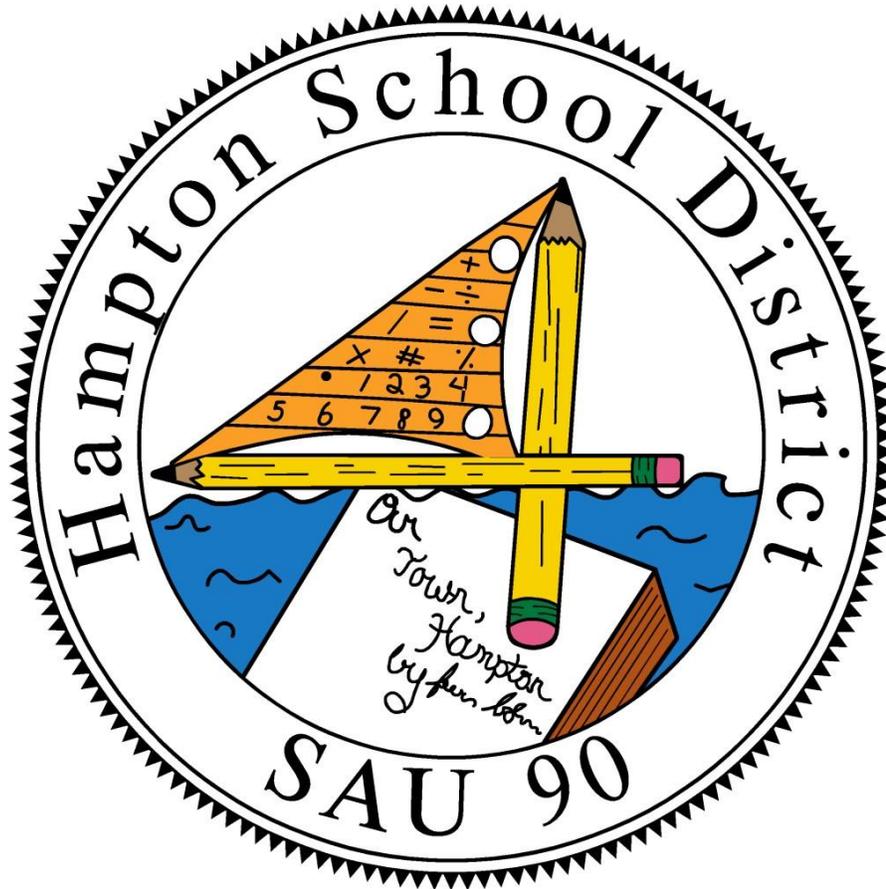


SAU 90 Guest Teacher Manual



Learning...a voyage for a lifetime

www.sau90.org
Facebook | Twitter

Welcome and thank you for choosing to become part of the
Hampton School District!

It will become evident in a very short period of time that your role as a guest teacher in our district is a critical component of the success of our schools and students. Whether you have been with us for several years or this is your first year, you make a significant impact in the lives of our students.

As a guest teacher, you are an important part of our team! Whether your assignment is short-term or continues for a longer period of time, you will touch the lives of others each day you come into our buildings. Both our students and our staff will be strengthened by your presence. You provide continuity for our students and opportunities for our staff.

The Hampton School District is pleased to provide a district-wide handbook to help you in your efforts to know as much as you can about our school system, our schools, and our students. Each building has a different personality and the exciting part for you is that you may have the opportunity to experience each one. You will be responsible for knowing the information outlined in this handbook.

Over the last several years, there have been a number of protocols and policies in the district that have been revised and updated to accommodate new regulations and procedures. The substitute handbook will include a number of those practices that will be reviewed annually with all district employees.

Your responsibility after receiving an assignment is to replace the staff member and to carry out, to the best of your abilities, all the assigned duties and responsibilities of that staff member for the day. We trust that each time you are a guest teacher, the students will have a meaningful and productive educational experience.

We hope that you will find the handbook useful and we will look forward to any feedback you might have for us. Thank you for your commitment to education in Hampton.

Warmly,

Dr. Lois Costa

Superintendent

Hampton School District Guest Teacher Manual

1. **Addresses for Schools**
2. **Suggestions for Guest Teachers**
3. **School Board Policies**
4. **Schools**
 - **Centre School (Grades Pre-School through 2)**
 - **Adeline C. Marston School (Grades 3 through 5)**
 - **Hampton Academy (Grades 6 through 8)**
5. **Absent Management – Ready Sub**

Directions to Hampton Schools

Centre School: Centre School is located at 53 Winnacunnet Road in Hampton, NH.

Adeline C. Marston School: Adeline C. Marston School is located at 4 Marston Way in Hampton, NH.

Hampton Academy: Hampton Academy is located at 29 Academy Avenue in Hampton, NH

SAU 90 Office: 6 Marston Way, Hampton, NH - attached to Marston School



Hampton School Board Mission Statement

The mission statement of the Hampton School District is to provide an encouraging educational environment where the unique talents and abilities of individual students are recognized and where the learning experience is meaningful and every student achieves mastery through a firm foundation in core fundamentals, higher level of thinking, problem-solving and critical/creative communication skills.

Welcome!

GUEST TEACHER INFORMATION

Welcome to Hampton School District. We appreciate your willingness to be a Guest Teacher. The Guest Teacher rate of pay is \$15.00 per hour, and the Guest Aide (or paraprofessional) rate of pay is \$11.00 per hour. This booklet was assembled to help familiarize you with Hampton's two elementary schools and one middle school. The content will help you become acquainted with each school's procedures. Each school will vary slightly in some areas, such as but not limited to lunch procedures and duty assignments. Please use your team members and administrators at each school as resources for ideas and assistance at any time. They are most willing to help with any questions and give advice. Hampton is a team-centered school district focused on students' needs.

1. Try to arrive a few minutes early in order to sign in and familiarize yourself with the school, classroom, and lesson plans.
2. The safety of our students and staff is our number one priority. Please be sure to familiarize yourself with the fire exit plan, emergency plan and procedures, and emergency caddy/bags that should be visible in the classroom. Be sure to review the fire exit plan posted on the wall in the classroom, as well as the school safety section in your Substitute Binder/Folder. In the event of a fire drill or evacuation, take the emergency folder or "go bag" with you.
3. Do not hesitate to ask any questions. You are always in a better position to ask than to assume or make a wrong decision.
4. In a school setting, you may often hear issues that are **confidential** in nature. The information you hear should never be repeated out of school through any form of communication.
5. Students should **never** be left alone or unsupervised in the classroom, cafeteria, outdoors or in any setting.
6. If you need to leave the building at **any** time during the day, permission **must** be granted by either the Principal or Assistant Principal.
7. Students should **never** be dismissed from the classroom early or to anyone unless the office calls for them over the intercom/phone system.
8. A Guest Teacher folder should be available and filled out according to daily schedules. If a teacher does not have adequate lesson plans or a completed substitute folder, please inform the office immediately.
9. At the beginning and end of the day, you must sign in and out of the main office. You will also collect and drop off a badge, keycard, and keys every day.

Have a Great Day! Thank you for being a Guest Teacher in our schools as we appreciate you and the service you provide our students!

Preparation

Recognize the Importance of the Job

The role of the Guest Teacher is extremely professional. Interaction with students is critical throughout each class period and the entire day. **Specifically, it is necessary to instruct according to lesson plans and to move around the classroom and monitor students' behavior, work, and interaction with peers.** A Guest Teacher is on the list and contacted because the School District believes they are competent to manage the classroom for the time they are called upon to substitute. A sincere desire to do a good job will go far toward establishing a great reputation.

Be Professional in Your Relationships

Guest teaching involves numerous situations and often at more than one school. We ask that you refrain from comparing schools, administrators, teachers, or students with one another at any time.

Be Prepared to Do the Job Fully

The regular classroom teacher is expected to do many tasks beyond classroom instruction, such as: assigned duties, extra help for students, checking work, and a multitude of other responsibilities. As a Guest Teacher you must be prepared to take over duties assigned to the teacher for the day. If the substitute period is an extended one, please be prepared to assume reasonable obligations within the limits of your ability.

Be Available

Please do not place your name on the substitute list unless the substitute coordinator or Ready Sub can generally expect a "yes" when they contact you. When either illness or a change in family obligations makes you temporarily unavailable, please notify the substitute coordinator and/or the Office of the Superintendent of Schools immediately. When you are able to return it is equally important that you notify the same person(s) and let them know you are able to return.

Media/Computer Use

Hampton School District computers, building phones, copiers, printers, faxes, etc. are for school business only and are not to be used by Guest Teachers for personal use at any time. While teaching, cell phones should be silenced and put away. Teachers should refrain from using them while students are present.

BEFORE THE SCHOOL DAY STARTS

Arrive Early

Please arrive at 8:15am for Centre and Marston schools and 7:20am for Hampton Academy. There are always numerous details to review before you begin the day. Sometimes, however, Guest Teachers are not contacted until just prior to the beginning of the school day. We understand this and request that you arrive as quickly as possible but always with safety in mind.

Go Directly to the Main Office

1. Make sure the school knows that you have arrived by **reporting to the office and signing in**. Check with office personnel for the teachers' Guest Teacher folder and any special instructions. Pick up your badge, keys, and keycard at this time.

Check the Room Assigned

1. Locate the plan book, daily schedule, seating plan (depending on grade level), attendance folder, fire drill instructions, emergency plan, and emergency caddy. Please open the caddy and familiarize yourself with its contents. These items should be in every classroom.
2. If you are unable to locate the items you need, a team member or the office personnel will help you. Your team teachers will likely be of significant assistance before you even need to ask for assistance from the office.

