LANCASTER SCHOOL

2026/2027

Staff Handbook

Together, we put children first so they can find their passion and shine!

Edited 08/17/2026

LES Mission Statement

The mission of the Lancaster School community is to work together to provide an exceptional educational experience that fosters individual growth in a safe, supportive environment.

LES Vision Statement

Together, we put children first, so they can find their passion and shine!

LES Core Values

We Believe…

- all decisions at Lancaster Elementary School should be made in the best interest of our students.
- all students should be engaged in differentiated instruction that meets their academic, social, and emotional needs.
- that we need to build strong relationships in order to create a culture of respect and trust.
- student and staff wellness is critical for everyone to learn, grow, and be successful.
- that school culture and climate influence everything we do as a school and that we should collaborate to create a safe, kind, and welcoming environment for all.
- that ongoing, clear, open, and respectful communication with each other is essential for our success.
- that implementing clear and consistent behavioral expectations create a positive learning environment for all.
- that students and staff should have a voice in our school to feel supported and valued.
- that a well-rounded student regularly participates in enrichment and extracurricular activities.
- that targeted professional development for all staff is key to growing our school.

SAU 36 MISSION STATEMENT

The WMRSD Community fosters a culture of learning which emphasizes wellness, academic growth, and creativity.

SAU 36 VISION STATEMENT

Student-Centered, Future Focused

SAU 36 STRATEGIC PLAN

The White Mountains Regional School District Strategic Plan can be found on the sau36.org website or by clicking here.

Disclaimer:
This handbook does not address every situation that could arise in the workplace. Please note that policies are updated throughout the school year and the most current policies can be found here: https://www.sau36.org/documents/district/for-staff/policies/203617

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ACKNOWLEDGMENT OF RECEIPT

Annually, you will be receiving the staff handbook via email and shared with you through Google Drive. You will be required to complete an acknowledgement of receipt through Frontline.

ACTIVITIES CALENDAR

- Master calendars for all school activities are maintained in the office and are duplicated on a closed group Google Calendar nested in the 2026/2027 LES Google Classroom.
- Brennah Gottshall, Administrative Assistant, will place your event on the calendar. Please call or email her the information.
- If you are requesting the gym, you must check with the physical education teacher/Administration/Athletic Director **before** the date is placed on the master calendar.
- All school activities during and after school must be approved by the building principal and recorded on the calendar.
- Secretaries and administrators must know about any special events happening in the building.

ANNUAL NOTICE OF CONTACT INFORMATION FOR HUMAN RIGHTS OFFICER, TITLE IX COORDINATOR, 504 COORDINATOR AND CIVIL RIGHTS AGENCY (SAU 36 SCHOOL BOARD POLICY AC-E)

Pursuant to Board policy AC, Non-Discrimination, Equal Opportunity Employment, and District Anti-Discrimination Plan, the District administration is directed to update and publish a list of current personnel and contact information for various positions and outside agencies relating to the District's anti-discrimination policies.

For the entire school board policy, please click here.

An amended 504 Manual is currently under construction and will be posted to the SAU 36 Website when complete.

ATTENDANCE

Daily student attendance is an important part of the teacher's daily responsibilities. Attendance must be recorded and submitted in Alma by 7:50 am.

CANCELLATION OF SCHOOL

Cancellation of school takes place only during circumstances such as extreme weather, equipment failure, or public crisis. School will not be canceled unless a significant safety risk exists. In the event that it is necessary to cancel or delay the opening of school, you will be notified by email, phone, and text.

Please make sure to have your phone numbers up to date in Alma as this is where the information will be sent. If you have changed your contact phone number since the last time you filled out your contact information form, please alert Christina Fontaine so she can get this updated for you.

CELL PHONES

Faculty and staff cell phones and personal Bluetooth devices are to be kept in a safe, secure location and are not to be used during class time or any period of student supervision, except in the case of an emergency when other established means of communication are unavailable.

Expectations:

- Phones are silenced and out of view to model appropriate behavior for students
- Refrain from using classroom phones or mobile devices for personal business during instructional or supervision time
- Store phones in areas where students cannot access them

LES Cellphone Procedure Document
SAU #36 School Board Policy JICJ

CHAIN OF COMMAND

If you have any suggestions, problems, or concerns to present to others, please go through the proper channels. When presenting problems, please do so professionally and in a private setting. At LES, we value clear communication and effective problem-solving. To maintain efficiency and order, it is essential to follow the established chain of command. Employees are encouraged to address and resolve issues at the lowest level possible which starts with employees attempting to solve their own problems unless it is necessary to bring it to their immediate supervisor. This approach fosters quick resolutions, promotes accountability, and empowers staff to take ownership of their roles. If a problem cannot be resolved at this level, it should be escalated to the next level of management. By adhering to this process, we ensure that concerns are handled appropriately while maintaining a respectful and collaborative work environment.

CHILD ABUSE (SAU 36 SCHOOL BOARD POLICY JLF)

REPORTING CHILD ABUSE (SAU #36 School Board Policy JLF)

A. Statutorily Mandated Reporting– All Persons.

Under New Hampshire law (RSA 169-C:29), every person who has “reason to suspect” that a child has been abused or neglected is required to report that suspicion to DCYF (Division of Children, Youth and Families of the New Hampshire Department of Health and Human

Services) or directly to the police. Under RSA 169-C:30, the initial report “shall be made immediately via telephone or otherwise.”

The requirement to report is not dependent on whether there is proof of the abuse or neglect, nor is it dependent upon whether the information suggests the abuse or neglect is continuing or happened in the past. Any doubt regarding whether to report should be resolved in favor of reporting. Failure to report may be subject to criminal prosecution and potential personal liability, while a report made in good faith is entitled to both civil and criminal immunity. Additionally, a “credential holder”, as defined in New Hampshire Department of Education Rule 501.02(h), who fails to report suspected abuse or neglect risk having action taken by the New Hampshire Department of Education against his/her credential. See N.H. Code of Conduct for Educators, Ed. 510.05 (e).

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

1. The initial report should contain to the extent known:

a. the name and address of the child suspected of being abused or neglected,

b. the person responsible for the child's welfare,

c. the specific information indicating neglect/abuse or the nature and extent of the child's injuries (including any evidence of previous injuries),

d. the identity of the person or persons suspected of being responsible for such neglect or abuse; and

e. any other information that might be helpful in establishing neglect or abuse.

2. Modes of Reporting. When making a report to DCYF Central Intake, there are 3 modes of reporting that the Central Intake Service Provider will inform you about before you proceed to the actual report. The modes of reporting are:

a. Policy JLF Disclosure Allowed– The Caller/Reporter provides all their identifying information to DCYF, and it may be provided to the child’s family upon request.

b. Disclosure NOT Allowed– The Caller/Reporter provides all their identifying information to DCYF; however, information is redacted in official paperwork provided to the child’s family unless the case goes on to prosecution. At prosecution, identifying information in all reports become public record.

c. Anonymous– The Caller/Reporter calls the (603) 271-6562 number, blocks their “Caller ID” when calling DCYF, and does not provide any of their identifying information (personal or organizational). If calling anonymously, be sure to get the “Report Number” from Central Intake for your call and document it on the <School/Org. Name> Reporting Form. It is the only proof the caller/reporter made the report to DCYF

3. Required reporting mode for school employees, volunteers and contracted service providers. Notwithstanding that state law allows an anonymous mode of reporting to DCYF, it is the policy of the District that employees, volunteers and contracted service providers who are making a report to DCYF regarding a child/family involved with the District make such report using the

"Disclosure Allowed" or as "Disclosure NOT Allowed" modes. This will help ensure there is a legal record of the report being made on behalf of the District. If there are concerns about these reporting modes due to potential retaliation from the family or others, consult the Principal for support.

B. Additional provisions relating to school employees, volunteers and contracted service providers. Each school employee, designated volunteer or contracted service provider having reason to suspect that a child is being or has been abused or neglected must also immediately report his/her suspicions to the building Principal or other building supervisor. This initial report may be made orally, but must be supplemented with an original completed form {**}JLF-F(1) "Child Abuse and/or Neglect Reporting Form" as soon as practicable after the initial report, but in no event longer than one calendar day.

1. Request for Assistance in Making Initial Report. The initial report to the Principal/building supervisor may be made prior to the report to DCYF/law enforcement, but only if: When receiving a request for assistance in making a report, the Principal or other person receiving the request is without authority to assess whether the report should be made, nor shall he/she attempt in any way to dissuade the person from making the legally mandated report. Once the Principal/building supervisor receives the information, the law would impose a reporting requirement upon both the original reporter and the Principal.

a. the initial report is made for the purpose of seeking assistance in making the mandated report to DCYF/law enforcement, and

b. reporting to the Principal, etc. will not cause any undue delay (measured in minutes) of the required report to DCYF/law enforcement.

2. Principal's Action upon Receiving Report or Information of Report.

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

The Principal shall forward the original completed form JLF-F(1) to the Superintendent within twenty-four (24) hours if it is available. If the completed form is not yet available, then the Principal shall forward a written report including the relevant information, such as:

- the identity(ies) of the child(ren) and other persons directly involved in the report (suspected responsible parents or others);
- the identities of siblings or other children in the household of the child(ren) who is the subject of the report;
- information relating to the fact that a report was made to DCYF (e.g. the date, the mode, the person who made the report and the DCYF report number); and
- any other information requested by the Superintendent, law enforcement or DCYF. The Principal will follow that initial report with the completed, original {**}JLF-F(1) as soon as it is

available from the original reporter. Such reports shall be maintained permanently in a separate file within the SAU office and not as part of any involved student's file.

3. Personal Notes of Reports.
Each person with knowledge of a report to DCYF (e.g., the original reporter, the Principal, the Superintendent, etc.)is encouraged to create and maintain personal notes reflecting the information they have relative to the nature of the report, as well as information pertaining to the fact of the report (e.g., the date, time, person making, and mode of the report), and the DCYF report number.

4. Additional Reporting Requirements.
Employees/contract providers are also reminded of the requirements to report any act of “theft, destruction, or violence” as defined under RSA 193-D:4, I (a), incidents of “bullying” per Board Policy {**}JICK, and hazing under RSA 671:7. See also Board Policy {**}GBEAB. A single act may simultaneously constitute abuse, bullying, hazing, and/or an act of theft, destruction or violence.

C. Signage, Notification and District Reporting Form. The Superintendent is directed to assure that the Principal or administrator of each school shall post a sign within the school that is readily visible to students, in the form provided by the Division for Children, Youth, and Families or available from the Granite State Children's Alliance, that contains instructions on how to report child abuse or neglect, including the phone number for filing reports and information on accessing the Division's website. Additionally, information pertaining to the requirements of section A of this policy shall be included in each student handbook or placed on the district’s website. Finally, the Superintendent shall ensure that Form JLF-E is readily available to all staff members, either in hard copy form, or through the District's or school websites.

