan book is the guide directing learning for both the teacher and the student. Teachers are expected to maintain an updated planbook to document their lesson plans. This may be virtual or on paper.

- 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.

REPORT CARDS

Report cards will go out four times a year (9-12) and 3 times a year (6-8), as indicated on the school calendar. Grades will be submitted through Alma in accordance with scheduled established by the Guidance Department. **Teachers are expected to provide individual comments for report cards.**

SAFETY POLICY

The personal safety of each student is of prime importance to the Northumberland School District. In all classes which involve laboratory/shop activities, relevant safety instruction will be taught as part of the curriculum. Students will adhere to the safety policy and procedures that are pertinent to the lab/shop they are working in at all times.

Students enrolled in Industrial Arts courses are required to wear ANSI (American National Standards Institute) approved safety glasses at all times. Prescription glasses will not be allowed to be used as a substitute for safety glasses unless they are ANSI approved prescription safety glasses. Students who fail to wear safety glasses will be sent to the office.

SCHOOL CANCELLATION & DELAYS

The decision to cancel school or to have a delayed opening will be made no later than 6:00 A.M. The Superintendent will notify all staff members via the SAU 58 mass communication system. A delayed entry will mean that school will start 2 hours later.

SCHOOL FACILITIES

Use of school facilities by the students and faculty members must be approved by the administration.

SEXUAL HARRASSMENT

Inappropriate sexual conduct will not be tolerated and may constitute sexual harassment. The Northumberland School District does not condone or tolerate any form of sexual harassment involving employees or students. The school district is committed to the creation and maintenance of a learning and work environment in which all persons who participate in school programs and activities can do so in an atmosphere free from all forms of sexual harassment.

The Northumberland School District will take appropriate action to prevent and correct behavior that constitutes sexual harassment. If necessary, the school district will also take action against employees and students. Employees who violate this policy will be subject to such actions as oral or verbal reprimands, suspension or termination. Disciplinary actions for students who violate this policy include verbal or written reprimands, detention, suspension and/or expulsion depending on the circumstances and the severity of the offense.

This policy applies to all sexual harassment incidents involving school district employees and addresses acts committed by a person of either sex against a person of the opposite or same sex. The policy recognizes that it is unlawful for employees to commit acts of sexual harassment.

Sexual Harassment Defined:

Sexual harassment is defined as unwelcomed sexual advances, requests for sexual favors, and/or other inappropriate verbal, written, or physical conduct of a sexual nature that takes place under any of the following circumstances:
-When submission to such conduct is made, explicitly or implicitly, a term or condition of employment, instruction or participation in other school activities.
-When submission to or rejection of such conduct by an individual is used by the offender as the basis for making personnel or academic decisions affecting the individual subjected to sexual advances.
-When such conduct has the effect of unreasonably interfering with the individual's work and/or academic performance or creating an intimidating, hostile, or offensive work or learning environment.

Actions For Employees:

If you believe you are the subject of sexual harassment, you should report such incidents to your principal or to the Superintendent of Schools. You may also report directly to the EEO Office at 603-271-3196.

STAFF DRESS CODE

The Board expects all staff members to be neatly groomed and dressed in clothing suitable for the subject of instruction, the work being performed, or the occasion. The board retains the authority to specify the following dress and grooming guidelines for staff, within law, that will prevent such matters from having an adverse impact on the educational process. All staff members shall, when assigned to district duty:

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

Staff members may not wear casual attire except when pre- approved by school administration. The Board recognizes that the nature of certain teaching assignments (i.e. Industrial Arts, Art, Physical Education, field trips, etc.) may require exceptions to the above policy and will be dealt with on an individual basis.

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

Northumberland School Board Policy GBEBA

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:

- Make the wellbeing of students the fundamental value of all decision-making and actions.
- Maintain just, courteous, and proper relationships with students, parents, staff members, and others.
- Fulfill their job responsibilities with honesty and integrity.
- Direct any criticism of other staff members toward improving the District. Such constructive criticism is to be made directly to the building administrator.
- Obey all local, state, and national laws.
- Implement the School Board's policies, administrative rules and regulations.
- Refrain using position for personal gain through political, social, religious, economic, or other influence.
- Maintain the standards and seek to improve the effectiveness of the profession through research and continuing professional development.
- Honor all contracts until fulfillment or release.
- Maintain all privacy and confidentiality standards as required by law.
- Exhibit professional conduct both on and off duty
- Follow the chain of command, as outlined in Board Policy GBK

Employees are put on notice that this list is not intended to be exhaustive or complete. Employees who fail to abide by the terms of this policy may be non-renewed and/or face discipline up to and including termination. Any action taken regarding an employee's employment with the District will be consistent with all rules, laws, and collective bargaining agreements, if applicable.

