



Selected Pittsfield School District Policies

Under the authority of New Hampshire law, the Pittsfield School Board is charged with the responsibility of articulating policies in a broad range of school district operations. Current policies may be viewed on the school district website and are available from the school office.

The policies included here have been identified as particularly relevant to many support staff positions and are important for the safe and effective operation of the schools. Policy GBE requires "adherence to and support and enforcement of all School Board policies and administrative regulations."

Your review and adherence to these and all policies of the Pittsfield School Board is a requirement of your position in the district.

Contents:

- Policy AC, Non-Discrimination
- Policy ADB, Drug-Free Workplace
- Policy ADC, Tobacco Products Use and Possession In and On School Facilities and Grounds
- Policy EBBB, Accident Reports
- Policy EGA, Acceptable Internet Use
- Policy GBAA, Sexual Harassment - Employees and Staff
- Policy GBE, Staff Rights and Responsibilities
- Policy GBEA, Staff Ethics
- Policy GD, Support Staff
- Policy JBAA, Sexual Harassment and Violence -- Students
- Policy JBAA-R, Sexual Harassment and Violence Report Form
- Policy HCDA, Employee - Student Relations
- Policy JICK, Pupil Safety and Violence Prevention (Bullying)
- Policy JICK-R, Pupil Safety and Violence Prevention (Bullying) Reporting form
- Policy JKAA, Use of Restraints and Seclusion
- Policy JLF, Reporting Suspected Child Abuse or Neglect
- Policy JLIA, Supervision of Students
- Policy JRD, Confidential Student Information

Pittsfield School District

NON-DISCRIMINATION

It is the policy of the School Board that there will be no discrimination on the basis of age, gender, race, creed, religion, marital status, sexual orientation, national ethnic origin, economic status, or disability for employment in, participation in, admission/access to, or operation and administration of any educational program or activity in the School District. The district will not discriminate against any employee who is a victim of domestic violence, sexual assault, or stalking.

The Superintendent or his/her designee will receive all inquiries, complaints, and other communications relative to this policy and the applicable laws and regulations concerned with non-discrimination.

The policy of non-discrimination is applicable to all persons employed or served by the district. Any complaints or alleged infractions of the policy, law, or applicable regulations will be processed through the grievance procedure. This policy implements PL 94-142, Section of The Rehabilitation act of 1973, Title II of The American with Disabilities Act, Title VI or VII of The Civil Rights Act of 1964, Title IX of The Education Amendments of 1972, and the laws of New Hampshire pertaining to non-discrimination.

Inquiries or complaints regarding compliance with Title IX may be directed to the office of the Superintendent of Schools. Grievances will be processed as follows:

1. Any complaint from or on behalf of any person employed or served by the schools shall be submitted in writing to the office of the Superintendent of Schools. The Superintendent shall, without delay, forward it to the person immediately responsible (i.e., department head, coach, supervisor, etc.).
2. The immediately responsible person will investigate the complaint and report his/her findings and recommend remediation in writing to the grievant within five (5) school days. A copy of the report shall be sent to the Superintendent who will maintain a file on all grievances.
3. If the grievance has not been remedied to the satisfaction of the grievant, he/she may then submit the complaint, with all previous communications attached, to the following parties, in the order given. Each party will have the time indicated in which to investigate and report its findings and recommended remediation:
 - a) Responsible Building Principal (5 school days);
 - b) Superintendent of Schools (10 school days);

c) School Board (20 school days).

4. If all else fails, the grievant may appeal to the Federal Office for Civil Rights, Department of Education, Washington, D.C. 20201.

All reports submitted throughout the grievance procedure must be made out in duplicate, with all previous correspondence attached, one copy going to the grievant and one to the designated employee who shall maintain a file on all grievances.

Adopted: June 1, 1995
Reviewed: June 17, 1996
January 8, 2009
Amended: January 22, 2009
Reading: May 7, 2009
Amended: May 21, 2009
October 19, 2017

Pittsfield School District

DRUG-FREE WORKPLACE

Drug-Free Workplace

- A. All district workplaces are drug- and alcohol-free. All employees and contracted personnel are prohibited from:
 - 1. Unlawfully manufacturing, dispensing, distributing, possessing, using, or being under the influence of any controlled substance or drug while on or in the workplace, including employees possessing a medical marijuana card;
 - 2. Distributing, consuming, using, possessing, or being under the influence of alcohol while on or in the workplace.
- B. For purposes of this policy, a “controlled substance or drug” means and includes any controlled substance or drug defined in the Controlled Substances Act, 21 U.S.C. 812(c), or the New Hampshire Controlled Drug Act, RSA 318-B
- C. For purposes of this policy, “workplace” shall mean the site for the performance of work and will include at a minimum any district building or grounds owned or operated by the district, any school-owned vehicle, and any other school-approved vehicle used to transport students to and from school or school activities. It shall also include off-school property during any school-sponsored event or school-approved activity, event, or function, such as a field trip or athletic event where students are under the jurisdiction, care, or control of the district.
- D. As a condition of employment, each employee and all contracted personnel will:
 - 1. Abide by the terms of this policy respecting a drug- and alcohol-free workplace, including any administrative rules, regulations, or procedures implementing this policy; and
 - 2. Notify his or her supervisor of his or her conviction under any criminal drug statute for a violation occurring on district premises or while performing work for the district no later than five days after such conviction.
- E. In order to make employees aware of dangers of drug and alcohol abuse, the district will endeavor to:
 - 1. Provide each employee with a copy of the district drug- and alcohol-free workplace policy;

ADB

2. Post notice of the district drug- and alcohol-free workplace policy in a place where other information for employees is posted;
3. Establish a drug-free awareness program to educate employees about the dangers of drug abuse and drug use in the workplace, the specifics of this policy, including the consequences for violating the policy and any information about available drug and alcohol counseling, rehabilitation, re-entry, or other employee assistance programs.

District Action Upon Violation of Policy

An employee who violates this policy may be subject to disciplinary action up to and including termination of employment. Alternatively, the Board may require an employee to successfully complete an appropriate drug- or alcohol-abuse employee-assistance rehabilitation program.

The Board will take disciplinary action, with respect to an employee convicted of a drug offense in the workplace, within thirty days of receiving notice of the conviction. Should district employees or contracted personnel be engaged in the performance of work under a federal contract or grant or under a state contract or grant, the superintendent will notify the appropriate state or federal agency from which the district receives contract or grant funds of an employee / contracted personnel's conviction within ten days of the conviction.

The processes for disciplinary action shall be those provided generally to other misconduct for employee / contractor personnel as may be found in applicable collective bargaining agreements, individual contracts, School Board policies, contractor agreements, and/or governing law. Disciplinary action should be applied consistently and fairly with respect to employees of the district and/or contractor personnel as the case may be.

Drug-Free School Zone

Pursuant to New Hampshire's Drug-Free School Zone law (RSA Chapter 193-B), it is unlawful for any person to manufacture, sell, prescribe, administer, dispense, or possess with intent to sell, or compound any controlled drug or its analog, within a "drug-free school zone." The superintendent is directed to assure that the district is and remains in compliance with the requirements of RSA 193-B, I, and the New Hampshire Education Rules Part 316 with respect to establishment, mapping, and signage of the drug-free zone around each school in the district.

Implementation and Review

ADB

1. The superintendent is directed to promulgate administrative procedures and rules necessary and appropriate to implement the provisions of this policy
2. In order to maintain a drug-free workplace, the superintendent will perform a biennial review of the implementation of this policy. The review shall be designed to:
 - a. Determine and assure compliance with the notification requirements of Sections E1 and E2;
 - b. Determine the effectiveness of programs established under Section E2;
 - c. Ensure that disciplinary sanctions are consistently and fairly enforced; and
 - d. Identify any changes required.

Reading: April 2, 1992 (as Policy AHA)
Adopted: April 16, 1992
Reviewed: September 24, 1992
August 5, 1996
January 8, 2009
Amended: January 22, 2009
October 19, 2017
April 18, 2019

Pittsfield School District

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

No person shall use any tobacco product, E-cigarette, or liquid nicotine in any facility maintained by the Pittsfield School District, nor on any of the grounds of the district. Students and minors are further prohibited from possessing such items in or upon any school facility, school vehicle, or school grounds owned or maintained by the district.