D. Training Required.

The Superintendent shall assure that all District employees, designated volunteers and contracted service providers receive training (in-person or online) upon beginning service with the District, with biennial renewal training thereafter, on the mandatory reporting requirements, this policy, and the materials described in Board policy GBCE and RSA 189:13-a, XII..

COLLECTIVE BARGAINING AGREEMENTS

White Mountains Education Association July 2024-June 2027
White Mountains Educational Support Personnel July 2025 - June 2028

COMMUNICABLE AND INFECTIOUS DISEASES (SAU 36 SCHOOL BOARD POLICY EBCG)

Students and employees of the District are expected to attend the schools of the district without being infected with serious communicable diseases. Nonetheless, the Board recognizes that staff, students, volunteers and others may come in contact with bloodborne pathogens, viruses and other communicable diseases during the school day or school sponsored activities, or may

carry those pathogens, viruses and diseases unknowingly into the school community. The Board adopts this policy as a means to minimize risk and respond to these health concerns while respecting the rights of all students and employees, including those who are also infected.

As described in Board policy JLCG, RSA 200:39 permits the exclusion from school of students who exhibit symptoms of contagion, or are a hazard to him/herself or others. As provided in this policy, determinations as to inclusion or exclusion of students or employees with communicable diseases from school will take into account the educational implications for the student and others with whom he or she comes into contact, recommendations from the New Hampshire Department of Health and Human Services ("NHDHHS"), the New Hampshire Department of Education, and the United States Public Health Services Centers for Disease Control ("CDC"). Diseases which will implicate this policy, include, but are not necessarily limited to, HSV related diseases such as Chickenpox, Shingles, Hepatitis B, and Infectious Mononucleosis, Acquired Immune Deficiency Syndrome (AIDS), Cytomegalovirus (CMV), or Herpes Simplex Virus (HSV), and other diseases which are from time-to-time identified by public health agencies such as the CDC and NHDHHS.

CONFIDENTIALITY

You are a valued employee of the White Mountains Regional School District. It is extremely important that you observe and respect the privacy of each student and staff member. You are a representative of the school. Any discussion you may have concerning a student or staff member in public and/or with non-school employees could be very harmful to that person's welfare as well as a violation of his/her right to privacy.

Please remember that you receive confidential information as a result of your relationship with the students or other staff members. Information should not be shared with other staff members without first seeking permission from the source of the information (administrator, counselor, social worker, etc.).

CPI (CRISIS PREVENTION INSTITUTE)

The school is staffed with CPI-trained members to assist with students who are in crisis. Team lists are updated annually. CPI staff rosters will be distributed to the entire staff annually by the assistant principal. Do not hesitate to contact the school administration if immediate assistance is needed.

If you are interested in becoming certified in CPI, please contact the assistant principal.

CRIMINAL HISTORY RECORDS CHECKS

The Superintendent, or his/her designee, will conduct a thorough investigation into the past employment history, criminal history records, and other applicable background, of any applicant as defined in this policy. This investigation shall be completed prior to making a final offer of

employment, approving the assignment of an employee of a contractor, a student teacher, or designated volunteer to work within the District. Criminal Records Checks are to be completed every three years/or time of NHED recertification.

As part of the application process, each applicant shall be asked whether he/she has ever been convicted of any crime and whether there are any criminal charges pending against him/her at the time of application. The applicant will also be directed to report any criminal charges brought against him or her after the application is submitted and until either hired or notified that he or she will not be hired.

Records of background investigations will be shredded after a review of the information by the Superintendent of Schools.

DAILY NOTICES

Brennah Gottshall will send out daily announcements through a shared Google Doc to all Lancaster School staff members. Please contact Brennah to have your information added to this Google Doc such as if you are out for the day or if your class is taking any trips.

If there is information that needs to be shared with the public, please contact Brennah and she will add this to the School Website Calendar as well as use our communication app to forward it to families.

DETENTION

Any child may be detained after school for disciplinary reasons as outlined in the family and student handbook. *Before a child is detained after school with a teacher, the child's parents must be notified 24 hours in advance*. If you place a phone call to the parent and they agree to an immediate detention, then it may be served that day. Teachers leveraging detentions as an attempt to correct behavior will supervise those children unless another arrangement is made.

You must log this consequence in Alma under the Incidents section if you are assigning a teacher-level detention. Please include a brief overview of why you are assigning a teacher detention.

Administrative detentions will be served on Wednesdays and may only be assigned by school administrators.

Problems regarding detention should be brought to the principal. Detention should begin with a discussion between the teacher and student about the problem behavior. This is a good time to build relationships with students and help them develop the skills needed to succeed as a human in a social setting. After a conversation is had with the student, the teacher may use their discretion to determine what the student does with the remainder of their detention.

Acceptable activities in detention may be complete homework, community service, silent reading, etc. These activities should align with helping the student practice the wanted behavior.

School administrators encourage teachers that assign detentions to use this time as a way to build or mend relationships with students. Detention should be a joint venture between the teacher and child to establish a professional relationship and practice expectations.

PROGRESSIVE DISCIPLINE

Progressive discipline uses incremental interventions to address inappropriate behavior with the ultimate goal of teaching pro-social behavior. Progressive discipline seeks concurrent accountability and behavior change.

The goal of progressive discipline is the prevention of a recurrence of negative behavior by helping students learn from their mistakes. Essential to the implementation of progressive discipline is helping students who have engaged in unacceptable behavior to:

- Understand why the behavior is unacceptable and the harm it has caused
- Understand what they could have done differently in the same situation
- Understand the impact their behaviors have on others
- Take responsibility for their actions
- Be given the opportunity to learn pro-social strategies and skills to use in the future
- Understand the progression of more stringent consequences if the behavior continues

Behavior Response Protocol

This document provides guidance to school officials when determining which disciplinary measure to impose. In determining how to best address inappropriate conduct, it is necessary to evaluate the totality of the circumstances surrounding the conduct. The following facts must be considered prior to determining the appropriate disciplinary measures:

- The nature, severity, and scope of the behavior
- The student's age and maturity
- The circumstances/context in which the conduct occurred
- The frequency and duration of the behavior
- The student's disciplinary record (including the nature of any prior misconduct, the number of prior instances of misconduct, and the disciplinary and guidance intervention measures applied for each)
- The student's IEP (Individual Education Plan), BIP (Behavioral Intervention Plan), and/or 504 Plan, if applicable

Students are expected to follow expectations and reasonable requests. When a student is not meeting classroom expectations the following protocol will be followed by the supervising adult(s):

K-6

1. **Reminder*****
2. **Redirect**
3. **Take a Break in Classroom** (ready station / calm corner) **and / or Wellness Center (K-4), Lancer Learning Commons (5-8)**
4. **Teacher assigned consequences and parent contact**
5. **Administration and/or Counselor Referral**

Explanation:

1. **Reminder**
   Teacher uses verbal or non-verbal cues to remind student of classroom expectations
2. **Redirect**
   Teacher refers to classroom behavior expectations in an attempt to re-engage students
3. **Take a Break**
   Teacher assigns a break in a specific location based on student needs
   a. Classroom break - Ready Station, Calm Corner
   b. Out-of-classroom break - The teacher will send the student to the Wellness Center. This card will indicate the length of the break.
4. **Teacher Assigned Consequence and Contact Home**
   a. Teacher assigned consequence - This could include, but is not limited to modified lunch, modified recess (if offense happens at recess), loss of privilege, restorative meeting, teacher detention
   b. The teacher must make contact with the student's parents
5. **Administration and/or Counselor Referral**
   Must document with a behavior referral
   a. Administration and/or Counselor processes with the student and determines the next steps
   b. The Administration and/or Counselor will communicate the outcomes of referral to referring teacher (The Behavior Response Chart will be used to determine the consequence)

For this process to work, each level has to be done consistently throughout each classroom. Every adult needs to do their part and follow the plan. Every person has a role and this will help with consistency of expectations.

If a student continues to exhibit unwanted behaviors on a consistent basis, please start the Multi-Tiered System of Support (MTSS) process

Staff Will:

- Give student appropriate wait time when reminder and redirection are given in order for the student to regain composure
- Remember "The Why"
- Be an empathizer not an enabler

- Receive consistent professional development around the Multi-Tiered System of Supports (MTSS)
- Be provided with wellness activities
- Work together to better the workplace
- Call parents to discuss concerns with a calm and solution-based tone
- Evaluate and reflect on procedures during professional development time
- Update procedures with the administration as needed
- Walk into the office and feel comfortable and welcome
- Meet weekly to discuss “hot topics” with a solution-focused mentality

Administration Will:

- Communicate outcome to referring teacher
- Develop a common practice for restitution
- Provide professional development around MTSS practices
- Develop and implement a wellness committee and events
- Relocate an office to the middle of the building
- Be visible throughout the building
- Stop in classrooms and engage in conversation with teachers while students are in the building
- Evaluate and reflect on procedures during professional development time
- Be present during professional development

Wellness Center Will:

- Call when a student is returning to class or return student with pass and time of departure
- Provide information on tools they are using with students if requested
- Continue to provide Wellness Stations for students to utilize to help with self-regulation
- Consistently provide a safe environment that includes a non-judgemental and safe space for students.

Using this system will not work unless staff employs methods to engage students from a positive standpoint. Examples of methods are:

- Use a classroom entrance procedure for each student during each class
- Use of POP Charts
- Develop a professional relationship with students
- Learn about students personal hobbies and their interests
- Knowing who each student’s “champion” is in the building
- Use praise and empathy
- Use the 4:1 Rule in classrooms and duty settings
- Interact in a positive way with children outside of the school setting
- Connecting academic work to real-life settings and situations
- Talk less, listen more
- Call a student by their name and make eye contact

- Be predictable and consistent
- Use a common approach to behavior support that is the same as the rest of the elementary school team

DISMISSAL PROCEDURE

Students desiring to be dismissed early from school must present to the office a written request from their parents/guardians for early dismissal. Approved requests will be initiated by the secretary to be shown to the teacher at the time of dismissal. The student will surrender the note and sign out in the logbook in the office at dismissal time.

Students will be dismissed as noted in the release schedule located on the 2026/2027 Schedules document in Google Sheets and also listed in the 2026/2027 Google Classroom.

DRUG-FREE SCHOOLS (SAU 36 SCHOOL BOARD POLICY ADB) AND DRUG-FREE WORKPLACE (SAU 36 SCHOOL BOARD POLICY GBEC)

SAU 36 School Board Policy ADB/GBEC

A. Drug-Free Workplace

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

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

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

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

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

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

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

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

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

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

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

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

B. District Action Upon Violation of Policy

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

The Board will take disciplinary action with respect to an employee convicted of a drug offense in the workplace, within thirty (30) days of receiving notice of a conviction. Should District employees or contracted personnel be engaged in the performance of work under a federal contract or grant, or under a state contract or grant, the Superintendent will notify the appropriate state or federal agency from which the District receives contract or grant moneys of an employee/contracted personnel's conviction, within ten (10) days after receiving notice of the conviction.