Review Daily Schedule

Please refer to the daily schedule throughout the day. Check to see which other teachers may see certain children in your class. This information should be located in the plan book/ Guest Teacher folder. The more familiar you are with the schedule, the better your classroom management and instruction will be throughout the day.

Read the Plans left by the Teacher

This is your best guide for daily instruction. Please follow the teacher's lesson plans and if you have any questions, feel free to ask a team teacher or administrator immediately. As you locate textbooks, workbooks, and materials, add markers or sticky tabs for the pages indicated. This will help you later in the day. Organize materials so they are easily accessible. Students are accustomed to the established routine of the classroom teacher. If you appear indecisive or insecure, classroom management becomes more difficult.

If the Plan Book Isn't There, What Do I Do?

In some emergency instances, the Guest Teacher may be left without a plan book or detailed plans. If there is no schedule of classes and/or plan book, **immediately** check with the office and/or team to get the day's schedule and to access lesson plans.

Now You Are Ready for the Day

You arrived early, checked in with the Main Office, reviewed schedules, noted the assignments, and mentally set an overall plan of action! Exchange greetings with your team of teachers and relax for a moment. When the students arrive, they will note your confidence and you will be off to a great start.

A GOOD BEGINNING

Be in Your Classroom When the Students Arrive

Covering your classroom at all times is not only a legal responsibility but is also a necessity in establishing good classroom management. Please greet students with a smile and have a pleasant “Good Morning” for all students. Maintain a safe environment for learning at all times.

Follow Posted Routines

If there are established routines, do not make changes. For example, if students are to sharpen pencils as they come in or if students are assigned classroom jobs then remain with this procedure according to the teacher’s plans.

Make Opening Exercise Brief

Your main goal is to begin instruction after greeting and introducing yourself to students. However, any regular procedures regarding opening exercises should be followed (attendance, flags, pledges, announcements, etc.).

Do Not Argue with Children

Students will be quick to tell you if what you are doing varies from the usual routine. If such a situation arises, be pleasant but consistent as to how the schedule will proceed today. However, you should always adhere closely to the classroom teacher’s plans at all times.

BEFORE LEAVING AT THE END OF THE DAY

Leave the Room in Good Order

The room should be left as neat and clean as you found it. Leave everything ready for the classroom teacher or for yourself, if you are to return.

Leave pertinent information, which may include a brief list of the activities accomplished during the day, particular incidents, and communications with students, other teachers, administration, and/or nurse.

Report incidents to the office. This may include but is not limited to such incidents as parent communications, discipline issues, accidents, and room damage. Any discipline incidents should be reported to the office or Principal **immediately**. Any accidents should be reported to the school nurse when they happen using the appropriate forms unless there is an emergency situation when you immediately use the phone or another adult to access assistance.

Check Out/Leaving at the End of the Day

The procedure of signing out is as important as signing in for any substitute. **All Guest Teachers must sign out through the Main Office before leaving at the end of the day.** Guest Teachers need to drop off their badges, keycard, and keys as well as check out with the Main Office staff. Guest Teachers are expected to remain in the building until they complete their afternoon duties, such as bus duty and/or dismissal. If a Guest Teacher does not have an afternoon duty, then Middle School Guest Teachers may leave their school at 2:30 p.m. and Elementary School Guest Teacher may leave at 3:10 p.m.

CLASSROOM MANAGEMENT

Classroom Management

Classroom management is extremely important for every Guest Teacher. A few simple suggestions will help you establish a positive class atmosphere, provide for efficient learning situations, and establish mutual respect between teacher and students. Centre and Marston School implement both Responsive Classroom and the OLWEUS Bully Prevention Program. Hampton Academy implements Positive Behavioral Interventions and Supports (PBIS). Information about these prosocial behavioral programs can be found at each school.

Be Patient

Your presence is a change, and change produces insecurity. Patience, understanding, and respect will create a positive atmosphere for learning and instruction.

Expect Good Behavior

Children tend to respond to whatever we expect of them. An adult's positive approach outweighs negative rules or comments.

Be Fair and Consistent

Your success in classroom management will depend, to a great extent, on your degree of fairness and consistent treatment. Students must know what to expect of you and what you expect of them in return. Uncertainty and inconsistent expectations and reactions may lead to lack of compliance.

Recognize the Importance of Every Student

Treat each student impartially to the best of your ability. Respect students' individual differences since they need help, understanding, and encouragement. Frustration is a prime cause of inconsistent discipline. All conversations about inappropriate behavior should be held quietly to avoid any embarrassment for students. Please avoid ridicule and sarcasm at all times. **Never meet alone with a student.**

Have Materials Prepared

Groups waiting for materials can be a starting point for discipline problems.

Be Prepared to Handle Management Challenges

In spite of your best efforts, you may have a student who presents a challenge. If at all possible, avoid excluding them from the group, and **never lay a hand on any child.** Speak to another teacher or team member if you need advice, or if necessary, refer the child to the office using the school's procedure. Call the office **immediately** or have another student seek a nearby teacher if a situation is escalating **at any time.** Grade levels/teams will have specific behavior guidelines in place to follow for students who choose not to follow the rules.

Do not leave a group of students alone at any time, whether in the classroom, in the hall, outside, on any duty, or on a field trip. **Never leave a class unattended.** Always alert the teacher next door or across the hall for coverage if an emergency must take you from your class.

CLASSROOM MANAGEMENT (Continued)

Make Your Presentation Clear

What the students gain from the lesson will depend upon how well you present the content:

1. Keep the language on the children's level of understanding.
2. Present one concept at a time.
3. Go from the known to the unknown, easy to difficult.
4. Stop often and review.
5. Do not hesitate to repeat.

Provide for Active Participation

In many effective lessons, students engage in activity. Make sure that directions are clear. Provide proper supervision and assist students with work when needed. Teacher mobility in the classroom is key to effective management and learning in all circumstances.

Leave Time for a Summary

All facts and concepts need to be brought together before the close of the lesson. Vary your ways of summation which can be teacher-, student-, or activity-directed.

Avoid Making Threats

Threats should never be made against any student.

Be Positive

Praise appropriate behavior. When noting inappropriate behavior, always speak to students quietly and individually so as to avoid embarrassment. Be specific about which rules students did not follow. Maintain students' positive self-esteem.

Use Common Sense at All Times

There is no alternative for being level headed and calm in all situations.

**Centre Elementary School
(Pre-School through Grade 2)
53 Winnacunnet Road
Hampton, NH 03842
Tel: (603) 926-8706**

Timothy Lannan, Principal
Jamie Hayward, Assistant Principal
Melanie Liebenow, Administrative Assistant
Kimberly Larck, Office Secretary

Welcome! Please be sure to check in at the front office.

A. Attendance

Pick up a Guest Teacher folder, badge, keys, and keycards from the Main Office. Attendance folder, planning book/lesson plans, and emergency exit information can be found in the classroom.

When taking attendance, call out each child's name. If a child is absent, mark Absent on the attendance sheet, record the total number of hot lunches to be purchased on that particular day, and send the information to the Main Office. If a child is tardy (not in the classroom by 8:35 am), be sure he/she has checked into the office and has a tardy pass from the Main Office.

Collect all notes from home that are sent in with students for the day. Please read them and then put them in the attendance folder. (These notes will be copied by the front office and returned to you for end of day dismissal.) You may now send the attendance folder to the Main Office with two students. This folder will be returned to the teachers' mailbox later in the morning. It is important that it is picked up before the end of day so the students have their notes returned to them in time for end of day dismissal.

Send attendance slip and notes to the office before 9:00 a.m.

B. Lunch Money

You can collect lunch money from students in the morning also. This money should be put into the "Lunch Money" envelope which can be added to the attendance folder and sent to the front office or can be taken to the lunchroom directly.

C. Announcements

Announcements are made once a day at 8:15 a.m. before students arrive.

D. The Pledge of Allegiance

After attendance is taken (8:35 a.m.)

E. Bathroom Routine

Bathrooms for students are located in most classrooms. They may be used according to a procedure initiated by the teacher. Teachers without bathrooms in their classroom should have a procedure for monitoring children who are out of the classroom in order to use the bathroom.

If you have a question or concern about the number of times a student asks to use the bathroom, please see a team member and/or the school nurse.

F. Duties

Playground/Recess Duty

The number of teachers on duty varies with the duty. At least two (2) teachers are on duty at all times.

There should be two teachers on duty with walkie-talkies at all times. Please use these in case of an emergency or a question. You are able to talk to the front office, nurse, and principal using the walkie-talkies.

Teachers should monitor the entire playground. General rules such as no fighting, no swearing, no kicking/hitting, no snowballs, etc., are to be followed.

At the end of recess, teachers should wait until each classroom line is quiet, and then dismiss the lines back into the building.

Any incident, which might cause parental concern, should be reported to the principal immediately.

Any student who requires medical assistance should be sent to the nurse via the walkie-talkie or the nurse should be called to the playground. If a student hits his/her head, always report this to the nurse and the student should be sent to the nurse.

Bus Duty

Morning: 8:20-8:35 – Your role may be to monitor children on the playground that have been dropped off by parents, or from buses directly into the school. There will a copy of the Duty schedule in the substitute folder.

Afternoon: Beginning at 2:52 – Teachers on dismissal duty will be assigned to assist with pick-ups in the gym at dismissal, or in bus lines as students are released. Centre School has 2 rounds of buses ... 1st bell and 2nd bell. Students being picked up at the end of the day will be dismissed on second bell (3:05 p.m.) Please listen to intercom announcements at end of day as to what after school activity will be dismissed on bell 1 or bell 2. Teachers not on duty will monitor children in the classroom and/or in the hallways until they are all dismissed.

Lunch Duty

It is essential that students arrive on time for the beginning of each lunch, and teachers arrive on time in the cafeteria for the end of each lunch. Lunch duty requires the monitoring of students to ensure they are eating their lunch and not sharing food. Students who have a food allergy will be grouped together at one table. It is very important that children do not share their food with one another.