Northumberland School Board Policy JBEA

STAFF DEVELOPMENT

All certified teachers are expected to have on file a current Three Year Staff Development Plan. Staff members are responsible for accumulating the necessary hours for recertification as outlined in the Staff Development Master Plan. Staff members need to submit all of their staff development information to the online program, My Learning Plan.

STAFF EVALUATIONS

Teacher evaluations must be viewed as a cooperative attempt to improve instruction whenever possible. It is also a continuous process that must be a vital part of any ongoing educational process. The primary goal of teacher evaluation at Groveton High School is to improve the quality of instruction and therefore, student achievement.

One important way of evaluating teachers will be through classroom observations/walk-throughs. These will be performed by the principal and the assistant principal. However, part of the evaluation will focus on the overall contribution of the teacher to the successful operation of the school.

Staff members will be given a copy of any evaluation report prepared within three (3) working days following the observation/evaluation. Staff members will then acknowledge that they have seen the report by signing the original copy to be filed.

Staff members who believe that their evaluation was incomplete or unjust may place their objections in writing and have them attached to the report. (Please note that evaluations of staff member performance are not subject to the grievance procedure.)

STAFF MEETINGS

A series of separate staff, committee, or department groups will be scheduled. Staff members should plan accordingly and not schedule out-of-school activities for the hour immediately following the close of school. All staff members will be expected to attend unless specifically excused by the administration. **For the 2026-27 school year, teachers are expected to attend two staff meetings per month.** The all-staff meetings will be held on the first Wednesday of each month in the cafeteria from 2:45-3:45 PM. Additionally, the dedicated PLC/Department/Committee meeting time will be on the third Wednesday of each month from 2:45-3:45 PM. **Meeting minutes and pertinent documents must be shared with the principal and assistant principal.**

SUBSTITUTES / TIME OFF REQUESTS

Contact: Liz, Administrative Assistant
Phone: (603) 631-0076
Hello everyone! To help me support you and our students effectively, and to ensure we have coverage for a successful school day, please follow the steps below when reporting an absence or requesting time off. Any questions, please let me know.
~ Liz

Step 1: Contact Liz Directly

Please reach out via phone call to Liz's cell phone at (603) 631-0076.
Why call? A phone call is the most reliable way to ensure your message is received quickly so coverage can be arranged.
If there is no answer: Please leave a voicemail, then send a text message. (Note: Text alerts aren't always heard immediately, but calls will always be answered or returned as soon as possible).

Step 2: Observe Call-Out Timing Windows

Night Before Absence:
Before 9:00 PM: Please call directly.
After 9:00 PM: Send a text message. Liz will follow up with you later that evening or first thing in the morning.
Morning of Absence:
5:30 AM onwards: Please call directly.

Step 3: Log Request in Frontline

In addition to contacting Liz directly, all time-off requests must be submitted through Frontline:
Unexpected Time-Off: Must be submitted in Frontline within 24 hours of the absence.
Planned Time-Off: Must be submitted in Frontline in advance for prior approval.
Note: Thank you for your cooperation and communication! Direct contact ensures our school day runs smoothly for both you and our students.

Teachers must provide substitute teachers with lesson plans, class rosters, emergency procedures, and seating charts (as applicable). Additionally, teachers must have an emergency sub plan folder at school in case of an unexpected or emergency absence.

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)

VISITORS

School visitors are at no time allowed to enter classrooms unless permission has been granted by the administration. Students who wish to bring guests to school must also get permission from each of their teachers after getting permission from the administration. A Visitor Pass is provided in the main office upon the visitor signing in.

WORK DAY

The work day will begin at 7:37 AM and end at 3:02 PM. Teachers are requested not to leave the school building during school hours unless permission is granted by the administration.

WORKERS' COMPENSATION

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)

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