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

C. Drug-Free School Zone

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

D. Implementation and Review

a. The Superintendent is directed to promulgate administrative procedures and rules necessary and appropriate to implement the provisions of this policy.

b. In order to maintain a drug-free workplace, the Superintendent will perform a biennial review of the implementation of this policy. The review shall be designed to:

i. NH Statutes RSA 318-B RSA Chapter 193-B determine and assure compliance with the notification requirements of section A.5.a, b and c;

ii. determine the effectiveness of programs established under paragraph A.5.c above;

iii. ensure that disciplinary sanctions are consistently and fairly enforced; and (iv) and identify any changes required, if any.

EDUCATIONAL SUPPORT TEAM

The Educational Support Team will meet regularly to review students who have been referred for Tier 2 and Tier 3 Plans. Teachers may refer any student to discuss academic, behavioral, medical or social concerns and ways to best support the student's needs that have unsuccessfully been supported by a Tier 1 Intervention Plan. The team consists of the referring teacher, building administrator, guidance counselors, school nurse, and other various specialists.

EMERGENCY CARE AND FIRST AID (SAU 36 SCHOOL BOARD POLICY JLCE)

All School personnel have responsibilities in connection with injuries and emergencies occurring in school and at school-sponsored events, which may be classified as follows: (1) administering first aid; (2) summoning medical assistance; (3) notifying administration; (4) notifying parents; and (5) filing accident/injury reports.

School personnel must use reasonable judgment in handling injuries and emergencies. Caution should be exercised not to minimize or maximize any injury or illness. All personnel will understand the proper steps to be taken in the event of an injury or emergency.

The Superintendent will ensure that at least one other person on staff, aside from the school nurse, has current first aid and cardiopulmonary certification (CPR). If the school nurse or licensed practical nurse is not available, the person(s) who have current first aid and CPR certification is authorized to administer first aid and CPR as needed.

The school will obtain at the start of each school year emergency contact information of parents/ guardians for each student and staff member.

The school nurse or specially trained staff members shall assist in the treatment of injuries or emergency situations. Such individuals have the authority to administer oxygen in case of a medical emergency, if available and if appropriate. This authorization extends to administering oxygen to students without prior notification to parents/guardians.

The school nurse or other designated personnel may administer other medications to students in emergency situations, provided such personnel have all training as is required by law. Such medication may also be administered in emergency situations if a student's medical action plan has been filed and updated with the school district to the extent required by law.

Consistent with state law, the school nurse may maintain a supply of asthma related rescue medication and the emergency medication epinephrine. The school physician, if any, the school nurse, or specially trained staff members may also administer epinephrine to any student in case of a medical emergency, if appropriate. This authorization extends to administering epinephrine without prior notification to parents/guardians. The school nurse or other designated personnel may administer or make available to self-administer a bronchodilator, spacer, or nebulizer to a student who has been diagnosed with asthma for use in emergency or other situations as determined by the school nurse.

The district will maintain all necessary records relative to the emergency administration of medication and will file all such reports as may be required under Board policy JLCD, or applicable laws or regulations.

Accident reports must be prepared and filed consistent with Board policy EBBB.

The District makes it possible for parents/guardians to subscribe to student accident insurance at low rates. This program is offered each year during September. The District does not provide student accident insurance.

Records related to the emergency administration of any medication under this policy shall be made and maintained by the school nurse as provided in Board policy JLCD and District procedures JLCD-R. The school nurse will follow other first aid reporting protocols, as may be determined by other Board policy or administrative directive.

Naloxone/Narcan and Opioid Antagonists:

The Board authorizes the District to obtain, store and administer naloxone/Narcan and/or other opioid antagonists for emergency use in schools.

The school nurse or other properly trained staff member may administer such medication in emergency situations. Opioid antagonists will be available during the regularly scheduled school day. They may be available at other times at the discretion of the Superintendent.

The Superintendent is authorized to procure such medication on behalf of the District.

All such medication will be clearly marked and stored in a secure space in the school nurse's office or other appropriate location. The school nurse is responsible for storing the medication

consistent with the manufacturer's instructions and Board policy JLCD and District procedures JLCD-R.

Local law enforcement and emergency medical service personnel will be notified if such medication is administered by the District.

EMERGENCY DRILLS

The purpose of an emergency response drill is to permit a safe, quiet, sensible and orderly evacuation of the building. There will be 10 emergency response drills per year. Types of drills include fire drills, lockdown, partial/full evacuation, reverse evacuations, weather-related procedure drills, and active-shooter drills. Drills will take place at different times of the day so as to expose students to evacuation procedures of every room. Students are expected to leave the building promptly and quietly during the evacuation. Attendance is always verified during drills. Evacuation procedures are posted in every room of the school buildings.

EMERGENCY EVACUATION

Emergency packets/backpacks must be located on the wall near the classroom door. The charts with emergency procedures must be located on the wall next to the classroom phone.

In the event we must leave the building for an off-site evacuation, we will go to the Country Village Nursing Home and be transported to Colonel Town Recreation Department. Please make sure that you bring class lists and the first aid kit/radio if you are a staff member with one of these in your room.

During a lockdown situation follow ALICE procedures. In the event we have to gather in-house, please follow the directions given at the time of the emergency response.

FIRE DRILLS

- Emergency Evacuation route signs must be posted on the wall next to your classroom door.
- Explain fire drill/disaster procedures, evacuation routes, and behavior with your students on the first day of school.
- Teachers will impress upon their students the seriousness of fire drills and proper conduct.
- Student safety must be a major concern for every staff member. The important factor in any fire drill or actual fire/disaster is to have students move in an orderly, quiet manner so they may be given verbal directions at any time when general procedures are to be altered.
- The goal is to get everybody out of the building as quickly as possible, yet in a safe and orderly manner.

- There will be a minimum of 10 drills throughout the year. Teachers will follow their classes out of the building and be sure that doors are closed behind them. Teachers need to be thoroughly familiar with the locations of every fire alarm signal and fire extinguisher in the building.
- Students are to pass in an orderly manner without running.
- Students will remain in file formation when they reach their final destination.
- Teachers and students will remain quiet on the grounds so they may readily hear any announcements.
- At the signal to re-enter the building, students will conduct themselves in a quiet, orderly manner.
- Teachers will take attendance once outside.

In the event that it is necessary to evacuate the building in a true emergency, do so in the safest manner possible. In the rare instance when we must leave the building permanently, quickly, and for an extended period of time, we will transfer to Country Village and Colonel Town and follow safety procedures and protocols predetermined by our safety committee.

Please review the emergency flip charts on a monthly basis.

END OF YEAR CHECK OUT

Teachers must follow the check-out procedure as stated on the checkout prior to leaving for the summer. You must see the administration if you are not able to comply with the hours stated on the sheet. Please note that the checkout sheet will be revised from time to time.

FIELD TRIPS (SAU 36 SCHOOL BOARD POLICY IJOA)

It is our belief that, although we need a structured formal education within the classroom, education is certainly not confined to the classroom. Field trips, when conducted properly with pre and post-activities as well as discussions, are a valuable part of a child's learning process. Field trips are to be aligned with core curricular expectations. Field trip protocols must follow the MTSS guidelines for STARR behavior.

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

- End of the school-year field trips must be approved by the principal prior to April Vacation. All other field trips are to be approved by the principal/assistant at least one week prior to the intended trip except for end-of-the-year field trips. Forms are available in the office.
- <u>The nurse must be informed of the field trip at least 3 days in advance of the trip</u>. This is important so she may prepare medications, medication guidance, etc.

- The principal reserves the right to disapprove any trip or limit the number of trips taken per class.
- Field trips should be taken in weather that does not jeopardize the safety or well-being of the children.
- There must be at least one adult per six students in grades PK-4, and one adult per eight students in grades 5-8.
- Volunteers must complete the Parent Chaperone Agreement (SEE OFFICE PERSONNEL) before being confirmed as a chaperone. PLEASE SEE THE VOLUNTEER SECTION OF THIS HANDBOOK FOR THE APPROVAL OF VOLUNTEERS.
- Teachers will have organization plans for the effective chaperoning of students.
- School-approved transportation must be used for all field trips. Approval for field trip transportation must be made prior to the start of the trip. WW Berry Transportation requires that a quote be given and agreed upon before finalizing the Field Trip.
- Attendance will be taken in each vehicle prior to departure and again before the return trip.
- Chaperones and teachers will not smoke or use any alcohol or other drugs while accompanying students on a field trip.
- Teachers must remain at school at the close of the trip until all students have been picked up. This will eliminate any student being left at school without a ride home.
- All field trips must be tied to academic standards.

All field trips are governed by the district Co-Curricular Policy. Staff members with questions regarding field trip procedures and guidelines should refer to this policy or see an administrator to ask questions regarding their own field trip(s).

If transportation is needed, reach out to the following companies first:

- Notchview Transportation
- W.W. Berry School Bus transportation
- Permission to use a District-owned van

*Personal transportation provided by staff members and/or family members of students is strictly prohibited unless specifically authorized by the superintendent or his/her designee.

SAU #36 School Board Policy EEAG
SAU #36 School Board Policy IJOA

FIRST DAY DUTIES

Professional Staff will:

- Cover LES (Learner, Energized, Steward) Expectations in your classroom
- Pass out student lockers assignments (grades 5-6) and locker combinations (grades 5-6).

Remind students that any forms that require parent information and/or signatures are to be returned to their homeroom teacher by the end of the first week of school.

- Distribute the packet of forms and necessary information to the students that are not on Alma.
  When passing in these completed forms to the office, please separate and alphabetize them.
- Schedule a time with the school administrators to visit their offices as a class (grades K-3).
- Please post and discuss routines and expectations of the use of technology, including cell phones and Chromebooks. Storage in the classroom or lockers for cell phones from bell to bell. Storage area for when Chromebooks are not in use must be clearly marked and defined.

FUNDS AND FUNDRAISING (SAU 36 School Board Policy JJE)

Additional guidelines have been set in the district Co-Curricular Policy.

- **No fundraising is allowed without prior approval of the principal and the superintendent.**
- Raffles necessitate obtaining a permit from the Lancaster Town Office.
- Any monies collected will be turned into the office on a daily basis to be deposited into the appropriate account.
- Teachers will not secure funds on their person or in their rooms.
- You are responsible for funds lost or stolen if the above rule is ignored.
- Please do not place your students in a position where they may be tempted to take things that do not belong to them.