G. Integrated Arts (Specials)

Escort students to and from the classroom where the respective classes will be held. Students should be dropped off and picked up at the appropriate time.

MUSIC – Located in Room #409 on the first floor near the main office.

ART – Located in Room #418 on the first floor near the main office.

LIBRARY – Located in #416 on the first floor near the main office.

COMPUTER LAB – Located in Room #410 on the first floor near the main office.

PHYSICAL EDUCATION – Located in Room #127 on the ground level of the 2nd grade wing.

H. Individualized Programs

RESOURCES: A list of coded students should be available with the teacher's plan. Please ask the Case Manager about a student's limitations if you have a question in regards to how these may affect attention span, work production, etc. Remember, all information is CONFIDENTIAL and should not be discussed outside the building at any time.

SPEECH: Students follow their own schedule. Some will leave the classroom while others will be serviced within the classroom by the Speech and Language Pathologist.

PARAPROFESSIONALS: Several classrooms have part-time or full-time paraprofessionals to be used for instructional purposes only.

I. Reminders

Students should never be left alone or unsupervised in the classroom.

If you need to leave the building at any time during the day, the Principal must grant permission and you must sign out at the Main Office.

Do not hesitate to ask any questions at all. It is better to ask than to assume or make a wrong judgment.

Students should not be dismissed from the classroom early or to anyone at all unless the office calls for them over the intercom or classroom telephone.

Be sure to familiarize yourself with the fire exit plan posted on the wall in the classroom, as well as the school safety section in your Guest Teacher Folder. In the event of a fire drill or evacuation, take the emergency "go bag"/folder with you.

A Guest Teacher folder should be available and filled out according to daily schedules. If a teacher does not have adequate lesson plans or a completed Guest Teacher folder, please inform the office immediately.

Have a great day! Thank you for coming to Centre School.

Marston Elementary School
(Grade 3 through Grade 5)
4 Marston Way
Hampton, NH 03842
Tel: (603) 926-8708

Nathan Saddler, Principal
Elizabeth Henderson, Assistant Principal
Lisa McCarthy, Administrative Assistant
Julie Jefferson, Office Secretary

Welcome! Please be sure to check in at the front office.

Pick up a Guest Teacher folder, badge, keycard, and keys from the front office. Planning book/lesson plans and emergency exit information can be found in the classroom.

A. Attendance

When taking attendance, call out each child's name. If a child is absent, mark Absent on the attendance sheet, record the total number of hot lunches to be purchased on that particular day, and send it to the Main Office. If a child is tardy (not in the classroom by 8:35 am), be sure he/she has checked into the office and has a tardy pass from the front office.

Collect all notes from home that are sent in with students for the day. Please read them and then put them in the plastic attendance envelope. (These notes will be copied by the front office and returned to the teacher's mailbox for end of day dismissal.) Teacher's mailboxes are located in the teacher's lunchroom – Room #157.

You may now send the attendance envelope to the front office with a student. This attendance envelope will be returned to the teachers' mailbox later in the morning. It is important that it is picked up before the end of day so the students have their notes returned to them in time for end of day dismissal.

Send attendance slip and notes to the office before 8:45 a.m.

B. Lunch Money

You can collect lunch money from students in the morning also. This money should be put into the plastic attendance envelope and sent to the front office or can be taken to the lunchroom directly.

C. The Pledge of Allegiance

After attendance is taken (8:35 a.m.)

D. Student Restroom Routine

Restrooms may be used according to a procedure initiated by the teacher. Typically, only one student is allowed to leave the classroom at a time. Teachers should have a procedure for monitoring children who are out of the classroom in order to use the bathroom. If you have a question or concern about the number of times a student asks to use the bathroom, please see a team member and/or the school nurse.

The teacher's restrooms are located on the first floor along the same the hallway as the office and upstairs on the second floor.

E. Duties

Playground/Recess Duty

The number of teachers on duty varies with the duty. At least two (3) teachers are on duty at all times.

There should be two teachers on duty with walkie-talkies at all times. Please use these in case of an emergency or a question. You are able to talk to the front office, nurse, and principal using the walkie-talkies.

Teachers should monitor the entire playground. General rules such as no fighting, no swearing, no kicking/hitting, no snowballs, etc., are to be followed. Refer to the Marston Playground Expectations posters for additional information.

At the end of recess, teachers should wait until each classroom line is quiet, and then dismiss the lines back into the building.

Any incident, which might cause parental concern, should be reported to the principal immediately.

Any student who requires medical assistance should be sent to the nurse via the walkie-talkie or the nurse should be called to the playground. If a student hits his/her head, always report this to the nurse and the student should be sent to the nurse.

Bus Duty

Morning: 8:20-8:35 – Your role may be to monitor children as they are dropped off by parents, or from buses directly into the school. There will be a copy of the Duty schedule in the substitute folder.

Afternoon: Students will be dismissed on the intercom:

2:52 PM 1st Bell – Please dismiss all walkers, pickups, and Bus C (FUN) students.

2:55 PM 2nd Bell – Please dismiss 1st buses

Second buses will be dismissed when radioed from the bus loop that second buses have arrived (usually between 3:00 and 3:15 PM) At this time, students involved in various activities such as homework club, band, Girls on the Run, etc. will be dismissed as well.

Teachers not on duty will monitor children in the classroom and/or in the hallways until they are all dismissed.

LUNCH

It is essential that students arrive on time for the beginning of each lunch, and teachers arrive on time in the cafeteria for the end of each lunch.

The lunchroom for teachers is located in Room #157 and has a refrigerator, microwave and coffee machine for your use.

G. Integrated Arts (Specials)

Escort students to and from the classroom where the respective classes will be held. Students should be dropped off and picked up at the appropriate time.

MUSIC – Located in Room #213 on the first floor

ART – Located in Room #308 on the second floor

LIBRARY – Located on the first floor by the gym

STEAM LAB – Located in Room #306 on the second floor

PHYSICAL EDUCATION – Located in the Gym on the first floor.

F. Individualized Programs

RESOURCES: A list of coded students should be available with the teacher's plan. Please ask the Case Manager about a student's limitations if you have a question in regards to how these may affect attention span, work production, etc. Remember, all information is **CONFIDENTIAL** and should not be discussed outside the building at any time.

SPEECH/TARGET ASSIST: Students follow their own schedule. Some will leave the classroom while others will be serviced within the classroom by the Speech and Language Pathologist.

PARAPROFESSIONALS: Several classrooms have part-time or full-time paraprofessionals to be used for instructional purposes only.

G. Reminders

Students should never be left alone or unsupervised in the classroom.

If you need to leave the building at any time during the day, the Principal must grant permission and you must sign out at the front office.

Do not hesitate to ask any questions at all. It is better to ask than to assume or make a wrong judgment.

Students should not be dismissed from the classroom early or to anyone at all unless the office calls for them over the intercom or classroom telephone.

Be sure to familiarize yourself with the fire exit plan posted on the wall in the classroom, as well as the school safety section in your Guest Teacher Folder. In the event of a fire drill or evacuation, take the emergency "go bag"/folder with you.

A Guest Teacher folder should be available and filled out according to daily schedules. If a teacher does not have adequate lesson plans or a completed substitute folder, please inform the office immediately.

Have a great day! Thank you for coming to Marston School.

Hampton Academy
29 Academy Avenue
Hampton, NH 03842
Tel: (603) 926-2000

Ken Hawkins, Principal
Bridget Hughes, Assistant Principal
Nancy York, Administrative Assistant
Amy Hansen, Office Secretary

Welcome! Please be sure to check in at the front office. Please arrive no later than 7:15 am. Pick up substitute folder, badge, classroom key, and attendance sheet from the front office. Emergency exit information can be found in the classroom.

A. Attendance

Teachers will leave information regarding attendance procedures in their classroom. If you have any questions check with the Main Office prior to the start of the day.

B. Lunch Money – N/A

C. Announcements

Announcements are made each morning, beginning at approximately 7:45 am.

D. The Pledge of Allegiance

The Pledge of Allegiance is recited each morning at the beginning of morning announcements.

E. Bathroom Routine

Students are required to take their agenda books when leaving the classroom. No student is to leave a classroom without the teacher's permission.

If you have a question or concern about the number of times a student asks to use the bathroom, please see a team member and/or the school nurse.

F. Duties

Morning Bus Duty: 7:20-7:37 am. There will be a duty schedule in the Guest Teacher folder.

Snack: Teacher's accompany students to snack.

Afternoon: 2:23 pm – Bus departure at approximately 2:30 pm.

G. Individualized Programs

RESOURCES: A binder containing 504 accommodation plans for students with a medical diagnosis, including food allergies, are located in each classroom. Please ask the Case Manager or Guidance Counselor if you have a question. Remember, all information is CONFIDENTIAL and should not be discussed outside the building at any time.

SPEECH: Students follow their own schedule. Some will leave the classroom while others will be serviced within the classroom by the Speech and Language Pathologist.

PARAPROFESSIONALS: Several classrooms have part-time or full-time paraprofessionals to be used for instructional purposes only.

H. Reminders

Students should never be left alone or unsupervised in the classroom.

If you need to leave the building at any time during the day, the Principal must grant permission and you must sign out at the front office.

Do not hesitate to ask any questions at all. It is better to ask than to assume or make a wrong judgment.

Students should not be dismissed from the classroom early or to anyone at all unless the office calls for them over the intercom.

Be sure to familiarize yourself with the fire exit plan posted on the wall in the classroom, as well as the school safety section in your Guest Teacher Binder. In the event of a fire drill or evacuation, take the emergency “go bag” with you.

If a teacher does not leave adequate lesson plans, please inform the office immediately.

