SAU 109 Unity School District

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Staff Handbook

2026-2027

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Welcome and Helpful Information

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A Message from the Superintendent

On behalf of the Town of Unity, the School Board, families, community and fellow staff welcome to your school District. Whether you are a brand new staff member or a returning staff member this organization is focused on helping children become their very best through the accomplishment of the District's vision and mission.

Vision

Students will experience success and become lifelong critical thinkers and learners, creative problem solvers, and engaged citizens.

Mission

Our mission is to inspire, engage, and empower every student in Unity to achieve academic excellence in a safe, positive, and personalized learning environment.

You are a part of this family because what you offer is valuable to all of us and fulfills a specific need both for children and for the successful functioning of the team. On behalf of the Board, the Superintendent and the Principal of Unity Elementary School. We wish for you to have a long and successful experience supporting the achievement of excellence for our children.

The School District complies with all federal and state employment laws, and this handbook generally reflects those laws. The School District also complies with any applicable local laws, although there may not be an express written policy regarding those laws contained in the handbook.

The employment policies and/or benefits summaries in this handbook are written for all staff members. When questions arise concerning the interpretation of these policies as they relate to staff members who are covered by a collective-bargaining agreement, the answers will be determined by reference to the actual union contract, rather than the summaries contained in this handbook.

Please take the time now to read this handbook carefully. Sign the acknowledgment at the end to show that you have read, understood, and agree to the contents of this handbook, which sets out the basic rules and guidelines concerning your employment. This handbook supersedes any previously issued handbooks or policy statements dealing with the subjects discussed herein. The School District reserves the right to interpret, modify, or supplement the provisions of this handbook at any time. Neither this handbook nor any other communication by a management representative or other, whether oral or written, is intended in any way to create a contract of employment. Please understand that no employee handbook can address every situation in the workplace.

If you have questions about your employment or any provisions in this handbook, contact Human Resources.

We wish you success in your employment here at SAU 109 Unity School District!

All the best,

Forrest Ransdell, Superintendent of Schools
SAU 109 Unity School District

About the Town, District and School

Nestled in the scenic hills of western New Hampshire, Unity is a welcoming rural community where neighbors know one another, natural beauty surrounds every season, and a strong sense of community is part of everyday life. Home to just over 1,400 residents, Unity offers the charm of small-town living while fostering an environment where families, students, and community members can thrive.

Residents value the town's peaceful setting, outdoor recreation, and close-knit relationships. Community events, local traditions, and volunteerism bring people together throughout the year, creating a culture built on kindness, collaboration, and pride in the place they call home.

Unity is also home to dedicated educators, engaged families, and community partners who recognize the importance of investing in children and their future. Small class sizes and strong relationships between schools and families help create personalized learning experiences where every student is known, supported, and encouraged to succeed.

The town's rural character provides unique opportunities for hands-on learning, environmental exploration, and community involvement. Students grow up surrounded by forests, farms, and open spaces that inspire curiosity, resilience, and an appreciation for the natural world.

While Unity embraces its rich history and traditions, it also looks toward the future with optimism. Residents share a commitment to preserving the town's welcoming character while creating opportunities for continued growth, educational excellence, and community well-being.

Unity exemplifies the best of New Hampshire living—a safe, caring, and connected community where people work together, celebrate together, and support one another. It is a place where lifelong relationships are built, children are encouraged to dream big, and the strength of the community lies in the people who proudly call Unity home.

The Unity School District is a small, rural public school district, serving approximately 145 students in grades PK-12. It operates a single school, “Unity Elementary School” which provides education from Pre-Kindergarten through 8th grade. High school students attend high schools in the area on a tuition basis.

Unity Elementary School is physically located at 864 2nd NH Turnpike in Newport, NH. The District Administration is also located within the building. Approximately 100 students are enrolled, resulting in a low student-to-teacher ratio. The school serves Pre-K through 8th grade. For high school education (grades 9–12), Unity students typically transition to area high schools under various tuition agreements. Please inquire about the options if you have a high school-age child.

The district is managed under SAU 109 (School Administrative Unit #109), which helps align its mission to inspire, engage, and empower students with the best options for their future.

SAU 109 employs a staff of approximately 30 full and part-time professionals to serve the various needs of students and the community.

The district is governed by an elected school board of 5 members who represent the community and their desires.

The educational opportunities for both success and acceleration are readily available to all students. The dedicated staff shares in the development of a positive and engaging culture designed to bring maximum benefits to students.

We are proud of the work being done and the success of both students and staff.

Vision and Mission Statements

Vision

Students will experience success and become lifelong critical thinkers and learners, creative problem solvers, and engaged citizens.

Mission

Our mission is to inspire, engage, and empower every student in Unity to achieve academic excellence in a safe, positive, and personalized learning environment.

SAU 109 Organizational Structure

School/District/SAU Structure and Organizational Chart

The Unity School District and SAU 109 are governed by a 5-member elected school board. The primary role of a school board in New Hampshire is to govern the local school district by *establishing educational policies, adopting an annual budget, hiring a superintendent, negotiating collective bargaining agreements and approving personnel selections of the superintendent.* The Superintendent reports to the school Board and is responsible for the short- and long-term operational aspects of the district. This includes serving as an advisor regarding Board areas of responsibility, facilitating the smooth operation of Board business and acting as a liaison between the Board, the school district and the community. District Department Heads (Chief Financial Officer, Student Services Director and similar) report to the Superintendent and exercise authority over defined areas of responsibility related to their area of focus.

The School Principal reports to the Superintendent and is responsible for the operations of the school building, the supervision and evaluation of staff and leadership in the development of curriculum, instructional practices, and the climate and culture of the school.

SAU 109 Contact Information

Unity School District Leadership Emails

Superintendent's office— fransdell@sau109.org

Principal – sschroeter@sau109.org

Chief Business Officer – cmayberry@sau109.org

Student Services Coordinator - sgaspard@sau109.org

Payroll - ADD EMPLOYEE LINK

Human Resources / Benefits - ADD EMPLOYEE LINK

Internal and External Communications

In order to ensure the Unity School District communicates effectively both internally and externally it is important everyone understand and participate in effective communication. Please use the following practices to help maintain this expectation.

1. **Acknowledgment of Communication:**

   - Emails: All emails should be acknowledged within 24 hours of receipt, even if a full response cannot be provided immediately. The acknowledgment can be a simple message confirming receipt and indicating when a more detailed response will be given.

   - Phone Calls: If a phone call is missed, a return call should be made within 24 hours. If the call is received and requires follow-up, this should be communicated during the conversation, with an estimated time for the follow-up.

2. **Response Time:**

   - Emails: A detailed response should be provided within 48 hours of the original email. If additional time is required due to the complexity of the issue, the sender must be informed within this 48-hour period with a new expected timeline for the response.

   - Phone Calls: If the issue discussed during a phone call requires further action, the follow-up should be completed within 48 hours, and the caller should be informed of the outcome or the next steps.

3. **Escalation Process**:

   - If the sender does not receive a response within 48 hours (for both emails and phone calls), they are authorized to notify the superintendent. To do so please email fransdell@sau109.org

   - The sender should forward the original email or provide a summary of the phone call, including the date and time, to the superintendent for further action.

4. **Principal's and Superintendent's Role:**

   - Upon receiving a notification of a delayed response, the principal or superintendent will review the situation and ensure that the matter is addressed promptly.

   - The principal or superintendent will reach out to the responsible party to understand the delay and will facilitate a resolution within the next 12 hours.

5. **Documentation:**

   - All communications and actions related to the escalation should be documented, including the initial communication, acknowledgment, follow-up, and any correspondence with the superintendent.

   - Documentation should be stored in a shared drive accessible to relevant parties to maintain transparency and accountability.

   Implementation:

   - This protocol should be communicated to all staff members to ensure understanding and compliance.

   - Regular training or reminders may be necessary to reinforce the importance of timely communication and the steps outlined in this protocol.

Review:

- This protocol will be reviewed annually or as needed to ensure it remains effective and relevant to the organization's needs.

E-Mail

Employees requiring district/SAU 109 emails will have accounts issued to them by the Technology Department. Email is to be used for conducting school district business. Employee's email address is first initial and last name as one word; Followed by @sau109.org.

Example: jdoe@sau109.org

Please reference our Responsible Technology Use Policy Agreement located on our SAU 109 website. (www.sau109.org)

Teacher/ Paraprofessional Substitute Calling Procedures

SAU 109 uses _____ Management system to record all absences and fill substitute positions. Please use the following procedure to report your absence:

Snow and Emergency Days

The Superintendent will confer with local safety personnel as well as town officials and District/School and Transportation staff.. He/She will then talk with the Principal and make a decision. If conditions warrant, a delayed opening may be called. The Superintendent will communicate any delays or school closures through our notification system. Note: 12-month employees should report to work unless a snow day provision is in a specific employment contract.

Key Policies and Procedures

Parental Bill of Rights

1. New Hampshire Parental Bill of rights

All parental rights are reserved to the parents of a minor child in this state without obstruction or interference from any school. These rights include, but are not limited to, the right:

a. To direct the upbringing and the moral or religious training.

b. To direct the education, including the right to choose to enroll the minor child in an assigned resident public school, a public charter school, a non-public school, including a religious school, a home education program, or any other state-based education program, as authorized by law, as an alternative to public education, as set forth in RSA 193:1 and RSA 194-F:1, et seq.

c. To request that a minor child be enrolled in a public school other than the public school assigned to them by their residence to avoid a manifest educational hardship, as set forth in RSA 193:3.

d. To enroll his or her minor child in gifted or special education programs if the child qualifies for such programs.

e. To inquire of the school or school personnel and promptly receive accurate, truthful, and complete disclosure regarding any and all matters related to their minor child, unless an immediate answer cannot be provided when the initial request is made, in which case, the answer shall be provided no later than 10 business days after the request.

f. To be informed of the school's policy regarding discipline policies and procedures, as set forth in RSA 193:13.

g. To obtain access for a minor child to public curricular courses and co-curricular programs offered by the local school district where the student resides while choosing to enroll their child in a non-public, public chartered, home education, or any other state-based education program, as set forth in RSA 193:1-c and RSA 194-F:2, II(d).

h. To inspect any instructional material used as part of the educational curriculum within a reasonable period following a request, as set forth in 20 U.S.C. section
i. 1232h(c)(1)(C).

j. To opt out of health or sex education and any other objectionable material, as set forth in RSA 186:11, IX-b and IX-c.

k. To be advised of and have the right to opt the minor child out of any nonacademic survey or questionnaire.

l. To opt out of any district-level data collection relating to his or her minor child not required by federal or state law.

m. To exempt their public-school minor child from participating in required statewide assessments in English, language arts, mathematics, and/or science, as set forth in RSA 193-C:6.

n. To receive information regarding the level of achievement and academic growth of their minor child in the state academic assessments in English, language arts, mathematics, and/or science, as set forth in the Every Student Succeeds Act, 20 U.S.C. section 1112 (e)(1)(B)(i).

o. To receive a school report card and be informed of his or her minor child's attendance requirements and compliance with such requirements.

p. To access and review all education records relating to their minor child within 10 business days after the day the school receives a request for access, as set forth in RSA 189:66, IV and 34 C.F.R. 99.5.

q. To consent in writing before the state or any of its political subdivisions, including, without limitation, any school pursuant also to the provisions of RSA 189:68, III-V, makes a video or voice recording, unless such recording is made during or as part of a court proceeding or part of a forensic interview in a criminal or other investigation by the bureau of child protective services or it is to be used solely for the purpose of a safety demonstration, including the maintenance of order and discipline in the common areas of a school or on student transportation vehicles.

r. To be notified whenever seclusion or restraint has been used on their minor child as set forth in RSA 126-U:7.

s. To access and review all medical records of their minor child maintained by a school or school personnel, unless otherwise prohibited by law.

t. To exempt their minor child from immunizations if, in the opinion of a physician, the immunization is detrimental to the child's health or because of religious beliefs, as set forth in RSA 141-C:20-a and RSA 141-C:20-c.

2. Federal law provides for additional parent and family involvement for schools that are receiving Title I, Part A; Title I, Part C (migrant); Title III, Part A (EL) funds, including:

a. The right to receive information, including student reports, in an understandable and uniform format and to the extent practicable, in a language that parents can understand, as set forth in 20 U.S.C. sections 1112(e)(4); 1114(b)(4); 1116(e)(5); and 1116(f).

b. Upon request of the parent, the right to receive information regarding state qualifications of the student's classroom teachers and paraprofessionals providing services to their minor child, as set forth in 20 U.S.C. section 1112(e)(1)(A)(i-ii).

c. The right to receive an annual local educational agency report card that includes information on such agency as a whole and each school served by the agency, as set forth in 20 U.S.C. section 1111(h)(2)(A-B)(i-iii).

Educator Code of Ethics

The New Hampshire Code of Ethics for Educators

Guiding Principles:

The Code of Ethics for New Hampshire Educators Statement of Purpose

A New Hampshire educator is entrusted by the state and the public with a responsibility to teach New Hampshire's children the skills and model the values that will make each child a knowledgeable, capable, and engaged member of a democratic society. The educator accepts the responsibility to practice within the educational profession according to the highest ethical standards and aspires to continuously and consistently make decisions which are, first and foremost, within the best interests of the student.

This "Code of Ethics for New Hampshire Educators" is created as a set of guiding principles which articulate the responsibilities common to all members of the education profession. The Code of Ethics is designed to provide guidance to educators in the decision-making process involving their interactions with students, the school community, colleagues, parents, and the public. The principles set forth in the Code of Ethics for New Hampshire Educators should be interpreted with reference to the context of the classroom, the learning community, and the educational profession. This Code of Ethics for Educators is created upon the recognition that teaching is a profession. As such, there is an acknowledgment within the educational field that The Code of Ethics for New Hampshire Educators is applicable to all aspects of an educator's life. The Code of Ethics for educators establishes guidance for all school personnel and is not intended to be a basis for civil liability nor is it designed to be a basis for employment action. The Code of Ethics for New Hampshire Educators establishes guidance for educators. Adopted by the State Board of Education June 13, 2018.

Definitions:

The term "student" as used in The Code of Ethics for New Hampshire Educators means an individual who is enrolled or participating in any class or program from preschool through grade12 at any school or education institution. "Student" includes individuals through nine months after graduation.

Principle I—Responsibility and Commitment to the Education Profession and Colleagues

The educator is committed to a high level of professional ethics at all times. As such, the educator is expected to uphold and adhere to laws, regulations, policies, and procedures which are relevant to the educational profession regardless of personal viewpoints. There is also a recognition that the decisions and actions that the educator makes, whether inside or outside of the school and classroom, may be reflective of one's professional judgment.

