

PORTSMOUTH SCHOOL DEPARTMENT

2017-2018 Employee Handbook



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SECTION 1- GENERAL INFORMATION

INTRODUCTION

This handbook is designed to acquaint you with the Portsmouth School Department and provide you with information about working conditions, benefits, and policies affecting your employment.

The information contained in this handbook applies to all employees of the Portsmouth School Department. This handbook is not a contract, express or implied, nor does it guarantee employment for any specific length of time. Following the policies described in this handbook is considered a condition of continued employment. However, nothing in this handbook alters an employee's status. The contents of this handbook shall not constitute nor be construed as a promise of employment or as a contract between the School Department and any of its employees. The handbook is a summary of our policies, which are presented here only as a matter of information. Policies included in this handbook are guidelines and subject to change.

You are responsible for reading, understanding, and complying with the provisions of this handbook. Our objective is to provide you with a work environment that is constructive to both personal and professional growth.

1.1 MISSION STATEMENT

“The purpose of the Portsmouth Schools is to educate all students by challenging them to become thinking, responsible, contributing citizens who continue to learn throughout their lives.”

1.2 2017-2018 SCHOOL CALENDAR

Portsmouth School Department

2017- 2018 School Calendar

| August/September | | | | | February | | | | |
|------------------|----|----|----|----|----------|------|----|----|----|
| M | T | W | T | F | M | T | W | T | F |
| | | | | W | | | | | 1 |
| | | | | X | | | 7 | | 2 |
| 23 | X | 5 | 6 | 7 | 8 | 5 | 6 | 7 | 8 |
| Days | 11 | 12 | 13 | 14 | 15 | Days | 12 | 13 | 14 |
| | 18 | 19 | 20 | 21 | 22 | | 19 | 20 | 21 |
| | 25 | 26 | 27 | 28 | 29 | X | X | X | 22 |
| | | | | | | | | | 23 |
| October | | | | | March | | | | |
| M | T | W | T | F | M | T | W | T | F |
| | | | | W | | | | | X |
| | | | | | | | | | X |
| 20 | X | 10 | 11 | 12 | 13 | 19 | 5 | 8 | 9 |
| Days | 16 | 17 | 18 | 19 | 20 | Days | 12 | 13 | 14 |
| | 23 | 24 | 25 | 26 | 27 | | 19 | 20 | 21 |
| | 30 | 31 | | | | | 26 | 27 | 28 |
| | | | | | | | | | 29 |
| | | | | | | | | | 30 |
| November | | | | | April | | | | |
| M | T | W | T | F | M | T | W | T | F |
| | | | | | | | | | |
| | | | | | | | | | |
| 17 | 6 | W | 8 | 9 | X | 16 | 9 | 10 | 11 |
| Days | 13 | 14 | 15 | 16 | 17 | Days | 16 | 17 | 18 |
| | 20 | 21 | X | X | X | | X | X | X |
| | 27 | 28 | 29 | 30 | | | 30 | | |
| | | | | | | | | | |
| December | | | | | May | | | | |
| M | T | W | T | F | M | T | W | T | F |
| | | | | | | | | | |
| | | | | | | | | | |
| 16 | 4 | 5 | 6 | 7 | 8 | 22 | 7 | 8 | 9 |
| Days | 11 | 12 | 13 | 14 | 15 | Days | 14 | 15 | 16 |
| | 18 | 19 | 20 | 21 | 22 | | 21 | 22 | 23 |
| | X | X | X | X | X | | X | 29 | 30 |
| | | | | | | | | | 31 |
| January | | | | | June | | | | |
| M | T | W | T | F | M | T | W | T | F |
| | | | | | | | | | |
| | | | | | | | | | |
| 20 | X | 2 | 3 | 4 | 5 | 10 | 4 | 5 | 6 |
| Days | 8 | 9 | 10 | 11 | 12 | Days | 11 | 12 | 13 |
| | X | 16 | 17 | 18 | 19 | | 18 | 19 | 20 |
| | | *W | 24 | 25 | 26 | | 25 | 26 | 27 |
| | 29 | 30 | 31 | | | | | | 28 |
| | | | | | | | | | 29 |
| | | | | | | | | | 30 |
| | | | | | | | | | 31 |