GRADING DATES

K-6		
	Beginning Date	Ending Date
Trimester One	August 31, 2026	December 1, 2026
Trimester Two	December 2, 2026	March 15, 2027
Trimester Three	March 15, 2027	June 15, 2027
Report Cards		
Trimester One	December 11, 2026	
Trimester Two	March 19, 2027	
Trimester Three	June 16, 2027	

GRADING SYSTEM

Students in grades K-6 will receive competency-based report cards three times per school year.

Teachers must be able to substantiate competency ratings with student evidence. It is general practice to have students keep a portfolio throughout the school year showing their work and growth that will support the ratings they earn for competency grading.

- **A phone call to the parents when a student begins to decline academically, socially, emotionally is recommended.**
- Teachers are expected to keep up with posting of the competencies and student progress in Alma. Updating assignments on Alma on a weekly basis is expected so that parents and students who check their progress on a regular basis may keep up with how they are performing in their classes.
- Also see Homework section

Report Cards

The competency rating you list should be arrived at after careful thought and evaluation. Make sure the ratings you list are accurate and have been arrived at by using professionally accepted standards. If a student and/or parent has a question regarding his/her report card, arrange a designated time for a meeting.

GUM

Students will be permitted to chew gum so long as it is not a distraction to others. Teacher discretion as to what a distraction is and whether that threshold has been met.

GYMNASIUM USE/PHYSICAL EDUCATION CLASS

Please remember that the gymnasium is the physical education teacher's classroom. Make sure that ANY use of this classroom is approved through the P.E. teacher well BEFORE you plan on its use.

Teachers, please do not send students to retrieve something out of the supply closet, unless you have spoken with the physical education teacher and have been given permission. When items are taken without permission, the physical education teacher has difficulty retrieving the items for classes.

If you or your students bring in chairs from the cafeteria or your classrooms during assemblies it is your responsibility to make sure they are returned at the end of the assembly.

HEALTH + MEDICATIONS (SAU 36 SCHOOL BOARD POLICY JLCD)

Students may see the nurse when they have problems pertaining to their health. Those who feel ill during school hours will report directly to the school nurse. Please be aware that every student complaint does not result in a student visiting the nurse. Passes to the Nurse are available in the Nurse's office. Except during emergencies, students must have a pass from a teacher before going to the health center. Please call the nurse prior to sending your students to check for availability.
In case of an injury, playground, or classroom, the supervising teacher will meet with the nurse and fill out an accident report within 24 hours.
If you deem any injury to be serious enough to call the nurse, please call the office on the radio or phone immediately. If you are unable to reach the office, please use good judgment in getting that student the necessary care he/she needs.

If a student brings medication to school they should be sent to the nurse's office. All medication is to be kept and dispensed by a nurse. The only exception is cough drops if they are sent to the classroom teacher with a note.

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA) (SAU 36 SCHOOL BOARD POLICY GBJA)

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

For the entire policy, please click here.

HOMEWORK (SCHOOL BOARD POLICY IKB-R)

Teachers should coordinate the amount of homework to be required of a student each day. It is better to give short, well-planned assignments and to require them to be well done than to give long assignments and have them poorly done.

For the 2026/2027 School Year, it is expected that students will be given weekly spelling lists to work on at home and be assessed on at the end of each week. Additionally, it is expected that students are given regular math fluency practice to do at home, as well as a suggested time of reading. In order to accomplish this, we will need to make sure that students have access to books at their reading level.

Homework must follow the WMRSD Homework Guidelines:

- Students need to understand the purpose of the assigned homework.
- Students need to be assigned homework they can do independently.

- Students need to be assigned a reasonable and consistent amount of homework at each grade level.
- Students need easily accessible resources to complete their homework.
- Students need prompt teacher feedback on their homework.
- Students need to know how much homework will "count" towards their overall grade (10% or less of overall grade).

EMERGENCY LESSON PLAN

All teachers must create an emergency lesson plan for an entire school day and store it in their emergency preparedness bag. In addition, use Google Drive to share it with the principal, assistant principal, administrative assistant, and school secretary. This lesson plan is for emergency use only in the situation that you do not arrive at school and the school is unaware of your absence prior to the start of the school day.

These must include:

- List of students in each class
- Detailed list of activities with limited materials
- Copy of daily schedule

LOST BOOKS

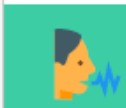
All lost or damaged textbooks, reference books, workbooks, etc. should be reported to the office. Students and staff must pay for any damaged or lost books signed out in their name. The principal will determine the charge.

LUNCH/RECESS DUTY

Refer to the 2026/2027 Schedules document in Google Classroom/Google Sheets for the list. All professional staff members will be assigned a lunch or recess duty each day, unless they are assigned to additional math intervention and enrichment blocks.

It is expected that all staff members on duty in the cafeteria will reinforce the following expectations with students.

CAFETERIA EXPECTATIONS



Inside Voice - table talk level. 1

Sit down and eat! 2

Mistakes happen. Tell a staff member about a milk spill or a dropped tray! 3

Put the tech away. 4

30 second rule with comments - If it can't be fixed in 30 seconds, don't say it! 5

Leave No Trace - If you brought it to the table, it goes to the trash, cafeteria window, or back in your lunch box. 6

Left over milk and juice go to the cafeteria window - not in the trash! 7

Look under and around your table. See trash but it isn't yours? Be a helpful human and pick it up or alert the custodians! 8

Use your manners. PLEASE. THANK YOU. Wow, homemade rolls at school? Aren't we lucky! 9

Clean up your spot. We all eat in the same area. Volunteer to wipe down the tables! 10

MAINTENANCE OF BUILDING

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

Please observe the following:

- Inspect student desks/chairs weekly for marks/safety.
- Have students remove all paper scraps from the floor each day before dismissal.
- Have students sweep the floors at the completion of the school day. If you need a broom and dustpan, please see Tim Phillips.
- Stack chairs or place them on top of desks at the close of each school day.
- Close and lock windows before departing.
- Shut the lights off before you leave.
- Lock the door upon leaving the room at the end of the day.
- Have an "End of Day Routine" posted near the door with specific duties for children to assist with before leaving.
- If you are uncertain about procedures regarding maintenance of the building, please consult the custodial staff.

MAKE-UP WORK

Following an absence from school, students will be permitted to double the time of the absence to make up class work. Exceptions would be in cases of long illness more time may be permitted at the discretion of the teacher and with the approval of an administrator. Students should be reminded by their teacher that they have make-up work to complete, but they must understand that ultimately it is their responsibility to find out what the missed work included.

If a student is suspended from school, all work missed by that student must be completed and turned in to the appropriate teacher upon their return to school or at the completion of double the days they were suspended. Students receiving an In-School Suspension or Alternative School Setting Consequence will be expected to complete their work.

MANDATORY CODE OF CONDUCT REPORTING (SAU 36 SCHOOL BOARD POLICY GBEAB)

1. **General.**
   The Code of Conduct for New Hampshire Educators, sections 510.01- 510.05 of the N.H. Dept. of Education Administrative Rules (the "NH Code of Conduct") imposes various reporting requirements upon each "Credential Holder" as that term is defined by N.H. Dept. of Ed. Administrative Rule 501.02 (h). The reporting requirements include, among others:
   1. reporting any "suspected violation of the code of conduct" (see NH Code of Conduct at Ed 510.05 (a)); and

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

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

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

A. Reports by Covered Individuals of Suspected Misconduct or Violations.

1. Any Covered Individual having reason to suspect that any other district or SAU employee, designated volunteer, or third party consultant/contractor has violated any provision of the NH Code of Conduct, and or District Policy {**}GBEB, whether on or off duty, shall report the same to such Covered Individual's building principal, or to the Superintendent.

If the person who is the subject of the alleged misconduct/violation is the Superintendent, then the Covered Individual shall report the suspected violation to the Director of Curriculum, Instruction and Assessment or the Director of Student Services, who is hereby granted authority to consult with the District's attorney on the matter.

Additionally, if the Covered Individual is also a Credential Holder, he/she shall report the Superintendent's suspected violation/misconduct directly to the N.H. Department of Education. Likewise, if a Credential Holder has made a report to the Principal and/or the Superintendent, and believes that the District's reporting procedures as expressed in this Policy have not been followed, the Credential Holder shall so notify the New Hampshire Department of Education directly.

2. Any initial report made relative to A.1 or A.2 above, may be made orally in the first instance, but must be supplemented with a written report as soon as practicable after the initial report, but in no event longer than two business days. Upon request of the Covered Individual, the recipient of the report shall provide a copy of said report to the Covered Individual with a signed "received" annotation, such that the Covered Individual may document his/her State mandated obligation to report.

B. Self-Reporting of Certain Crimes.

Self-reports of the Section V Offenses as described in A.2 above, shall be made in the same manner as reports under B, above. Because the list of Section V Offences is subject to change by the N.H. Legislature, employees, etc. who are arrested for any

reason should promptly review the then statute, which may be found online at: http://www.gencourt.state.nh.us/rsa/html/XV/189/189-13-a.htm

C. **Provisions Applicable to Principals**.

Upon receiving a report of suspected violation of {**}GBEB or the NH Code of Conduct, or otherwise has knowledge of a violation, the Principal or any other administrator shall immediately report the same to the Superintendent. If the Superintendent is the subject of the report, then the Principal's report shall be made in the same manner as described in B.2, above.

D. Superintendent's Report to the Department Regarding Credential Holders.

The Superintendent shall report misconduct by Credential Holders to the N.H. Department of Education in accordance with section 510.05 (c) of the NH Code of Conduct.

E. **Procedures.**

The Superintendent may establish such administrative procedures, forms, etc. as he/she may deem necessary or appropriate to implement this policy.

F. **Dissemination.**

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

ACCOMODATION OF LACTATION NEEDS (SAU 36 SCHOOL BOARD POLICY ACN)

Lancaster Elementary School is committed to supporting working mothers who need time to express milk for their children. The Lancaster Elementary School administrative team will provide scheduled breaks and a secure location for a private break room to happen in accordance with any federal and state laws. The maternity room is located in Room 51.

SAU 36 School Board Policy ACN

MEDIA CENTER/SMALL GROUP STATIONS

The media center is for use by students and staff alike. The media center will be a combination space of small group stations for staff to schedule to use and an area to access school-owned library books. Students will be responsible for re-shelving books that they check out in the appropriate location. If a student is going to check out a book, the teacher or staff member bringing them to the library must use the method that has been determined by the library media specialist. The library media specialist will provide training to staff members on the check-in/check-out procedures as well as training to the students on how to re-shelve books.

NON-DISCRIMINATION, EQUAL OPPORTUNITY EMPLOYMENT AND DISTRICT ANTI-DISCRIMINATION PLAN (SAU 36 BOARD POLICY AC)

For the entire SAU 36 Board Policy AC, please click here.