In addition to holding oneself accountable to a high level of professional ethics, the educator encourages colleagues to meet the same high standards and to engage in discussions with appropriate colleagues on ethical matters.

In fulfillment of this principle, the educator:

- Values honesty and established commitments;

- Respects intellectual property and ownership rights when using or sharing materials such as lesson plans, research and assessment, curricula, syllabi, or gradebooks;
- Recognizes the possible impact and ramifications upon a colleague's professional reputation when speaking about a colleague in public and private communications;
- Communicates with colleagues in a clear, respectful, and culturally sensitive manner;
- Considers the ramifications of accepting or offering any gratuity, gift or favor which would influence or appear to influence one's professional decisions; and
- Considers the ramifications of using institutional or professional privileges for personal or partisan advantage

Principle II—Responsibility and Commitment to the Student An educator holds a position which is imbued with public trust.

As such, one of the educator's obligations is to ensure that each student is treated with dignity and respect. An educator also establishes and maintains appropriate verbal, physical, emotional and social boundaries with every student.

In fulfillment of this principle, the educator:

- Interacts with students within appropriate settings;
- Communicates with students in a clear, respectful, and culturally sensitive manner;
  Adopted by the State Board of Education June 13, 2018
- Considers the potential implications and possible perception of accepting a gift from a student and considers the potential implications and possible perception of giving a gift to a student;
- Considers the ramifications and possible perceptions of entering into an adult relationship of any kind with a former student, including but not limited to, any potential harm to the former student, public perception, and the possible impact on the professional educator's career;
- Recognizes and respects confidential information acquired in the course of employment regarding individual student safety, education, health, and personal information of students and their families.

Principle III—Responsibility and Commitment to the School Community

The educator models effective relationships and communicates responsibly among members of the school community, while maintaining appropriate professional boundaries. The educator acts in the best interests of all students by advocating for equitable educational opportunities and endeavoring to present facts with fidelity to the content and without distortion, bias or personal prejudice.

In fulfillment of this principle, the educator:

- Communicates with parents and guardians in a respectful manner which represents students' best interests;
- Has an awareness and respect of the confidential nature of material received and communicated from a variety of audiences.
- Commits to equality, equity, and inclusion of colleagues, staff, students, parents or guardians and other members of the school community;
- Respects diversity amongst colleagues, staff, students, parents or guardians, and other members of the school community;
- Considers and recognizes the potential ramifications of having a personal relationship with colleagues, staff, students, parents, or guardians and other members of the school community in consideration of the role and the perception of the educator within the classroom and the community; and

- Recognizes that the professional educator often serves multiple roles within the school, as such must consider that the varied relationships have the potential to impair ones' objectivity.

Principle IV - Responsible and ethical use of technology as it relates to students, schools, and other educational professionals

Adopted by the State Board of Education June 13, 2018

The educator considers the impact of consuming, creating, distributing and communicating information through the use of any and all types of technology.

In fulfillment of this principle, the professional educator:

- Utilizes social media responsibly, transparently and primarily for the purpose of teaching and learning;
- Considers the ramifications and public perception of using social media;
- Exercises prudence to establish and maintain appropriate professional boundaries of time and place in all electronic communications with students.

Educator Code of Conduct

Ed 510: Code of Conduct for New Hampshire Educators

Principles Ed 510.01

Ed 510.01 Principle 1—Responsibility to the Education Profession and Educational Professionals

(a) In fulfilling responsibilities to the education profession and educational professionals, a credential holder shall exemplify honesty and integrity in the course of professional practice.

(b) Unprofessional conduct shall include, but not be limited to:

(1) Discrimination against a fellow professional as specified in RSA 354-A:1;

(2) Failure to self-report within 5 business days if he or she has been arrested for any violation of offenses enumerated in RSA 189:13-a, V;

(3) Falsifying, fraudulently altering, or deliberately misrepresenting professional qualifications, including, but not limited to, degrees, academic awards, and related employment history when applying for a credential;

(4) Unlawful possession of a drug;

(5) Possessing, using, or being under the influence of alcohol or drugs not prescribed for the use of the credential holder when on school premises or at a school sponsored activity where students are present or may reasonably be expected to be present;

(6) Failure to notify the state at the time of application for credential of past criminal convictions, or of revocations or suspensions of a credential or license by New Hampshire or any other jurisdiction; and

(7) Falsifying or deliberately misrepresenting information submitted to the department in the course of an official inquiry, investigation, or both. Final Version –State Board Adoption, November 8, 2018

Ed 510.02 Principle 2—Responsibility to Students

(a) In fulfilling responsibilities to students a credential holder shall maintain a professional relationship with all students, both inside and outside the educational setting, and make reasonable efforts to protect students from conditions which are harmful to their health and safety.

(b) Unprofessional conduct shall include, but not be limited to:

(1) Discrimination against a student as specified in RSA 354-A:1;

(2) Failure to provide appropriate supervision of students, pursuant to local school district policy adopted as specified in Ed 306.04, at school or school-sponsored activities or the failure to ensure the safety and well-being of students;

(3) Furnishing alcohol or illegal or unauthorized drugs to any students, or allowing or encouraging a student to consume alcohol or illegal or unauthorized drugs;

(4) Committing any of the following acts to any minor, or any student or prior student up to 10 months after the student's graduation, departure, or departure in cases as specified in Ed 1102.01(f)(1), including, but not limited to:

a. Abuse, including, but not limited to physical and emotional abuse;

b. Cruelty or any act of endangerment;

c. Any sexual act with or from any student; and

d. Harassment as defined by state or federal law or regulations;

(5) Soliciting or encouraging participation in a romantic or sexual relationship, whether written, verbal, or physical, with a student the credential holder knows or should know is a student or prior student up to 10 months after the student's graduation, departure, or departure in cases as specified in Ed 1102.01(f)(1); and

(6) Soliciting a student, or a former student up to 10 months after the student's graduation, departure, or departure in cases as specified in Ed 1102.01(f)(1), to engage in any illegal activity.

Final Version –State Board Adoption, November 8, 2018 Ed 510.03

Principle 3—Responsibility to the School Community

(a) In fulfilling the responsibilities to the school community a credential holder shall communicate responsibly among members of the school community, while maintaining appropriate professional boundaries.

(b) Unprofessional conduct shall include, but not be limited to:

(1) Discrimination against a parent or guardian of a student or other member of the community who is on the school property as specified in RSA 354-A:1;

(2) Accepting or soliciting gratuities, gifts, or favors for personal use or gain where there might be an actual or appearance of a conflict of interest. Gifts of a small amount shall not be deemed a conflict of interest;

(3) Misuse of funds intended for use by the school, to include funds which are collected from parents and students; and

(4) Intentionally altering or misrepresenting student assessments, assessment results, or official school records.

Ed 510.04 Principle 4—Responsible and Ethical Use of Technology

(a) In fulfilling the responsibilities and ethical use of technology a credential holder shall consider the impact of consuming, creating, distributing, and communicating information through the use of any and all types of technology.

(b) Unprofessional conduct shall include, but not be limited to:

(1) Engaging in any activities as specified in Ed 510.02(b)(4)-(7) via electronic media with a student or former student up to 10 months after the student's graduation, departure, or departure as specified in Ed 1102.01(f)(1); and

(2) Engaging in inappropriate communication with a student, or former student up to 10 months after the student's graduation, departure, or departure as specified in Ed 1102.01(f)(1) via electronic media.

(c) For the purposes of this section, inappropriate communication shall be determined by considering:

(1) The intent, timing, subject matter, and amount of communication; and

(2) Whether:

a. The communication made was covert in nature; Final Version

b. The communication could reasonably be interpreted as solicitous, sexually explicit, or romantic in nature; and

c. The communication involved discussion(s) of the physical or sexual attractiveness or the sexual activities or fantasies of either the credential holder or the student.

Ed 510.05 Duty to Report

(a) Any credential holder shall report any suspected violation of the code of conduct following the school, school district, or SAU reporting procedures.

(b) Each principal shall report to the superintendent of the school district or SAU where the principal is employed, the chief executive officer of a chartered public school or public academy, or the headmaster of a nonpublic school, if the principal has been notified of, or is personally aware that a credential holder has violated any of the rules of professional conduct as enumerated in Ed 510, which occurred on or off duty.

(c) The superintendent, chief executive officer of a chartered public school or public academy, or headmaster of a nonpublic school, shall report any of the following to the office of credentialing:

(1) When a superintendent has knowledge that an credential holder, as defined in Ed 501.02(m), has been arrested and charged with an offense enumerated in RSA 189:13-a, V; and

(2) When a superintendent has knowledge that a credential holder has violated the code of conduct as specified in Ed 510.01 through Ed 510.04.

(d) If a credential holder suspects that a superintendent has violated the code of conduct, as specified in Ed 510.01 through Ed 510.04, or if a credential holder has made a report and believes the local reporting procedures have not been followed, the reporting credential holder shall notify the department directly.

(e) Credential holders who have reason to suspect that a student has been, or is being, abused or neglected, shall report the same to:

(1) His or her immediate supervisor, superintendent, or both; and

(2) The department of health and human services, pursuant to RSA 169-C:29.

(f) If the department has reason to suspect that any violation of the code of conduct enumerated in Ed 510.01 through Ed 510.04 was known by a credential holder and not reported, the department shall undertake an investigation, as enumerated in Ed 511.01, against that credential holder as required by Ed 510.05(a), (b), or (c).

(g) The office of credentialing shall open a case, as enumerated in Ed 511.01, in response to a report made pursuant to Ed 510.05(a), (b), (c), or (d) above.

Hiring and Orientation Policies

Accommodations for Pregnancy, Childbirth, and Related Medical Conditions

SAU 109 Unity School District provides reasonable accommodations to staff members experiencing limitations related to pregnancy, childbirth, or related medical conditions. We are committed to complying with the federal Pregnant Workers Fairness Act (PWFA) and any applicable state or local laws offering additional protections.

Examples of reasonable accommodations may include:

- Additional break time for restroom use, meals, hydration, and rest.
- Seating options allowing for sitting or standing as needed.
- Schedule changes, part-time work, and paid and unpaid leave.
- Flexible work hours to accommodate medical appointments and physical needs.
- Telework (remote work).
- Closer parking spots to the workplace entrance.

- Light duty.
- Making existing facilities accessible or modifying the work environment.
- Job restructuring.
- Temporarily suspending one or more essential functions of the job.
- Acquiring or modifying equipment, uniforms, or devices.
- Adjusting or modifying examinations or policies.

If you require accommodation, notify your Principal. In instances where the need for a particular accommodation is not obvious, you may be asked to provide:

- The reason accommodation is needed;
- A description of the proposed accommodation; and
- Information on how the accommodation will effectively address your limitations.

Medical documentation will not be required in the following situations:

- When the limitation and need for accommodation is obvious.
- If the School District is already aware of the limitation due to previous disclosure.
- If the requested accommodation is to do any of the following, as needed:
    - Carry or keep water nearby and drink;
    - Take additional restroom breaks;
    - Sit, stand, or alternate between sitting and standing; or
    - Take breaks to eat and drink.
- For any lactation accommodations.
- When similar accommodation has been provided to other employees without requiring documentation.

The School District will engage in an interactive process with you to identify suitable accommodations. While we strive to accommodate all requests, certain accommodations may not be provided if they would result in undue hardship to the School District. Factors considered include the nature and cost of the accommodation, the overall financial resources of the facility, and the impact on operations, including safety and efficiency.

If leave is provided as reasonable accommodation, it may run concurrently with leave under the federal Family and Medical Leave Act (FMLA) and/or any other applicable leave as permitted by law.

The School District strictly prohibits retaliation against staff members who request or utilize an accommodation under this policy.

Affirmative Action

SAU 109 Unity School District is subject to Section 503 of the Rehabilitation Act of 1973 (Section 503) and the Vietnam Era Veterans' Readjustment Assistance Act (VEVRAA). Our organization is fully committed to equal employment opportunity and affirmative action for qualified individuals with disabilities and protected veterans.

Affirmative Action for Individuals with Disabilities and Protected Veterans

In accordance with our obligations under Section 503 and VEVRAA:

- **Recruitment, Hiring, and Promotion:** We will recruit, hire, train, and promote qualified individuals with disabilities and protected veterans at all levels of employment. All other personnel actions or programs that affect the terms, conditions, and privileges of employment (e.g., compensation, benefits, transfers, layoffs, returns from layoffs, and District-sponsored training) will be administered in a manner that ensures the full realization of equal employment opportunity (EEO).
- **Responsibility and Implementation:**

    - The overall responsibility for implementing and monitoring the School District's affirmative action activities under Section 503 and VEVRAA is assigned to, Forrest Ransdell, Superintendent of Schools, who will ensure compliance with these requirements.
    - The School District has implemented an audit and reporting system to measure the effectiveness of our affirmative action efforts, indicate any need for remedial action, determine the degree to which our objectives have been attained, and ensure compliance with these regulations.
- **Posting and Accessibility:** We will post copies of the School District's official equal opportunity policy statement in conspicuous places throughout our facilities so that applicants and employees can readily read them. You may obtain a copy of the equal opportunity policy statement from the Unity School District Handbook at this LINK.. It will be made available in accessible formats (e.g., large print or Braille).

Nondiscrimination and Equal Employment Opportunity

In addition to our specific obligations under Section 503 and VEVRAA, it is the policy of the School District to provide equal employment opportunities to all persons regardless of race, color, religion, sex (including sexual orientation and gender identity), national origin, age, disability, genetic information, protected veteran status, or any other characteristic protected by federal law.

Employment decisions will be based on valid job requirements and business needs, and we administer personnel actions (including recruitment, selection, promotion, compensation, benefits, transfers, layoffs, training, and social/recreational programs) without discrimination on any prohibited bases.

Protection from Harassment, Intimidation, Retaliation, or Coercion

Applicants and employees will not be subjected to harassment, intimidation, retaliation, threats, coercion, or discrimination because they have:

- Filed a complaint regarding EEO or affirmative action;
- Participated in an investigation, compliance evaluation, hearing, or any other activity related to the administration of Section 503, VEVRAA, or any other federal, state, or local law requiring EEO;
- Opposed any act or practice made unlawful by Section 503, VEVRAA, or their implementing regulations; or
- Exercised or sought to exercise any other legal right protected by Section 503, VEVRAA, or their implementing regulations.

Administration and Questions

Any questions regarding this policy or the affirmative action plan should be directed to Forrest Ransdell, Superintendent of Schools, who has been designated to coordinate the day-to-day responsibilities of the affirmative action program.