A. Definitions.

1. “Tobacco products” means any product containing tobacco, including but not limited to cigarettes, cigars, chewing tobacco, snuff, pipe tobacco, smokeless tobacco, smokeless cigarettes, as well as any other product or item included in RSA 126-K:2, XI as the same may be amended or replaced from time to time.
2. “E-Cigarette” means any electronic smoking device composed of a mouthpiece, a heating element, a battery, and electronic circuits that provides a vapor of pure nicotine mixed with propylene glycol to the user as the user simulates smoking. This term shall include such devices whether they are manufactured as e-cigarettes, e-cigars, or e-pipes, or under any other product name as well as any other product or item included in RSA 126-K:2, II-a as the same may be amended or replaced from time to time.
3. “Liquid nicotine” means any liquid product composed either in whole or in part of pure nicotine and propylene glycol and manufactured for use with e-cigarettes, as well as any other product or items included in RSA 126-K:2, III-a as the same may be amended or replaced from time to time.
4. “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 within facilities supportive of instruction and subject to educational administration, including but limited to lounge areas, passageways, restrooms, laboratories, classrooms, study areas, cafeterias, gymnasiums, maintenance rooms, libraries, and storage areas.

- B. Students. No student shall purchase, or attempt to purchase, possess, or use any tobacco product E-cigarette, or liquid nicotine in any facility, in any school vehicle, or anywhere on school grounds maintained by the district.

Enforcement of this prohibition shall initially rest with the dean of operations or designee who may report any violation to law enforcement for possible juvenile,

ADC

criminal, or other proceedings as provided under state law. Additional consequences may be administered pursuant to printed student conduct rules.

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

Initial responsibility for enforcement of this prohibition shall rest with the dean of operations or his/her designees. Any employee who violates this policy is subject to disciplinary action which may include warning, suspension, or dismissal. Violations may also be referred to appropriate law enforcement and/or other appropriate agencies for criminal or other proceedings as provided under state law.

- D. All Other Persons. No visitor, contractor, vendor, or other member of the public shall use any tobacco products, E-cigarette, or liquid nicotine in any facility, in any school vehicle, or anywhere on school grounds maintained by the Pittsfield School District.

The dean of operations, and where appropriate other site supervisors (athletic director, activity leader, etc.) or their designees shall have the initial responsibility to enforce this section by requesting that any person who is violating this policy to immediately cease the use of tobacco products, E-cigarette, or liquid nicotine. After this request is made, if any person refuses to refrain from using such products in violation of this policy, the dean of operations, site supervisor, or designee may contact law enforcement agencies for possible criminal or other proceedings as provided under state law.

- E. Implementation and Notice – Administrative Rules and Procedures

The superintendent shall establish administrative rules and procedures to implement this policy. Rules and procedures relating to student violations and resulting disciplinary consequences shall be developed in consultation with the dean of operations.

The superintendent, working with the dean of operations, shall provide annual notice to employees, students, and parents of the pertinent provisions of this policy (e.g., student or staff handbook) along with applicable administrative regulations and procedures, which may include prescribed consequences for violations of this policy. Such notice should include information that violation of this policy could lead to criminal or other such proceedings.

ADC

Signs shall be placed by the district in all buildings, facilities, and school vehicles stating that the use of tobacco products, E-cigarettes, and liquid nicotine is prohibited.

Adopted: March 1, 1980
Amended: September 2, 2004
Reviewed: January 22, 2009
Amended: October 19, 2017
Amended: October 4, 2018
Amended: December 6, 2018

EBBB

Pittsfield School District

ACCIDENT REPORTS

In the event of an accident on school grounds, the school district employee who witnessed or first responded to the accident must fill out an accident form within twenty-four hours of the accident. Such form will then be filed with the dean of operations and a copy filed with the superintendent.

If the accident involves the services of a physician or emergency medical services and/or is likely to result in an insurance claim, a copy will also be filed with the district's insurance carrier.

The procedures for accidents and accident reporting are to be reviewed at the beginning of each school year and at other times as may be necessary by the dean of operations.

Adopted: March 1, 1980
Amended: September 24, 1992
Reconsidered: April 7, 1997
Reading: October 15, 2009
Amended: November 5, 2009
Amended: January 23, 2014
Reviewed: March 15, 2018
Reviewed: January 20, 2022

Pittsfield School District

SCHOOL DISTRICT INTERNET ACCESS FOR STUDENTS

The rich resources of information available on the Internet hold the promise of greatly enhancing the quality of education available to all students. Therefore, Internet access will be made available to students in the District for the purposes of communication, research, and education.

District personnel will monitor student Internet use and the degree of access to the Internet will be dependent on the age of students.

Safety Procedures and Guidelines

The Superintendent shall develop and implement appropriate procedures to provide guidance for access and use of electronic media. See EGA-R.

Guidelines shall address teacher supervision of student computer use, ethical use of electronic media (including, but not limited to, the Internet, e-mail, and other District technological resources), and issues of privacy versus administrative review of electronic files and communications. In addition, guidelines shall prohibit utilization of networks for prohibited or illegal activities, the intentional spreading of embedded messages, or the use of other programs with the potential of damaging or destroying programs or data.

Internet safety measures shall be implemented that effectively address the following:

1. Implementation of a District Internet Acceptable Use Procedure.
2. Implementation of a District Internet Code of Conduct.
3. Rules of Internet use to be included in all student handbooks.
4. All student Internet users obtain an Internet account that includes parent permission.
 - A. Compliance with the District Acceptable Use Procedures are conditions for the account.
 - B. Internet training will be provided, including training on personal responsibility, ethical and courteous behavior, and the Acceptable Use Procedures and the Code of Conduct.
 - C. Parents or guardians are asked to review the Code of Conduct and the Acceptable Use Procedures with their children and youth. Parent or guardian permission is required for student access. All students and staff must have a signed District authorization form for an account.
5. Training for staff to increase their skills in working with students on the Internet.

6. Methods of controlling access by minors to inappropriate matter on the Internet and World Wide Web.
7. Measures designed to address safety and security of minors when they are using electronic mail, chat rooms, and other forms of electronic communications.
8. Rules to prevent unauthorized access, including “hacking” and other unlawful activities by students.
9. Rules to prohibit unauthorized disclosure, use, and dissemination of personal information regarding minors.
10. Measures designed to restrict minors’ access to materials harmful to them.

Audit of Use

The Superintendent or his/her designee shall establish a process to determine whether the District’s educational technology is being used for purposes prohibited by law or for accessing sexually explicit materials. This process shall include:

1. Utilizing technology that blocks or filters Internet access for both minors and adults to certain visual depictions that are obscene, involve child pornography, or are otherwise harmful to minors.
2. Monitoring on-line activities of minors.

Adopted: August 9, 2001 (as IJND)
Reading: September 3, 2009
Revised: September 17, 2009
Reviewed: January 20, 2022

Pittsfield School District

SEXUAL HARASSMENT – EMPLOYEES / STAFF

Purpose. The purpose of this policy is to maintain a learning environment that is free from sexual harassment, or other improper or inappropriate behavior that may constitute harassment as defined below.

Sexual harassment is against the law and is against school board policy. Any form of sexual harassment is strictly prohibited.

It is a violation of this policy for any employee or third party to harass another employee through conduct or communication of a sexual nature as defined by this policy.

“Employee” shall include, but not be limited to, all school district staff, teachers, non-certified personnel, administrators, volunteers, coaches, and/or other such personnel whose employment or position is directed by the school district.

“Third parties” include, but are not limited to, parents, school visitors, service contractors, or others engaged in district business, such as employees of businesses or organizations participating in cooperative work programs with the district and others not directly subject to district control.

The district will investigate all complaints, either formal or informal, verbal or written, of sexual harassment and will discipline any employee who sexually harasses or is sexually violent toward another person.

Sexual Harassment Defined. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, sexual physical conduct, and/or conduct of a sexual nature when:

1. Submitting to the unwelcome conduct is made a term or condition of an individual’s employment, either explicitly or implicitly;
2. Submitting to or rejecting the unwelcome conduct is used as the basis for decisions affecting a person’s employment;
3. The unwelcome conduct has the purpose or effect of unreasonably interfering with a person’s work performance or creating an intimidating, hostile, or offensive working environment; or
4. Sexual violence.