NOTES FROM PARENTS/STUDENTS

Notes from parents/guardians are required under the following circumstances:

- When a child is tardy, with reason for tardiness
- When a child has been absent, with reason for absence
- If a child will be dismissed other than the regular dismissal time
- If a child is going somewhere after school other than where he/she usually goes
- If a child is going on a bus different from the usual one, or if they are going on a bus and they are usually a walker. These students must come to the office to get a bus pass.
- If a student is going to ride their bike/scooter/roller blades, etc., a note giving them permission is required – especially if they are normally a bus student

The purpose of notes is to let school personnel know that parents/guardians are aware of their child's plans or activities and approve of them.

NEWSPAPER SUBMISSIONS

Professional staff members will be expected to contribute one to two articles each year to the "Leaders and Learners" section published by SAU 36 on a weekly basis. In addition to the requirement, school administration encourages teachers and staff to publish additional articles to showcase what is happening in your classroom.

The "no publication" list must be checked prior to submitting photos and related articles to the administration. Your submission will be distributed to several local newspapers/media. The administrative assistant has the list and will forward your event to the appropriate sources.

Teachers having activities in their classrooms that are appropriate for coverage in the newspaper should contact Brennah Gottshall in the office. She has a district form that needs to be sent to the media inviting them to attend and cover the event. The form should be sent to the media two weeks prior.

PARENT-TEACHER COMMUNICATION

Teachers will:

- Phone or email each child's parent(s)/guardian(s) within the first month of school to establish rapport and a working relationship with the parent.
- Keep regular communication with all parents.

- Keep parents informed of their child's progress in school.
- Plan conferences in advance and try not to meet with the parents unless you have had 24 hours to prepare your material.
- Review all material with parents in the student's folder, including grades, test scores, etc.
- Have grade scores and other materials with you at the conference.
- Keep careful records of students' work and be able to justify all grades given.
- Ask the parent if he/she will phone you in advance as to what information is desired at the conference.
- Respect the confidence of other teachers and professionals.
- Remember the emotional involvement that a parent feels for his/her child. Let the parent be aware of your interest in the student and your desire to work with the parent to do what is best for the student.
- Not make promises that he/she or the student may not be able to keep.
- Will secure the information that a parent requests that is not readily available and see that he/she gets that information to the parent as soon as possible.
- Attend the school-wide Parent Information Open House during the first week of inservice, prior to when students arrive for the first day of school.
- Refrain from having conversations about students with parents through personal social media accounts.
- Communicate with parents in one or more of the following ways:
    - District email or Alma Email/Text
    - Newsletters
    - Telephone calls
    - Notes home
    - Face-to-face

PARENT/TEACHER CONFERENCES

Parent/Teacher Conferences are a valuable tool to connect with parents and guardians in-person or virtually. The fall conferences will follow a traditional Parent/Teacher Conference format in which the teacher and parents will get to know one another, discuss student strengths and areas of growth, and a goal setting exercise.

The fall and spring conferences will be a Student-Led Conference model. These will happen on October 28, 2026 and April 7, 2027 from 4 to 6 pm. These conferences should include a time for students to show their parents what they have been working on, a time to practice these skills with their parents, and a goal setting activity that involves the teacher, student, and parents. Please inform parents of the plan for the conference night during your regular class communications.

PASSES

Students are required to use hall passes. Students or staff may write where they are going, including the time leaving class. If a child is going to the nurse, please make sure to call prior to allowing the student to leave the classroom.

PLAYGROUND/RECESS

Recess is a powerful tool in keeping students energized, engaged, and provides opportunities for our students to work on social skills in a different setting than the classroom. All students will have at least 30 minutes of recess daily. Please refer to the duty schedule for more information on coverage and areas for recess.

It is important that we allow for a variety of recess opportunities which include the use of the playground equipment, the fields for participating in team activities, and to explore through imaginary play. As we continue to redesign what recess looks like, it is important that staff clearly state where the boundaries are with the students, cover the signals and steps for a reverse evacuation to the school building on a regular basis, and also establish oversight of the entire recess area. Staff members need to move around the recess area to provide supervision and safety oversight.

As the weather turns colder, it is important that we refer to the actual temperature AND the “Feels Like” temperature on weather.com for Lancaster, NH. When determining whether it is outside or inside recess, please consult with this information:

- If the "Feels Like" temperature is -9F or above - outside recess*
- If the "Feels Like" temperature is -10F or below - inside recess*
- *If it is below 0 for the actual temperature (regardless of the "Feels Like" temperature), inside recess will happen

Recess Rules to Enforce:

- Students will enter the building only after permission is given from staff on duty.
- Students will stay in the assigned areas at all times.
- Playground equipment must be used for its intended purpose.
- Fighting, rough play, teasing, taunting, swearing and offensive language are not allowed.
- Students are not to throw rocks, sticks, snow, or any other inappropriate projectiles.
- For late bus recess, do not allow students to board the bus until you have been directed to allow them to by the driver.
- Recess is never to be taken away as a consequence by a staff member unless the consequence is in direct relation to a situation that happened at recess.
- Students who have unfinished work or missing work will not miss recess to make it up. Only if children volunteer to complete the work during recess will they stay in. Otherwise, they shall complete it at home or at the homework club.
- Students and staff are to refer to the behavior matrix for the playground expectations.

- All teachers who have recess duty are to make sure that they have locked both doors securely after re-entering the building for security purposes. Don't forget to return the key, radio (please turn it off & plug it in), and a first aid kit to the appropriate staff member's room.

POLICY DEVELOPMENT, ADOPTION, AND REVIEW (SAU 36 SCHOOL BOARD POLICY BGAA)

The development and adoption of policies that govern the School District is one of the School Board's most important functions. Board policies establish the goals, direction and structure of the district under the authority of applicable statutes and regulations. In addition to policies required by state and federal laws and regulations, the Board adopts policies to provide direction to the Superintendent and other administrators in the management of the district, to guide the education program, and to provide clear expectations for school staff, students and parents. Board policies are intended to provide the framework for district operations and the educational system. In general, the operational details as to how policies will be implemented are contained in administrative procedures developed by the administration. However, the Board may adopt administrative procedures concerning its own operations, or when an issue is of sufficient legal importance to warrant a Board-level procedure.

For the entire policy, please click here.

PUPIL SAFETY AND VIOLENCE PREVENTION (BULLYING) (SAU 36 SCHOOL BOARD POLICY JICK)

I. DEFINITIONS (RSA 193-F:3)

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

(a) Physically harms a pupil or damages a pupil's property;
(b) Could be reasonably calculated to cause emotional distress to a pupil;
(c) Interferes with a pupil's educational opportunities;
(d) Creates a hostile educational environment; or
(e) Substantially disrupts the orderly operation of the school.

Bullying shall also include actions involving the intentional taking advantage of a pupil by an imbalance of power based on a pupil's actual or perceived personal characteristics, behaviors, or beliefs, or motivated by the pupil's association with another person and based on the other person's characteristics, behaviors, or beliefs.

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

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

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

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

II. STATEMENT PROHIBITING BULLYING OR CYBERBULLYING OF A PUPIL (RSA 193-F:4, II(a))

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

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

1. Occurs on, or is delivered to, school property or a school sponsored activity or event on or off school property; or

2. Occurs off of school property or outside of a school sponsored activity or event, if the conduct interferes with a pupil’s educational opportunities or substantially disrupts the orderly operations of the school or school sponsored activity or event.

The Superintendent of Schools is responsible for ensuring that this policy is implemented.

III. STATEMENT PROHIBITING RETALIATION OR FALSE ACCUSATIONS (RSA 193-F:4, II(b))

False Reporting

A student found to have wrongfully and intentionally accused another of bullying may face discipline or other consequences, ranging from positive behavioral interventions up to and including suspension or expulsion. A school employee found to have wrongfully and intentionally accused a student of bullying shall face discipline or other consequences, ranging from verbal warning up to and including dismissal. Any consequences will be in accordance with applicable law, district policies, procedures and collective bargaining agreements.

Reprisal or Retaliation

The District will discipline and take appropriate action against any student, teacher, school administrator, school volunteer, or other school employee who retaliates against any person who makes a good faith report of alleged bullying or against any person who testifies, assists, or participates in a proceeding or hearing relating to such bullying.

The consequences and appropriate remedial action for a student, teacher, school administrator, school volunteer, or other school employee who engages in reprisal or retaliation shall be determined by the Principal or designee after consideration of the nature, severity and circumstances of the act, in accordance with law, Board policies and any applicable collective bargaining agreements.

Any student found to have engaged in reprisal or retaliation in violation of this policy shall be subject to measures up to, and including, suspension and expulsion.

Any teacher, school administrator, or other school employee found to have engaged in reprisal or retaliation in violation of this policy shall be subject to discipline up to, and including, termination of employment.

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

Process to Protect Pupils from Retaliation

If the alleged victim or any witness expresses to the principal or other staff member that he/she believes he/she may be retaliated against, the Principal or designee shall develop a process or plan to protect that student from possible retaliation.

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

IV. PROTECTION OF ALL PUPILS (RSA 193-F:4,II(c)).

This policy shall apply to all pupils and school-aged persons on school district grounds and who are participating in school district functions, regardless of whether or not such pupil or school aged person is a student within the District.

V. DISCIPLINARY CONSEQUENCES FOR VIOLATIONS OF THIS POLICY (RSA 193-F:4,II(d)).

The district reserves the right to impose disciplinary measures against any student who commits an act of bullying, falsely accuses another student of bullying, or who retaliates against any student or witness who provides information about an act of bullying. In addition to imposing discipline under such circumstances, the Board encourages the administration and school district staff to seek alternatives to traditional discipline, including but limited to, early intervention measures, alternative dispute resolution, conflict resolution and other similar measures.

VI. DISTRIBUTION AND NOTICE OF THIS POLICY (RSA 193-F:4, II(e)).

Staff and Volunteers
All staff will be provided with a copy of this policy annually. The Superintendent may determine the method of providing the policy (employee handbook, hard copy, etc.).

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

Students

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

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

The Superintendent, in consultation with staff, may incorporate student anti-bullying training and education into the district's curriculum, but shall not be required to do so.

Parents

All parents will be provided with a copy of this policy annually. The Superintendent may determine the method of providing the policy (parent handbook, mailing, etc.). Parents will be informed of the program and the means for students to report bullying acts toward them or other students. They will also be told that to help prevent bullying at school they should encourage their children to:

- Report bullying when it occurs;
- Take advantage of opportunities to talk to their children about bullying;
- Inform the school immediately if they think their child is being bullied or is bullying other students;
- Cooperate fully with school personnel in identifying and resolving incidents.

Additional Notice and School District Programs

The Board may, from time to time, host or schedule public forums in which it will address the anti-bullying policy, discuss bullying in the schools, and consult with a variety of individuals including teachers, administrators, guidance counselors, school psychologists and other interested persons.