| | | | |
|-------------|------------------------------------|------------------|---------------------------------|
| Aug 28 | 1 st day grades 1 - 9 | Dec 25 – Jan 1 | Holiday break |
| Aug 29 | 1 st day grades 10 - 12 | Jan 15 | Martin Luther King Day observed |
| Sept 1 & 4 | Labor Day break | Jan 23* | Semester switch/workshop day |
| Sept 5 | 1 st day Kindergarten | Feb 26 – March 2 | Winter break |
| Oct 6 | Teacher workshop day | March 16 | Teacher workshop day |
| Nov 7 | Teacher workshop day | April 23 – 27 | Spring break |
| Nov 10 | Veteran's Day observed | May 28 | Memorial Day observed |
| Nov 22 – 24 | Thanksgiving break | June 14* | Last day for students |

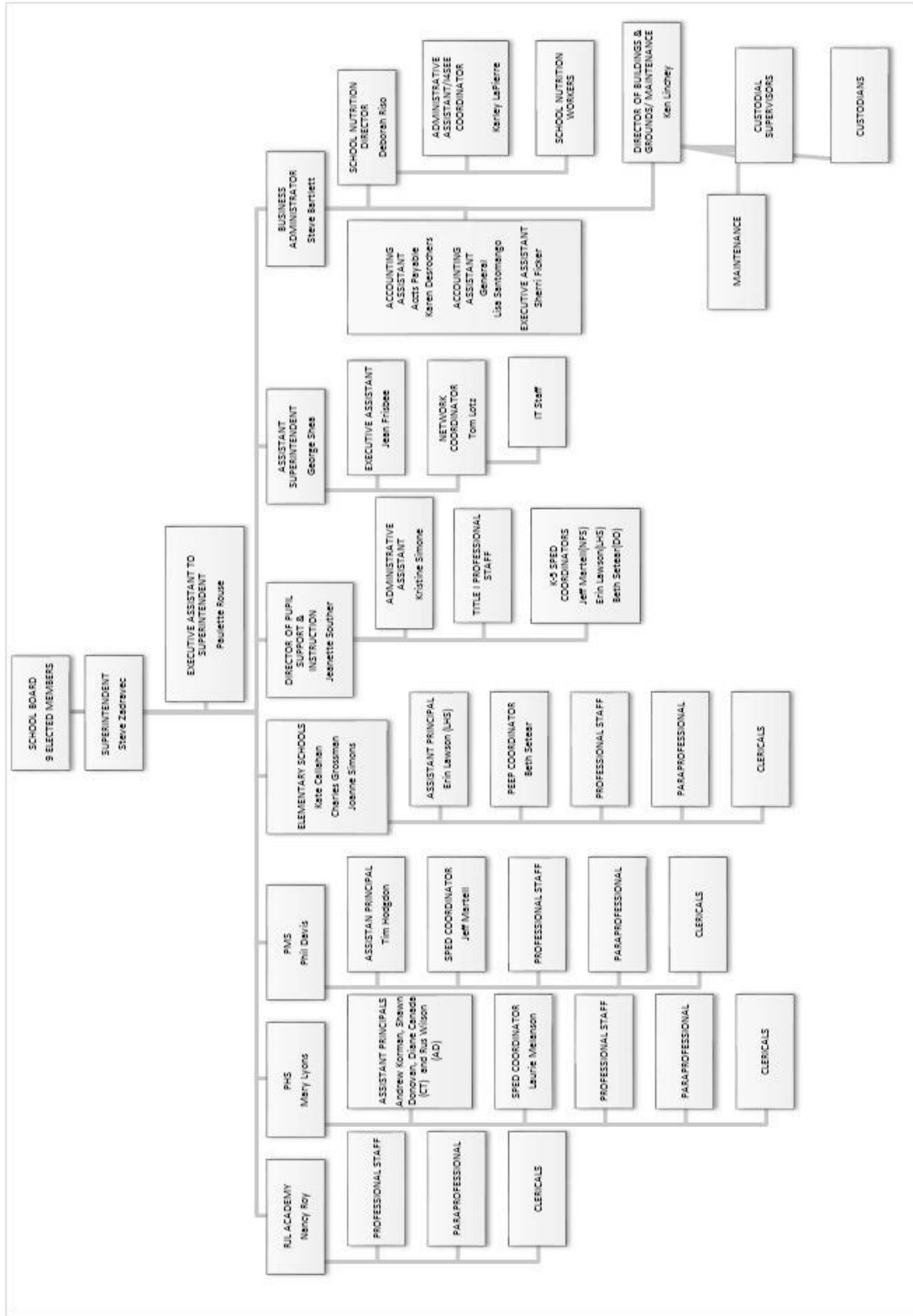
W = Teacher Workshops/No School for Students X = Days Out for Students and Staff □ = Early Release Day