A copy of SAU 109 Unity School District's full affirmative action plan for individuals with disabilities and protected veterans is available for inspection upon request during normal business hours, in accordance with federal regulations.

Reporting Violations

If you believe you have experienced or witnessed a violation of this policy, promptly report it so that the School District can investigate and take corrective action where appropriate.

Conflicts of Interest

SAU 109 Unity School District is concerned with conflicts of interest that create actual or potential job-related concerns, especially in the areas of confidentiality, student and family relations, safety, security, and morale. If there is any actual or potential conflict of interest between you and a student or family,

competitor, supplier, distributor, or contractor to the School District, you must disclose it to your Superintendent. If an actual or potential conflict of interest is determined to exist, the School District will take such steps as it deems necessary to reduce or eliminate this conflict.

Disability Accommodation

SAU 109 Unity School District complies with the Americans with Disabilities Act (ADA), the Pregnancy Discrimination Act, and all applicable state and local fair employment practices laws, and is committed to providing equal employment opportunities to qualified individuals with disabilities, including disabilities related to pregnancy, childbirth, and related conditions. Consistent with this commitment, the School District will provide reasonable accommodation to otherwise qualified individuals where appropriate to allow the individual to perform the essential functions of the job, unless doing so would create an undue hardship on the business.

If you require an accommodation because of your disability, it is your responsibility to notify your Principal or Superintendent. You may be asked to include relevant information such as:

- The reason you need an accommodation.
- A description of the proposed accommodation.
- How the accommodation will help you perform the essential functions of your job.

After receiving your request, the School District will engage in an interactive dialogue with you to determine the precise limitations of your disability and explore potential reasonable accommodations that could overcome those limitations. Where appropriate, we may need your permission to obtain additional information from your medical provider. All medical information received by the School District in connection with a request for accommodation will be treated as confidential.

The School District encourages you to suggest specific reasonable accommodations that you believe would allow you to perform your job. However, the School District is not required to make the specific accommodation requested by you and may provide an alternative accommodation, to the extent any reasonable accommodation can be made without imposing an undue hardship on the School District.

Where state or local law provides greater protections to staff members than federal law, the School District will apply the law that provides the greatest benefit to staff members.

If leave is provided as a reasonable accommodation, such leave may run concurrently with leave under the federal Family and Medical Leave Act and/or any other leave where permitted by state and federal law.

The School District will not discriminate or retaliate against staff members for requesting an accommodation.

Employment Authorization Verification

New hires will be required to complete Section 1 of federal Form I-9 prior to the first day of paid employment and must present acceptable documents authorized by the U.S. Citizenship and Immigration Services proving identity and employment authorization no later than the third business day following the start of employment with SAU 109 Unity School District. If you are currently employed and have not complied with this requirement or if your status has changed, inform your Principal or Superintendent.

If you are authorized to work in this country for a limited time, you will be required to submit proof of renewed employment eligibility prior to expiration of that time to remain employed by the School District.

Employment of Relatives and Friends

We will not employ relatives or friends in circumstances where actual or potential conflicts may arise that could compromise supervision, safety, confidentiality, security, and morale at SAU 109 Unity School District.

It is your obligation to inform the School District of any such potential conflict so we can determine how best to respond to the specific situation.

Job Descriptions

SAU 109 Unity School District attempts to maintain a job description for each position. If you do not have a current copy of your job description, you should request one from yourPrincipal or Administrative Assistant.

Job descriptions prepared by the School District serve as an outline only. Due to business needs, you may be required to perform job duties that are not within your written job description. Furthermore, the School District may have to revise, add to, or delete from your job duties per business needs. On occasion, the School District may need to revise job descriptions with or without advance notice to staff members.

If you have any questions regarding your job description or the scope of your duties, please speak with your Principal or Superintendent.

Posting of Openings

SAU 109 Unity School District desires to promote qualified staff members from within where it believes that is possible, consistent with the need to assure that all positions are staffed by highly competent individuals. New job openings generally will be posted on the bulletin board, as well as on our Internet site.

Religious Accommodation

SAU 109 Unity School District recognizes the diversity of religious beliefs and is committed to providing equal employment opportunities to all staff members, regardless of their religious beliefs and practices or lack thereof. Consistent with this commitment, the School District complies with Title VII of the Civil Rights Act of 1964 and all applicable state and local laws that prohibit employment discrimination on the basis of religion. The School District will reasonably accommodate the sincerely held religious beliefs of staff members if the accommodations would resolve a conflict between the individual's religious belief or practice and a work requirement, unless doing so would create an undue hardship.

Requesting a Religious Accommodation

If you need an accommodation because of your religious beliefs or practices, make the request with your Principal. You may be asked to include relevant information such as:

- A description of the proposed accommodation.
- The reason you need the accommodation.
- How the accommodation will help resolve the conflict between your religious beliefs or practices (or lack thereof) and your work requirements.

After receiving your request, the School District will engage in an interactive dialogue with you to explore potential accommodations that could resolve the conflict between your religious beliefs or practices and work requirements. The School District encourages you to suggest specific reasonable accommodations. However, the School District is not required to make the specific accommodation requested by you and may provide an alternative accommodation, to the extent any reasonable accommodation can be made without imposing an undue hardship on the School District.

The School District will not discriminate or retaliate against staff members who, in good faith, request a religious accommodation under this policy.

Training Program

In most cases, and for most departments, training staff members is done on an individual basis by the Principal or other designee. Even if you have had previous experience in the specified functions of your job

duties, it is necessary for you to learn our specific procedures, as well as the responsibilities of the specific position. If you ever feel you require additional training, consult your Principal.

Anti Harassment Policy

Unity School District believes that each individual employed by us has the right to be free from discrimination or harassment because of race, color, religion, sex, age, marital status, sexual orientation, pregnancy, genetic information, veteran or military status, physical or mental disability, national origin or ancestry, or any other legally-protected status. All employees should be able to work in an environment free from all forms of discrimination, intimidation, and harassment, including sexual harassment.

Harassment is severe or pervasive verbal, physical, or other conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, religion, sex, age, marital status, sexual orientation, pregnancy, genetic information, veteran or military status, physical or mental disability, national origin or ancestry, or any other legally-protected classification, and that: (1) has the purpose or effect of creating an intimidating, hostile, or offensive work environment; (2) has the purpose or effect of unreasonably interfering with an individual's work performance; or (3) otherwise adversely affects an individual's employment opportunities.

It is not possible to list all of the circumstances and behaviors that may constitute unlawful harassment in violation of Unity policy. However, the following are examples of some conduct that may constitute harassment in violation of this policy:

- epithets, slurs, negative stereotyping, or threatening, intimidating or hostile acts that are based on or that relate to an individual's membership in a protected category;
- written or graphic material that denigrates or shows hostility toward an individual or group because of their membership in a protected category; and/or,
- offensive comments, jokes, innuendos, and other statements or conduct based on an individual's membership in any of the legally protected categories listed above.

Sexual harassment is a form of illegal harassment and is defined to include unwelcome sexual advances, requests for sexual favors, and other verbal or physical or non-physical conduct of a sexual or otherwise offensive nature, especially where:

- submission to such conduct is made either explicitly or implicitly a term or condition of employment;
- submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment; or
- such conduct has the purpose or effect of creating an intimidating, hostile, or offensive working environment or interfering with an individual's work performance.

Sexual harassment can come from superiors, fellow employees, students, vendors, and other third parties. Men as well as women can be victims of sexual harassment. Any sexual harassment as defined when perpetrated on any student or employee by another student or employee will be treated as sexual harassment under this policy.

While it is not possible to list all of the circumstances or behaviors that may constitute sexual harassment or other inappropriate conduct that will not be tolerated, the following are some examples of prohibited conduct:

1. Verbal harassment and/or abuse of a sexual nature, such as sexual jokes, innuendos, and/or unwelcome offensive comments;
2. Subtle pressure for sexual activity;
3. Inappropriate patting or pinching;

4. Intentional brushing against a student's or an employee's body;
5. Demanding sexual favors accompanied by implied or overt threats concerning an individual's employment or educational status;
6. Demanding sexual favors accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; 7. Any unwelcome sexually motivated touching;
8. Written materials or pictures that are sexually suggestive or offensive in nature; or 9. Sexual violence, which refers to physical sexual act(s) perpetrated against a person's will or where a person is incapable of giving consent.

Unity prohibits all of the activities discussed above, whether engaged in by a supervisor, agent, employee, co-worker, or non-employee (such as a vendor) who is on our premises or who comes in contact with our employees. It cannot be stressed enough that Unity will not tolerate any form of illegal discrimination or harassment. If an employee feels that he or she is being harassed or discriminated against, these guidelines should be followed to help Unity address his or her concerns.

Violations of the policy, whether intended or not, will not be permitted. Any supervisor or employee who harasses or discriminates against another employee, student, citizen, or visitor on any of the bases discussed above, will be subject to discipline, up to and including discharge.

If you experience or witness what you believe may be harassment and/or discrimination in violation of this policy, you should immediately report the incident in accordance with Unity's Reporting Procedure, outlined below.

Anti-Retaliation Policy Statement

Unity also prohibits any form of retaliation against any employee for filing a good faith complaint under its equal employment opportunity policy, anti-harassment policy, or under its Americans with Disabilities Act policy; for assisting in the investigation of a complaint by Unity or any state or federal agency; for inquiring, discussing, or disclosing his or her wages or those of another employee; or, for requesting a flexible work schedule. Retaliation is a form of unlawful harassment and will be handled in the same manner as other forms of harassment. If you believe that you are being subjected to retaliation in violation of Unity's policies and/or state or federal law, you must report the incident in accordance with the Reporting Procedure, outlined below.

Anyone found to have engaged in retaliation in violation of Unity's policies will be subject to disciplinary action up to and including immediate termination.

Reporting Procedure for Sexual and Other Unlawful Harassment, Discrimination, and Retaliation

Employees who have any questions, problems, or complaints regarding a violation of Unity's policies or believe that he or she has been sexually harassed, subjected to other unlawful discrimination or harassment, or retaliated against, must report the alleged acts to their building principal or to the Superintendent. Unity encourages, but does not require, the reporting party or complainant to use the report form available from the Principal of each building or available from the Superintendent's office. All complaints will be promptly and appropriately investigated. Submission of a complaint will not affect the reporting individual's continued employment, work assignments, or other conditions of employment.

Supervisors and principals who become aware of discriminatory or harassing conduct, a complaint of discrimination or harassment, or retaliation must report the conduct and/or complaint immediately to the Human Resources Director.

You are not required to directly confront the person who is the source of your report, question, or complaint before making a report in accordance with this policy. However, a clear statement to the person engaging in the offensive behavior is often all that is necessary to stop the conduct. Therefore, employees are

encouraged to let the person engaging in the conduct know how they feel, but they are not required to do so.

In the School Building

The building Principal is the person responsible for receiving oral or written complaints of discrimination, sexual harassment, other forms of unlawful harassment, or retaliation at the building level. The Principal is responsible for immediately notifying the Superintendent or his/her designee. If the report was given verbally, the Principal (or your department supervisor) shall reduce it to written form and forward it to the Superintendent within twenty-four hours (or one working day). Failure to forward any complaint as provided herein will result in disciplinary action.

If the complaint involves the building Principal, the complaint must be filed directly with the Superintendent.

District-Wide

The School Board has appointed the Superintendent of Schools or his/her designee as Unity Human Resources Director to receive complaints of discrimination, sexual harassment, other forms of unlawful harassment, and/or retaliation from any individual or employee as outlined above. Unity shall post the name of the Human Resources Director, including a mailing address at Unity School District 864 2nd NH Turnpike, Unity NH 03773.

If the complaint involves the Superintendent, the complaint shall be filed directly with the School Board.

Confidentiality

To the extent possible, Unity will respect the confidentiality of the complainant and the individual(s) against whom the complaint is filed, consistent with Unity's legal obligations and the necessity to investigate allegations of discrimination, sexual harassment, other forms of unlawful harassment, and/or retaliation and take disciplinary action when the conduct is found to have occurred.

Investigation

By authority of the Board of School Committee, the Human Rights Officer, upon receipt of a report or complaint alleging discrimination, sexual harassment, other forms of unlawful harassment, and/or retaliation shall immediately authorize an investigation. This investigation may be conducted by School District officials or by a third party designated by Unity. The investigating party shall provide a written report of the status of the investigation within 10 working days to the Superintendent of Schools. If the Superintendent is the subject of the complaint, the report shall be submitted to the School Board. In addition, Unity may take immediate steps, at its discretion, to protect the complainant, students, and/or employees pending completion of the investigation.

Recommendation

Upon receipt of a recommendation that the complaint is founded, Unity will take such action as appropriate based on the results of the investigation.

The result of the investigation of each complaint filed under these procedures will be reported in writing to the complainant by Unity. The report will document any disciplinary action taken as a result of the complaint that directly relates to the complainant, except where minors are involved.

Student Confidentiality

Student information is confidential pursuant to the Family Educational Rights and Privacy Act ("FERPA"). Unity employees may have access to student information incidental to their employment. Such information is to be used only the manner consistent with employee job duties. Unless a child is over 18 years old or is an emancipated minor, a student's parent may access his or her child's own education record upon request. Disclosure of student information to a third party may only be done with **written parental consent.** Further, no employee may disseminate or divulge student information to a third party unless he or she receives written consent from the Superintendent's Office, or is required to disseminate or divulge the information by law. Violation of this language may result in disciplinary action, up to and

including immediate termination.

Mandatory Reporting Obligations Title IX
Title IX is a federal law that applies to all public schools. The law states that no person shall, on the basis of gender, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal assistance. Sex discrimination under Title IX includes acts of sexual harassment and/or sexual violence. To the extent you know or reasonably should know that an incident of sex discrimination, sexual harassment, and/or sexual violence has occurred involving a Unity student or students, regardless of whether the incident occurred on campus or off campus, or between two students, a student and a staff member, or between a student and a third-party, you must immediately report the incident to Unity's Title IX Coordinator or your school principal. Forrest Ransdell, Superintendent of Schools has been designated as the Title IX Coordinator. He can be reached at Unity School District, 864 2nd NH Turnpike, Newport, NH 03773 or by calling 603-542-5888.

Pupil Safety and Violence Prevention Policy

The District is committed to providing all pupils a safe school environment in which all members of the school community are treated with respect. In compliance with RSA 193-F, Unity has a policy that specifically prohibits bullying and cyberbullying. By way of example, but not limitation, bullying is conduct that subjects a pupil to insults, taunts, or challenges, whether verbal, written, or physical in nature. Conduct constituting bullying will not be tolerated and is prohibited.