VII. PROCEDURE FOR REPORTING BULLYING (RSA 193-F:4, II (f)).

At each school, the Principal or designee shall be responsible for receiving complaints of alleged violations of this policy.

Student Reporting

1. Any student who believes he or she has been the victim of bullying should report the alleged acts immediately to the Principal. If the student is more comfortable reporting the alleged act to a person other than the Principal, the student may tell any school district employee or volunteer about the alleged bullying.

2. Any school employee or volunteers who witnesses, receives a report of, or has knowledge or belief that bullying may have occurred shall inform the Principal as soon as possible, but no later than the end of the school day.

3. The Principal may develop a system or method for receiving anonymous reports of bullying. Although students, parents, volunteers and visitors may report anonymously, formal disciplinary

action may not be based solely on an anonymous report. Independent verification of the anonymous report shall be necessary in order for any disciplinary action to be applied.

4. The administration may develop student reporting forms to assist students and staff in filing such reports. An investigation shall still proceed even if a student is reluctant to fill out the designated form and chooses not to do so.

5. Upon receipt of a report of bullying, the Principal or designee shall commence an investigation consistent with the provisions of Section XI of this policy.

Staff Reporting

1. An important duty of the staff is to report acts of behavior that they witness that appears to constitute bullying.

2. All district employees and volunteers shall encourage students to tell them about acts that may constitute bullying. For young students, staff members may provide direct assistance to the student.

3. Any school employee or volunteers who witnesses, receives a report of, or has knowledge or belief that bullying may have occurred shall inform the Principal or designee as soon as possible, but no later than the end of the school day.

4. Upon receipt of a report of bullying, the Principal or designee shall commence an investigation consistent with the provisions of Section XI of this policy.

VIII. PROCEDURE FOR INTERNAL REPORTING REQUIREMENTS (RSA 193-F:4, II (g)).

In order to satisfy the reporting requirements of RSA 193-F:6, the Principal or designee shall be responsible for completing all New Hampshire Department of Education forms and reporting documents of substantiated incidents of bullying. Said forms shall be completed within 10 school days of any substantiated incident. Upon completion of such forms, the principal or designee shall retain a copy for himself and shall forward one copy to the Superintendent. The Superintendent shall maintain said forms in a safe and secure location.

IX. NOTIFYING PARENTS OF ALLEGED BULLYING (RSA 193-F:4, II (h)).

The Principal or designee shall report to the parents of a student who has been reported as a victim of bullying and to the parents of a student who has been reported as a perpetrator of bullying within 48 hours of receiving the report. Such notification may be made by telephone, or personal conference. The date, time, method, and location (if applicable) of such notification and communication shall be noted in the report. All notifications shall be consistent with the student privacy rights under the applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA).

X. WAIVER OF NOTIFICATION REQUIREMENT (RSA 193-F:4, II(i)).

The Superintendent may, within a 48 hour time period, grant the Principal a waiver from the requirement that the parents of the alleged victim and alleged perpetrator be notified of the filing

of a report. A waiver may not only be granted if the Superintendent deems such a waiver to be in the best interest of the victim or perpetrator. Any waiver granted shall be in writing.

XI. INVESTIGATIVE PROCEDURES (RSA 193-F:4, II (j)).

1. Upon receipt of a report of bullying, the Principal or designee shall, within five (5) school days, initiate an investigation into the alleged act. If the Principal is directly and personally involved with a complaint or is closely related to a party to the complaint, then the Superintendent shall direct another district employee to conduct the investigation.

2. The investigation may include documented interviews with the alleged victim, alleged Perpetrator and any witnesses. All interviews shall be conducted privately, separately and shall be confidential. Each individual will be interviewed separately and at no time will the alleged victim and perpetrator be interviewed together during the investigation.

3. If the alleged bullying was in whole or in part cyberbullying, the Principal may ask students and/or parents to provide the District with printed copies of emails, text messages, website pages, or other similar electronic communications.

4. A maximum of 10 school days shall be the limit for the initial filing of incidents and completion of the investigative procedural steps.

5. Factors the principal or other investigator may consider during the course of the investigation, including but not limited to:

- Description of incident, including the nature of the behavior;
- How often the conduct occurred;
- Whether there were past incidents or past continuing patterns of behavior;
- The characteristics of parties involved (name, grade, age, etc.);
- The identity and number of individuals who participated in bullying behavior;
- Where the alleged incident(s) occurred;
- Whether the conduct adversely affected the student's education or educational
- environment;
- Whether the alleged victim felt or perceived an imbalance or power as a result of
- the reported incident; and
- The date, time and method in which parents or legal guardians of all parties involved were contacted.

6. The Principal or designee shall complete the investigation within 10 school days of receiving the initial report. If the Principal or designee needs more than 10 school days to complete the investigation, the Superintendent or designee may grant an extension of up to seven (7) school days. In the event such extension is granted, the Principal or designee shall notify, in writing, all parties involved of the granting of the extension.

7. Whether a particular action or incident constitutes a violation of this policy shall require a determination based on all facts and surrounding circumstances and shall include recommended remedial steps necessary to stop the bullying and a written final report to the Principal.

8. Students who are found to have violated this policy may face discipline in accordance with other applicable board policies, up to and including suspension. Students facing discipline will be afforded all due process required by law.

9. Consistent with applicable law, the District will not require or request that a student disclose or provide to the District the student's username, password or other authenticating information to a student's personal social media account. However, the District may request a student or a student's parent/guardian that the student voluntarily share printed copies of specific information from a student's personal social media account if such information is relevant to an ongoing District investigation.

XII. RESPONSE TO REMEDIATE SUBSTANTIATED INSTANCES OF BULLYING (RSA 193-F:4, II (k)).

Consequences and appropriate remedial actions for a student who commits one or more acts of bullying or retaliation may range from positive behavioral interventions up to and including suspension or expulsion.

Consequences for a student who commits an act of bullying or retaliation shall be varied and graded according to the nature of the behavior, the developmental age of the student, and the student's history of problem behaviors and performance. Remedial measures shall be designed to correct the problem behavior, prevent another occurrence of the problem, protect and provide support for the victim, and take corrective action for documented systematic problems related to bullying.

In support of this policy, the Board promotes preventative educational measures to create greater awareness of aggressive behavior, including bullying. The Board encourages the Superintendent to work collaboratively with all staff members to develop responses other than traditional discipline as a way to remediate substantiated instances of bullying.

XIII. REPORTING OF SUBSTANTIATED INCIDENTS TO THE SUPERINTENDENT (RSA 193-F:4, II (l). The Principal or designee shall forward all substantiated reports of bullying to the Superintendent or designee upon completion of the Principal's or designee's investigation.

XIV. COMMUNICATION WITH PARENTS UPON COMPLETION OF INVESTIGATION (RSA 193-F:4, II(m)).

1. Within 2 school days of completing an investigation, the Principal or designee will notify the parents of the students involved of his/her findings and the result of the investigation.

2. The Principal will notify via telephone the parents of the alleged victim and alleged perpetrator of the results of the investigation. The Principal will also send a letter to the parents within 24 hours again notifying them of the results of the investigation.

3. If the parents request, the Principal shall schedule a meeting with them to further explain his/her findings and reasons for his/her actions.

4. In accordance with the Family Educational Rights and Privacy Act and other law concerning student privacy, the District will not disclose educational records of students including the

discipline and remedial action assigned to those students and the parents of other students involved in a bullying incident.

XV. Appeals

A parent or guardian who is aggrieved by the investigative determination letter of the principal or his/her designee may appeal the determination to the Superintendent for review. The appeal shall be in writing addressed to the Superintendent, shall state the reason(s) why the appealing party is aggrieved, and the nature of the relief they seek. The Superintendent shall not be required to re-investigate the matter and shall conduct such review as he/she deems appropriate under the circumstances.

It is in the best interests of students, families and the District that these matters be promptly resolved. Therefore, any such appeal to the Superintendent shall be made within ten (10) calendar days of the parent/guardian's receipt of the investigative determination letter of the principal or his/her designee. The Superintendent shall issue his/her decision in writing.

If the parent or guardian is aggrieved by the decision of the Superintendent, they may appeal the decision to the school board within ten (10) calendar days of the date of the parent/guardian's receipt of the Superintendent's decision. An appeal to the Superintendent shall be a prerequisite to any appeal to the School Board. The appeal to the School Board shall be in writing, addressed to the School Board Chair in care of the Superintendent, shall state the reason(s) why the appealing party is aggrieved, and the nature of the relief they seek.

An aggrieved parent/guardian has the right to appeal the final decision of the local School Board to the State Board within thirty (30) calendar days of receipt of the written decision of the local School Board in accordance with RSA 541-A and State of New Hampshire Department of Education Regulations set forth in ED 200. The State Board may waive the thirty-day requirement for good cause shown, including, but not limited to, illness, accident, or death of a family member.

XV. SCHOOL OFFICIALS (RSA 193-F:4, II(n)).

The Superintendent of Schools is responsible for ensuring that this policy is implemented. In order to facilitate the implementation of this policy, the Superintendent may establish further Administrative rules or regulations.

XVII. Capture of Audio Recordings on School Buses

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

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

The District reserves the right to use audio and/or video recording devices on District property (including school buses) to ensure the health, safety and welfare of all staff, students and

visitors. Placement and location of such devices will be established in accordance with the provisions of Policies EEAA, EEAE and ECAF.

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

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

RADIO USE

The radios we use are broadcasted to the school community and public safety. Please be respectful when using these as communication. In order to maintain an orderly use of the radios, we will follow the following protocol:

- Before using the radio, turn it to channel 1 for at least ten seconds prior to use to ensure there isn't other radio traffic happening. If there is, please wait until this finishes before starting your radio transmission. There is one channel and if you start to speak over somebody else, neither radio communication is delivered. Another indication that the radio is being used by somebody else is when the "green light" on the top of the radio.
- Press the "talk button" on the left side of the radio and ensure that it is firmly held down.
- Wait until the green light turns to red on the top of the radio before speaking.
- When calling, please use the following protocol:
    - State the name of the person you are calling - "Mr. Holmes,"
    - State your name - "This is Mrs. Kopp."
    - State the reason for your call - "I have a student who has run into the woods by the back playground and I need your assistance."
    - Wait 5 seconds for confirmation from the person you are calling - "Mrs. Kopp, This is Mr. Holmes. I am on my way."

RECORD KEEPING

- A cumulative record folder is on file in the office for every student. These files may be made available for parents. Parental requests for access to the file must be made through the office. In addition to the cumulative folder, each student has a permanent record on file that includes grades, attendance, and recorded reading levels.
- At the end of the year, a student report card must be placed in each student's file with all pertinent data from the school year. Mrs. Chase, and/or Ms. Fontaine will assist you in accessing these files.
- ALL Special Education files MUST BE SIGNED OUT BEFORE BEING USED. <u>The sign-out sheet is on the inside door of the safe</u>.