* Day (January 23 and June 14) could be moved due to a cancelled day

Note: Additional school days needed due to cancelled days will be completed in June.

Approved by the Portsmouth School Board 02-14-17 UPDATED 02-20-17

1.3 ORGANIZATIONAL CHART



1.4 ADMINISTRATIVE STAFF DIRECTORY

| | | |
|--|--|---|
| Bartlett, Stephen 1 Junkins Avenue, Suite 402, Portsmouth, NH 03801 603-812-4399 | Business Administrator | Central Office |
| Callahan, Katherine 32 Van Buren Avenue, Portsmouth, NH 03801 603-436-2231 | Principal | Dondero Elementary School |
| Canada, Diane 50 Andrew Jarvis Drive, Portsmouth NH 03801 603-436-7100 Extension 2904 | Technical/Career Director | Portsmouth High School |
| Davis, Phillip 155 Parrott Avenue, Portsmouth, NH 03801 603-436-5781 | Principal | Portsmouth Middle School |
| Donovan, Shawn 50 Andrew Jarvis Drive, Portsmouth, NH 03801 603-436-7100 Extension 2902 | Assistant Principal | Portsmouth High School |
| Grossman, Charles 50 Clough Drive, Portsmouth, NH 03801 603-436-1708 Extension 239 | Principal | Little Harbour Elementary School |
| Hodgdon, Timothy 155 Parrott Avenue, Portsmouth, NH 03801 603-436-5781 | Assistant Principal | Portsmouth Middle School |
| Korman, Andrew 50 Andrew Jarvis Drive, Portsmouth, NH 03801 603-436-7100 Extension 2905 | Assistant Principal | Portsmouth High School |
| Lawson, Erin 50 Clough Drive, Portsmouth, NH 03801 603-436-1708 Extension 259 | Assistant Principal | Little Harbor Elementary School |
| Lyons, Mary 50 Andrew Jarvis Drive, Portsmouth, NH 03801 603-436-7100 Extension 2912 | Principal | Portsmouth High School |
| Riso, Deborah 1 Junkins Avenue, Suite 402, Portsmouth, NH 03801 603-610-4474 | Director of School Nutrition | Central Office |
| Roy, Nancy 35 Sherburne Road, Portsmouth, NH 03801 603-427-2901 | Principal | Robert J. Lister Academy |
| Setear, Beth 32 Van Buren Avenue, Portsmouth, NH 03801 603-422-8228 | PEEP Coordinator | Dondero Elementary School |
| Shea, George 1 Junkins Avenue, Suite 402, Portsmouth, NH 03801 603-610-4472 | Assistant Superintendent | Central Office |
| Simons, Joanne 1 Franklin Drive, Portsmouth, NH 03801 603-436-0910 | Principal | New Franklin Elementary School |
| Souther, Jeanette 1 Junkins Avenue, Suite 402, Portsmouth, NH 03801 603-610-4473 | Director of Pupil Support & Instruction | Central Office |
| Zdravec, Stephen 1 Junkins Avenue, Suite 402, Portsmouth, NH 03801 603-610-4471 | Superintendent | Central Office |