Have a great day! Thank you for coming to Hampton Academy.

Ready Sub



tyler
technologies

Absence & Substitute

GETTING STARTED Substitutes

1

Log In

Once your account has been activated, Absence & Substitute will send you a welcome email with your username, password, and a link to log in. If you have not received an email, check with your school administrator regarding the status of your account.

2

Change your password

Upon first log in you will be prompted to change your password. Enter the password from your welcome email followed by your password of choice which must be 6 or more characters and have at least one lower case letter, one upper case letter, and one number.

3

Update your profile

Update your profile by navigating to your name, followed by Account. Click the avatar to upload a profile picture and/or select Edit Account to update your name and phone number.

4

Notifications and Availability

Edit your email, SMS, and/or Call notifications by navigating to Account followed by the Notification Preferences tab. Update your Scheduled Leave and Weekly Availability from your Calendar.

5

Accept your first job

You are now ready to accept your first job! From your Dashboard, simply look under the Available Jobs tab to see if there are any jobs to accept.

For additional information review the [Ready Sub Substitute User Guide](#)

Hampton School District Policy	Section: <u>G</u>
	Code: GBEBDA
	Title: Acceptable Use of Technological Systems
	Category: Added by HSB
	Page: 1 of 4

ACCEPTABLE USE OF TECHNOLOGICAL SYSTEMS
(Computer Hardware, Software, Phones and Other Resources)

Scope

This Policy documents Hampton School District’s approach to acceptable use of its technological hardware, software, phone systems and other resources.

Introduction

The District provides computers and technology resources for use in teaching classrooms, offices and other resource areas. As part of this facility, internet, phones, e-mail and software are available on the basis that they provide relevant resources to assist users whilst they work and study. It is the policy of the district to respect all computer software copyrights and adhere to the terms and conditions of any license. Downloading and/or installation of unauthorized software is expressly forbidden. This includes software downloads from the internet and from email. The District will not condone the use of any software that does not have a license and anyone found to be using, or in possession of, unlicensed software will be the subject of disciplinary action.

Responsibilities

By using a resource belonging to the District you are agreeing to follow the rules in this policy without misuse. “Misuse” means any violation of this policy or any other use that is not included in the policy which has the effect of harming another individual or his or her property or breaking the law. Please note that you are required to agree to this policy and named linked policies/procedures every time you log in to a computer. These policies/procedures are reviewed annually prior to each academic year and it is your responsibility to keep up-to-date with any changes. Violation of these policies/procedures will result in discipline.

IT Resources - Purpose and Use

Each building provides access to its computer hardware, networks and the Internet for educational and work-related purposes. Employees are to utilize the school’s computers, networks and internet services for school-related purposes and performance of job duties. Incidental personal use of school computers is permitted as long as such use does not interfere with the employee’s job duties and performance, with system operations or other system users. ‘Incidental personal use’ is defined as use by an individual employee for occasional personal communications not during scheduled instructional time. Employees are reminded that such personal use must comply with this policy and all other applicable policies, procedures and rules. The primary purpose of the internet connection and other technology equipment is educational, and that as such, educational purposes shall take precedence over all others.

Privacy

Network and internet access are provided as a tool for your work and education. All computers remain under the control, custody and supervision of the District. The District reserves the right to monitor all computer, phone, email and internet activity. Users shall have no expectation of privacy in their use of technology. The District reserves the right to monitor, inspect, copy,

Adopted:	DATE: August 12, 2008, November 9, 2010, Nov. 10, 2020
Reviewed:	Sept. 2010, Nov. 2020
Revised:	Nov. 2010, Oct. 2020
Cancellation:	Replaces GBEBDA

Hampton School District Policy	Section: <u>G</u> Code: GBEBDA Title: Acceptable Use of Technological Systems Category: Added by HSB Page: 2 of 4
--------------------------------	--

ACCEPTABLE USE OF TECHNOLOGICAL SYSTEMS
(Computer Hardware, Software, Phones and Other Resources)
(continued)

review and store at any time and without prior notice any and all usage of the computer network, internet access, and any and all information transmitted or received in connection with such usage. The District shall use monitoring software and hardware when necessary to passively track the historical usage and location of all devices in the district. This monitoring occurs on both student and staff provided devices at all times. All such information shall be and remain the property of the District.

Network Etiquette

All users must abide by the rules of network, email, phone systems and internet etiquette including but not limited to those stated herein and those developed:

- **Be polite.** Use appropriate language in your electronic communications.
- **Be careful.** Do not jeopardize the security of user access and of the computer network or other networks on the internet. For example, don't disclose or share your password with others or impersonate another user.
- **Be mindful of viruses.** All data files received as attachments are scanned by the District, but up-to-date antivirus must be installed on all computers before using your District email address.
- Users will not use the services of the District internet and/or e-mail to obtain or send such material which contravenes the law (materials which are sexist, racist, obscene, or promote illegal behavior).
- Users are advised that the use of technology to send personal data (e.g. about staff or students) to a third party is expressly forbidden unless prior approval by building administrators.
- Users are advised that all e-mail sent from an account is the responsibility of the individual account holder.
- Users are advised that the contents of a network account home directory are the responsibility of the individual account holder.
- Users must not tamper with the settings of the network or workstations.
- The connection of personal devices to District-owned hardware or building network is not permitted without documented prior approval from applicable technology coordinator.
- Installation of software is not permitted without prior approval from applicable technology coordinator.

Outside Equipment

The District will not permit outside equipment or software to be installed, connected or attached to any of its installed resources including but not limited to network resources, computers or printers without prior consent from a building technology coordinator or building administrator.

Adopted: Reviewed: Revised: Cancellation:	DATE: August 12, 2008, November 9, 2010, Nov. 10, 2020 Sept. 2010, Nov. 2020 Nov. 2010, Oct. 2020 Replaces GBEBDA
--	--

ACCEPTABLE USE OF TECHNOLOGICAL SYSTEMS
(Computer Hardware, Software, Phones and Other Resources)
(continued)

Data Retention

The School District requires that all schools maintain register information, attendance records and grades in perpetuity. The School District will keep a digital record of staff attendance for one year past date of termination.

Staff digital files/work shall be stored until separation from the School District after which they shall be archived for a minimum of one additional school year.

Web Publishing

Among the purposes of this policy is to ensure that the school website protects the safety and confidentiality of the staff and students of the school, while maintaining accuracy and proper public data.

School websites:

- No close up pictures of pupils will be used
- No photographs of individual pupils will be used
- Images of pupils will not be labeled with their names
- No personal details of pupils or staff will be featured*

Staff involved in website updates are expressly responsible for the content posted on their site, as well as maintaining a secure password. Websites are not to contain any content items that may be deemed illegal or political in nature and follow the guidelines listed above. If an item is questionable you must have prior documented permission from the appropriate building administrator or from the superintendent's office. Users are not to update, edit or modify any page other than their own.

Failure to Follow Policy and Breach of Agreement

A user who breaches this Acceptable Use Policy may have his or her access to the computer network and internet terminated indefinitely. Anyone who violates this policy and/or any rules governing use of school technology will be subject to disciplinary action up to and including discharge. Illegal uses will also result in referral to law enforcement.

Financial Loss/Gain

Users will not use the services of the District for financial gain.

The District will not be held responsible for any damages to personal files/equipment/other data (including financial loss, loss of work, and loss of data).

Adopted:	DATE:
Reviewed:	August 12, 2008, November 9, 2010, Nov. 10, 2020
Revised:	Sept. 2010, Nov. 2020
Cancellation:	Nov. 2010, Oct. 2020
	Replaces GBEB A

Hampton School District Policy	Section: <u>G</u> Code: GBEBDA Title: Acceptable Use of Technological Systems Category: Added by HSB Page: 4 of 4
--------------------------------	--

ACCEPTABLE USE OF TECHNOLOGICAL SYSTEMS
(Computer Hardware, Software, Phones and Other Resources)
(continued)

Agreement

Please note that you are implying agreement to this policy and named linked policies/procedures every time you log in to a computer or utilize any aspect of District technology including but not limited to computers, internet, intranet, FTP, email, Citrix or the campus VPN. The Superintendent shall be responsible for overseeing the implementation of this policy and the accompanying rules and for advising the Board of the need for any future amendments or revisions to the policy/rules.

The Superintendent may develop additional administrative procedures/rules governing the day to day management and operations of the school's computer system as long as they are consistent with the Board's policy/rules. The Superintendent may delegate specific responsibilities to Building Principals and others as he/she deems appropriate. Violation of these policies/procedures may result in discipline.

Help and Assistance

If you have any questions regarding this policy or require help using a computer, please ask a technology staff member in your building or at the school administrative office. Please report any misuse or violation of this policy to the Director of Technology for the Hampton School District or the building Principal.

Adopted: Reviewed: Revised: Cancellation:	DATE: August 12, 2008, November 9, 2010, Nov. 10, 2020 Sept. 2010, Nov. 2020 November 2010, Oct. 2020 Replaces GBEBDA
--	--

Hampton School District Policy

Section: Code: G
GBEB
Title: **Staff Conduct**
Category: **R (Recommended)**
Page: **1 of 1**

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, the policies and decisions of the Board, and the administrative regulations 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.

All Employees shall obey the rules and decisions of their supervisors.

Adopted: **DATE:** November 9, 2010
Reviewed: Sept. 11, 2010
Revised:
Cancellation:

Hampton School District Policy

Section: Code: G
GBEBB
Title: **Employee-Student Relations**
Category: **R (Recommended)**
Page: **1 of 1**

EMPLOYEE-STUDENT RELATIONS

Staff members are expected to maintain courteous and professional relationships with students, maintain an atmosphere conducive to learning, through consistently and fairly applied discipline and established professional boundaries.