Sexual harassment may include, but is not limited to:

1. Verbal harassment and/or abuse of a sexual nature;
2. Subtle pressure for sexual activity;
3. Inappropriate patting, pinching, or other touching;
4. Intentional brushing against an employee's body;
5. Demanding sexual favors accompanied by implied or overt threats;
6. Demanding sexual favors accompanied by implied or overt promises of preferential treatment;
7. Any sexually motivated unwelcome touching; or
8. Sexual violence that is a physical act of aggression that includes a sexual act or sexual purpose.

Reporting Procedures.

1. The superintendent or his/her written designee is responsible for implementing all procedures of this policy. Additionally, the superintendent may develop and implement additional administrative regulations in furtherance of this policy.
2. Any employee who believes he or she has been the victim of sexual harassment should report the alleged act(s) to the dean of operations. If the alleged perpetrator is the dean of operations, the alleged victim may report the allegation to any other district employee. That employee shall then report the allegation to the superintendent.
3. The dean of operations is the person responsible for receiving oral or written reports of sexual harassment. Upon receipt of a report, the dean of operations will notify the superintendent immediately without screening or investigating the report. If the report was given verbally, the dean of operations shall reduce it to written form with twenty-four hours and then forward it to the superintendent. Failure to forward any sexual harassment report or complaint as provided herein will result in disciplinary action. If the complaint involves the dean of operations, the complaint shall be filed directly with the superintendent.
4. The Board designates the superintendent as the district human rights officer to receive any report or complaint of sexual harassment. If the complaint involves the superintendent, the complaint shall be filed directly with the School Board. The district shall post the name of the human rights officer in conspicuous places throughout school buildings, including a telephone number and mailing address.

5. Submission of a complaint or report of sexual harassment will not affect the employee's standing in school, future employment, or work assignments.
6. The district will respect the confidentiality of the complainant and the person(s) against whom the complaint is filed as much as possible, consistent with the school district's legal obligations and the necessity to investigate allegations of sexual harassment and take disciplinary action when the conduct has occurred.

Investigation and Recommendation. The human rights officer will authorize an investigation upon receipt of a report of complaint alleging sexual harassment. This investigation may be conducted by district officials or by a third-party designated by the school board.

If district officials conduct the investigation, the investigation should consider the surrounding circumstances, the nature of the sexual advances, the relationship between the parties and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes sexual harassment requires a determination based on all the facts and surrounding circumstances.

The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint was filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator. Students who are interviewed may have a parent or other representative present.

In addition, the district may take immediate steps, at its discretion, to protect the complainant, students, and employees, pending completion of an investigation of alleged sexual harassment.

If the Board determines that a third-party designee should conduct the investigation, the district agrees to assent to that party's methods of investigation.

Upon completion of an investigation conducted by either district officials or a third-party, the Board and superintendent will be provided with a written factual report and recommended action.

School District Action. If the investigating party determines that the alleged conduct constituted sexual harassment, the superintendent may discipline the offending employee. Such discipline may include, but is not limited to, a warning, training, temporary suspension, or dismissal. Any discipline will be in accordance with all laws and collective bargaining agreements, if applicable.

If the investigating party determines that the alleged conduct did not constitute sexual harassment, both the complaining party and the accused will be informed of such. No disciplinary action will be taken.

Conduct which does not rise to the level of sexual harassment as defined by the policy, but is nonetheless inappropriate or in violation of other related Board policies, will be addressed on a case-by-case basis by the superintendent, who may order the offending employee to engage in some remedial action.

Appeal of Investigator's Recommendation. Either the complainant or the accused may appeal the investigator's recommendation and subsequent district action, if any, to the School Board.

After a hearing, the School Board will vote to either accept or deny the investigator's recommendation and resulting discipline.

Either party may then appeal the Board's decision in accordance with applicable law.

Reprisal. The School District will discipline any employee who retaliates against any other employee who reports alleged sexual harassment or who retaliates against any person who testifies, assists, or participates in an investigation, proceeding, or hearing relating to a sexual harassment complaint. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

Right to Alternative Complaint Procedures. These procedures do not deny the right of any individual to pursue other avenues of recourse, which may include filing charges with the commissioner of education, initiating civil action, or seeking redress under state criminal statutes and/or federal law.

Sexual Harassment as Sexual Abuse. Under certain circumstances, sexual harassment may constitute sexual abuse under New Hampshire law. In such circumstances, the district shall comply with all applicable laws.

Nothing in this policy will prohibit the school district from taking immediate action to protect victims of alleged sexual abuse.

By-Pass of Policy. Any individual with a sexual harassment complaint may choose to bypass this policy and proceed directly to: New Hampshire Commission on Human Rights at 2 Chenelle Dr., Concord NH 03301, phone 603-271-2767, or the United States Department of Health & Human Services, Office for Civil Rights, Region 1, JFK Building, Room 1875, Boston MA 02203, phone 617-565-1340.

Reading: May 7, 2009
Adopted: May 21, 2009
Amended: June 12, 2014
Amended: June 28, 2018

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Pittsfield School District

STAFF RIGHTS AND RESPONSIBILITIES

In an effort to maintain successful school district and educational operations, all staff members are expected to fulfill their legal and moral responsibilities. Such responsibilities include, but are not necessarily limited to:

- Faithfulness and promptness in attendance at work;
- Adherence to and support and enforcement of all School Board policies and administrative regulations;
- Adherence to and support and enforcement of all education related statutes and Department of Education regulations;
- Care and protection of school property;
- Fulfill other responsibilities as may, from time to time, be implemented or established by the School Board or administration.

The School board will respect all employee rights established by law, School Board policy, and collective bargaining agreements, if applicable.

Adopted: April 11, 1984
Amended: January 25, 1990
Amended: October 15, 1992
Amended: June 26, 2014
Reviewed: June 28, 2018

Pittsfield School District

STAFF ETHICS

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

A. Adoption and Incorporation of Standards of Code of Ethics for New Hampshire Educators

The Board incorporates by reference and adopts as independent ethical standards relative to employment in the district, the provisions of the New Hampshire Code of Ethics for New Hampshire Educators, as the same may be amended by the state from time to time.

B. Additional Ethical Standards

In addition to the ethical standards set forth in the New Hampshire Code of Ethics and without limiting the application thereof to district employment, employees will:

- Make the wellbeing of students the fundamental value of all decision-making and actions;
- Staff members shall maintain a reasonable standard of care for the supervision, control, and protection of students commensurate with their assigned duties and responsibilities;
- 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 appropriate district administrator;
- Obey all local, state, and national laws;
- Implement the School Board's policies, administrative rules, and regulations;

GBEA

- Avoid using position for personal gain through political, social, religious, economic, or other influence;
- Refrain from making false statements or knowingly submitting false information during any investigation of discrimination, bullying, or sexual harassment;
- 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.

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.

C. Dissemination

The content of this policy should be included in every employee/staff handbook and/or otherwise provided annually to each employee, designated volunteer, and contracted party.

Adopted: March 1, 1980 (as Policy GBCA)
Amended: January 25, 1990
Reviewed: October 15, 1992
Reading: June 24, 2010
Adopted: July 22, 2010
Amended: June 26, 2014
Reviewed: September 6, 2018
Amended: August 20, 2020

Pittsfield School District

SUPPORT STAFF

The district will employ, as necessary, support staff personnel to work in such capacities as do not require certification in accordance with rules and regulations of the New Hampshire Department of Education as a condition of employment, excluding student activity supervisors (athletic coaches, club advisors, etc.).

Applications. Written applications for support staff positions will be made at the SAU office for those persons seeking employment in the school district. The application will contain information concerning job experience, personal references, and other details as may be required by the superintendent.

Hiring. The supervising administrator is directed to oversee the recruitment and hiring process for support staff positions; he/she has the authority to hire employees for such positions, subject to approval of the superintendent. All new employees are subject to a criminal background check per Policy GBCD.

Salary. Salary for support staff employees is determined by the support staff salary placement guide based on job classification and experience in the same or similar field of employment with same or similar duties and responsibilities.