Any Unity employee or employee of a company under contract with a school within Unity or Unity itself, who has witnessed or who has knowledge or belief that a pupil has been subjected to "bullying" shall report such incident to the building principal or his/her designee as soon as possible, but no later than the end of that school day. The principal or his/her administrative designee shall commence an investigation within five (5) school days upon receipt of a report of bullying.

Unity has made forms for reporting incidents of bullying and encourages the use of these forms. Use of the forms is not required, however. Such forms are available in the school main office, guidance office, on-line..

The Superintendent may develop appropriate methods of discussing the meaning, substance, and application of this policy with staff and students in order to minimize the occurrence of bullying, and for staff to effectively respond to any such incidents.

Hazing Reporting Obligation

Under New Hampshire law, any person who is present at, or otherwise has direct knowledge of, any student hazing is required to report the hazing to educational administrators or law enforcement. Hazing is defined as any act directed toward a student, or any coercion or intimidation of a student to act or participate in or submit to any act, when (1) such act is likely or would be perceived by a reasonable person as likely to cause physical or psychological injury to any person and (2) such act is a condition of initiation into, admission into, continued membership in, or association with any organization. If you make such a report, you must also inform your supervisor or the building principal of the report and the basis for the report.
Please note: Under New Hampshire law, the obligation to report a hazing incident is an ***individual obligation***; therefore, employees may not satisfy the obligation merely by informing their supervisor. A report must be made to your building principal or directly to law enforcement. Your School Resource Officer can receive your report.

New Hampshire Safe School Zones Act

As required by RSA 193-D, any employee who witnesses any act of theft, destruction, or violence in, on, or around any Unity school property or on any school bus, must immediately report the incident to his or

her building principal (or your supervisor). Acts of "theft, destruction, or violence" are defined to include homicides, first or second-degree assaults, simple assaults, felonious or aggravated assaults, criminal mischief, unlawful possession or sale of a firearm or other dangerous weapon, arson, burglary, robbery, theft, illegal sale or possession of a controlled drug, and criminal threatening.

The report must be in writing and include the names and addresses, if known, of (1) the person suspected of committing the act; and (2) any other witnesses to the act. In addition, the report must identify the act that the employee witnessed.

New Hampshire Child Protection Act

As required by state law, any employee who has a reason to suspect that a child has been abused or neglected shall immediately make an oral report of his or her suspicion to the New Hampshire Department of Health and Human Services, Division of Children, Youth, and Families ("DCYF"), which shall be followed by a written report within 48 hours if requested. If you make such a report, you must also inform your supervisor or the building principal of the report and the basis for your suspicion.
To the extent known, the report must include the name and address of the child who is suspected of being abused or neglected and the person responsible for the child's welfare, the specific information regarding the suspected abuse or neglect, the extent of the child's injuries, the identity of the person suspected of abusing or neglecting the child, and any other information that may be helpful to the Department of Health and Human Services.

Please note: Under New Hampshire law, the obligation to make a report to DCYF under the Child Protection Act is an ***individual obligation***; therefore, employees may not satisfy the obligation merely by informing their supervisor.

Special Education Obligations

Your job may require that you work with students who are receiving Special Education services from the District. Special Education laws, including the IDEA, ADA, and Section 504 of the Rehabilitation Act, contain numerous requirements for special educators. If you are working with a student who has an IEP or a 504 Plan, and you have questions about how to implement the plan, please speak to your Principal or the Director of Student Services. Please note, however, that individual employees shall not alter special education services unilaterally. Failure to follow a student's IEP or 504 plan may result in discipline.

Wage and Hour Policies

Attendance

SAU 109 Unity School District requires regular and punctual attendance by staff members. You are expected to arrive at the workplace on time and ready to perform your job. Failure to comply with this policy may result in disciplinary action, up to and including termination.

If you are not going to arrive at work or return from a break on time, you must notify your Principal as soon as possible but at least one hour before your scheduled start time. If your Principal is not available, contact the Administrative Assistant.

If you must miss work due to an emergency or other unexpected circumstance, notify your Principal as soon as possible. Notice should include the expected duration of your absence and your expected time or date of return. You may be required to provide documentation of the need for the absence (upon the third consecutive day), as permitted by applicable law.

If you become ill during your scheduled workday and need to leave before the end of your shift, notify your Principal immediately. If you are unable to perform your job at an acceptable level due to illness, you may be sent home until you are well enough to work.

Absences will be considered excused if you requested the time off in accordance with School District policies, any applicable bargaining agreement and received the required approval for the absence. Absences will be considered unexcused if you are absent from work during scheduled work hours without permission and do not receive retroactive approval. This policy applies to all absences, including full-or partial-day absences, late arrivals, and early departures.

Planned absences, such as vacations or medical appointments, should be arranged as far in advance as possible. If you need to be absent during the workday, attempt to schedule outside appointments or obligations so that your absence has the smallest impact possible on business operations.

The School District reserves the right to apply unused vacation, sick time, or other paid time off to unauthorized absences when permitted by applicable law and any applicable collective bargaining agreement. Absences resulting from approved leave, vacation, or legal requirements are exceptions to this policy.

If you fail to report to work for three or more consecutive days and have not provided proper notification, the School District will assume that you have voluntarily resigned your position and will proceed with the termination process.

Business Expenses

The purpose of this policy is to define approved nontravel business expenses and the authority for incurring and approving such expenses at SAU 109 Unity School District.

Approved business expenses are the reasonable and necessary expenses incurred by staff members to achieve legitimate business purposes that are not covered by normal School District procurement processes.

Business Meetings (Employer-Sponsored Events and Meetings)

The School District pays for expenses necessary to achieve a valid business purpose when meetings are held with customers, vendors, or other School District staff members when previously approved by the Principal or Superintendent. The most senior School District individual present is responsible for paying for and reporting all expenses.

The School District will make every effort to have a master account set up for School District-wide and large group events. However, if you are at a small meeting or staying by yourself at a hotel, pay individually and submit for reimbursement accordingly.

Entertainment

The School District does not pay for entertainment expenses unless specifically pre-approved in advance. Each individual present is responsible for paying for and reporting all expenses.

Technical and Training Seminars

The School District pays for expenses associated with attendance at classes and seminars that enhance job-related skills that are required by the District or approved as required in a collective bargaining agreement. Prior approval must be obtained by the Superintendent.

Other Expenses

The School District will pay for postage and telephone expenses that are for business purposes.

Reporting

Report approved expenses on the standard expense report form and include a description of the expense (which should include the date, vendor, business purpose, and a list of any attendees/participants) and a copy of the receipt.

Direct Deposit

SAU 109 Unity School District encourages all staff members to enroll in direct deposit. If you would like to take advantage of direct deposit, complete the form available on the employee portion of the District Website or from the Payroll provider. Typically, the bank will begin the direct deposit of your payroll within 30 calendar days after you submit your completed application.

If you have selected the direct deposit payroll service, a written explanation of your deductions will be provided to you on paydays in lieu of a check.

Employment Classifications

The School District designates all employees as either exempt or nonexempt in compliance with applicable federal, state, and local law:

- **Exempt employees.** Exempt employees are generally paid a fixed salary and are not entitled to overtime pay.
- **Nonexempt employees.** Nonexempt employees are entitled to minimum wage and overtime pay.

The School District also assigns each employee to one of the following categories:

- **Regular full-time employees.** Regular full-time employees are normally scheduled to work at least 29 hours per workweek, except for approved time off. [[Full-time employees are eligible for most School District benefits.]]
- **Regular part-time employees.** Regular part-time employees are normally scheduled to work 28 hours or less per workweek. Part-time employees are not eligible for most School District benefits unless specifically approved by the Superintendent.
    - **Temporary or seasonal employees.** Temporary employees are generally hired on a temporary or project-specific basis, with either full- or part-time hours. Seasonal employees are hired on a temporary basis during a time of year when extra work is available. Temporary or seasonal employees are not eligible for most School District benefits. Temporary employees will be hired based upon any applicable collective bargaining agreement prior to the employment of outside candidates.

You will be informed of your classification, status, and responsibilities at the time of hire and at any time your classification, status, or responsibilities change. If you have a question regarding this information, contact the Principal or Superintendent. These classifications do not alter your employment at-will status.

Wage Determination

At SAU 109 Unity School District, pay depends on a wide range of factors, including collective bargaining agreements, pay scale surveys, individual effort, and market forces. If you have any questions about your compensation, including matters such as paid time off, commissions, overtime, benefits, or paycheck deductions, speak with your Principal or the Superintendent.

Paycheck Deductions

SAU 109 Unity School District is required by law to make certain deductions from your pay each pay period, including deductions for federal income tax, Social Security and Medicare (FICA) taxes, Retirement, state unemployment taxes, and any other deductions required under law or by court order for wage garnishments. The amount of your tax deductions will depend on your earnings and the information you list on your federal Form W-4 and applicable state withholding form. Permissible deductions for exempt staff members may also include, but are not limited to, deductions for full-day absences for reasons other than

sickness or disability and certain disciplinary suspensions. You may also authorize certain voluntary deductions from your paycheck where permissible under state law. Your deductions will be reflected in your wage statement. If you have any questions about deductions from your pay, contact your Principal or the Administrative Assistant for support in contacting the payroll provider.

The School District will not make deductions to your pay that are prohibited by federal, state, or local law. Review your paycheck for errors each pay period and immediately report any discrepancies to your Principal or the Administrative Assistant.

You will be reimbursed in full for any isolated, inadvertent, or improper deductions, as defined by law. If an error is found, you will receive an immediate adjustment, which will be paid no later than your next regular pay period.

The School District will not retaliate against employees who report erroneous deductions in accordance with this policy.

Recording Time

SAU 109 Unity School District is required by applicable federal, state, and local laws to keep accurate records of hours worked by certain staff members. To ensure that the School District has complete and accurate time records and that staff members are paid for all hours worked, nonexempt staff members are required to record all working time using the Frontline system. Speak with your Principal or Administrative Assistant for specific instructions.

You must accurately record all of your time to ensure you are paid for all hours worked, and must follow established School District procedures for recording your hours worked. Time must be recorded as follows:

- Immediately before starting your shift.
- Immediately after finishing work, before your meal period.
- Immediately before resuming work, after your meal period.
- Immediately after finishing work.
- Immediately before and after any other time away from work.

If you are required to clock in, you should clock in no more than five minutes before the time you actually start working and clock out no later than five minutes after you actually stop working.

Notify your Principal or Administrative Assistant of any pay discrepancies, unrecorded or mis-recorded work hours, or any involuntarily missed meal or break periods.

Falsifying time entries is strictly prohibited. Falsifying time entries includes working "off the clock." If you falsify your own time records, or the time records of co-workers, or if you work off the clock, you will be subject to discipline up to and including termination. Immediately report to the Superintendent any employee, supervisor, or manager who falsifies your time entries or encourages or requires you to falsify your time entries or work off the clock.

Travel Expenses

The purpose of this policy is to define approved business travel expenses and the authority for incurring and approving such expenses at SAU 109 Unity School District.

Travel expenses are the reasonable and necessary expenses incurred by staff members when traveling on approved SAU 109 Unity School District business trips. Travel is limited to business activities for which other means of communication is inadequate and for which prior approval from your Superintendent has been received.

Advances

The School District does not generally provide cash travel advances. Normally, you will be expected to use personal credit cards and/or your own cash and submit approved expenses on the standard Expense Report Form.

Travel Expenses

The School District pays the actual amounts incurred for appropriate expenses when you are on travel assignments. Examples of typical expenses include the following:

- Airline tickets.
- Meals and lodging.
- Car rental, bus, taxi, parking.
- Telephone and fax.
- Laundry and dry cleaning (trips exceeding one week only, unless emergency).
- Business supplies and services.
- Associated gratuities.
- Other expenses necessary to achieve the business purposes.

Family Members

The School District will not pay the travel expenses of spouses or other family members.

Air Travel

Use economy or tourist class airfares when traveling on School District business. In addition, private, noncommercial aircraft or chartered aircraft are not to be used.

Airfares are to be charged to personal credit cards and subsequently submitted for reimbursement on the approved reimbursement form.

Hotels

Neither in-room movies or room service nor refreshment bars are approved School District expenses.

Insurance

The School District does not pay for personal travel insurance for staff members.

Rental Cars

You are to use rental firms having existing relationships with the School District and, where feasible, have negotiated discount rates. Available reasonable transportation is to be used.

Personal Vehicles

When using your own vehicle for business purposes, you must maintain insurance coverage as required by law and may not have more than 2 points on your driving record. Travel between your home and primary office is not considered to be business travel. You may not use your personal vehicle for business travel without authorization. Every attempt should be made to utilize the use of courier and delivery services in order to avoid hazard of liability and the time away from work. You will be reimbursed for vehicle use at the standard IRS mileage rate. Mileage reimbursement request must be submitted monthly. Failure to do so may jeopardize your reimbursement. The Superintendent must authorize any deviation from this policy. Personal vehicles will not be used to transport students.

Reporting

Report approved expenses and include a description of the expense, its business purpose, date, place, and the participants.

Travel Reservations

Airline travel, rental cars, and hotels must be booked through the district designated procedure in order to be reimbursed.

Use of Employer Credit/Procurement Cards

All staff members in the possession of a credit card issued by SAU 109 Unity School District will adhere to the strictest guidelines of responsibility for the protection and proper use of that card. Credit card purchases related to School District vehicle use (gas, oil, etc.) under $100 do not require prior approval. Credit card purchases for vehicle use over $100 and any other business purchases over $25 must receive prior approval from your Principal or Superintendent.

Submit all sales receipts generated by use of the School District credit card within 5 days of use to your Administrative Assistant. Your School District credit card may not be used for personal reasons. Use of the School District credit card is restricted to approved business-related expenses.

Any unauthorized purchases made with a credit card issued by the School District will be the cardholder's responsibility. You must reimburse any such purchase to the School District within 5 days.

Immediately report lost or stolen School District cards to your Principal or Superintendent. Failure to follow this policy may result in disciplinary action up to and including discharge.

Performance, Discipline, Layoff, and Termination

Criminal Activity/Arrests

SAU 109 Unity School District will report all criminal activity in accordance with applicable law. Involvement in criminal activity while employed by the School District, whether on or off School District property, may result in disciplinary action including suspension or termination of employment.

You are expected to be on the job, ready to work, when scheduled. Inability to report to work as scheduled may lead to disciplinary action, up to and including termination of employment, for violation of an attendance policy or job abandonment.