Unless necessary to serve an educational or health-related purpose:

1. Staff members shall not make derogatory comments to students regarding the school and/or its staff.
2. The exchange of purchased gifts between staff members and students are discouraged.
3. Staff members shall not fraternize, written or verbally, with students except on matters that pertain to school-related issues.
4. Staff members shall not associate with students in any situation or activity which could be considered sexually suggestive or involve the presence or use of tobacco, alcohol or drugs.
5. Dating between staff members and students is prohibited.
6. Staff members shall not use insults or sarcasm against students as a method of forcing compliance with requirements or expectations.
7. Staff members shall maintain a reasonable standard of care for the supervision, control and protection of students commensurate with their assigned duties and responsibilities.
8. Staff members shall not send students on personal errands.
9. Staff members shall, pursuant to law and Board policy, immediately report any suspected signs of child abuse or neglect.
10. Staff members shall not attempt to counsel, assess, diagnose or treat a student's personal problem relating to sexual behavior, substance abuse, mental or physical health and/or family relationships but, instead, should refer the student to the appropriate individual or agency for assistance.
11. Staff members shall not disclose information concerning a student, other than directory information, to any person not authorized to receive such information. This includes, but is not limited to, information concerning assessments, ability scores, grades, behavior, mental or physical health and/or family background.
12. Staff members shall not be alone with students in a room with a locked door, or with the lights off.
13. Staff members are strongly discouraged from socializing with students outside of school on social networking websites, consistent with the provisions of Policy GBEBD.

Staff members who violate this policy may face disciplinary measures, up to and including termination, consistent with state law and applicable provisions of a collective bargaining agreement.

Any employee who witnesses or learns of any of the above behaviors shall report it to the building Principal or Superintendent immediately, or risk violation of the above policy themselves.

Adopted: **DATE:** November 9, 2010
Reviewed: September, 2010
Revised:
Cancellation:

Hampton School District Policy	Section: <u>G</u> Code: GBED Title: Tobacco Products Ban Use and Possession In and On School Facilities and Grounds Category: P (Priority/Required by Law) Page: 1 of 2
---------------------------------------	--

**TOBACCO PRODUCTS BAN USE AND POSSESSION IN AND ON SCHOOL FACILITIES
AND GROUNDS**

**USE OF TOBACCO PRODUCTS STRICTLY PROHIBITED IN/ON ALL
SCHOOL FACILITIES AND/OR GROUNDS**

No person shall use any tobacco product in any facility maintained by the School District, nor on any of the grounds of the District, at any school sponsored event, trip, or program.

“Tobacco products” means cigarettes, cigars, vaping, snuff, smokeless tobacco, smokeless cigarettes, products containing tobacco, and tobacco in any other form.

"Facility" is any place which is supported by public funds and which is used for the instruction of students enrolled in preschool programs and in all grades maintained by the District. This definition shall include all administrative buildings and offices and areas within facilities supportive of instruction and subject to educational administration, including, but not limited to, lounge areas, passageways, rest rooms, laboratories, classrooms, study areas, cafeterias, gymnasiums, maintenance rooms, libraries, and storage areas.

Signs shall be placed by the District in all buildings, facilities, and school vehicles stating that the use of tobacco products is prohibited.

It is the responsibility of the building Principal(s), or designee, to initially enforce this policy by requesting that any person who is violating this policy to immediately cease the use of tobacco products. After this request is made, if any person refuses to refrain from using tobacco products in violation of this policy, the Principal or designee may call the local police who shall then be responsible for all enforcement proceedings and applicable fines and penalties.

Students

No student shall purchase, attempt to purchase, possess or use any tobacco product in any facility, in any school vehicle or anywhere on school grounds maintained by the District.

Enforcement of this prohibition shall initially rest with building Principals, or their designees, who may report any violation to the local police department. In accordance with state law, the police department shall be responsible for all proceedings and applicable fines and penalties.

DATE:	
Adopted:	November 9, 2010 September 2010, Nov. 12, 2019
Reviewed:	November 8, 2005, Oct. 8, 2019
Revised:	Oct. 2019

TOBACCO PRODUCTS BAN USE AND POSSESSION IN AND ON SCHOOL FACILITIES AND GROUNDS

(continued)

The Principal will develop regulations that cover disciplinary action to be taken for violations of this policy. These regulations will be communicated to students by means deemed appropriate by the Principal. In addition to disciplinary actions taken by the school, criminal penalties for fines may result from violations of this policy.

Employees

No employee shall use any tobacco product 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. The Principal may report violations to the local police department. In accordance with state law, the police department shall be responsible for all proceedings and applicable fines and penalties.

The Principal will develop and implement the appropriate means of notifying employees of the possible disciplinary consequences of violating this policy. Any employee(s) who violate(s) this policy is subject to disciplinary action which may include warning, suspension or dismissal. In addition, fines or other penalties may result from enforcement of these prohibitions by other law enforcement officials.

All other persons

No visitor shall at any time use tobacco products in any facility, in any school vehicle, or anywhere on school grounds maintained by the District.

Responsibility for enforcement of this prohibition shall rest with all School District employees who may report violations to the local police department. In accordance with state law, the police department shall be responsible for all proceedings and applicable fines and penalties.

DATE:

Adopted: November 9, 2010 September 2010, Nov. 12, 2019
Reviewed: November 8, 2005, Oct. 8, 2019

Hampton School District Policy	Section: <u>G</u> Code: GCG Title: Part-Time & Substitute Professional Staff Employment Category: R (Recommended) Page: 1 of 1
---------------------------------------	---

PART TIME AND SUBSTITUTE PROFESSIONAL STAFF EMPLOYMENT (SUBSTITUTE TEACHERS)

The Superintendent shall maintain a list of qualified substitute teachers who may be called on to replace regular teachers who are absent. Whenever possible, a “qualified substitute teacher” is defined as someone who holds a Bachelor Degree. Such a list shall be filed with the Principal of each school.

All available substitute positions are posted electronically via Frontline. A teacher whose name does not appear on the substitute list may not be employed in the District except when specifically approved by the Superintendent.

Principals will be responsible for seeing that the work of the substitute is as effective as possible and will provide him/her with a planned program. An annual substitute training session will be held to review important elements of the position including safety procedures and school routines.

SUBSTITUTES PAY

The rate of pay for a substitute as set by the Hampton School Board and subject to periodic review will be \$ \$15.00 per hour. When the same individual substitutes 10 consecutive days for the same educator, the rate will increase to \$20.00 per hour beginning on day 11. When that specific substitution continues beyond 20 days, the rate will increase for day 21 and thereafter to the per diem rate of the SEA teacher salary scale entry point (BA-Step 1).

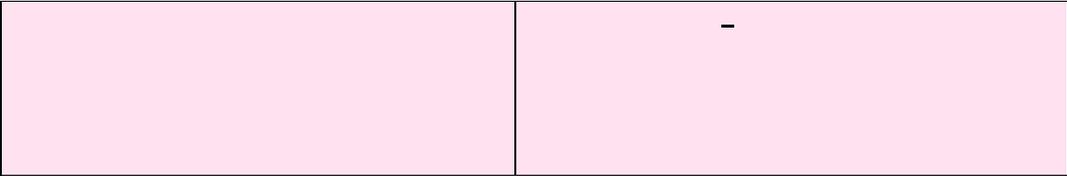
Substitute school nurses holding an RN license shall be paid at a rate of \$28.58 per hour.

All part-time and substitute employees must undergo a Criminal History Records Check prior to any employment. See policy GBCD for Criminal History Records Check information.

Wherever a fully qualified substitute teacher is required for a period in excess of twenty (20) consecutive days to replace a teacher on a leave, the building principal will interview and the Superintendent will recommend the individual selected to the Board for approval prior to the start of service.

Legal Reference:
RSA 189:13-a, School Employee and Volunteer Background Investigations

Adopted:	DATE: January 21, 1991, November 9, 2010, Aug., 14, 2012, Feb. 11, 2014, Aug 13, 2019, Nov. 10, 2020
Reviewed:	Sept. 2010, July 10, 2012, Aug 13, 2019, Nov. 2020
Revised:	November 8, 2005, Sept. 2010, July 10, 2012, Jan. 2013, Jan. 2016, July 2019, Nov. 2020
Cancellation:	Replaces GCE



a pupil or damages the pupil's property;

For the purposes of this policy, the term "emotional distress" means distress that materially impairs the student's participation in academic or other school activities. The term "emotional distress" does not include the

Interferes with a pupil's educational opportunities;

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 pupil on the other person's characteristics, behaviors, or beliefs.