It is the intent of the Board to provide support staff employees with an annual cost of living adjustment. It is the intent of the Board to similarly adjust the support staff salary placement guide. However, the Board's decision regarding salary adjustments is made on an annual basis, and the Board's intent is not a guarantee or formal commitment to compensation adjustments.

Payroll Deductions. Appropriate payroll deductions will be made from the compensation of all personnel and will include federal income tax, social security, and health insurance, if provided as specified below. Other deductions may be made on a voluntary basis.

Workday. Each support staff employee's supervisor will establish the employee's regular work schedule, including starting time, break time, lunch time, and ending time.

Benefits. For purposes of fringe benefits, the following categories of support staff employees are established:

- Category #1: Personnel working 35 or more hours/week for 52 weeks/year
- Category #2: Personnel working 30 or more hours/week for at least 36 weeks/year, but less than 52 weeks/year
- Category #3: All other support staff personnel

Support staff shall receive the following fringe benefits:

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<u>Benefit</u>	<u>Category #1</u>	<u>Category #2</u>	<u>Category #3</u>
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<u>Health Insurance</u>	yes	yes	no
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- Category #1: The district will provide a health insurance plan to all Category #1 support staff employees; cost sharing as determined by the board; employee contributions paid through bi-weekly payroll deductions
- Category #2: The district will provide a health insurance plan to all Category #2 support staff employees at the option of the employee; the employee will bear the entire cost, paid through bi-weekly payroll deductions

The district reserves the right to modify the health insurance plan and/or the employee contribution on or about the anniversary or renewal date (July 1) of the health insurance plan.

The district makes monthly premium payments for health insurance for employees. Should an employee terminate his/her employment with the district after such a monthly premium has been paid, the employee is responsible for reimbursement to the district through the payroll deduction process or will reimburse the district by issuing a check payable to the district for the monthly premium paid by the district.

<u>Flex Benefit Plan</u>	no	yes	no
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The district will provide Category #2 support staff employees with a \$500 Flex Benefit Plan. A pro-rated benefit, based on hire date, will be provided to newly-hired support staff employees at the conclusion of the ninety-day probationary period. Support staff employees may contribute up to \$1500 (pre-tax) to the Flex Benefit Plan in addition to the district's contribution.

Should an employee terminate his/her employment with the district, the flex benefit plan administrator will be notified of the termination date. All eligible benefit costs will be covered through the termination date only.

<u>Retirement</u>	yes	yes, if 35 hours/week or more; no, if less than 35 hours/week	no
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<u>Sick Leave</u>	1 day/month; cumulative to 36	1 day/month (for the 10 month school year	none
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<u>Emergency Leave</u>	2 days;	2 days;	none
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GD

	non-cumulative	non-cumulative	
<u>Personal Leave</u>	2 days; non-cumulative	2 days; non-cumulative	none
<u>Bereavement Leave</u>	Up to 3 days paid bereavement leave per event for death in the immediate family – spouse, mother, father, sister, brother, child, grandchild, grandparent; same relatives of employee’s spouse; members of staff member’s household. Up to 1 day to attend funeral of other relative or friend upon approval of administrative supervisor.		none
<u>Vacation</u>	.83 days/month following 90-day probationary period; non-cumulative	none	none
	1.25 days/month beginning at the sixth year of service to the district; non-cumulative		
	1.67 days/month beginning at the eleventh year of service to the district; non-cumulative		
<u>Paid Holidays</u>	11 days: New Year’s Day Civil Rights Day President’s Day Memorial Day Independence Day Labor Day Columbus Day Veterans Day Thanksgiving Day (2) Christmas Day	2 days: Memorial Day Veterans Day	none

FMLA Leave. FMLA (Family and Medical Leave Act) leave is available to eligible employees in accordance with Policy GCCBC.

Sick Leave Bank. Support staff employees may join the SAU Sick Leave Bank for Support Staff, which provides extended benefits from the sick leave bank after an incapacitating illness or disability. Employees interested in joining the SAU Sick Leave Bank for Support Staff may contact SAU staff for detailed information regarding the Bank's requirements and operating guidelines.

Unused Sick Leave Bonus. The district will provide an unused sick leave bonus of \$250, payable in one lump-sum check within two weeks following the conclusion of a school year, to any support staff employee who does not access his/her sick leave during the preceding school year. This benefit is available to employees who have served for an entire school year and not to employees hired during the school year or employed for a portion of a school year.

No Call, No Show. Employees are expected to comply with district notice procedures in the event of absence for any reason. The district recognizes that employees may experience an emergency situation, such as a medical emergency, in which notice is delayed. In general, failure to report to work without notice in a manner that complies with the district's notice procedures may result in disciplinary action up to and including termination.

Change in Category Classification. Employees may be reassigned among the categories as determined by reclassification. Employees who move from Category #2 to Category #1 will be credited with accrued service to the district relative to the vacation benefit.

Training. Support staff employees are an integral part of the district's total staff. Training and development of support staff employees are essential to the efficient and economical operation of the schools. All employees are encouraged to grow in job skills.

It is the responsibility of the superintendent or designee to coordinate training of support staff that will aid such personnel in learning the requirements of their position as well as improving skills on the job. Prior to assuming his/her duties, each support staff employee will be advised of district policies relevant to their specific responsibilities.

Probationary Period. A probationary period for support staff is defined as the first ninety calendar days of employment for a new employee or for an employee who has been rehired following a break in service. The ninety-day probationary period begins on the first day of service and not on the day that a work agreement is signed.

The probationary period will be used to allow the immediate supervisor time to closely evaluate the employee's performance and to encourage effective adjustment to the

position. Only employees who meet acceptable standards of work during the probationary period will be retained.

The immediate supervisor must determine, before the completion of the probationary period, as to whether the employee has successfully met the standards of work during the probationary period or should be dismissed prior to the end of the ninety days.

Working Exceptions. Category #1 support staff are not required to report on days when school is cancelled because of weather or other emergency conditions. If the support staff employee does not report to work because of weather or other emergency, a leave benefit may be used and the employee will be compensated for the time. If benefit days are not available, the employee will not be compensated for the time.

Performance Evaluation. The performance of each support staff employee shall be monitored throughout the school year. The employee's immediate supervisor is responsible for a formal written assessment of the employee's performance, based on the employee's job description and specifically assigned duties. The performance evaluation will be completed in accordance with approved district procedures.

Grievances. Grievances will be addressed with the support staff employee's immediate supervisor. Appeal may be made to the superintendent, whose ruling is final.

Disciplinary Actions and Termination of Employment. If, at any time during the employment of a support staff employee, there is an indication that he/she is not carrying out his/her duties as assigned, he/she may be suspended from duty immediately and further action – including but not limited to corrective counseling, reprimand, suspension, and dismissal – may be taken by the superintendent.

Support staff employees may have their employment terminated at any time for violation of school or district policy, violation of any law, or for other matters deemed appropriate by the superintendent. Support staff employees are not entitled to a hearing before the school board.

Voluntary Termination. Upon retirement or resignation, support staff employees will provide their immediate supervisor with written notice of termination at least two weeks in advance of the effective date of voluntary termination. This requirement may be waived by the superintendent upon request for justifiable reasons.

Annual Notice. The superintendent will notify all support staff employees of the district's intent to continue or not continue their respective employment for the following school year. The notification will be in writing.

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The notification may state that the intent to continue or not continue the employee's employment is contingent on special circumstances, including but not limited to fiscal considerations, staffing needs, staff reorganization, student enrollment, and others.

Adopted: January 21, 1993
Amended: July 15, 1993
Amended: July 29, 1993
Amended: July 15, 1995
Reconsidered: August 5, 1999
Amended: August 26, 1999
Amended: October 7, 20014
Amended: June 2, 2005
Amended: August 18, 2005
Amended: September 18, 2014
Amended: September 6, 2018
Amended: November 7, 2019

Pittsfield School District

SEXUAL HARASSMENT AND VIOLENCE – STUDENTS

I. Purpose

The purpose of this policy is to maintain a learning environment that is free from sexual harassment and violence, or other improper or inappropriate behavior that may constitute harassment as defined below.

Any form of sexual harassment or violence is strictly prohibited.