Disciplinary Process

Violation of SAU 109 Unity School District's policies or procedures may result in disciplinary action, including demotion, transfer, leave without pay, or termination of employment. The School District encourages a system of progressive discipline depending on the type of prohibited conduct. However, the School District is not required to engage in progressive discipline and may discipline or terminate staff members who violate the rules of conduct, or where the quality or value of their work fails to meet expectations at any time. Again, any attempt at progressive discipline does not imply that your employment is anything other than on an "at-will" basis consistent with applicable law. Note that the specific terms of your employment relationship, including termination procedures, are governed by the laws of the state in which you are employed and any applicable collective bargaining agreements.

In appropriate circumstances, management will first provide you with a verbal warning, then with one or more written warnings, and if the conduct is not sufficiently altered, eventual demotion, transfer, forced leave, or termination of employment. Your Principal or Superintendent will make every effort possible to allow you to respond to any disciplinary action taken. Understand that while the School District is concerned with consistent enforcement of our policies, we are not obligated to follow any disciplinary or

grievance procedure (unless specified in a collective bargaining agreement) and, depending on the circumstances, you may be disciplined or terminated without any prior warning or procedure.

Employment Verification

SAU 109 Unity School District policy is to confirm dates of employment, job title, and compensation (where permissible under applicable law). The School District will only provide such information with your written authorization. Requests for employment verification should be forwarded to the Superintendent.

Exit Interview

You will be asked to participate in an exit interview when you leave SAU 109 Unity School District. The purpose of the exit interview is to provide management with greater insight into your decision to leave employment; identify any trends requiring attention or opportunities for improvement; and to assist the School District in developing effective recruitment and retention strategies. Your cooperation in the exit interview process is appreciated.

Open Door/Conflict Resolution Process

SAU 109 Unity School District strives to provide a comfortable, productive, legal, and ethical work environment. To this end, we want you to bring any problems, concerns, or grievances you have about the work place to the attention of your Principal and, if necessary, to the Superintendent. To help manage conflict resolution we have instituted the following problem solving procedure:

If you believe there is inappropriate conduct or activity on the part of the School District, management, its staff members, vendors, customers, or any other persons or entities related to the School District, bring your concerns to the attention of your Principal at a time and place that will allow the person to properly listen to your concern. Most problems can be resolved informally through dialogue between you and your Principal. If you have already brought this matter to the attention of your Principal before and do not believe you have received a sufficient response, or if you believe that person is the source of the problem, present your concerns to the Superintendent. Describe the problem, those persons involved in the problem, efforts you have made to resolve the problem, and any suggested solution you may have.

Outside Employment

Outside employment that creates a conflict of interest or affects the quality or value of your work performance or availability at SAU 109 Unity School District is prohibited. The School District recognizes that you may seek additional employment during off hours, but in all cases expects that any outside employment will not affect your attendance, job performance, productivity, work hours, or scheduling, or would otherwise adversely affect your ability to effectively perform your duties or in any way create a conflict of interest. Any outside employment that will conflict with your duties and obligations to the School District should be reported to your Principal. Staff members may not engage in tutoring or similar employment of students who they directly service without explicit permission of the Superintendent. Failure to adhere to this policy may result in discipline up to and including termination. While on a leave of absence, you may not work or be gainfully employed for yourself or by another employer. If you are on a leave of absence and are found to be in violation of this policy, you will be subject to disciplinary action up to and including termination.

Pay Raises

For employees not covered by a collective bargaining agreement, depending on financial health and other School District factors, efforts will be made to give pay raises consistent with SAU 109 Unity School District budgetary conditions, job performance, and the consumer price index. The School District may also make individual pay raises based on merit or due to a change of job position.

Performance Reviews

SAU 109 Unity School District will periodically review your work performance. The performance review is a tool used to evaluate employee performance over the review period by assessing:

- Your performance of assigned job duties and responsibilities.
- Your achievement or lack of achievement of specific targets and goals.
- Other aspects of your performance (e.g., communication skills, professionalism, ability to collaborate, reliability, willingness to take initiative, etc.).

The performance review process will take place per the requirements of the collective bargaining agreement or once per year for nonunion employees and as business needs dictate.

The performance review process is intended to increase the quality and value of your work performance. The review process may be used:

- As a basis for employment decisions, such as continued employment.
- To improve the performance of underperforming staff members.
- To document employee growth at the School District.

A positive performance review does not guarantee a pay raise or continued employment.

Resignation Policy

SAU 109 Unity School District hopes that your employment with the School District will be a mutually rewarding experience; however, the School District acknowledges that varying circumstances can cause you to resign employment. The School District intends to handle any resignation in a professional manner with minimal disruption to the workplace.

Notice

The School District requests that you provide a minimum of four weeks notice of your resignation. If you are an Administrator, you are requested to provide a minimum of 6 weeks notice. Provide a written resignation letter to your immediate supervisor and copy to Human Resources. If you provide less notice than requested, the School District may deem you to be ineligible for rehire, depending on the circumstances of the notice given.

The School District reserves the right to provide you with pay in lieu of notice in situations where job or business needs warrant.

Final Pay

The School District will pay separated staff members in accordance with applicable laws and other sections of this handbook.

Notify the School District if your address changes during the calendar year in which resignation occurs to ensure tax information is sent to the correct address.

Return of Property

Return all School District property at the time of separation, including cellphones, keys, tools, laptops, credit cards, and identification cards. Failure to return some items may result in deductions from your final paycheck where state law allows. In some circumstances, the School District may pursue criminal charges for failure to return School District property.

Standards of Conduct

SAU 109 Unity School District wishes to create a work environment that promotes job satisfaction, respect, responsibility, integrity, and value for all our staff members, students, families, and other stakeholders. We all share in the responsibility of improving the quality of our work environment. By deciding to work here, you agree to follow our rules.

While it is impossible to list everything that could be considered misconduct in the workplace, what is outlined here is a list of common-sense infractions that could result in discipline, up to and including immediate termination of employment. This policy is not intended to limit our right to discipline or discharge staff members for any reason permitted by law.

Examples of inappropriate conduct include:

- Violation of the policies and procedures set forth in this handbook.
- Possessing, using, distributing, selling, or negotiating the sale of illegal drugs or other controlled substances.
- Possessing or being under the influence of alcohol during working hours on School District property (including in School District vehicles), or on School District business.
- Inaccurate reporting of the hours worked by you or any other staff members.
- Providing knowingly inaccurate, incomplete, or misleading information when speaking on behalf of the School District or in the preparation of any employment-related documents including, but not limited to, job applications, personnel files, employment review documents, intra-District communications, or expense records.
- Taking or destroying School District property.
- Possession of potentially hazardous or dangerous property (where not permitted) such as firearms, weapons, chemicals, etc., without prior authorization.
- Fighting with, or harassment of (as defined in our EEO policy), any fellow employee, student or family member.
- Disclosure of School District confidential or sensitive information (e.g.,student records/reports, confidential information as defined by FERPA) of the School District or its students, staff members or families.
- Refusal or failure to follow directions or to perform a requested or required job task.
- Refusal or failure to follow safety rules and procedures.
- Excessive tardiness or absences.
- Smoking.
- Working unauthorized overtime.
- Solicitation of fellow employees on School District premises during working hours.
- Failure to dress according to School District policy.
- Use of obscene or harassing (as defined by our EEO policy) language in the workplace.
- Engaging in outside employment that interferes with your ability to perform your job at this School District.
- Gambling on School District premises.
- Lending keys or keycards to School District property to unauthorized persons.

Nothing in this policy is intended to limit your rights under the National Labor Relations Act, or to modify the at-will employment status where at-will is not prohibited by state law.

Workforce Reductions (Layoffs)

If necessary based upon business needs, SAU 109 Unity School District management may decide to implement a reduction in force (RIF) in accordance with any applicable collective bargaining agreement. We acknowledge that RIFs can be a trying experience for all involved, and the School District will make its best effort to make sound decisions while acknowledging the needs of its workforce.

General Policies

Computer Security and Copying of Software

Software programs purchased and provided by SAU 109 Unity School District are to be used only for creating, researching, and processing materials for School District use. By using School District hardware, software, and networking systems you assume personal responsibility for their use and agree to comply with this policy and other applicable School District policies, as well as city, state, and federal laws and regulations.

All software acquired for or on behalf of the School District, or developed by School District staff members or contract personnel on behalf of the School District, is and will be deemed School District property. It is the policy of the School District to respect all computer software rights and to adhere to the terms of all software licenses to which the School District is a party. The IT department is responsible for enforcing these guidelines.

You may not illegally duplicate any licensed software or related documentation. Unauthorized duplication of software may subject you and/or the School District to both civil and criminal penalties under the United States Copyright Act. To purchase software, obtain your Principal's approval. All software acquired by the School District must be purchased through

You may not duplicate, copy, or give software to any outsiders including students, non-district personnel, contractors, customers, and others. You may use software on local area networks or on multiple machines only in accordance with applicable license agreements entered into by the School District.

Employer Sponsored Social Events

SAU 109 Unity School District holds periodic social events for staff members. Be advised that your attendance at these events is voluntary and does not constitute part of your work-related duties. Any exceptions to this policy must be in writing and signed by a Principal or the Superintendent prior to the event.

While the Unity School District will not provide alcoholic beverages at these events, they may be available. If you choose to drink alcoholic beverages, you must do so in a responsible manner, remembering you are a representation of the Unity School District. Do not drink and drive. Instead, please call a taxi or appoint a designated driver.

Employer-Provided Cell Phones/Mobile Devices

SAU 109 Unity School District may issue certain staff members a School District cell phone/mobile device for work-related communications and/or operations. If you drive a vehicle during your employment, you may not use any cell phone/mobile device or other communication device while driving unless the device is equipped or configured with a "hands-free" listening/speaking option, and you in fact utilize the hands-free device.

[We understand that you may use the cell phone/mobile device for personal use; however, such personal use should not exceed the plan allowance. When the cell phone/mobile device is used for personal reasons and the activity results in additional cost to the School District, you are responsible for the cost of that usage, including all applicable taxes unless prohibited by law.

The School District owns and remains entitled to all cell phone/mobile devices issued to staff members, including all passwords controlling access to them.
You may not change those passwords except with permission. At the time of employment termination, all such equipment and passwords must be returned to the School District in operable condition.

Violation of this policy may result in discipline, up to and including termination of employment.

Nonsolicitation/Nondistribution Policy

SAU 109 Unity School District prioritizes a harmonious work environment that minimizes disruption to school operations and respects the focus of staff members, visitors, and others. Our nonsolicitation/nondistribution policy aims to ensure a balanced approach to interactions within the workplace.

Solicitation

For the purposes of this policy, ***solicitation*** includes various activities such as selling items or services, seeking contributions, or seeking support for an organization. Solicitation, whether conducted verbally, in writing, or electronically, falls under this policy's scope.

During your assigned working hours, soliciting other staff members is prohibited. ***Working hours*** refers to periods when either you or the staff members you intend to solicit are expected to be actively engaged in work-related activities. You are permitted to engage in solicitation during authorized nonworking times, such as breaks, provided that the recipients of the solicitation are also on nonworking time.

Distribution

To ensure cleanliness, organization, and safety, the distribution of nonwork-related literature or items within working areas is prohibited at all times. Working areas do not include break/rest areas, lunchrooms, and parking lots. Electronic distribution of materials during work hours is also not allowed. Any literature that violates the School District's equal employment opportunity (EEO) and nonharassment policies, or knowingly spreads false information, is strictly prohibited. Non-employees are not permitted to distribute materials on District premises under any circumstances.

Statutory Rights and Communication

This policy is not meant to curtail the statutory rights of employees, including their right to discuss terms and conditions of employment. Open communication remains a vital part of our workplace culture.

Reporting Violations

If you become aware of violations of any policy, report them to your Principal or Superintendent. We appreciate your cooperation in maintaining a respectful and focused work environment.

Off-Duty Use of Employer Property or Premises

You may not use SAU 109 Unity School District property for personal use during working time. You are responsible for returning School District property in good condition and repairing or replacing any property damaged as the result of personal use or as the result of negligence. This includes use of copy machines, computers, School District products, or office supplies for personal use without prior authorization.

It is School District policy to control off duty and nonworking hour use of School District facilities either for business or personal reasons. You are prohibited from using School District facilities during off duty or nonworking hours without the written consent of your Principal. If you use School District facilities during your off-duty hours or School District off-hours, you may be required to properly arrange for the use through the required district process, sign a log-in and log-out sheet maintained by the School District or building manager.

Personal Appearance

Your personal appearance reflects on the reputation, integrity, and public image of SAU 109 Unity School District. All staff members are required to report to work neatly groomed and dressed. You are expected to maintain personal hygiene habits that are generally accepted in the community, including clean clothing,

good grooming and personal hygiene, and appropriate attire for the workplace and the work being performed. This may include wearing protective safety clothing and equipment, depending upon the job. Use common sense and good judgment in determining what to wear to work.

Fragrant products, including but not limited to perfumes, colognes, and scented body lotions or hair products, should be used in moderation out of concern for others with sensitivities or allergies.

The School District, in accordance with applicable law, will reasonably accommodate staff members with disabilities or religious beliefs that make it difficult for them to comply fully with the personal appearance policy unless doing so would impose an undue hardship on the School District. Contact your Principal to request a reasonable accommodation.

Failure to comply with the personal appearance standards may result in being sent home to groom or change clothes. Frequent violations may result in disciplinary action, up to and including termination of employment.

Personal Cell Phone/Mobile Device Use

While SAU 109 Unity School District permits staff members to bring personal cell phones and other mobile devices (i.e. smart phones, tablets, laptops) into the workplace, you must not allow the use of such devices to interfere with your job duties or impact workplace safety and health.

The state of New Hampshire prohibits students from possessing or using personal electronic devices during the school day from first bell to last bell. While this prohibition does not apply to staff members, it is important to remember adults are role models for our students and should demonstrate their use of personal electronic devices in this spirit. Use of personal cell phones and mobile devices at work can be distracting and disruptive and cause a loss of productivity. Thus, you should primarily use such personal devices during nonworking time, such as breaks and meal periods. During this time, use devices in a manner that is courteous to those around you. Outside of nonworking time, use of such devices should be minimal and limited to emergency use only. If you have a device that has a camera and/or audio/video recording capability, you are restricted from using those functions on School District property unless authorized in advance by management or when they are used in a manner consistent with your right to engage in concerted activity under section 7 of the National Labor Relations Act (NLRA).

You are expected to comply with School District policies regarding the protection of confidential and proprietary information when using personal devices.

While operating a vehicle on work time, the School District requires that the driver's personal cell phone/mobile device be turned off. If you need to make or receive a phone call while driving, pull off the road to a safe location unless you have the correct hands-free equipment for the device that is in compliance with applicable state laws.

You may connect your personal device to the School District network or to School District equipment (computers, printers, etc.). This connection should be limited to personal communication during nonworking time or for facilitation of instructional activities if necessary.