_____ Cyberbullying is defined as any conduct defined as "bullying" in this policy that is

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



<p>Hampton School District Policy</p>	<p>Section: <u>J</u> Code: JICK Title: Pupil Safety and Violence Prevention - Bullying Category: P (Priority/Required by Law) Page: 2 of 12</p>
<p align="center"><u>PUPIL SAFETY AND VIOLENCE PREVENTION – BULLYING</u> <small>(continued)</small></p> <p>Further, in accordance with RSA 193-F:4, the District reserves the right to address bullying and, if necessary, impose discipline for bullying that:</p> <ol style="list-style-type: none"> (1) Occurs on, or is delivered to, school property or a school-sponsored activity or event on or off school property; or (2) Occurs off of school property or outside of a school-sponsored activity or event, if the conduct interferes with a pupil’s educational opportunities or substantially disrupts the orderly operations of the school or school-sponsored activity or event. <p>The Superintendent of Schools is responsible for ensuring that this policy is implemented.</p> <p>III. <u>Statement Prohibiting Retaliation or False Accusations (RSA 193-F:4, II (b))</u></p> <p><u>False Reporting</u> A student found to have wrongfully and intentionally accused another of bullying may face discipline or other consequences, ranging from positive behavioral interventions up to and including suspension or expulsion.</p> <p>A school employee found to have wrongfully and intentionally accused a student of bullying shall face discipline or other consequences be determined in accordance with applicable law, District policies, procedures and collective bargaining agreements.</p> <p><u>Reprisal or Retaliation</u> The District will discipline and take appropriate action against any student, teacher, administrator, volunteer, or other employee who retaliates against any person who makes a good faith report of alleged bullying or against any person who testifies, assists, or participates in a proceeding or hearing relating to such bullying.</p> <ol style="list-style-type: none"> 1. The consequences and appropriate remedial action for a student, teacher, school administrator or school volunteer who engages in reprisal or retaliation shall be determined by the Principal after consideration of the nature, severity and circumstances of the act, in accordance with law, Board policies and any applicable collective bargaining agreements. 2. Any student found to have engaged in reprisal or retaliation in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. 3. Any teacher or school administrator found to have engaged in reprisal or retaliation in violation of this policy shall be subject to discipline up to, and including, termination of employment. 	
<p>DATE:</p> <p>Adopted: August 16, 2004; December 14, 2010, Feb 10, 2015, Feb 11, 2020 Reviewed: Mar. 13, 2006, Oct. 2010, Jan. 2015, Nov 12, 2019, Jan 14, 2020 Revised: Oct. 12, 2005, Oct. 2010, Oct. 2019 Cancellation: Replaces JFK, JFK-E and JFK-R</p>	

<p>Hampton School District Policy</p>	<p>Section: <u>J</u> Code: JICK Title: Pupil Safety and Violence Prevention - Bullying Category: P (Priority/Required by Law) Page: 3 of 12</p>
<p align="center"><u>PUPIL SAFETY AND VIOLENCE PREVENTION – BULLYING</u> (continued)</p> <p>4. Any school volunteer found to have engaged in reprisal or retaliation in violation of this policy shall be subject to measures up to, and including exclusion from school grounds.</p> <p><u>Process to Protect Pupils From Retaliation</u> If the alleged victim or any witness expresses to the Principal or other staff member that he/she believes he/she may be retaliated against, the Principal shall develop a process or plan to protect that student from possible retaliation.</p> <p>Each process or plan may be developed on a case-by-case basis. Suggestions include, but are not limited to, re-arranging student class schedules to minimize their contact, stern warnings to alleged perpetrators, temporary removal of privileges, or other means necessary to protected against possible retaliation.</p> <p>IV. <u>Protection of all Pupils (RSA 193-F:4, II(c))</u> This policy shall apply to all pupils and school-aged persons on school district grounds and participating in school district functions, regardless of whether or not such pupil or school-aged person is a student within the District.</p> <p>V. <u>Disciplinary Consequences for Violations of This Policy (RSA 193-F:4, II(d))</u></p> <p>The district reserves the right to impose disciplinary measures against any student who commits an act of bullying, falsely accuses another student of bullying, or who retaliates against any student or witness who provides information about an act of bullying.</p> <p>In addition to imposing discipline under such circumstances, the board encourages the administration and school district staff to seek alternatives to traditional discipline, including but not limited to early intervention measures, alternative dispute resolution, conflict resolution and other similar measures.</p> <p>VI. <u>Distribution and Notice of This Policy (RSA 193-F:4, II(e))</u></p> <p><u>Staff and Volunteers</u> All staff will be provided with a copy of this policy annually and any organization providing activities to students in the Hampton School District will be required to abide by the policy and acknowledge that it was read and reviewed. The Superintendent may determine the method of providing the policy (employee handbook, hard copy, etc.).</p> <p>The Superintendent will ensure that all school employees, volunteers and community members receive annual training on bullying and related District's policies.</p>	
<p>Adopted: August 16, 2004; December 14, 2010, Feb 10, 2015, Feb 11, 2020 Reviewed: Mar. 13, 2006, Oct. 2010, Jan. 2015, Nov 12, 2019, Jan 14, 2020 Revised: Oct. 12, 2005, Oct. 2010, Oct. 2019 Cancellation: Replaces JFK, JFK-E and JFK-R</p>	

<p>Hampton School District Policy</p>	<p>Section: <u>J</u> Code: JICK Title: Pupil Safety and Violence Prevention - Bullying Category: P (Priority/Required by Law) Page: 4 of 12</p>
<p align="center"><u>PUPIL SAFETY AND VIOLENCE PREVENTION – BULLYING</u> (continued)</p> <p>The Pupil Safety and Violence Prevention - Bullying (JICK) policy will be attached to the Use of School Facilities-Regulations/Form (KF-R).</p> <p>Students All students will be provided with a copy of this policy annually. The Superintendent may determine the method of providing the policy (employee handbook, hard copy, etc.).</p> <p>Students will participate in an annual education program which sets out expectations for student behavior and emphasizes an understanding of harassment, intimidation, and bullying of students, the District’s prohibition of such conduct and the reasons why the conduct is destructive, unacceptable, and will lead to discipline. Students shall also be informed of the consequences of bullying conduct toward their peers.</p> <p>The Superintendent, in consultation with staff, may incorporate student anti-bullying training and education into the district’s curriculum, but shall not be required to do so.</p> <p>Parents All parents will be provided with a copy of this policy annually. The Superintendent may determine the method of providing the policy (parent handbook, mailing, etc.). Parents will be informed of the program and the means for students to report bullying acts toward them or other students. They will also be told that to help prevent bullying at school they should encourage their children to:</p> <ol style="list-style-type: none"> 1. Report bullying when it occurs; 2. Take advantage of opportunities to talk to their children about bullying; 3. Inform the school immediately if they think their child is being bullied or is bullying other students; 4. Cooperate fully with school personnel in identifying and resolving incidents. <p>Additional Notice and School District Programs The Board may, from time to time, host or schedule public forums in which it will address the anti-bullying policy, discuss bullying in the schools, and consult with a variety of individuals including teachers, administrators, guidance counselors, school psychologists and other interested persons.</p> <p>VII. Procedure for Reporting Bullying (RSA 193-F:4, II (f)) At each school, the Principal shall be responsible for receiving complaints of alleged violations of this policy.</p>	
<p>Adopted: August 16, 2004; December 14, 2010, Feb 10, 2015, Feb 11, 2020 Reviewed: Mar. 13, 2006, Oct. 2010, Jan. 2015, Nov 12, 2019, Jan 14, 2020 Revised: Oct. 12, 2005, Oct. 2010, Oct. 2019 Cancellation: Replaces JFK, JFK-E and JFK-R</p>	

<p>Hampton School District Policy</p>	<p>Section: J Code: JICK Title: Pupil Safety and Violence Prevention - Bullying Category: P (Priority/Required by Law) Page: 5 of 12</p>
<p align="center"><u>PUPIL SAFETY AND VIOLENCE PREVENTION – BULLYING</u> (continued)</p>	
<p><u>Student Reporting</u></p>	
<ol style="list-style-type: none"> 1. Any student who believes he or she has been the victim of bullying should report the alleged acts immediately to the Principal. If the student is more comfortable reporting the alleged act to a person other than the Principal, the student may tell any school district employee or volunteer about the alleged bullying. 2. Any school employee or volunteers who witnesses, receives a report of, or has knowledge or belief that bullying may have occurred shall inform the Principal as soon as possible, but no later than the end of that school day. 3. The Principal may develop a system or method for receiving anonymous reports of bullying. Although students, parents, volunteers and visitors may report anonymously, formal disciplinary action may not be based solely on an anonymous report. Independent verification of the anonymous report shall be necessary in order for any disciplinary action to be applied. 4. The administration may develop student reporting forms to assist students and staff in filing such reports. An investigation shall still proceed even if a student is reluctant to fill out the designated form and chooses not to do so. 5. Upon receipt of a report of bullying the Principal shall commence an investigation consistent with the provisions of Section XI of this policy. 	
<p><u>Staff Reporting</u></p>	
<ol style="list-style-type: none"> 1. An important duty of the staff is to report acts or behavior that they witness that appears to constitute bullying. 2. All district employees and volunteers shall encourage students to tell them about acts that may constitute bullying. For young students, staff members may provide direct assistance to the student. 3. Any school employee or volunteers who witnesses, receives a report of, or has knowledge or belief that bullying may have occurred shall inform the Principal as soon as possible, but no later than the end of that school day. 4. Upon receipt of a report of bullying, the Principal shall commence an investigation consistent with the provisions of Section XI of this policy. 	
<p>DATE: Adopted: August 16, 2004; December 14, 2010, Feb 10, 2015, Feb 11, 2020 Reviewed: Mar. 13, 2006, Oct. 2010, Jan. 2015, Nov 12, 2019, Jan 14, 2020 Revised: Oct. 12, 2005, Oct. 2010, Oct. 2019 Cancellation: Replaces JFK, JFK-E and JFK-R</p>	