It is a violation of this policy for any student to harass another student, employee, or any person on school district property through conduct or communication of a sexual nature as defined by this policy. It is a violation of this policy for any student to be sexually violent toward another student, employee, or any person on school district property.

The district will investigate all complaints, either formal or informal, verbal or written, of sexual harassment or sexual violence, and will discipline any student who sexually harasses or is sexually violent toward another person.

II. Sexual Harassment / Sexual Violence Defined

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature when:

1. Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining an education; or
2. Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's education; or
3. That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's education, or creating an intimidating, hostile, or offensive employment or education environment.

Sexual harassment may include, but is not limited to:

1. Verbal harassment and/or abuse of a sexual nature;
2. Subtle pressure for sexual activity;

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3. Inappropriate patting, pinching, or other touching;
4. Intentional brushing against a person's body;
5. Demanding sexual favors accompanied by implied or overt threats;
6. Demanding sexual favors accompanied by implied or overt promises of preferential treatment;
7. Any sexually motivated unwelcome touching; or
8. Sexual violence that is a physical act of aggression that includes a sexual act or sexual purpose.

III. Reporting Procedures

Any student who believes he or she has been the victim of sexual harassment or sexual violence should report the alleged act(s) immediately to a school district employee. That employee shall then report the allegation immediately to an appropriate district official, as designated by this policy. The district encourages the reporting student to use the report form available from the dean of operations or available from the superintendent's office.

- A. In each building, the dean of operations is the person responsible for receiving oral or written reports of sexual harassment or sexual violence. Upon receipt of a report, the dean of operations must notify the superintendent immediately without screening or investigating the report. If the report was given verbally, the dean of operations shall reduce it to written form within twenty-four hours and forward it to the superintendent. Failure to forward any sexual harassment or sexual violence report or complaint as provided herein will result in disciplinary action. If the complaint involves the dean of operations, the complaint shall be filed directly with the superintendent.
- B. The Board designates the superintendent as the District Human Rights Officer to receive any report or complaint of sexual harassment and sexual violence. If the complaint involves the superintendent, the complaint shall be filed directly with the School Board.

The district shall post the name of the District Human Rights Officer in conspicuous places throughout school buildings, including a telephone number and mailing address.

- C. Submission of a complaint or report of sexual harassment or sexual violence will not affect the student's standing in school, grades, assignments, or right to attend

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school and receive an education.

- D. The use of formal reporting forms provided by the district is voluntary. The district will respect the confidentiality of the complainant and the individual(s) against whom the complaint is filed as much as possible, consistent with the school district's legal obligations and the necessity to investigate allegations of sexual harassment and sexual violence and take disciplinary action when the conduct has occurred.

IV. Investigation and Recommendation

The superintendent, upon receipt of a report or complaint alleging sexual harassment or sexual violence shall immediately authorize an investigation. This investigation may be conducted by district officials or by a third party designated by the School Board. The investigating party shall provide a written report on the status of the investigation within ten working days to the superintendent. If the superintendent is the subject of the complaint, the report shall be submitted to the School Board.

In determining whether alleged conduct constitutes sexual harassment or sexual violence, the district should consider the surrounding circumstances, the nature of the sexual advances, relationships between the parties involved, and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes sexual harassment or sexual violence requires a determination based on all the facts and surrounding circumstances.

The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator. Students who are interviewed may have a parent present during the interview.

In addition, the district may take immediate steps, at its direction, to protect the complainant, students, and employees pending completion of an investigation of alleged sexual harassment or sexual violence.

V. School District Action

- A. Upon receipt of a recommendation that the complaint is valid, the district will take such action as appropriate based on the results of the investigation.
- B. The complainant may appeal the investigation recommendations to the superintendent (of if the superintendent is under investigation, appeal is made to the Board).

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- C. The result of the investigation of each complaint filed under these procedures will be reported in writing to the complainant by the school district. The report will document any disciplinary action taken as a result of the complaint.

VI. Reprisal

The school district will discipline any individual who retaliates against any student who reports alleged sexual harassment or sexual violence or who retaliates against any person who testifies, assists, or participates in an investigation, proceeding, or hearing relating to a sexual harassment or sexual violence complaint. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

VII. Right to Alternative Complaint Procedures

These procedures do not deny the right of any individual to pursue other avenues of recourse, which may include filing charges with the commissioner of education, initiating civil action, or seeking redress under state criminal statutes and/or federal law.

VIII. Sexual Harassment or Sexual Violence as Sexual Abuse

Under certain circumstances, sexual harassment or sexual violence may constitute sexual abuse under New Hampshire law. In such circumstances, the district shall comply with said law.

Nothing in this policy will prohibit the school district from taking immediate action to protect victims of alleged sexual abuse.

IX. Discipline

The school district will take such disciplinary action it deems necessary and appropriate, including warning, suspension, or immediate discharge to end sexual harassment and sexual violence and prevent its recurrence.

X. By-Pass of Policy

Any individual with a sexual harassment complaint may choose to bypass this policy and proceed directly to: the New Hampshire Commission on Human Rights, 2 Chenelle Drive, Concord, New Hampshire, 03301 (603-271-2767) or the United States Department of Health & Human Services, Office for Civil Rights, Region 1, JFK Building, Room 1875, Boston, Massachusetts, 02203 (617-565-1340).

Reading: May 7, 2009
Adopted: June 18, 2009

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Amended: December 18, 2014
Reviewed: November 1, 2018

Pittsfield School District

SEXUAL HARASSMENT AND VIOLENCE REPORT FORM

General Statement of Policy Prohibiting Sexual Harassment. The Pittsfield School District maintains a firm policy prohibiting all forms of discrimination based on sex. Sexual harassment and sexual violence against students or employees is sexual discrimination. All persons are to be treated with respect and dignity. Sexual violence, sexual advances, or other forms of personal harassment by any person, male or female, which create an intimidating, hostile, or offensive environment, will not be tolerated under any circumstances.

Name of Complainant:

Home Address:

Home Phone:

Work Phone:

Date(s) of Alleged Incident(s):

Name of person(s) who you believe sexually harassed or was sexually violent toward you:

List any witnesses who were present:

Location where incident(s) took place:

Description of the incident(s); include such details as what force, if any, was used; any verbal statements (i.e., threats, demands, etc.); what, if any, physical contact was involved; and what you did to avoid the situation; etc. (attach additional pages, if necessary):

This complaint is filed based on my honest belief that the above named person(s) has/have sexually harassed or was sexually violent to me. I hereby certify that the information I have provided in this complaint is true, correct, and complete to the best of my knowledge and belief.

Complainant Signature:

Date:

Received by:

Date:

Adopted: September 3, 2009
Reviewed: December 18, 2014
Reviewed: November 1, 2018

Pittsfield School District

EMPLOYEE – STUDENT RELATIONS

Staff members are expected to maintain courteous and professional relationships with students and 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 is discouraged.
3. 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.
4. Dating between staff members and students is prohibited.
5. Staff members shall not use insults or sarcasm against students as a method of forcing compliance with requirements or expectations.
6. Staff members shall maintain a reasonable standard of care for the supervision, control and protection of students commensurate with their assigned duties and responsibilities.
7. Staff members shall not send students on personal errands.
8. Staff members shall, pursuant to law and Board policy, immediately report any suspected signs of child abuse or neglect.
9. Unless certified and employed by the district to do so, 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.
10. 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,

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and/or family background.

11. Staff members shall not be alone in a room with a student with a door closed, a locked door, or with the lights off.
12. Staff members are strongly discouraged from socializing with students outside of school on social networking websites.

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 his/her supervisor or to the superintendent as soon as possible.

Adopted: December 6, 2018

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Pittsfield School District

PUPIL SAFETY AND VIOLENCE PREVENTION (BULLYING)

I. Definitions (RSA 193-F:3)

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.

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

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

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

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

II. Statement Prohibiting Bullying or Cyberbullying of a Pupil (RSA 193-F:4, II(a))

The Board is committed to providing all pupils with a safe and secure school environment. This policy is intended to comply with RSA 193-F. Conduct constituting bullying and/or cyberbullying will not be tolerated and is hereby prohibited.