1.5 SCHOOL BOARD MEMBERS

| MEMBER NAME | CONTACT INFORMATION | MEMBER TERM |
|---|---------------------|-------------|
| Leslie Stevens (CHAIR) 151 Park Street | Home-427-1346 | 2014-2017 |
| Tom Martin (VICE CHAIR) 1248 South Street | Home-427-1353 | 2014-2017 |
| Nancy Clayburgh 405 F.W. Hartford Drive | Home-436-6525 | 2014-2017 |
| Patrick Ellis 235 McKinley Road | Home-436-6901 | 2016-2019 |
| Gary Epler 272 Walker Bungalow Drive | Home-433-2728 | 2016-2019 |
| Kristin Jeffrey 636 Lincoln Avenue | Cell-347-675-4775 | 2014-2017 |
| Jeffrey Landry 72 Nathaniel Drive | Home-436-1931 | 2014-2017 |
| Roseann Vozella Clark 55 Thornton Street | Home-436-3438 | 2016-2019 |
| Ann Walker 6 Cleveland Drive | Home-436-6352 | 2016-2019 |
| Kim McGlinchey (Employee Representative) 114 Province Road NON VOTING | Home-767-7365 | N/A |
| Andrew Rodgers (Student Representative) NON VOTING | Home-436-1091 | N/A |
| TBA SAU 50 Representative NON VOTING | | N/A |

You may also contact Portsmouth School Board members via email at the following link:

<http://www.cityofportsmouth.com/school/boardmembers/index.htm>

1.6 SCHOOL BOARD MEETING DATES AND LOCATIONS

| <u>DATE</u> | <u>LOCATION</u> |
|--------------------|----------------------------------|
| July 11, 2017 | Council Chambers, City Hall |
| August 8, 2017 | Council Chambers, City Hall |
| September 12, 2017 | Council Chambers, City Hall |
| September 26, 2017 | Dondero Elementary School |
| October 10, 2017 | Council Chambers, City Hall |
| October 24, 2017 | Portsmouth Middle School |
| November 14, 2017 | Council Chambers, City Hall |
| November 28, 2017 | Robert J. Lister Academy |
| December 12, 2017 | Council Chambers, City Hall |
| January 9, 2018 | Council Chambers, City Hall |
| January 23, 2018 | Portsmouth High School |
| February 13, 2018 | Council Chambers, City Hall |
| March 13, 2018 | Council Chambers, City Hall |
| March 27, 2018 | New Franklin Elementary School |
| April 10, 2018 | Council Chambers, City Hall |
| May 8, 2018 | Council Chambers, City Hall |
| May 22, 2018 | Little Harbour Elementary School |
| June 12, 2018 | Council Chambers, City Hall |

The Portsmouth School Board meeting schedule, agendas, and minutes may be found online at <http://www.cityofportsmouth.com/calendar/2017/index.htm>

1.7 SCHOOL BOARD POLICIES

The Portsmouth School Board Policy Manual may be found online at <http://www.cityofportsmouth.com/school/SchoolBoardPolicies.htm>

1.8 CENTRAL OFFICE STAFF AND HOURS

HOURS:

School Year Hours: Monday – Friday- 8:00 a.m. - 4:00 p.m.

Summer Hours: Monday- Thursday- 7:00 a.m. - 3:30 p.m. and Friday 7:00 a.m. - 12:30 p.m.

Superintendent’s Office- Superintendent Steve Zdravec

Superintendent’s Executive Assistant
Paulette Rouse
610-4471
prouse@sau52.org

School Board
School Board Policies
Newsletter and Media
School Department Website
All School Activity Calendar
CO Conference Room Scheduling
Infinite Campus (enter Support Staff & long-term subs)
Emergency Notification System
Blackboard Connect
Substitute Applications
Absence Forms (requiring Superintendent approval only)
Fire Drills
Overnight Field Trip Requests
NESDEC Fall Enrollment Report
Update Employee Manual, CO Phone Directory, Vision Book, and Student Registration Forms
Working Papers

Assistant Superintendent’s Office- Assistant Superintendent George Shea

Assistant Superintendent’s Executive Assistant
Jean Frisbee
610-4472
jfrisbee@sau52.org

Professional Development and Certification
Personnel Files (Teachers & Administrators)
Homeschooling
Emergency Notification Cards
Course Reimbursement
School Calendar
Support Title II Grant
Fall Reports
Professional/Administrators New Hires
DOE Staff Reporting
Infinite Campus (enter Teachers & Administrators)
Job Postings
Math and Science Elementary Orders
Student and Staff Research History