Nothing in this policy is intended to prevent staff members from engaging in protected concerted activity under the NLRA.

You will be subject to disciplinary action up to and including termination of employment for violation of this policy.

Personal Data Changes

It is your obligation to provide SAU 109 Unity School District with your current contact information, including current mailing address and telephone number. You should also inform the School District of any changes to your tax withholding status. Failure to do so may result in loss of benefits or delayed receipt of W-2 and

other mailings. To make changes to this information, contact the Human Resources Department or use the form available in the employee resources..

Security

All staff members are responsible for helping to make SAU 109 Unity School District a secure work environment. Upon leaving work, lock all desks, lockers, and doors protecting valuable or sensitive material in your work area and report any lost or stolen keys, passes, or similar devices to your Principal immediately. Refrain from discussing specifics regarding School District security systems, alarms, passwords, etc. with those outside of the School District.

Immediately advise your Principal of any known or potential security risks and/or suspicious conduct of staff members, students, or guests of the School District. Safety and security is the responsibility of all staff members and we rely on you to help us keep our premises secure.

Social Media

For purposes of this policy, ***social media*** refers to any means of posting content on the internet, including personal websites, social networking sites, blogs, chat rooms, and other online platforms, whether affiliated with the School District or not.

SAU 109 Unity School District acknowledges that social media has become an integral part of modern life that provides us with unique opportunities to communicate and share information with others. However, we also want to educate staff members that their social media use can:

- Pose risks to the School District's confidential information, reputation, and brand;
- Expose the School District to discrimination, harassment, and other claims; and
- Jeopardize the School District's compliance with educational and business rules and laws.

To minimize legal risks, avoid loss of productivity and distraction, and ensure that the School District's IT resources and communications systems are used appropriately, all staff members must abide by the following policy regarding social media use.

Use Good Judgment

While the School District respects your right to personal expression, you should assume that anything you do on social media—whether on a school district or personal account—could be viewed by a colleague, supervisor, student, families, or member of the community. As such, any social media activity, even from your personal account, reflects on the School District as well as on yourself. It is important to remember that anyone can see what you post (or what you posted at any time in the past).

Guidelines for Posting on Social Media

When posting:

- Protect student, family and staff confidential information related to the School District.
- Do not make statements that are maliciously false or defamatory or would constitute unlawful harassment or discrimination.
- Do not make express or implied threats of violence.
- Avoid linking personal accounts to the School District as an official source.
- Respect copyright, trademark, and third-party rights.
- Do not use the School District's email addresses to register on social media platforms for personal use.
- If you identify yourself as an employee of SAU 109 Unity School District on your personal account and are posting about the School District, make it clear that your views are your own and that you are not speaking on behalf of the School District.

Using Social Media at Work

Do not use social media while on your work time, unless it is work related as authorized by your Principal or Superintendent or consistent with policies that cover equipment owned by the School District.

Media Contacts

If you are not authorized to speak on behalf of the School District, do not speak to the media on behalf of the School District. Direct all media inquiries for official School District responses to the Superintendent.

Retaliation

Retaliation against those reporting policy violations or cooperating in investigations is prohibited. Retaliatory actions may lead to disciplinary measures.

Violations

Violations of this policy may result in discipline, up to and including termination.

This policy does not limit staff members rights to discuss wages, hours, or other terms and conditions of employment. All staff members have the right to engage in or refrain from such activities.

Third Party Disclosures

From time to time, SAU 109 Unity School District may become involved in news stories or potential or actual legal proceedings of various kinds. When that happens, lawyers, former staff members, newspapers, law enforcement agencies, and other outside persons may contact our staff members to obtain information about the incident or the actual or potential lawsuit.

If you receive such a contact, you should not speak on behalf of the School District and should refer any call requesting the position of the School District to the Superintendent. If you have any questions about this policy or are not certain what to do when such a contact is made, contact your immediate supervisor.

FERPA Obligations

Under the Family Educational Rights and Privacy Act (FERPA), in order to release or disclose any student information from the student's education record MSD must have written permission from the student's parent (or from the student if the student 18 years old or an emancipated minor). Employees with access to personally identifiable information of students are obligated to comply with MSD's obligations under FERPA.

Any unauthorized disclosure of personally identifiable student information (whether accidental or otherwise) is a violation of MSD's obligations and must be immediately reported by the Employee to his or her supervisor. If the Employee is unsure whether a disclosure is authorized under this policy, the Employee should consult with his or her supervisor before providing such information.

In the event of any conflict between this policy and the federal or state regulations related to FERPA, the federal and/or state regulations shall govern.

Use of District Technology

This policy is intended to provide SAU 109 Unity School District staff members with the guidelines associated with the use of the School District information technology (IT) resources and communications systems.

This policy governs the use of all IT resources and communications systems owned by or available at the School District, and all use of such resources and systems when accessed using your own devices, including but not limited to:

- Email systems and accounts.
- Internet and intranet access.
- Telephones and voicemail systems, including wired and mobile phones, smartphones, and pagers.
- Printers, photocopiers, and scanners.
- Fax machines, e-fax systems, and modems.
- All other associated computer, network, and communications systems, hardware, peripherals, and software, including network key fobs and other devices.
- Closed-circuit television (CCTV) and all other physical security systems and devices, including access key cards and fobs.]]

General Provisions

School District IT resources and communications systems are to be used for business purposes only unless otherwise permitted under applicable law.

All content maintained in School District IT resources and communications systems are the property of the School District. Therefore, staff members should have no expectation of privacy in any message, file, data, document, facsimile, telephone conversation, social media post, conversation, or any other kind or form of information or communication transmitted to, received, or printed from, or stored or recorded on School District electronic information and communications systems.

The School District reserves the right to monitor, intercept, and/or review all data transmitted, received, or downloaded over School District IT resources and communications systems in accordance with applicable law. Any individual who is given access to the system is hereby given notice that the School District will exercise this right periodically, without prior notice and without prior consent.

The interests of the School District in monitoring and intercepting data include, but are not limited to: protection of School District trade secrets, proprietary information, and similar confidential commercially-sensitive information (i.e. financial or sales records/reports, marketing or business strategies/plans, product development, customer lists, patents, trademarks, etc.); managing the use of the computer system; and/or assisting staff members in the management of electronic data during periods of absence.

You should not interpret the use of password protection as creating a right or expectation of privacy, nor should you have a right or expectation of privacy regarding the receipt, transmission, or storage of data on School District IT resources and communications systems.

Do not use School District IT resources and communications systems for any matter that you would like to be kept private or confidential.

Violations

If you violate this policy, you will be subject to corrective action, up to and including termination of employment. If necessary, the School District will also advise law enforcement officials of any illegal conduct.

Workplace Privacy and Right to Inspect

SAU 109 Unity School District property, including but not limited to lockers, phones, computers, tablets, desks, work areas, vehicles, or machinery, remains under the control of the School District and is subject to inspection at any time, without notice to any staff members, and without their presence.

You should have no expectation of privacy in any of these areas. We assume no responsibility for the loss of, or damage to, your property maintained on School District premises including that kept in lockers and desks.

Procedures for Administration of Federal Grant Funds for SAU 109

1. **Identification of Student Needs:**
   - ○ Methods: Student needs will be identified through assessments, teacher recommendations, and parental input.
   - ○ Data Collection: Data will be collected from standardized tests, classroom performance, and individual evaluations.
   - ○ Collaboration: Meetings with teachers, parents, and service providers to discuss and identify specific student needs.
2. **Services Offered:**
   - ○ Types of Services: Academic support, counseling, special education services, and enrichment programs.
   - ○ Tailored Services: Services will be tailored to meet each student's individual needs, as identified through assessments and evaluations.
3. **Provision of Services:**
   - ○ Location: Services will be provided within the school or at an agreed-upon location accessible to the students.
   - ○ Service Providers: Qualified teachers, counselors, and external experts will provide services.
   - ○ Scheduling: Services will be scheduled during school hours or after-school programs, ensuring minimal disruption to regular class time.
4. **Academic Assessment and Improvement:**
   - ○ Assessment Methods: Regular academic assessments will be conducted to measure student progress.
   - ○ Use of Results: Assessment results will be used to adjust and improve services, ensuring they effectively meet student needs.
   - ○ Feedback Loop: Continuous feedback will be provided to students, parents, and teachers to support academic growth.
5. **Equitable Services and Funding Allocation:**
   - ○ Scope and Size: Services will be provided based on the proportion of eligible private school students, ensuring equity.
   - ○ Funding Allocation: Funds will be allocated according to the number of eligible students and the specific needs identified.

- Determination Method: The proportion of funds will be determined using data on the number of eligible students and their specific needs.

6. **Data for Low-Income Families:**

   - Sources of Data: Data will be collected from school records, free/reduced lunch program eligibility, and other income verification processes.

   - Accuracy: Efforts will be made to ensure data accuracy so that the number of students from low-income families attending private schools can be appropriately determined.

7. **Decision-Making on Service Delivery:**

   - Consultation: Decisions will be made in consultation with private school officials, considering their views on service delivery methods.

   - Analysis: Thorough analysis and consideration of all suggestions and proposals will be conducted to ensure effective service delivery.

8. **Handling Disagreements with Private School Officials:**

   - Written Analysis: If there is disagreement, the LEA will provide a written analysis explaining the reasons for not using a contractor, as suggested by private school officials.

   - Communication: Open communication channels will be maintained to resolve disagreements amicably and transparently.

9. **Provision of Services:**

   - Direct or Third-Party: The LEA will decide whether to provide services directly or through third-party contractors or separate agencies.

   - Evaluation: Regular evaluations will be conducted to assess the effectiveness of the service delivery method chosen.

10. **Pooling of Funds:**

    - Methods: Equitable services may be provided by pooling funds or allocating based on the number of low-income private school students in each attendance area.

    - Decision: The decision will be based on the most effective way to meet the needs of eligible students.

11. **Timing of Services:**

    - Scheduling: Services will be scheduled at times that are convenient for students and do not interfere with regular school activities.

    - Flexibility: Efforts will be made to accommodate different schedules to ensure all eligible students receive the necessary services.

12. **Consolidation and Coordination of Funds:**

    - Integration: Funds will be consolidated and used in coordination with other programs to maximize the benefits and efficiency of services provided.

    - Strategic Use: Strategic use of funds will ensure that all programs work together to support student achievement and well-being.

These procedures are designed to ensure that all students, regardless of their setting, receive the necessary support to succeed academically and personally. The Unit School District is committed to providing equitable services and meeting all federal and state requirements.

Benefits

COBRA

The Consolidated Omnibus Budget Reconciliation Act (COBRA) provides the opportunity for eligible SAU 109 Unity School District staff members and their beneficiaries to continue health insurance coverage under the School District health plan when a "qualifying event" could result in the loss of eligibility. Qualifying events include resignation, termination of employment, death of an employee, reduction in hours, a leave of absence, divorce or legal separation, entitlement to Medicare, or where a dependent child no longer meets eligibility requirements.

Contact Human Resources to learn more about your COBRA rights.

Employee Assistance Program (EAP)

SAU 109 Unity School District provides an employee assistance program (EAP) to all eligible staff members and their family members/dependents. The EAP provides confidential access to professional counseling services for help with personal concerns that may impact job performance.

Voluntary participation in the EAP will not jeopardize your opportunities for promotion or employment. You can contact the EAP directly. Any information about your contact, participation, or any recommended treatment is confidential and will not be disclosed to the School District.

In certain circumstances, you may be referred to the EAP by your Administrators due to job performance issues.

EAP services can be initiated by contacting the EAP service provider. Information is available from the employee section of the District Website or by contacting the Administrative Assistant.

EAP services are available to eligible participants without charge. However, the cost of any treatment or rehabilitation services you are referred to outside of the EAP is your responsibility if not completely covered by insurance.

Holidays

SAU 109 Unity School District offers the following paid holidays each year: A holiday list will be published each year.

When a holiday falls on a Saturday, it will generally be observed the preceding Friday. Holidays falling on a Sunday will generally be observed the following Monday.

If a holiday falls on your regular day off, ask your Principal how it affects you.

You will be compensated for holidays in accordance with federal and state law.

Jury Duty Leave

SAU 109 Unity School District encourages staff members to fulfill their civic duties related to jury duty. If you are summoned for jury duty, notify your Principal as soon as possible to make scheduling arrangements.

Generally, time spent on jury duty is unpaid. In such case, exempt staff members will not incur any deduction in pay for a partial week's absence due to jury duty.

If applicable law requires the School District to compensate you for your time spent on jury duty, you will be paid accordingly.

You may substitute any portion of your unpaid jury duty leave with appropriate paid leave.

The School District reserves the right to require staff members to provide proof of jury duty service to the extent authorized by law.

The School District will not retaliate against staff members who request or take leave in accordance with this policy.

If you have any questions regarding this policy, contact the building Principal.

Military Leave (USERRA)

SAU 109 Unity School District complies with applicable federal and state law regarding military leave and re-employment rights. A military leave of absence will be granted to members of the uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA, with amendments) and all applicable state law. You must submit documentation of the need for leave to the building principal. When returning from military leave of absence, you will be reinstated to your previous position or a similar position, in accordance with state and federal law. You must notify your Principal of your intent to return to employment based on requirements of the law. For more information regarding status, compensation, benefits, and reinstatement upon return from military leave, contact the building principal.

Workers' Compensation Insurance

Workers' compensation is a no-fault system designed to provide benefits to all staff members for work-related injuries. Workers' compensation insurance coverage is paid for by employers and governed by state law. The workers' compensation system provides for coverage of medical treatment and expenses, occupational disability leave, and rehabilitation services, as well as payment for lost wages due to work-related injuries. If you are injured on the job while working at SAU 109 Unity School District, no matter how slightly, you are to report the incident immediately to your Principal. Consistent with applicable state law, failure to report an injury within a reasonable period of time could jeopardize your claim for benefits.

To receive workers' compensation benefits, notify your Principal immediately of your claim. If your injury is the result of an on-the-job accident, you must fill out an accident report. You will be required to submit a medical release before you can return to work.

Safety and Loss Prevention

Drug and Alcohol Policy

SAU 109 Unity School District is committed to providing a safe, healthy, and productive work environment. Consistent with this commitment, it is the intent of the School District to maintain a drug and alcohol-free workplace. Being in possession or under the influence of alcohol, illegal drugs (as classified under federal, state, or local laws), or other impairing substances while on the job may pose a serious health and safety risk to others, and will not be tolerated.