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Further, in accordance with RSA 193-F:4, the district reserves the right to address bullying and, if necessary, impose discipline for bullying that:

- 1) Occurs on, or is delivered to, school property or a school-sponsored activity or event on or off school property, or
- 2) Occurs off of school property or outside of a school-sponsored activity or event if the conduct interferes with a pupil's educational opportunities or substantially disrupts the orderly operations of the school or school-sponsored activity or event.

The superintendent of schools is responsible for ensuring that this policy is implemented.

III. Statement Prohibiting Retaliation or False Accusations (RSA 193-F:4, II(b))

False Reporting. 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.

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

Reprisal or Retaliation. 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.

- 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 dean of operations 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.

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- 4) Any school volunteer found to have engaged in reprisal or retaliation in violation of this policy shall be subject to measure up to and including exclusion from school grounds.

Process to Protect Pupils from Retaliation. If the alleged victim or any witness expresses to the dean of operations or other staff member that he/she believes that he/she may be retaliated against the dean of operations shall develop a process or plan to protect that student from possible retaliation.

Each process or plan may be developed on a case-by-case basis. Suggestions include, but are not limited to, re-arranging student class schedules to minimize their contact, stern warnings to alleged perpetrators, temporary removal of privileges, or other means necessary to protect against possible retaliation.

IV. Protection of All Pupils (RSA 193-F:4, II(c))

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.

V. Disciplinary Consequences for Violations of This Policy (RSA 193-F:4, II(d))

The district reserves the right to impose disciplinary measures against any student who commits an act of bullying, falsely accuses another student of bullying, or who retaliates against any student or witness who provides information about an act of bullying.

In addition to imposing discipline under such circumstances, the Board encourages the administration and school 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.

VI. Distribution and Notice of This Policy (RSA 193-F:4, II(c))

Staff and Volunteers. All staff 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.).

The superintendent will ensure that all school employees and volunteers receive annual training on bullying and related district policies.

Students. All students will be provided with a copy of this policy annually. The superintendent may determine the method of providing the policy (student handbook, mailing, hard copy, etc.).

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Students will participate in an annual education program which sets out expectations for student behavior and emphasizes an understanding of harassment, intimidation, and bullying of students, the district's prohibition of such conduct, and the reasons why the conduct is destructive, unacceptable, and will lead to discipline. Students shall also be informed of the consequences of bullying conduct toward their peers.

The superintendent, 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.

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:

- 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.

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, counselors, school psychologists, and other interested persons.

VII. Procedure for Reporting Bullying (RSA 193-F:4, II(f))

Student Reporting.

- 1) Any student who believes that he or she has been the victim of bullying should report the alleged acts immediately to the dean of operations. If the student is more comfortable reporting the alleged act to a person other than the dean of operations, the student may report to any school district employee or volunteer.
- 2) Any school employee or volunteer who witnesses, receives a report of, or has knowledge or belief that bullying may have occurred shall inform the dean of operations as soon as possible, but no later than the end of that school day.

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- 3) The dean of operations 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 dean of operations shall commence an investigation consistent with the provisions of Section XI of this policy.

Staff Reporting

- 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 volunteer who witnesses, receives a report of, or has knowledge or belief that bullying may have occurred shall inform the dean of operations as soon as possible, but no later than the end of that school day.
- 4) Upon receipt of a report of bullying, the dean of operations shall commence an investigation consistent with the provisions of Section XI of this policy.

VIII. Procedure for Internal Reporting Requirements (RSA 193-F:4, II(g))

In order to satisfy the reporting requirements of RSA 193-F:6, the dean of operations 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 ten school days of any substantiated incident. Upon completion of such forms, the dean of operations or designee shall retain a copy for him/herself and shall forward one copy to the superintendent of schools. The superintendent of schools shall maintain said forms in a safe and secure location.

IX. Notifying Parents of Alleged Bullying (RSA 193-F:4, II(h))

The dean of operations shall report to the parents of a student who has been reported as a victim of bullying and to parents of a student who has been reported as a perpetrator of bullying within forty-eight hours of receiving the report. Such

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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 student privacy rights under the applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA).

X. Waiver of Notification Requirement (RSA 193-F:4, II(i))

The superintendent of schools may, within a forty-eight hour time period, grant the dean of operations a waiver from the requirement that parents of the alleged victim and the alleged perpetrator be notified of the filing of the 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.

XI. Investigation Procedures (RSA 193-F:4, II(j))

- 1) Upon receipt of a report of bullying, the dean of operations shall, within five school days, initiate an investigation into the alleged act. If the dean of operations is directly and personally involved with a complaint or is closely related to a party to the complaint, then the superintendent shall direct another district employee to conduct the investigation.
- 2) The investigation may include documented interviews with the alleged victim, alleged perpetrator, and any witnesses. All interviews shall be conducted privately, separately, and shall be confidential. Each individual will be interviewed separately and at no time will the alleged victim and perpetrator be interviewed together during the investigation.
- 3) If the alleged bullying was in whole or in part cyberbullying, the dean of operations 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 ten school days shall be the limit for the initial filing of incidents and completion of the investigative procedural steps.
- 5) Factors that the dean of operations or other investigator may consider during the course of the investigation include, but are not limited to:
 - Description of the incident, including the nature of the behavior;
 - How often the conduct occurred;
 - Whether there were past incidents or past continuing patterns of behavior;

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- The characteristics of parties involved (name, grade, age, etc.);
 - The identify and number of individuals who participated in bullying behavior;
 - Where the alleged incident occurred;
 - Whether the conduct adversely affected the student's education or educational environment;
 - Whether the alleged victim felt or perceived an imbalance of 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 dean of operations shall complete the investigation within ten school days of receiving the initial report. If the dean of operations needs more than ten school days to complete the investigation, the superintendent may grant an extension of up to seven school days. In the event that such extension is granted, the dean of operations 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 superintendent.
- 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 disciplinary action will be afforded all due process required by law.
- 9) Consistent with applicable law, the district will not require or request that a student disclose or provide to the district the student's user name, password, or other authenticating information to a student's personal social media account. However, the district may request to a student or a student's parent/guardian that the student voluntarily share printed copies of specific information from a student's personal social media account if such information is relevant to an ongoing district investigation.

XII. Response to Remediate Substantiated Instances of Bullying (RSA 193-F:4, II(k))

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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.

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 student, and the student's history of problem behaviors and performance. Remedial measures shall be designed to correct the problem behavior, prevent another occurrence of the problem, protect and provide support for the victim, and take corrective action for documented systematic problems related to bullying.

Examples of consequences may include, but are not limited to:

- Admonishment;
- Temporary removal from classroom;
- Deprivation of privileges;
- Classroom or administrative detention;
- Referral to student support center;
- In-school suspension;
- Out-of-school suspension;
- Expulsion.

Examples of remedial measures may include, but are not limited to:

- Restitution;
- Mediation;
- Peer support group;
- Corrective instruction or other relevant learning experiences;
- Behavior assessment;
- Student counseling;

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- Parent conferences.

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 and dean of operations to work collaboratively with all staff members to develop responses other than traditional discipline as a way to remediate substantiated instances of bullying.

XIII. Reporting of Substantiated Incidents to the Superintendent (RSA 193-F:4,II(1))

The dean of operations shall forward all substantiated reports of bullying to the superintendent upon completion of the dean's investigation.

XIV. Communications with Parents Upon Completion of Investigation (RSA 193-F:4, II(m))

- 1) Within two school days of completing an investigation, the dean of operations will notify the students involved in person of his/her findings and the result of the investigation.
- 2) The dean of operations will notify, either in person or via telephone, the parents of the alleged victim and alleged perpetrator of the results of the investigation. The dean of operations will also send a letter to the parents within twenty-four hours, again notifying them of the results of the investigation.
- 3) If the parents request, the dean of operations shall schedule a meeting with them to further review his/her findings and reasons for his/her actions.
- 4) In accordance with the Family Educational Rights and Privacy Act (FERPA) and other law concerning student privacy, the district will not disclose educational records of students, including the discipline and remedial action assigned to students, to other students and parents of other students involved in a bullying incident.

XV. Appeals

A parent or guardian who is aggrieved by the investigative determination letter of the dean of operations 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 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.

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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 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.