Appointments to view student records by parents are to be made with a counselor who will be present during the records review.

REFERRAL FOR SPECIAL EDUCATION

If a teacher suspects a student of having a disability that interferes with the child's ability to learn, you must meet with the principal prior to filling out a pre-referral form. Lancaster School uses a Multi-Tiered System of Support process that supports students through various levels of interventions that should be implemented prior to referring a student for special education testing. In the situation where the intervention process should be circumvented, please speak with the school principal.

SAU 36 Special Education Policies and Procedures Handbook (Updated 2026)
SAU 36 Services for English Language Learners (Updated 2026)

SCHOOL STORE

School Store hours are 7:25 am to 7:40 am, if it is being offered this year.

SEXUAL DISCRIMINATION AND SEX-BASED HARASSMENT (SAU 36 SCHOOL BOARD POLICY ACAC)

I. TITLE IX "NON DISCRIMINATION POLICY"

RESTATEMENT OF POLICY PROHIBITING DISCRIMINATION ON THE BASIS OF SEX.

Per Board policy AC, Title IX of the Education Amendments Act of 1972 ("Title IX"), as well as RSA 193:38, among others, the District does not discriminate on the basis of sex in its educational programs and activities, including employment and admissions. All forms of sex-based discrimination, including sexual harassment, are prohibited in the District.

II. DEFINITIONS AND OTHER PROVISIONS APPLICABLE TO PROHIBITED SEXUAL HARASSMENT.

A. Prohibited Sexual Harassment.

Sexual harassment is a form of sex discrimination and is strictly prohibited by the District. Behaviors that will often constitute prohibited sexual harassment include:

1. Sexually suggestive remarks or jokes;
2. Verbal harassment or abuse;
3. Displaying or distributing sexually suggestive pictures, in whatever form (e.g., drawings, photographs, videos, irrespective of format);
4. Sexually suggestive gesturing, including touching oneself in a sexually suggestive manner in front of others;
5. Harassing or sexually suggestive or offensive messages that are written or transmitted electronically;
6. Subtle or direct propositions for sexual favors or activities; or

7. Touching of a sexual nature or groping will always constitute a violation of school policies, and such touching or groping that occurs without consent (i.e. sexual assault) will constitute sexual harassment prohibited under Title IX.

Such behaviors are prohibited and, depending on the context, the repetition, and/or the severity, may also violate one or more state or federal laws. The most severe, pervasive, and offensive of these behaviors are governed by Title IX. Less severe sexual harassment may still constitute a violation of this policy, Board policy AC and/or JICK, as well as one or more state or federal laws, such as: Title VII of the Civil Rights Act of 1964, RSA 193:38, RSA 354-A:1, -A:6 and -A:27. More detailed definitions of "Title IX sexual harassment" and other prohibited sexual harassment ("non-Title IX sexual harassment" are set out in the definitions section in II.C, below.

While all reports of sexual harassment are to be processed in the first instance under Sect. II.K.1 of this Policy, only formal complaints regarding alleged conduct that could constitute Title IX sexual harassment are subject to the Complaint and Grievance Procedure found in Sect. III, below. If the alleged conduct does not appear to meet - or has been determined under the Title IX Grievance Procedure of Sect. III not to meet - the definition of sexual harassment under Title IX, then the report will be investigated and processed in accordance with Board policy ACA.

B. Application of Policy

This Policy shall apply to all students, employees, and any third party who contracts with the District to provide services to District students or employees, upon District property or during any school program or activity.

Nothing in this policy will be construed to confer on any third party a right to due process or other proceedings to which student and employee respondents are entitled under this policy unless such right exists under law. Volunteers and visitors who engage in sexual harassment will be directed to leave school property and/or will be reported to law enforcement, the NH Division of Children, Youth and Families (DCYF), as appropriate. A third party under the supervision and control of the school system will be subject to termination of contracts/agreements, restricted from access to school property, and/or subject to other consequences, as appropriate.

The Superintendent shall have overall responsibility for implementing this Policy, and shall annually appoint a District Title IX Coordinator as that position is described in Sect. II.C, below. The name and contact information for the Title IX Coordinator is set forth in Board Policy AC-R which policy shall be updated and disseminated annually with the Title IX Coordinator's name as set forth in Board policy AC

For the entire SAU 36 School Board Policy ACAC, please click here.

STAFF BATHROOMS

There are a number of staff bathrooms located in the school building. Staff should only be using the single use/lockable door bathrooms located in the following areas:

Room 10 (Front Office)
Room 17 (Staff Lounge)

Room 42 (Old Book Room Storage)
Room 55 (Bathroom in Lower Elementary Corridor)
Room 70 (Special Education Case Manager Office/Room)
Room 91 (Nurse Station)
Room 115A (Custodian/Maintenance Area)
Room 126 (Kitchen Area)
Room 137 (Physical Education Office)

STAFF CONDUCT (SAU 36 SCHOOL BOARD POLICY GBEB)

General Provisions.

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

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

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

Adoption and Incorporation of Standards of Code of Conduct for New Hampshire Educators.

The Board incorporates by reference, and adopts as independent standards of conduct relative to employment in the District, the provisions of the New Hampshire Code of Conduct for New Hampshire Educators (Ed 510.01-510.05) (the "NH Code of Conduct"), as the same may be amended by the State from time to time. The District reserves the right to take employment action against any employee based upon the District's interpretation of the provisions of the NH Code of Conduct and the District's independent assessment of whether an employee has violated said provisions. The District's interpretation, assessment and/or action thereon, are independent of any interpretation by the New Hampshire Department of Education ("DOE") with respect to those standards, and irrespective of any investigation by or action taken by the DOE relative to a District employee's conduct.

Dissemination.

The content or a copy of this policy should be included in every employee/staff member handbook, and/or otherwise posted annually on the SAU36 website for each employee, designated volunteer, and contracted party.

STAFF BREAKS AND DUTY-FREE LUNCH LOCATIONS

Staff scheduled breaks and duty free lunches are part of the negotiated agreements between the SAU 36 School Board and the bargaining unit that staff members belong. Staff are allowed

to eat their lunch during their duty-free lunch time in their workspace/classroom if students are not occupying that space at that time. In addition, if staff members share part of a duty-free lunch time and choose to lunch together, that is permissible as long as students are not present.

Staff members are not allowed to take their duty-free lunch or breaks within a classroom, learning space, or office that is used for servicing students during that time. If the staff member who is assigned to the space is supposed to be teaching or supporting students, please do not eat lunch or take a break in that space. All non-classroom spaces assigned to staff members are expected to have times listed that the staff member/members are taking lunch break on or near the main door to that space.

STAFF GOAL SETTING

Each year, most staff members are required to complete a goal-setting activity on Frontline. Please see your Collective Bargaining Agreement for specific information. These goals will be reviewed and approved by the school administration. The date for completing this goal-setting activity is October 2, 2026.

If you are interested in personalized professional development, you must complete a request in Vector Solutions prior to registering if you expect to get reimbursed for the course or any other expense. Please see the Collective Bargaining Agreement for specific information on reimbursement.

STAFF ETHICS (SAU 36 SCHOOL BOARD POLICY GBEA)

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

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

   The Board incorporates by reference and adopts as independent ethical standards relative to employment in the District, the provisions of the New Hampshire Code of Ethics for New Hampshire Educators (the “NH Code of Ethics”), as the same may be amended by the State from time to time.

B. Additional Ethical Standards.

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

- Make the wellbeing of students the fundamental value of all decision-making and actions.
- Staff members shall maintain a reasonable standard of care for the supervision, control and protection of students commensurate with their assigned duties and responsibilities. Maintain just, courteous, and proper relationships with students, parents, staff members, and others.
- Fulfill their job responsibilities with honesty and integrity.
- Direct any criticism of other staff members toward improving the District. Such constructive criticism is to be made directly to the building administrator. Obey all local, state, and national laws.
- Obey and implement the School Board's policies, administrative rules and regulations. Avoid using position for personal gain through political, social, religious, economic, or other influence.
- Nothing in this policy shall prohibit the use of the school building after school hours by teachers to give private music lessons to students provided that the Superintendent shall determine that it is in the best interest of the school district to allow the private instruction. The Superintendent's decision will be final and not subject to appeal.
- Maintain the standards and seek to improve the effectiveness of the profession through research and continuing professional development.
- Honor all contracts until fulfillment or release.
- Maintain all privacy and confidentiality standards as required by law.
- Exhibit professional conduct both on and off duty.

C. Dissemination.

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

STAFF MEETINGS AND CURRICULUM MEETINGS

Curriculum and Staff Meetings will both be held on the monthly and all professional staff members are expected to attend. Staff members should avoid scheduling meetings, appointments, etc. during these scheduled meetings. Please check the Google calendar for these monthly dates.

- Please realize that this is a projection and guide and there may be times necessary to adjust meeting dates as a result of unanticipated conflicts (example – vacation, snow day, holiday, etc.)

STAFF PARKING

Everyone needs to park in the front or west side parking lot. Teachers are expected to use the parking lot on the west side of the building if possible, saving the front parking lot for parents and visitors coming during the day. Primary teachers may use the available back parking spaces if you are arriving early in the morning. Please reserve the handicapped parking spaces for those who truly need them. Do not park in the student drop-off zones.

STAFF ABSENCES/SUB PLANS

Teachers are responsible to make sure that plans, seating charts, class rosters, and schedules are readily available for a substitute teacher.

-If you are in need of a substitute during the school day, please contact Mr. Holmes via phone or radio so he can arrange a sub.
-If you become ill the evening before a school day, use Frontline for this request immediately.
-If you need a sub in the morning before school begins, please submit this request on Frontline before fill this in. If it is after this time, you must call Mr. Holmes ***before*** 6:30 AM at 603-957-4290 and leave a message. ***DO NOT Text Message.*** After 6:30 AM, he will not be able to find a substitute in time and a staff member will need to be pulled from their normal duty to cover for you.

We must all do our part to make sure that substitutes have as much heads up as possible to prepare to support our students.

Please keep a visible substitute folder on your desk with all substitute plans and information one would need in case you are absent.

The purpose of this folder is to give substitutes the necessary information to make their day as productive and enjoyable as possible. The following items must be included:

- Daily time schedule with a nutshell description of each block and lesson.
- General procedures of the day such as getting ready for lunch and dismissal.
- General class rules.
- Roster of class(es) including any helpful comments regarding specific children and their special needs.
- Any worksheets or homework assignments that need to be given.
- Class seating plan.
- Location of all materials.
- Evacuation Plan *(a short blurb regarding which exit to take and if they need to bring the bag and walkie-talkie is sufficient).*

Lesson plans should be prepared when it is a planned absence and left in your sub folder ON TOP OF YOUR DESK. When an absence is unplanned, please make every effort to email or have someone else bring in your detailed lesson plans before the beginning of the school day.