Prohibited Conduct

The School District expressly prohibits staff members from engaging in the following activities when they are on duty or conducting School District business or on School District premises (whether or not they are working):

- The use, abuse, or being under the influence of alcohol, illegal drugs, or other impairing substances.
- The possession, sale, purchase, transfer, or transit of any illegal or unauthorized drug, including prescription medication that is not prescribed to the individual, or drug-related paraphernalia.
- The illegal use or abuse of prescription drugs.

While the use of marijuana has been legalized under some state laws for medicinal and/or recreational uses, it remains an illegal drug under federal law. The School District does not discriminate against staff members solely on the basis of their lawful off-duty use of marijuana. You may not possess, consume or be under the influence of marijuana while on duty or at work. If you have a valid prescription for medical marijuana, refer to the School District Disability Accommodation policy for additional information.

Nothing in this policy is meant to prohibit your appropriate use of over-the-counter medication or other medication that can legally be prescribed under both federal and state law, if it does not impair your job performance or safety or the safety of others. If you take over-the-counter medication or other medication that can legally be prescribed under both federal and state law to treat a disability, inform your Principal if you believe the medication may impair your job performance, safety, or the safety of others or if you believe you need a reasonable accommodation before reporting to work while under the influence of that medication.

Violations

Violation of this policy may result in disciplinary action, up to and including termination of employment.

General Safety

It is the responsibility of all SAU 109 Unity School District staff members to maintain a healthy and safe work environment, report any health or safety hazards, and follow the School District health and safety rules. Failure to do so may result in disciplinary action, up to and including termination of employment. The School District also requires that all occupational illnesses or injuries be reported to your Principal as soon as reasonably possible and that an occupational illness or injury form be completed on each reported incident.

Workplace Tobacco Usage

SAU 109 Unity School District is concerned about the detrimental effects of smoking and secondhand smoke inhalation. Smoking (including the use of electronic vaping products such as e-cigarettes) is prohibited in all school buildings and sites as well as at all school events

The School District also prohibits the use of smokeless tobacco (e.g., chewing tobacco, dip, and snuff) in such areas.

Workplace Violence

As the safety and security of our staff members, students, families, and the general public is in the best interests of SAU 109 Unity School District, we are committed to working with our staff members to provide a work environment free from violence, intimidation, and other disruptive behavior.

Zero Tolerance Policy

The School District has a zero tolerance policy regarding workplace violence and will not tolerate acts or threats of violence, harassment, intimidation, and other disruptive behavior, either physical or verbal, that

occurs in the workplace or other areas. This applies to management, co-workers, staff members, and non-employees such as contractors, customers, and visitors.

Workplace violence can include oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm, damage to property, or any intentional behavior that may cause a person to feel threatened.

Prohibited Conduct

Prohibited conduct includes, but is not limited to:

- Physically injuring another person.
- Threatening to injure a person or damage property by any means, including verbal, written, direct, indirect, or electronic means.
- Taking any action to place a person in reasonable fear of imminent harm or offensive contact.
- Possessing, brandishing, or using a firearm on School District property or while performing School District business except as permitted by state law.
- Violating a restraining order, order of protection, injunction against harassment, or other court order.

Reporting Incidents of Violence

Report to your Principal, in accordance with this policy, any behavior that compromises our ability to maintain a safe work environment. All reports will be investigated immediately and kept confidential, except where there is a legitimate need to know. You are expected to cooperate in any investigation of workplace violence.

Violations

Violating this policy may subject you to criminal charges as well as discipline up to and including immediate termination of employment.

Retaliation

Victims and witnesses of workplace violence will not be retaliated against in any manner. In addition, you will not be subject to discipline for, based on a reasonable belief, reporting a threat or for cooperating in an investigation.

If you initiate, participate, are involved in retaliation, or obstruct an investigation into conduct prohibited by this policy, you will be subject to discipline up to and including termination.

If you believe you have been wrongfully retaliated against, immediately report the matter to the building principal or superintendent.

Emergency/Crisis Procedures

Evacuation Procedures

When?: When there is a need to exit the building

Why?: Due to an emergency situation

HOW?: Anytime the building is evacuated each teacher will be responsible for the students that are currently with them. Based on the evacuation route that is posted in your classroom will determine the

direction in which you will lead your class out of the school. (please make sure it is posted in the classroom.)

WHAT DO I NEED TO BRING?

- First Aid bag.
- A hard copy of your attendance and/or laptop

Quick Reference

School Emergencies Emergency Codes And Procedures

CODE ONE: Intruder alert

CODE THREE: Bomb Threat

CODE FIVE: Student out of control (belligerent, threatening, violent)

- Go to the nearest phone and dial the front office (or use radio if available**)**
- Give your name and say, “There is a code 5 in ..... ” Identify the location as clearly as possible.
- Give the names of the student(s) involved if possible (not over the radio).

CODE NINE: Medical emergency

- Go to the nearest phone and dial the front office (or use the radio if available)
- Give your name and say, “There is a code 9 in ” Identify the location as clearly as possible.
- Briefly describe the nature of the emergency (fainting, profuse bleeding, etc ....)
- Give the names of the person involved if known (not over the radio).

FIRE ALARMS: The evacuation routes are posted in each room. When the alarm sounds:

- Direct all students to leave the building by the prescribed route. Students needing assistance.
- Shut off lights, and close windows, and doors.
- Take the class roster/attendance list and accompany students. Be prepared to take attendance once outside the building.
- Assist administrators and other staff in moving students away from the building to provide access to emergency vehicles.
- Everyone must evacuate the building when the fire alarm rings. All staff are expected to assist in the supervision of students as needed.

OTHER EVACUATIONS may be announced over the public address system. Directions may include advice to take all personal items (coats, keys, etc....), and therefore students might be allowed to go to their rooms for their belongings. Everyone may be directed to a designated area. Bring class lists, rosters, or seating charts to determine the whereabouts of students under your supervision at the time of the announcement.

REMEMBER:

□ All student passes, permissions, leaves, and privileges are canceled during emergencies.

□ In responding to emergency situations, no staff member is expected to place him/herself in harm's way. Under no circumstances should a staff member take chances with students' safety or their own.

Principal's Checklist for General Emergency Situations

This checklist outlines the function of the principal or designee of the school. **Time/Initials**

1. If notified of an UNUSAL EVENT, no action is required unless directed by the Superintendent or designee. _____/_____

2. If notified of an ALERT< SITE AREA EMERGENCY, GENERAL EMERGENCY, notify faculty and maintenance staff. _____/_____

3. If no protective actions have been recommended, place faculty And maintenance staff on standby. _____/_____

4. Request teachers take attendance for student accountability And bus assignment purpose. _____/_____

5. Provide student and staff attendance to the Superintendent. _____/_____

6. Terminate all outside extracurricular activities if so instructed by the Superintendent or designee. _____/_____

Note: The State of New Hampshire Emergency Plan now includes the option for the State to issue a protective action directive to perform a Precautionary Transfer of school students and staff at the ALERT or SITE AREA EMERGENCY.

If directed to SHELTER in place by the Principal/Superintendent of Schools, perform the following:

1. Notify the faculty and maintenance staff. _____/_____

2. Ensure maintenance staff/faculty close all windows and doors _____/_____

3. Ensure maintenance staff turns off all ventilation systems _____/_____

4. Ensure students, faculty, and maintenance staff remain indoors in the designated sheltering areas. _____/_____

5. Notify the Superintendent of Schools or designee when all students, -faculty, and maintenance staff have been sheltered. _____/_____

6. Await further instructions from the Superintendent of Schools or designee. _____/_____

Code 1: Intruder Alert

Principal's Checklist For "Code 1"

Direct lines to Claremont City Police: Phone: (603) 542-9538

Verify the situation and gather as many facts as quickly as possible

Notify all personnel to the lockdown by announcing the:
"Clear the halls and secure the building, this is Code 1."
Repeat this phrase 3 times over the intercom.

Dial 911 and provide accurate information to the law enforcement /

- Location of the incident _____/_____
- Type of incident _____ _____/_____
- Number of injured _____ _____/_____
- Number and location of intruder(s) _____ _____/_____
- Description of the intruder(s) and weapons _____ _____/_____

Switch bells to manual mode _____/_____

Use the intercom to check classroom status _____/_____

Meet law enforcement officers _____/_____

Provide floor and site plans to law enforcement officers _____/_____

Notify Superintendent _____/_____

Designate someone to turn off the fire alarm _____/_____

Campus Procedures for Teachers and Staff

Code One: Lockdown Procedures

When there is a risk of bodily harm or perceived threat toward students or staff from an intruder or other individual considered dangerous, "CODE ONE, CLEAR THE HALLS AND SECURE THE BUILDING" will be announced over the PA system. A LOCKDOWN will be used only in the most serious situations, most likely when the intruder is armed. Any staff member who sees an armed intruder or other similar threat should go to the nearest telephone dial 1001 or 1000" and tell the operator, "There is a CODE ONE in-room_____ If possible, the staff member should quickly give the operator as much information as possible, including:

- Number and location of the intruder(s)
- Description of the intruder(s)
- Description of weapon(s)

When a CODE ONE is announced, it is important that everyone follow these directions quickly and completely:

- Clear all students from the hallways, bathrooms, and open areas immediately and bring them to the nearest room that can be locked.
  - Students in the cafeteria should be directed to go to the cafeteria kitchen preparation area.
  - PE or other classes outside the building should remain outside. Security will notify these classes and direct them to safety at the appropriate time.
  - Substitutes, or others who do not have keys for the room they are in, should move to a nearby classroom that can be locked by whoever is using it.

- Close and lock all doors and windows.
  - Exterior doors will be locked by security or maintenance.
  - Once classroom doors are locked, they should not be reopened.
  - Once classroom doors are locked, students or staff who are not in a locked room should go to one of the SAFETY ROOMS.

- Move students away from windows and doors. Have them huddle silently on the floor, preferably against an interior wall and out of sight.
- Shut off the lights. Cover door windows and lower shades if possible.
- Maintain silence.
- Use the red and green cards to communicate with emergency responders. Slide one card under the door and display one in an exterior window.
- Stay in place and await further instructions from the authorities.

EVEN IF THE FIRE ALARM IS ACTIVATED, WAIT FOR INSTRUCTIONS FROM THE SCHOOL PRINCIPAL. IF YOU DON'T HEAR AN ANNOUNCEMENT, STAY IN YOUR ROOM!!!!

Do not use phones unless reporting the site of the intruder or a medical emergency.

In the event that the intruder gains access to the room and takes hostages and the room is contacted by the office, use "CODE ONE" in your response. For example, "We're okay. We are following CODE ONE procedures."

Once the threat has been stopped and any injured have been evacuated, the authorities will direct an evacuation of the building. The authorities will identify themselves using the DATE, TIME, and OFFICER NAME. For example, "This is Officer Simmonds, it is November 2, 2023, and the time is 0900 hours. Please exit the building in the following manner."

Staff and students will be escorted to safe rally points and, if applicable, transported to a relocation site. It is important to stay with your students and/or be available to help with student supervision.

To be considered any time a crisis occurs that warrants a response by the School Crisis Response Team

- ❒ Call Police: 911. If using a cell phone, call
- ❒ Verify the facts regarding the crisis
- ❒ Contact the Office of Public Engagement if necessary
- ❒ Convene School Site Crisis Response Team (CRT), and review duties.
- ❒ Prepare formal statements to inform faculty/staff.

- ❒ Convene Emergency Staff Meetings to inform faculty, counselors, and building support staff. Review and distribute Debrief Exercises and Information sheets to teachers.
- ❒ Prepare a formal statement or announcement for students (NEVER announce a crisis over the Intercom System or at a school assembly).
- ❒ Distribute Community Resources Lists as needed to faculty, students, and families.
- ❒ Identify students, staff, and/or parents most likely to be affected by the crisis.
- ❒ Assess the need for additional community resources.
- ❒ Assign trained staff or community professionals to specific duties as dictated by the nature of the crisis.
- ❒ Provide support to students/staff.
- ❒ Find appropriate replacement(s) for absent/affected teacher(s).
- ❒ Distribute official announcements to the larger school community, including families.
- ❒ Update faculty at emergency meetings as needed.
- ❒ Provide the opportunity for faculty/staff to discuss reactions and feelings.
- ❒ Provide Debrief for the Crisis Response Team.
- ❒ Assess Procedures

Code 3: Bomb Threat

Principal Checklist For Code Three Bomb Threat

Direct lines to police: Phone: (603) 542-9538

Once the administration receives a threat, they will do the following:

- Determine if there is a significant danger or uncertainty requiring immediate evacuation of the building
- Call or radio the appropriate code to all site administrators, school resource officer, and student safety coordinator

Principal immediately notifies the Police Chief (Phone: (603) 542-9538) and Fire (603) 542-7012. _____/_____

The Police Chief and Fire Chief or their designees will send the appropriate personnel to the location. _____/_____

The principal, police, and fire representatives will meet at the Command Post (CP) Principal's office, to conduct an assessment of the threat. The group (principal and representatives of police and fire departments) will meet to determine by consensus if the threat is credible or not. _____/_____

If the building needs to be evacuated, the principal makes the decision to evacuate the building using the fire alarm or other means. Please listen for school principal (or designees') instructions. _____/_____

Code 9: Medical Emergency

Code 9 Procedures

Do not hesitate to call for help. If you decide that help is needed, please follow these guidelines:

1. A “Code 9” is used to summon help in a medical situation. If a student or staff member is unable to go to the Health Office by him/herself or with assistance, and you feel unable to handle the situation alone, initiate a “Code 9”.

2. To initiate a “Code 9”, call the emergency phone line designated for your school (usually school Nurse extension or Administrative Assistant to the Principal)
   - If the emergency is in a corridor, give the nearest room number.
   - If the emergency is not in the building, give the most accurate location possible, i.e., the Parking lot

The person who reports a “Code 9” should also give the name of the student to the office personnel.

3. As soon as the “Code 9” call is made, the office personnel will notify the Health Office of the student’s name. If no answer, office personnel will then direct an SRO to notify the nurse’s office.

4. The office personnel will then announce a code 9 over the radio with the location, and phone of the closest code 9 team members who do not have radios.

5. The teacher should not leave the emergency scene and should take only those emergency measures that he/she can perform.

6. The “Code 9” team will respond immediately to the call and the nurses will assume responsibility.

7. Other teachers and students should stay completely away from the scene.

8. Students can become frightened when a “Code 9” is called. Offer reassurance - most “Code 9” calls are not life-threatening situations.

9. The nurses need to be involved in the decision to call Rescue

Evacuation/Responsibilities

Coordination of communication: Principal
Back-up if the Principal is not available: Designee _____

If the principal is not on the campus when there is a fire drill or evacuation, then the designee assigned by the Principal will assume all of the principal’s responsibilities.