If the parent or guardian is aggrieved by the decision of the superintendent, they may appeal the decision to the School Board within ten calendar days of the date of the 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 the School Board Chair in care of the superintendent, shall state the reason why the appealing party is aggrieved, and the nature of the relief they seek.

An aggrieved parent/guardian has the right to appeal the final decision of the local School Board to the State Board within thirty calendar days of receipt of the written decision of the local School Board in accordance with RSA 541-A and the State of New Hampshire Department of Education regulation 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.

XVI. School Officials (RSA 193-F:4, II(n))

The superintendent of schools is responsible for ensuring that this policy is implemented. In order to facilitate the implementation of this policy, the superintendent may designate roles to other school employees as he/she may decide.

XVII. Capture of Audio Recordings on School Buses

Pursuant to RSA 570-A:2, notice is hereby given that the Board authorizes audio recordings to be made in conjunction with video recordings of the interior of school buses while students are being transported to and from school or school activities. The superintendent shall ensure the posting of notice in buses informing the occupants of school buses that such recordings may be occurring.

XVIII. Use of Video or Audio Recordings in Student Discipline Matters

The district reserves the right to use audio and/or video recording devices on district property (including school buses, which may not be district property but are provided through contractual arrangement) 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 EDAF.

JICK

In the event that an audio or video recording is used as part of a student discipline proceeding, such video may become part of a student's educational record. If an audio or video recording does become part of a student's educational record, the provisions of Policy JRA shall apply.

The superintendent is authorized to contact the district's attorney for a full legal opinion in the event of such an occurrence.

Reading: May 7, 2009
Adopted: May 21, 2009
Reading: July 22, 2010
Amended: December 9, 2010
Amended: April 2, 2015
Amended: October 1, 2015
Reviewed: December 6, 2018

Pittsfield School District

**PUPIL SAFETY AND VIOLENCE PREVENTION (BULLYING)
REPORTING FORM**

School:

Directions: The Pittsfield School Board is committed to providing all students with a safe and secure school environment. Conduct constituting bullying and/or cyberbullying will not be tolerated and is hereby prohibited. This form is to be used to report alleged bullying that occurred on school property, at a school-sponsored event either on- or off-campus, on a school bus, or on the way to or from school. This form should be completed and returned to the dean of operations. Contact the dean of operations for additional information or assistance.

Today's Date:

Person Reporting the Incident:

Name:

Telephone:

Place an **X** in the appropriate box below indicating your status:

Student

Parent/guardian

School staff member

Other:

Information Regarding Incident:

1. Name and age of individual who was allegedly bullied:
2. Name(s) and ages of alleged offenders:

JICK-R

3. Date(s) on which alleged bullying occurred:
4. Place an **X** in the appropriate box that best describes the incident that is being reported; choose all that apply:
- Uninvited physical contact
 - Getting another person to engage in uninvited physical contact
 - Making threatening statements
 - Teasing, name-calling, critical remarks, etc.
 - Making demeaning or joking statements
 - Rude or threatening gestures
 - Intimidation, extortion, exploitation, etc.
 - Initiating, repeating, or spreading harmful rumors or gossip
 - Electronic communication; specify:
 - Other; specify
5. Place an **X** in the appropriate box that best describes where the incident that is being reported occurred; choose all that apply:
- On school property
 - On a school bus
 - On the way to or from school
 - At an off-campus school-sponsored activity
 - Off campus; specify:

c) Findings of investigation:

d) Date investigation completed:

e) Notification of parents/guardians (both alleged victim and alleged offender(s)) of the findings of the investigation; include names of persons notified, method of communication (face-to-face, telephone, etc.), and date and time of communication:

9. Conclusion of investigation:

a) Finding of bullying or retaliation (yes or no?):

b) If *no*, reported incident documented as:

c) If *yes*, place an **X** in the appropriate box; choose all that apply:

Admonishment

Temporary removal from classroom

Deprivation of privileges

Classroom or administrative detention

Referral to student support center

JICK-R

In-school suspension

Out-of-school suspension

Expulsion

Name and title of person completing this report:

Signature of person completing this report and date submitted:

Adopted: September 3, 2009

Amended: April 2, 2015

Reviewed: December 6, 2018

Pittsfield School District

USE OF RESTRAINTS AND SECLUSION

Definitions,

1. “Restraint” means bodily physical restriction, mechanical devices, or any device that immobilizes a person or restricts the freedom of movement of the torso, head, arms, or legs. It includes mechanical restraint, physical restraint, and medication restraint used to control behavior in an emergency or any involuntary medication. It is limited to actions taken by persons who are school or facility staff members, contractors, or otherwise under the control or direction of a school or facility.

“Restraint” shall not include:

- a. Brief touching or holding to calm, comfort, encourage, or guide a child, so long as limitation of freedom of movement of the child does not occur.
- b. The temporary holding of the hand, wrist, arm, shoulder, or back for the purpose of inducing a child to stand, if necessary, and then walk to a safe location, so long as the child is in an upright position and moving toward a safe location.
- c. Physical devices, such as orthopedically prescribed appliances, surgical dressings and bandages, and supportive body bands, or other physical holding when necessary for routine physical examinations and tests or for orthopedic, surgical, and other similar medical treatment purposes, or when used to provide support for the achievement of functional body position or proper balance or to protect a person from falling out of bed, or to permit a child to participate in activities without the risk of physical harm.
- d. The use of seat belts, safety belts, or similar passenger restraints during the transportation of a child in a motor vehicle.
- e. The use of force by a person to defend himself/herself or a third person from what the actor reasonably believes to be the imminent use of unlawful force by a child, when the actor uses a degree of such force which he/she reasonably believes to be necessary for such purpose and the actor does not immobilize a child or restrict the freedom of movement of the torso, head, arms, or legs of any child.

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2. "Medication restraint" occurs when a child is given medication involuntarily for the purpose of immediate control of the child's behavior.
3. "Mechanical restraint" occurs when a physical device or devices are used to restrict the movement of a child or the movement or normal function of a portion of his/her body.
4. "Physical restraint" occurs when a manual method is used to restrict a child's freedom of movement or normal access to his/her body.
5. "Seclusion" means the involuntary placement of a child alone in a place where no other person is present and from which the particular child is unable to exit, either due to physical manipulation by a person, a lock, or other mechanical device or barrier. The term shall not include voluntary separation of a child from a stressful environment for the purpose of allowing the child to regain self-control, when such separation is to an area which a child is able to leave. Seclusion does not include circumstances in which there is no physical barrier between the child and any other person or the child is physically able to leave the place. A circumstance may be considered seclusion even if a window or other device for visual observation is present, if the other elements of this definition are satisfied.

Procedures for Managing the Behavior of Students. The superintendent or his / her designee is authorized to establish procedures for managing the behavior of students. Such procedures shall be consistent with this policy and all applicable laws. The superintendent or his / her designee is further authorized to establish any other procedures necessary to implement this policy and/or any other legal requirements.

Circumstances in Which Restraint May Be Used. Restraint will only be used to ensure the immediate physical safety of any person when there is a substantial and imminent risk of serious bodily harm to the student or others. Restraint will only be used by trained school staff. Restraint will not be used as punishment for the behavior of a student.

Restraint will not be imposed for longer than is necessary to protect the student or others from the substantial and imminent risk of serious bodily harm. No period of restraint of a student may exceed fifteen minutes without the approval of a supervisory employee designated by the director of student services to provide such approval. No period of restraint of a student may exceed thirty minutes unless an assessment of the mental, emotional, and physical well-being of the student is conducted by a trained and authorized employee.

Circumstances in Which Seclusion May Be Used. The Board recognizes the statutorily imposed conditions of seclusions and hereby adopts those conditions as defined by RSA 126-5-b. Seclusion may only be used when a student's behavior poses a substantial and imminent risk of physical harm to the student or others. Seclusion will only be used

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by trained school staff. Seclusion will not be used as a form of punishment for the behavior of a student.

Prohibition of Dangerous Restraint Techniques. The Board recognizes and hereby prohibits the use of “dangerous restraint techniques” as defined in RSA 126-U:4.

Reporting Requirements and Parental Notification. In the event restraint or seclusion is used on a student, the dean of operations will, no later than the end of the school day, verbally notify the student’s parent / guardian of the occurrence.