<p>Hampton School District Policy</p>	<p>Section: <u>J</u> Code: JICK Title: Pupil Safety and Violence Prevention - Bullying Category: P (Priority/Required by Law) Page: 6 of 12</p>
<p align="center"><u>PUPIL SAFETY AND VIOLENCE PREVENTION – BULLYING</u> (continued)</p> <p>VIII. <u>Procedure for Internal Reporting Requirements (RSA 193-F:4, II(g))</u></p> <p>In order to satisfy the reporting requirements of RSA 193-F:6, the Principal or designee shall be responsible for completing all New Hampshire Department of Education forms and reporting documents of substantiated incidents of bullying. Said forms shall be completed within 10 school days of any substantiated incident. Upon completion of such forms, the Principal or designee shall retain a copy for himself and shall forward one copy to the Superintendent. The Superintendent shall maintain said forms in a safe and secure location.</p> <p>IX. <u>Notifying Parents of Alleged Bullying (RSA 193-F:4, II(h))</u></p> <p>The Principal shall report to the parents of a student who has been reported as a victim of bullying and to the parents of a student who has been reported as a perpetrator of bullying within 48 hours of receiving the report. Such notification may be made by telephone, writing or personal conference. The date, time, method, and location (if applicable) of such notification and communication shall be noted in the report. All notifications shall be consistent with the student privacy rights under the applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA).</p> <p>X. <u>Waiver of Notification Requirement (RSA 193-F:4, II(i))</u></p> <p>The Superintendent may, within a 48 hour time period, grant the Principal a waiver from the requirement that the parents of the alleged victim and the alleged perpetrator be notified of the filing of a report. A waiver may only be granted if the Superintendent deems such a waiver to be in the best interest of the victim or perpetrator. Any waiver granted shall be in writing.</p> <p>XI. <u>Investigative Procedures (RSA 193-F:4, II(j))</u></p> <ol style="list-style-type: none"> 1. Upon receipt of a report of bullying, the Principal shall, within 5 school days, initiate an investigation into the alleged act. If the Principal is directly and personally involved with a complaint or is closely related to a party to the complaint, then the Superintendent shall direct another district employee to conduct the investigation. 2. The investigation may include documented interviews with the alleged victim, alleged perpetrator and any witnesses. All interviews shall be conducted privately, separately and shall be confidential. Each individual will be interviewed separately and at no time will the alleged victim and perpetrator be interviewed together during the investigation. 	
<p>Adopted: August 16, 2004; December 14, 2010, Feb 10, 2015, Feb 11, 2020 Reviewed: Mar. 13, 2006, Oct. 2010, Jan. 2015, Nov 12, 2019, Jan 14, 2020 Revised: Oct. 12, 2005, Oct. 2010, Oct. 2019 Cancellation: Replaces JFK, JFK-E and JFK-R</p>	

Hampton School District Policy	Section: J Code: JICK Title: Pupil Safety and Violence Prevention - Bullying Category: P (Priority/Required by Law) Page: 7 of 12								
<p style="text-align: center;"><u>PUPIL SAFETY AND VIOLENCE PREVENTION – BULLYING</u> (continued)</p> <ol style="list-style-type: none"> 3. If the alleged bullying was in whole or in part cyberbullying, the Principal may ask students and/or parents to provide the District with printed copies of e-mails, text messages, website pages, or other similar electronic communications. 4. A maximum of 10 school days shall be the limit for the initial filing of incidents and completion of the investigative procedural steps. 5. Factors the Principal or other investigator may consider during the course of the investigation, including but not limited to: <ul style="list-style-type: none"> • Description of incident, including the nature of the behavior; • How often the conduct occurred; • Whether there were past incidents or past continuing patterns of behavior; • The characteristics of parties involved (name, grade, age, etc.); • The identity and number of individuals who participated in the bullying behavior; • Where the alleged incident(s) occurred; • Whether the conduct adversely affected the student’s education or educational environment; • Whether the alleged victim or perceived an imbalance or power as a result of the reported incident; and • The date, time and method in which parents or legal guardians of all parties involved were contacted. 6. The Principal shall complete the investigation within 10 school days of receiving the initial report. If the Principal needs more than 10 school days to complete the investigation, the Superintendent may grant an extension of up to 7 school days. In the event such extension is granted, the Principal shall notify in writing all parties involved of the granting of the extension. 7. Whether a particular action or incident constitutes a violation of this policy shall require a determination based on all facts and surrounding circumstances and shall include recommended remedial steps necessary to stop the bullying and a written final report to the Principal. 8. Students who are found to have violated this policy may face discipline in accordance with other applicable board policies, up to and including suspension. Students facing discipline will be afforded all due process required by law. 									
<table border="0"> <tr> <td>Adopted:</td> <td>August 16, 2004; December 14, 2010, Feb 10, 2015, Feb 11, 2020</td> </tr> <tr> <td>Reviewed:</td> <td>Mar. 13, 2006, Oct. 2010, Jan. 2015, Nov 12, 2019, Jan 14, 2020</td> </tr> <tr> <td>Revised:</td> <td>Oct. 12, 2005, Oct. 2010, Oct. 2019</td> </tr> <tr> <td>Cancellation:</td> <td>Replaces JFK, JFK-E and JFK-R</td> </tr> </table>		Adopted:	August 16, 2004; December 14, 2010, Feb 10, 2015, Feb 11, 2020	Reviewed:	Mar. 13, 2006, Oct. 2010, Jan. 2015, Nov 12, 2019, Jan 14, 2020	Revised:	Oct. 12, 2005, Oct. 2010, Oct. 2019	Cancellation:	Replaces JFK, JFK-E and JFK-R
Adopted:	August 16, 2004; December 14, 2010, Feb 10, 2015, Feb 11, 2020								
Reviewed:	Mar. 13, 2006, Oct. 2010, Jan. 2015, Nov 12, 2019, Jan 14, 2020								
Revised:	Oct. 12, 2005, Oct. 2010, Oct. 2019								
Cancellation:	Replaces JFK, JFK-E and JFK-R								

<p align="center">Hampton School District Policy</p>	<p>Section: <u>J</u> Code: JICK Title: Pupil Safety and Violence Prevention - Bullying Category: P (Priority/Required by Law) Page: 8 of 12</p>
<p align="center"><u>PUPIL SAFETY AND VIOLENCE PREVENTION – BULLYING</u> (continued)</p> <p>XII. <u>Response to Remediate Substantiated Instances of Bullying (RSA 193-F:4, II(k))</u></p> <p>Consequences and appropriate remedial actions for a student or staff member who commits one or more acts of bullying or retaliation may range from positive behavioral interventions up to and including suspension or expulsion of students and dismissal from employment for staff members.</p> <p>Consequences for a student who commits an act of bullying or retaliation shall be varied and graded according to the nature of the behavior, the developmental age of the students, and the student's history of problem behaviors and performance. Remedial measures shall be designed to correct the problem behavior, prevent another occurrence of the problem, protect and provide support for the victim and take corrective action for documented systematic problem related to bullying.</p> <p>Examples of consequences may include, but are not limited to:</p> <ul style="list-style-type: none"> • Admonishment • Temporary removal from classroom • Deprivation of privileges • Classroom or administrative detention • Referral to disciplinarian • In-school suspension • Out-of-school suspension • Expulsion <p>Examples of remedial measures may include, but are not limited to:</p> <ul style="list-style-type: none"> • Restitution • Mediation • Peer support group • Corrective instruction or other relevant learning experience • Behavior assessment • Student counseling • Parent conferences <p>In support of this policy, the Board promotes preventative educational measures to create greater awareness of aggressive behavior, including bullying. The Board encourages the Superintendent to work collaboratively with all staff members to develop responses other than traditional discipline as a way to remediate substantiated instances of bullying.</p>	
<p>Adopted: August 16, 2004; December 14, 2010, Feb 10, 2015, Feb 11, 2020 Reviewed: Mar. 13, 2006, Oct. 2010, Jan. 2015, Nov 12, 2019, Jan 14, 2020 Revised: Oct. 12, 2005, Oct. 2010, Oct. 2019 Cancellation: Replaces JFK, JFK-E and JFK-R</p>	

<p>Hampton School District Policy</p>	<p>Section: <u>J</u> Code: JICK Title: Pupil Safety and Violence Prevention - Bullying Category: P (Priority/Required by Law) Page: 9 of 12</p>								
<p align="center"><u>PUPIL SAFETY AND VIOLENCE PREVENTION – BULLYING</u> (continued)</p> <p>XII. <u>Reporting of Substantiated Incidents to the Superintendent (RSA 193-F:4, II(I))</u></p> <p>The Principal shall forward all substantiated reports of bullying to the Superintendent upon completion of the Principal's investigation.</p> <p>XIII. <u>Communication with Parents Upon Completion of Investigation (RSA 193-F:4, II (m))</u></p> <p>Within 24 hours of completing an investigation, the Principal will notify the students involved in person of his/her findings and the result of the investigation.</p> <ol style="list-style-type: none"> 1. The Principal will send a letter and notify via telephone the parents of the alleged victim and alleged perpetrator of the results of the investigation. The Principal will also send a letter to the parents within 24 hours again notifying them of the results of the investigation. 2. If the parents request, the Principal shall schedule a meeting with them to further explain his/her findings and reasons for his/her actions. 3. In accordance with the Family Educational Rights and Privacy Act and other law concerning student privacy, the District will not disclose educational records of students including the discipline and remedial action assigned to those students and the parents of other students involved in a bullying incident. <p>XIV. <u>Appeals</u></p> <p>A parent or guardian who is aggrieved by the investigative determination letter of the principal or his/her designee may appeal the determination to the Superintendent for review. The appeal shall be in writing addressed to the Superintendent, shall state the reason(s) why the appealing party is aggrieved, and the nature of the relief they seek. The Superintendent shall not be required to re-investigate the matter and shall conduct such review as he/she deems appropriate under the circumstances.</p> <p>It is in the best interests of students, families and the District that these matters be promptly resolved. Therefore, any such appeal to the Superintendent shall be made within ten (10) calendar days of the parent/guardian's receipt of the investigative determination letter of the principal or his/her designee. The Superintendent shall issue his/her decision in writing.</p> <p>If the parent or guardian is aggrieved by the decision of the Superintendent, they may appeal the decision to the school board within ten (10) calendar days of the date of the</p>									
<table border="0"> <tr> <td>Adopted:</td> <td>DATE: August 16, 2004; December 14, 2010, Feb 10, 2015, Feb 11, 2020</td> </tr> <tr> <td>Reviewed:</td> <td>Mar. 13, 2006, Oct. 2010. Jan. 2015, Nov 12, 2019, Jan 14, 2020</td> </tr> <tr> <td>Revised:</td> <td>Oct. 12, 2005, Oct. 2010, Oct. 2019</td> </tr> <tr> <td>Cancellation:</td> <td>Replaces JFK, JFK-E, JFK-R</td> </tr> </table>		Adopted:	DATE: August 16, 2004; December 14, 2010, Feb 10, 2015, Feb 11, 2020	Reviewed:	Mar. 13, 2006, Oct. 2010. Jan. 2015, Nov 12, 2019, Jan 14, 2020	Revised:	Oct. 12, 2005, Oct. 2010, Oct. 2019	Cancellation:	Replaces JFK, JFK-E, JFK-R
Adopted:	DATE: August 16, 2004; December 14, 2010, Feb 10, 2015, Feb 11, 2020								
Reviewed:	Mar. 13, 2006, Oct. 2010. Jan. 2015, Nov 12, 2019, Jan 14, 2020								
Revised:	Oct. 12, 2005, Oct. 2010, Oct. 2019								
Cancellation:	Replaces JFK, JFK-E, JFK-R								