Contact the fire department and maintain communication with other agencies as needed: Administrative Assistant

Evacuate classrooms: teachers

Supervise students outside the building: all staff

Evacuate students and staff needing special assistance:
- Case managers and/or paraeducators assigned to individual students.
- Students with temporary disabilities will have a plan identifying the staff member responsible. These students are identified in the student fire drill book.

Meet firefighters & accompany them to the source of the alarm: Principal or designee
Monitor & record time from alarm to complete evacuation: Administrative Assistant or designee

Once the building is evacuated, one of the listed outcomes will occur:

Outcome: 1

The Principal will:

- Inform all students and faculty to re-enter the building

Outcome: 2

The Principal will:

- Notify the Police Chief and Fire Chief. The Police Chief and Fire Chief or their designees will send the appropriate personnel to school.
- Meet at the Command Post (CP) with the police and fire Chiefs to conduct an assessment of the situation. Absent consensus, the School principal will make the determination to evacuate the buildings and/or campus.

New Hampshire Policies

Hiring and Orientation Policies

EEO Statement and Non-harassment Policy

Equal Opportunity Statement

SAU 109 Unity School District is committed to the principles of equal employment. We are committed to complying with all federal, state, and local laws providing equal employment opportunities, and all other employment laws and regulations. It is our intent to maintain a work environment that is free of harassment, discrimination, or retaliation based on the following protected classes: age, race (including immutable traits associated with race, which include, but are not limited to, hair type, hair texture, hairstyles, and protective hairstyles such as braids, locs, tight coils or curls, cornrows, Bantu knots, Afros, twists, and head wraps), color, marital status, national origin, ancestry, religious creed, sex, sexual orientation (including transgender status, gender identity or expression), pregnancy (including childbirth, lactation, and related medical conditions), physical or mental disability, genetic information (including testing and characteristics), crime victim status, veteran status, uniformed service member status, or any other status protected by federal, state, or local laws. The School District is dedicated to the fulfillment of this policy in regard to all aspects of employment, including, but not limited to, recruiting, hiring, placement, transfer, training, promotion, rates of pay, and other compensation, termination, and all other terms, conditions, and privileges of employment.

The School District will conduct a prompt and thorough investigation of all allegations of discrimination, harassment, or retaliation, or any violation of the Equal Employment Opportunity Policy in a confidential manner. The School District will take appropriate corrective action, if and where warranted. The School District prohibits retaliation against staff members who provide information about, complain about, or assist in the investigation of any complaint of discrimination or violation of the Equal Employment Opportunity Policy.

We are all responsible for upholding this policy. You may discuss questions regarding equal employment opportunity with your Administrators or any other designated member of management.

Policy Against Workplace Harassment

SAU 109 Unity School District has a strict policy against all types of workplace harassment, including sexual harassment and other forms of workplace harassment, based upon an individual's membership in a protected class. All forms of harassment of, or by, staff members, vendors, visitors, contractor or anyone working with the Unity School District are strictly prohibited and will not be tolerated.

Sexual Harassment

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment; (2) submission to, or rejection of, such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

While it is not possible to identify every act that constitutes or may constitute sexual harassment, the following are some examples of sexual harassment:

- Unwelcome requests for sexual favors;
- Lewd or derogatory comments or jokes;
- Comments regarding sexual behavior or another person's body;
- Sexual innuendo and other vocal activity such as catcalls or whistles;
- Obscene letters, notes, emails, invitations, photographs, cartoons, articles, or other written or pictorial materials of a sexual nature;
- Repeated requests for dates after being informed that interest is unwelcome;
- Retaliating against another for refusing a sexual advance or reporting an incident of possible sexual harassment to the School District or any government agency;
- Offering or providing favors or employment benefits such as promotions, favorable evaluations, favorable assigned duties or shifts, etc., in exchange for sexual favors; and
- Any unwanted physical touching or assaults, or blocking or impeding movements.

Other Harassment

Other workplace harassment is verbal or physical conduct that insults or shows hostility or aversion toward an individual because of the individual's membership in a protected class.

Again, while it is not possible to list all the circumstances that may constitute other forms of workplace harassment, the following are some examples of conduct that may constitute workplace harassment:

- The use of disparaging or abusive words or phrases, slurs, negative stereotyping, or threatening, intimidating, or hostile acts that relate to the above protected categories;
- Written or graphic material that insults, stereotypes, or shows aversion or hostility toward an individual or group because of one of the above protected categories and that is placed on walls, bulletin boards, or elsewhere on our premises, in emails or voicemails, or otherwise circulated in the workplace; and
- A display of symbols, slogans, or items that are associated with hate or intolerance toward any select group.

Reporting Discrimination and Harassment

If you feel that you have witnessed or have been subjected to any form of discrimination or harassment, immediately notify Forrest Ransdell, Superintendent 603-542-5888 or any member of management.

The School District prohibits retaliation against staff members who, based on a reasonable belief, provide information about, complain, or assist in the investigation of any complaint of harassment or discrimination.

We will promptly and thoroughly investigate any claim and take appropriate action where we find a claim has merit. To the extent possible, we will retain the confidentiality of those who report suspected or alleged violations of the harassment policy.

Discipline for violation of this policy may include, but is not limited to, reprimand, suspension, demotion, transfer, and discharge. If the School District determines that harassment or discrimination occurred, corrective action will be taken to effectively end the harassment. As necessary, the School District may monitor any incident of harassment or discrimination to assure the inappropriate behavior has stopped. In all cases, the School District will follow up as necessary to ensure that no individual is retaliated against for making a complaint or cooperating with an investigation.

Wage and Hour Policies

Accommodations for Nursing Mothers

SAU 109 Unity School District will provide nursing mothers reasonable break time and sufficient space to express milk for their infant child for up to one year following the child's birth, unless doing so would impose an undue hardship on the School District. ***Reasonable break time*** means an unpaid break of approximately 30 minutes for every three hours worked.

The space provided for nursing will not be a bathroom and will be shielded from view and free from intrusion from coworkers and the public. If feasible, it will have an electrical outlet and a chair. If the space is not used solely for expressing milk, it will be made available for that use when requested. The location of the space will be within a reasonable walk of your worksite, unless otherwise agreed to by you and the School District.

Expressed milk can be stored in School District refrigerators, refrigerators provided in the lactation room or other location]. Sufficiently mark or label your milk to avoid confusion for other staff members who may share the refrigerator. You may also bring a personal cooler for storage.

Break time should, if possible, be taken concurrently with any other break time already provided. If you are nonexempt, clock in and out/record the start and end time for any time taken that does not run concurrently with normally scheduled rest periods. Break time may be unpaid where permissible by applicable law. You will not be required to make up time related to the use of these breaks.

You must make reasonable efforts to not disrupt School District operations.

You are requested to notify the School District at least two weeks prior to needing time and space for the expression of milk during work hours, where feasible, to assist with planning and compliance with applicable state law. You are encouraged to discuss the length and frequency of these breaks with your Principal.

The School District will not discriminate or retaliate against staff members who express breast milk in the workplace in accordance with this policy.

Meal and Rest Periods

SAU 109 Unity School District strives to provide a safe and healthy work environment and complies with all federal and state regulations regarding meal and rest periods as well as the applicable collective bargaining agreement. Check with your Principal regarding procedures and schedules for rest and meal breaks. The School District requests that staff members accurately observe and record meal and rest periods. If you know in advance that you may not be able to take your scheduled break or meal period, let your Principal know; in addition, notify your Principal as soon as possible if you were unable to or prohibited from taking a meal or rest period.

Overtime

If you are nonexempt, you may qualify for overtime pay. All overtime must be approved in advance, in writing, by your Principal or the Superintendent.

At certain times SAU 109 Unity School District may require you to work overtime. We will attempt to give as much notice as possible in this instance. However, advance notice may not always be possible. Working unauthorized overtime may result in discipline, up to and including discharge.

Unless otherwise required or exempted by law, overtime pay of one and one-half times your regular rate of pay is paid for any hours worked in excess of 40 hours in a workweek. Holidays, vacation days, and sick leave days do not count as time worked for computing overtime.

Pay Period

At SAU 109 Unity School District, the standard pay period is biweekly; less frequently if approved by the Labor Commission for all staff members. Pay dates will be published yearly. If a pay date falls on a holiday, you will be paid per the published schedule. Special provisions may be required from time to time if holidays fall on pay dates. Check with yourPrincipal or Administrative Assistant if this type of date arises.

Review your paycheck for accuracy. If you find an issue, report it to your Principal or Administrative Assistant immediately.

Reporting Time Pay

Hourly employees will record hours and report for payment via the time and effort system. Please see the Principal or Administrative Assistant for directions and questions.

General Policies

Access to Personnel and Medical Records Files

SAU 109 Unity School District maintains separate medical records files and personnel files for all staff members. Files containing medical records are stored separate and apart from any business-related records in a safe, locked, inaccessible location. The medical file is the repository for sensitive and confidential information related to an individual's health, health benefits, health-related leave and/or accommodations, and benefits selections and coverage. Medical records are kept confidential in compliance with applicable laws and access is on a "need-to-know" basis only.

Supervisors and others in management may have access to your personnel file for possible employment-related decisions. If you wish to review your personnel or medical records file, you must give the School District reasonable notice. Inspection must occur in the presence of a School District representative.

All requests by an outside party for information contained in your personnel file will be directed to the Superintendent, which is the only department authorized to give out such information.

Benefits

Crime Victim Leave

SAU 109 Unity School District will permit you to take unpaid leave to participate in investigations, or court or other related legal proceedings, under the following circumstances:

1. Where you are the victim of a crime or attempted crime.
2. Where your immediate family member is a victim of a crime or attempted crime and is a minor.
3. Where your immediate family member is a victim of homicide.

Immediate family member means your father, mother, stepparent, child, stepchild, sibling, spouse, grandparent, or legal guardian; or any person involved in an intimate relationship with you and residing in the same household.

If you need to take crime victim leave, notify your Principal and make scheduling arrangements. The School District may request documentation supporting your need for leave.

Leave under this policy will be unpaid; however, exempt staff members may be paid as required by law. You may use available, appropriate paid leave in place of unpaid leave.

The School District will not retaliate against staff members who request or take leave in accordance with this policy.

Employment Protections for Volunteer Firefighters and Emergency Medical Technicians

If you are a volunteer member of a fire or ambulance department, SAU 109 Unity School District will not discharge you or take any other disciplinary action against you for failing to report to work at your regular start time due to your responding to an emergency you witnessed or came upon while on your way to work. ***Volunteer member*** means a volunteer, call, reserve, or permanent-intermittent firefighter or emergency medical technician (EMT) but does not include any person who received compensation for over 975 hours of services rendered in such capacity over the preceding six-month period.

If you are or will be late or absent from work because you are responding to an emergency, you must make a reasonable effort to notify the School District of your expected late arrival or absence.

Time missed from work due to responding to an emergency will be unpaid.

You may be required to submit a statement signed by the chief of your fire or ambulance department certifying the date and time you responded to and returned from the emergency.

Leave to Attend Certain Medical Appointments

SAU 109 Unity School District will provide you with up to 25 hours of leave to attend your own medical appointments for childbirth or postpartum care, or your child's pediatric medical appointments. Leave must be taken within the first year of the child's birth or adoption.

If both you and your spouse work for the School District, you may collectively take a total of 25 hours of leave.

Leave under this policy is unpaid; however, you may substitute any portion of this leave with appropriate paid leave.

You must provide reasonable advance notice of your need for leave and make reasonable efforts to schedule leave so that it does not unduly disrupt School District operations. You may be asked to provide documentation confirming that the leave is being used for its intended purpose.

The School District will not retaliate against staff members who request or take leave in accordance with this policy.

Pregnancy Disability Leave

If you are unable to perform the essential functions of your job due to a temporary physical disability resulting from pregnancy, childbirth, or related medical conditions, SAU 109 Unity School District will permit you to take a leave of absence for the period of your disability. If you are also eligible for leave under the federal Family and Medical Leave Act (FMLA), such leave will run concurrently.

Upon return to work, you will be reinstated to your original job or to a comparable position unless business necessity makes doing so impossible or unreasonable.

The School District will not retaliate against staff members who request or take leave in accordance with this policy.

Closing Statement

Thank you for reading our handbook. We hope it has provided you with an understanding of our mission, history, and structure as well as our current policies and guidelines. We look forward to working with you to create a successful School District and a safe, productive, and pleasant workplace.

Forrest Ransdell, Superintendent of Schools

SAU 109 Unity School District

Acknowledgment of Receipt and Review

By signing below, I acknowledge that I have received a copy of the SAU 109 Unity School District Employee Handbook (handbook) and that I have read it, understand it, and agree to comply with it. I understand that the School District has the maximum discretion permitted by law to interpret, administer, change, modify, or delete the rules, regulations, procedures, and benefits contained in the handbook at any time with or without notice. No statement or representation by a supervisor, manager, or any other employee, whether oral or written, can supplement or modify this handbook. Changes can only be made if approved in writing by the Superintendent of the School District. I also understand that any delay or failure by the School District to enforce any rule, regulation, or procedure contained in the handbook does not constitute a waiver on behalf of the School District or affect the right of the School District to enforce such rule, regulation, or procedure in the future.

I understand that neither this handbook nor any other communication by a management representative or other, whether oral or written, is intended in any way to create a contract of employment. I further understand that, unless I have a written employment agreement signed by an authorized School District representative, I am employed "at-will" (to the extent permitted by law) and this handbook does not modify my "at-will" employment status.

If I am covered by a written employment agreement (signed by an authorized School District representative) or a collective bargaining agreement that conflicts with the terms of this handbook, I understand that the terms of the employment agreement or collective bargaining agreement will control.

This handbook is not intended to preclude or dissuade employees from engaging in legally protected activities under the National Labor Relations Act (NLRA). This handbook is not intended to violate any local, state, or federal law. No provision or policy applies or will be enforced if it conflicts with or is superseded by any requirement or prohibition contained in federal, state, or local law, or regulation. Furthermore, nothing in this handbook prohibits an employee from reporting concerns to, filing a charge or complaint with, making lawful disclosures to, providing documents or other information to, or participating in an investigation or hearing conducted by the Equal Employment Opportunity Commission (EEOC), National Labor Relations Board (NLRB), Securities and Exchange Commission (SEC), or any other federal, state, or local agency charged with the enforcement of any laws.

This handbook supersedes any previous handbook or policy statements, whether written or oral, issued by SAU 109 Unity School District.

If I have any questions about the content or interpretation of this handbook, I will contact Human Resources.

_____ _____

Signature Date

_____

Print Name

Link to Electronic Submission