The dean of operations will, within five business days after the occurrence, submit a written notification / report to the superintendent. The notification shall contain all the requirements and information as mandated by RSA 126-U:7, 11. The superintendent may develop a reporting form or other documents necessary to satisfy these reporting requirements.

Unless prohibited by court order, the superintendent or his / her designee will, within two business days of the receipt of the notification required in the above paragraph, send by first class mail to the child’s parent / guardian the information contained in the notification / report. Each notification / report prepared under this section shall be retained by the school for review in accordance with the State Board of Education rules and the Department of Health and Human Services rules.

If a school employee has intentional physical contact with a student in response to a student’s aggressive misconduct or disruptive behavior, director of student services or the dean of operations will make reasonable efforts to inform the student’s parent / guardian as soon as possible, but no later than the end of the school day. The director of student services or dean of operations will also prepare a written report of the incident within two business days of the incident. The report will include information required under RSA 126-U:7, V.

Transportation. The district will not use mechanical restraints during the transportation of children unless case-specific circumstances dictate that such methods are necessary.

Whenever a student is transported to a location outside the school, the superintendent or his / her designee will ensure that all reasonable and appropriate measure consistent with public safety are made to transport or escort the student in a manner which prevents physical and psychological trauma, respects the privacy of the student, and represents the least restrictive means necessary for the safety of the student.

Whenever a student is transported using mechanical restraints, the superintendent of his / her designee will document in writing the reasons for the use of mechanical restraints.

JKAA

Reading: September 9, 2010
Adopted: September 22, 2010
Amended: November 20, 2014
Reviewed: December 20, 2018
Amended: November 7, 2019
Reviewed: February 3, 2022

Pittsfield School District

REPORTING SUSPECTED CHILD ABUSE OR NEGLECT

A. Statutorily Mandated Reporting – All Persons.

Under New Hampshire law (RSA 169-C:29), every person who has “reason to suspect” that a child has been abused or neglected is required to report that suspicion to the Division of Children, Youth, and Families (DCYF) of the New Hampshire Department of Health and Human Services or directly to the police. Under RSA 169-C:30, the initial report “shall be made immediately via telephone or otherwise.”

The requirement to report is not dependent on whether there is proof of the abuse or neglect, nor is it dependent upon whether the information suggests the abuse or neglect is continuing or happened in the past. Any doubt regarding whether to report should be resolved in favor of reporting. Failure to report may be subject to criminal prosecution, while a report made in good faith is entitled to both civil and criminal immunity.

Additionally, a “credential holder”, as defined in the New Hampshire Department of Education Rule 501.02(h), who fails to report suspected abuse or neglect risks having action taken by the new Hampshire Department of Education against his/her credential (see New Hampshire Code of Conduct for Educators, Ed 510.05(e)).

The report should contain:

1. The name and address of the child suspected of being abused or neglected,
2. The person responsible for the child’s welfare,
3. The specific information indicating neglect/abuse or the nature and extent of the child’s injuries (including any evidence of previous injuries),
4. The identity of the person or persons suspected of being responsible for such neglect or abuse, and
5. Any other information that might be helpful in establishing neglect or abuse.

To report child abuse or neglect to the DCYF, call 24/7 (800) 894-5533 (in-state) or (603) 271-6562. In cases of current emergency or imminent danger, call 911.

B. Additional Provisions Relating to School Employees, Volunteers, and Contracted Service Providers.

Each school employee, designated volunteer, or contracted service provider having reason to suspect that a child is being or has been abused or neglected must also immediately report his/her suspicions to the dean of operations or other building supervisor. This initial report may be made orally, but must be supplemented with a written report as soon as practicable after the initial report, but in no event longer than one calendar day.

1. Request for Assistance in Making Initial Report.

The initial report to the dean of operations / building supervisor may be made prior to the report to DCYF / law enforcement, but only if:

- a. The initial report is made for the purpose of seeking assistance in making the mandated report to DCYF / law enforcement, and
- b. Reporting to the dean of operations, etc. will not cause any undue delay (measured in minutes) of the required report to the DCYF / law enforcement.

When receiving a request for assistance in making a report, the dean of operations or other person receiving the request is without authority to assess whether the report should be made, nor shall he/she attempt in any way to dissuade the person from making the legally mandated report. Once the dean of operations / building supervisor receives the information, the law would impose a reporting requirement upon both the original reporter and the dean of operations.

2. Dean of Operations Action upon Receiving Report.

Upon receiving the report / request from the employee, volunteer, or any other person, the dean of operations / building supervisor shall immediately assure that that DCYF / law enforcement is or has been notified, and then notify the superintendent that such a report to DCYF has been made.

A written report shall be made by the dean of operations to the superintendent within twenty-four hours, with a copy provided to DCYF, if so requested. The report shall include all of the information included in the initial oral report, as well as any other information requested by the superintendent, DCYF, or law enforcement.

3. Requirements for Reporting of Other Acts.

Employees / contract providers are also reminded of the requirements to report any act of “theft, destruction, or violence” as defined under RSA 193-D:4, I(a), incidents of “bullying” per Board Policy JICK, and hazing under RSA 671.7 and

Board Policy JICFA. A single act may simultaneously constitute abuse, bullying, hazing, and/or an act of theft, destruction, or violence.

C. Signage and Notification.

The superintendent is directed to assure that the dean of operations shall post a sign within the school that is readily visible to students, in the form provided by the DCYF, that contains instructions on how to report child abuse or neglect, including the phone number for filing reports and information on accessing the Division's website. Additionally, information pertaining to the requirements of Section A of this policy shall be included in each student / family handbook and placed on the district's website.

D. Training Required.

The superintendent shall assure that all district employees, designated volunteers, and contracted service providers receive training (in person or online) upon beginning service with the district, with annual refreshers thereafter, on the mandatory reporting requirements, including how to identify suspected child abuse or neglect.

Reading: October 2, 2008
Adoption: October 16, 2008
Amended: July 16, 2015
Amended: October 5, 2017
Reviewed: January 3, 2019
Amended: December 5, 2019

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Pittsfield School District

SUPERVISION OF STUDENTS

The Board is committed to ensuring that students are appropriately supervised at times when the district is responsible for providing students with a reasonable duty of care and supervision.

The dean of operations is responsible for administering and supervising the school's general operations, including the general conduct of students, both on school premises and during school-sponsored activities off school grounds. Students should be under the supervision of a member of the school staff at all reasonable times while they are in school or attending school functions. All school staff shall ensure the safety of students, even when they are not specifically scheduled for supervisory duty.

All dangerous conditions in the school should be reported at once to the dean of operations.

The dean of operations is authorized to establish administrative rules in furtherance of this policy.

Adopted: March 1, 1980
Amended: July 16, 2015
Reviewed: January 3, 2019

Pittsfield School District

CONFIDENTIAL STUDENT INFORMATION

It is the policy of the district to respect the privacy and/or confidentiality of all students and staff within the district. It the policy of the district that personally identifiable information should only be viewed or received by district employees who have a legitimate educational or business interest or purpose in viewing or receiving private and/or confidential information.

Confidential Information. As part of the job performance of the district, employees may produce and receive information that must be kept confidential. Confidential information includes information obtained during the course of employment relating to the conduct of school district internal affairs. It shall also include information relating to students that is otherwise protected by applicable state and federal privacy laws. School district employees shall not disclose nor transmit such confidential information concerning students or others, or confidential internal information and shall use extreme care to protect against negligent or inadvertent disclosure of such information.

Upon termination of employment or involvement in such internal affairs, or at any time that the district requests, all memoranda, notes, records, reports, lists, and other documents containing, describing, or relating to confidential information, together with all copies of the same, obtained by school district employees or entrusted to them during the course of their employment, shall be surrendered to the district at the time of such termination or request.

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

Violations. The dissemination of personally identifiable information by employees or volunteers to individuals who have neither a legitimate educational interest nor a “need to know” is prohibited. Employees and volunteers are not to disclose such information to individuals not affiliated with the district without specific written authorization from the district administrators and the affected student/parent.

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Volunteers who violate this policy may have their services terminated. District employees who violate this policy may face discipline up to and including termination, in accordance with applicable law, Board policies, and/or collective bargaining agreements.

Adopted: July 16, 2015
Reviewed: January 3, 2019