STUDENT TARDINESS

Students are tardy if they arrive at school after 7:45 am.

- Make sure attendance is recorded accurately. Students are not to take attendance for the teacher in the morning in Alma.
- Please refer any student who is consistently tardy to the office for administrative processing.
- If a student does not arrive for your class at any other time during the day, please notify the office.

STUDENT DISCIPLINE AND DUE PROCESS (SAU 36 SCHOOL BOARD POLICY JICD)

At all times, students are required to conduct themselves in accordance with behavioral standards set forth in or adopted pursuant to Policy JIC and all other applicable Board policies and all District or school rules. Failure to comply can lead to disciplinary consequences as set forth in this policy and applicable law.

For the entire policy, please click here.

STUDENT SUCCESS SERVICES

At the Lancaster School we believe in the "whole child" approach to education. Academic and life success are contingent upon physical, social, and emotional well-being. With this in mind, we are providing the following student success services to help all students at the Lancaster school reach their potential. Here is a great resource for who to call when you need support!

WELLNESS CENTER (KINDERGARTEN - GRADE 6)	
Purpose	The purpose of the wellness center is to provide a break space for students who are not able to meet the expectations being asked of them.
Components	Quiet space to reset oneself Processing with an adult to determine source of dysregulation Space to get some energy out Helping students become self aware of their needs
Staffing	2 Wellness paraprofessionals
How do Students Access?	Teachers can ask a student to go to the wellness center to take a break if the teacher feels as though the student is not being successful in the classroom. A student can ask to go to the wellness center if they are feeling dysregulated.

SCHOOL COUNSELOR + LC/SEL SPECIALIST	
Purpose	The purpose of the school counselors is to provide our students with the social emotional skills that they need to be successful at school and in life.
Components	Tier 1 push in guidance classes One to one student counseling sessions Impromptu support for social-emotional dysregulation as needed
Staffing	2 professional staff members
How do Students Access?	Staff members can request assistance from the school counselors if they feel as though a student is socially or emotionally dysregulated. Students can request to meet with a school counselor if they are feeling socially or emotionally dysregulated. Students who have counseling sessions written into a tier 2 plan, an IEP, or 504 will be seen by the school counselors.

Types and Examples of Dysregulation*

Academic Dysregulation	Behavioral Dysregulation	Social-Emotional Dysregulation
Inattentive to task	Repeatedly refusing to engage in a specific task over a series of days	Crying
Singular incident of continued refusal on a task/assignment	Swearing	Noticed negative change is student attitude
Struggling to start with an assignment	Purposefully interrupting class	Difficulty with peer interactions
Student's learning style dictates an alternative location to complete task/assignment	Trying to "show-up" teacher or take control of the classroom	
Asks for additional time to complete a task when teacher is ready to move on	Repeatedly interrupting the teacher and/or peers	

	Destruction of property	
	Use of personal electronics device in classroom	
	Repeatedly breaking classroom and school expectations	
	Disappearing from classroom or intentionally hiding	

*Please note that sometimes multiple signs of dysregulation will take place and you will have to make a judgment call on who to seek support from for a student.

STUDENT TEACHER POLICY AND PROCEDURES (SAU 36 School Board Policy LDA)

The School Board recognizes the student-teacher program as an important aspect of a future teacher's education. Therefore, the Board will cooperate with institutions of higher education in training student teachers.

All persons involved in this program must recognize that the first and primary responsibility of the District is to the students within its schools. If at any time a student-teacher becomes unacceptable, the District reserves the right to refuse that student-teacher further teaching experience within the District.

Student teachers who work in the District shall be accepted only after the approval of the Superintendent and the Principal of the building in which the person is to teach. Before any student teacher is accepted to student teach in SAU#36, the Principal must submit, in writing, to the Superintendent: the name of the student teacher; the name/grade/school of the classroom teacher; the college/university; longevity of the student teaching experience; and the name of the college advisor. The form will be returned to the Principal with Superintendent approval/denial. (LDA-R)

According to the NH Teacher Preparation State policy, admission to the culminating field-based experience (i.e. student teaching and/or internships) provides professional preparation to demonstrate competencies, in depth studies, and opportunities to prepare for credentials necessary to become a licensed teacher in the State of NH. Given this, student teachers and/or interns may substitute teach only in emergency situations and only up to 3 times per field experience time period. Other than the 3 days permitted for substituting, Student Teachers do not receive compensation.

All Student Teachers shall sign a confidentiality/FERPA statement when assigned and may or may not have access to the District's Student Information System (SIS). The determination and level of access shall be decided by the Superintendent and Principal. Student teachers shall be subject to a Criminal History Records Check prior to working in the District. The cost of the Criminal History Records Check is to be paid by the student-teacher.

SUPERVISION

Teachers will:

- Not leave your students unattended at any time.
- Be at their assignments providing proper supervision at all times.
- Supervise locker clean out at least at the end of each marking quarter. Instructional materials in student lockers not in use at that time should be returned to its rightful place (library, classroom, etc.).
- Ask for help from other staff members or the administration if you need help in coverage.
- Supervise the corridor by standing at your door when students enter and leave classrooms.
- Walk/monitor their students to and from unified arts and lunch/recess.
- Emphasize to students to pass through the halls in a quiet, orderly fashion.
- Be in the hallways with students between classes and lunches.

SUPPLIES/COPYING

Members of the staff, as a result of advanced planning, are expected to requisition their supply needs no later than the end of the day Wednesday of each week. Supplies will be distributed on Thursday of each week.Please request supplies to Brennah Gottshall using the appropriate slip. Available supplies include: pencils, pens, markers, rulers, erasers, paper, scotch/masking tape, paper clips/fasteners, etc.
Copy rooms are located next to the library and in the common area in the front office and will be supplied with paper. If any of the machines are not working properly, do not attempt to repair them yourself. Please notify the office and put an “Out of order” sign on it. Please make every effort to be conservative with paper and copy use.

TELEPHONES (CLASSROOM)

Use of the telephone should be limited to the nurse’s office and the front office only during nonacademic times. Students need permission along with a note from the sending teacher to use such phones. Students are not allowed to answer incoming calls on classroom telephones.

TEXTBOOK

All lost or damaged textbooks, reference books, workbooks, etc. should be reported to the office. Please do not wait until the last week of school to do this. You should conduct periodic inspections of the textbooks throughout the school year. Students must pay for any lost or damaged books, as noted in the handbook.

TITLE I AND COMMUNITY ENGAGEMENT

The School Board endorses the family and community engagement goals of Every Student Succeeds Act and encourages regular collaboration between family members, community members, and school leadership. The education of children is viewed as a cooperative effort

among the parents, school and community, and other family members involved in supporting the child's development and education.

SAU #36 School Board Policy KF - Title I and Community Engagement

TOBACCO PRODUCTS BAN and USE AND POSSESSION IN AND ON SCHOOL FACILITIES AND GROUNDS (SAU 36 SCHOOL BOARD POLICIES ADC)

State law prohibits the use of any tobacco product, E-cigarette, or liquid nicotine in any facility or upon any grounds maintained by the District. Students and minors are further prohibited from possessing such items in or upon any facility, school vehicle, or grounds owned or maintained by the District.

For the entire SAU 36 School Board Policy ADC, please click here.

USE OF PRIVATE VEHICLES TO TRANSPORT STUDENTS (SAU 36 SCHOOL BOARD POLICY EEAG)

Any use of private vehicles for transportation of students to or from school on field trips, athletic events, or other school functions, must have prior authorization by the Superintendent or his or her designee. The Board specifically forbids any employee to transport students, except the teacher's own children, for school purposes without prior written authorization by the Superintendent or his/her designee. Those providing unauthorized student transportation do so at their own expense and liability.

Any employee or private citizen using their own or a rented vehicle to provide school-authorized student transportation must have auto liability insurance of not less than $500,000 Combined Single Limit and provide a Certificate of Insurance naming the White Mountains Regional School District as an Additional Insured. The District will maintain liability insurance, which will be in excess of the owner's primary insurance for authorized student transportation.

A person under contract to transport one or more children to school, on field trips, to athletic events, or other school functions must have a valid School Bus Driver Certificate from the Department of Safety. This person's vehicle must be approved by the N.H. Department of Safety as meeting all applicable school bus safety standards. (Parents transporting their own children are exempt from this requirement, even if reimbursed by the School District.)

Those providing transportation on an incidental basis, i.e., not specifically as part of a contract to transport, must have a valid driver's license, a vehicle which has a current N.H. inspection sticker, and a passenger endorsement. A commercial license is required for any vehicle that has a capacity of 16 or more.

The Board specifically forbids any employee to transport students for school purposes without prior written authorization by the Superintendent or his or her designee. All employees who regularly transport students must have a School Bus Driver Certificate.

No student shall be sent on school errands using any automobile. No student will transport another student for school authorized transportation.

Reimbursement for use of private vehicles may be made, but only if the employee or other person has prior approval of the designated administrator.

VISITORS (SAU 36 SCHOOL BOARD POLICY KI)

All visitors must report and sign in at the office. This includes parent volunteers and family members. Visitors will be provided with a badge to wear while in the building. It is our duty to check with visitors and ask them to have the badge visible. If you are expecting a visitor, please let them know to check in at the office before coming to your room.

VOLUNTEERS (SAU 36 SCHOOL BOARD POLICY IJOC)

Parents are encouraged to become volunteers at the school. Any parent interested in volunteering at Lancaster Elementary School should contact the teacher to set up appropriate times to come in and volunteer. They must, however, sign in at the office and wear a "Visitor Pass" while in the building. In addition, anyone who volunteers must fill out the appropriate paperwork located at the main office; and apply for and pass a background check. ***The background check takes a considerable amount of time so please be diligent and plan for at least 6 weeks before volunteers will be approved.***

Teachers must meet with administration regarding regular volunteers to determine schedules and objectives. Volunteers are under the supervision of the hosting teacher/teachers accountable of the activity, event or field trip. It is the responsibility of the teacher to communicate and clearly direct, schedule and supervise the volunteers' school related responsibilities. It is the expectation of the Lancaster School that volunteers will follow the WMRSD policies and procedures as part of their duties.

WORKERS COMPENSATION TEMPORARY ALTERNATIVE WORK PROGRAM (SAU 36 SCHOOL BOARD POLICY GBGD)

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

The School Board adopts the principle that it is important to provide meaningful work during the time of healing following a work-related illness or injury in order to assist employees in their transition back to full duty.

The Temporary Alternative Work Program will be available to employees for a period of time extending as long as the circumstances of the illness/injury requires, but not longer than four (4) months, as dictated by the treating physician and as such duties are available. The program is not intended to address those situations in which an employee has been deemed to be permanently disabled and unable to resume his or her previous position.

CHANGES TO HANDBOOK - AFTER AUGUST 17, 2026

Date	Section Changed	Details