Hampton School District Policy	Section: <u>J</u> Code: JICK Title: Pupil Safety and Violence Prevention – Bullying Category: P (Priority/Required by Law) Page: 10 of 12
<u>PUPIL SAFETY AND VIOLENCE PREVENTION – BULLYING</u> (continued)	
<p>parent/guardian's receipt of the Superintendent's decision. An appeal to the Superintendent shall be a prerequisite to any appeal to the School Board. The appeal to the School Board shall be in writing, addressed to School Board Chair in care of the Superintendent, shall state the reason(s) why the appealing party is aggrieved, and the nature of the relief they seek.</p> <p>An aggrieved parent/guardian has the right to appeal the final decision of the local School Board to the State Board within thirty (30) calendar days of receipt of the written decision of the local School Board in accordance with RSA 541-A and State of New Hampshire Department of Education Regulations set forth in ED 200. The State Board may waive the thirty-day requirement for good cause shown, including, but not limited to, illness, accident, or death of a family member.</p> <p>XV. <u>School Officials (RSA 193-F:4, II(n))</u> The Superintendent of Schools is responsible for ensuring that this policy is implemented. The Superintendent may establish additional procedures to facilitate the implementation of this policy.</p> <p>XVI. <u>Capture of Audio Recordings on School Buses</u> Pursuant to RSA 570-A:2, notice is hereby given that the Hampton School Board authorizes audio recordings to be made in conjunction with video recordings of the interior of school buses while students are being transported to and from school or school activities.</p> <p>The Superintendent shall ensure that there is a sign informing the occupants of school buses that such recordings are occurring.</p> <p>XVII. <u>Use of Video or Audio Recordings in Student Discipline Matters</u> The District reserves the right to use audio and/or video recording devices on District property (including school buses) to ensure the health, safety and welfare of all staff, students and visitors. Placement and location of such devices will be established in accordance with the provisions of Policies EEAA, EEAE and ECAF.</p> <p>In the event an audio or video recording is used as part of a student discipline proceeding, such video may become part of a student's education record. If an audio or video recording does become part of a student's education record, the provisions of Policy JRA shall apply.</p> <p>The Superintendent is authorized to contact the District's attorney for a full legal opinion relative in the event of such an occurrence.</p> <p><i>Legal References:</i> RSA 193-F:3, Pupil Safety and Violence Prevention Act, RSA 570-A:2, Capture of Audio Recordings on School Buses Allowed NH Code of Administrative Rules, Sec. Ed., 306.04(a)(8), Student Harassment</p>	
Adopted: Reviewed: Revised: Cancellation:	DATE: August 16, 2004; December 14, 2010, Feb 10, 2015, Feb 11, 2020 Mar. 13, 2006, Oct. 2010, Jan. 2015, Nov 12, 2019, Jan 14, 2020 Oct. 12, 2005, Oct. 2010, Oct. 2019 Replaces JFK, JFK-E and JFK-R

Hampton School District Policy	Section: J Code: JICK Title: Pupil Safety and Violence Prevention – Bullying Category: P (Priority/Required by Law) Page: 11 of 12
--------------------------------	---

Engaged in harassment/threats or intimidation against a pupil, groups of pupils or staff
 Elementary

Code Violation	1 st Offense	2 nd Offense	3 rd Offense	4 th Offense
Engaged in any activity that demonstrates an imbalance of power	Administration Action (K-3) <ul style="list-style-type: none"> Restrict activity Assign detention 1-day suspension 	Administration Action (K-3) <ul style="list-style-type: none"> Restrict activity Assign detention 1-day suspension 	Administration Action (K-3) <ul style="list-style-type: none"> Restrict activity Assign detention 1-day suspension 	Administration Action (K-3) <ul style="list-style-type: none"> 5-day suspension Contact School Police Possible expulsion Alternative Educational environment
Engaged in the act of electronic (cyber) bullying	Administration Action (4-5) <ul style="list-style-type: none"> Restrict activity Assign detention 1-3 day suspension 	Administration Action (4-5) <ul style="list-style-type: none"> Restrict activity Assign detention 1-3 day suspension 	Administration Action (4-5) <ul style="list-style-type: none"> Restrict activity Assign detention 1-5 day suspension Contact SRO Possible expulsion 	Administration Action (4-5) <ul style="list-style-type: none"> 5-day suspension Contact SRO Possible expulsion Alternative Educational environment
Engaged in the bullying based on sexual orientation	Interventions (K-5) <ul style="list-style-type: none"> Meet with counselor Identify contributing factors Develop behavior contract Parent attend's school 	Interventions (K-5) <ul style="list-style-type: none"> Prevention targeted skill development Evaluate consequences and intervention effectiveness Review behavior contract Parent attends school 	Interventions (K-5) <ul style="list-style-type: none"> Provide intervention counselor Provide Tier Two supports Parent attends school Refer to SST 	Interventions (K-5) <ul style="list-style-type: none"> Counselor provides parents with district and community resources Provide intervention counselor Parent attends school Review SST process and interventions Consider Tier Three supports
Engaged in bullying based on ethnicity or race	Interventions (K-5) <ul style="list-style-type: none"> Meet with counselor Identify contributing factors Develop behavior contract Parent attend's school 	Interventions (K-5) <ul style="list-style-type: none"> Prevention targeted skill development Evaluate consequences and intervention effectiveness Review behavior contract Parent attends school 	Interventions (K-5) <ul style="list-style-type: none"> Provide intervention counselor Provide Tier Two supports Parent attends school Refer to SST 	Interventions (K-5) <ul style="list-style-type: none"> Counselor provides parents with district and community resources Provide intervention counselor Parent attends school Review SST process and interventions Consider Tier Three supports
Engaged in bullying based on the physical or mental disability.	Interventions (K-5) <ul style="list-style-type: none"> Meet with counselor Identify contributing factors Develop behavior contract Parent attend's school 	Interventions (K-5) <ul style="list-style-type: none"> Prevention targeted skill development Evaluate consequences and intervention effectiveness Review behavior contract Parent attends school 	Interventions (K-5) <ul style="list-style-type: none"> Provide intervention counselor Provide Tier Two supports Parent attends school Refer to SST 	Interventions (K-5) <ul style="list-style-type: none"> Counselor provides parents with district and community resources Provide intervention counselor Parent attends school Review SST process and interventions Consider Tier Three supports
Parent and victim must be notified				

Electronic bullying includes but not limited to; texting, emailing and or posting information on the internet in the form of text, drawings, pictures, videos etc.

Any actions taken are at the discretion of the Building Administrator or their designee.

Hampton School District Policy	Section: J Code: JICK Title: Pupil Safety and Violence Prevention – Bullying Category: P (Priority/Required by Law) Page: 12 of 12
--------------------------------	---

Secondary grades 6-8

Code Violation	1 st Offense	2 nd Offense	3 rd Offense	4 th Offense
Engaged in any activity that demonstrates an imbalance of power	Administration Action (6-8) <ul style="list-style-type: none"> Assign detention Restrict activity 3-day suspension Contact SRO 	Administration Action (6-8) <ul style="list-style-type: none"> Restrict activity Assign detention 1-3 day suspension Contact SRO 	Administration Action (6-8) <ul style="list-style-type: none"> Restrict activity 1-5 day suspension Contact SRO Possible expulsion 	Administration Action (6-8) <ul style="list-style-type: none"> 5-day suspension Contact School Police Possible expulsion Alternative Educational environment
Engaged in the act of electronic (cyber) bullying	Interventions (6-8) <ul style="list-style-type: none"> Meet with counselor Identify contributing factors Develop behavior contract Assign adult mentor Parent attends school 	Interventions (6-8) <ul style="list-style-type: none"> Prevention targeted skill development Evaluate consequences and intervention effectiveness Review behavior contract Parent attends school 	Interventions (6-8) <ul style="list-style-type: none"> Provide intervention counselor Provide Tier Two support Parent attends school Refer to SST 	Interventions (6-8) <ul style="list-style-type: none"> Counselor provides parents with district and community resources Provide intervention counselor Parent attends school Review SST process and interventions Consider Tier Three supports
Engaged in the bullying based on sexual orientation				
Engaged in bullying based on ethnicity or race				
Engaged in bullying based on the physical or mental disability.				
<i>Parent and victim must be notified</i>				

Adopted: August 16, 2004; December 14, 2010, Feb 10, 2015, Feb 11, 2020 Reviewed: Mar. 13, 2006, Oct. 2010, Jan. 2015, Nov 12, 2019, Jan 14, 2020 Revised: Oct. 12, 2005, Oct. 2010, Oct. 2019 Cancellation: Replaces JFK, JFK-E and JFK-R