Business Office- Business Administrator Steve Bartlett

| | |
|--|---|
| Business Administrator's Executive Assistant Sherri Ficker 812-4399 sficker@sau52.org | Purchasing Coordination Workers Compensation Claim Reporting JLMC Coordinator Property and Liability Reporting Insurance Certificates Phone System Maintenance Requests Office Supplies and Printing Postage Cell Phones Copiers and General Office Equipment Regular Student Transportation Annual Budget Preparation Annual Budget Monitoring Booster Club Registration Tracking Civil Rights Data Collection |
| Accounting Assistant- General Lisa Santomango 610-4166 lsantomango@sau52.org | Grant Budgeting and Reporting Facilities Rental Tuition Billing Employee Health/Dental/NHRS Insurance Billing Accounts Receivable School Activity Accounts Auditing Audits Prep Civil Duty Recording |
| Accounting Assistant- Payables Karen Desrochers 610-4162 kdesrochers@sau52.org | Accounts Payable Processing (includes Food Service) Credit Card Usage Requests New Vendor Set Up - W9 Form CO Timesheets Collection School Dude Data Entry and Reporting Deposit Processing Workers Compensation (enter First Report of Injury when Sherri is out) |

Pupil Support & Instruction Office- Director Jeanette Souther

| | |
|--|--|
| Pupil Support & Instruction Administrative Assistant Kristine Simone 610-4473 ksimone@sau52.org | Special Education Transportation Medicaid Reimbursement Catastrophic Aid Special Education Office Supplies PEEP Timesheets Paraprofessional Applications Processing SPED Accounts Payable Prep NHSEIS Maintenance i4see Reporting for BOY and EOY, Prep for SPED students, SASID Numbers for PEEP and Headstart students with IEPs, PEEP Student Registration, and IC Attendance |
|--|--|

School Nutrition Office- Director Deb Riso

| | |
|--|--|
| <p>School Nutrition Administrative Assistant/I4see Coordinator Karley LaPierre 610-4474 klapierre@sau52.org</p> | <p>Collects Food Service Payroll Information School Lunch Accounts Meal Count Reporting Request Food Service Office Supplies Complete Commodity and NSLP State Apps, Nutrikids, POS, and Infinite Campus Input of all Free & Reduced Students Info Mail Parent Verification Letters Uploads i4see Reports to DOE Process F & R Application Verification for State Report Monthly State Reporting for Reimbursement Claims Financial Report for all Schools Weekly Sales Enter Monthly Inventory for all Schools Print and Distribute Monthly Lunch Menus Answer Food Service Calls Order Uniforms and Supplies for Kitchens Send Low or Negative Lunch Account Balance Letters for Parents Process Pre-Payment Lunch Refunds to Families of Students Leaving the System or Graduating Process End-of-Year Nutrikids POS System</p> |
|--|--|

City of Portsmouth Staff

| <p>Benefits Administration</p> | |
|--|---|
| <p>Benefits Administrator Kelly Harper 610-4478 kaharper@cityofportsmouth.com</p> <p>HOURS: Monday- 8:00 a.m. - 6:00 p.m. Tuesday-Thursday- 8:00 a.m. - 4:30 p.m. Friday- 8:00 a.m. - 1:00 p.m.</p> | <p>Health Insurance Dental Insurance Wellness Programs 403B Voluntary Insurances: Liberty Mutual Life and LTD Claims and Questions Family Medical Leave Act (FMLA) Requests Flexible Spending Account (FSA)</p> |
| <p>Payroll Coordinator Stephanie Long 610-4163 slong@sau52.org</p> <p>HOURS: Monday- Thursday- 7:00 a.m.- 3:30 p.m. Friday- 7:00 a.m.- 12:30 p.m.</p> | <p>Payroll Processing (Timesheets, Leave Balance, Wage Garnishment, W2, W4, 1095C, Union, Usage and Accruals) Personnel Files (Support Staff) Verification of Employment Inquiries Leave Balances</p> |

For payroll/benefit or professional development questions, please call ahead and make an appointment. Review of one’s personnel file requires 24 hour notice.

1.9 COMMUNICATING WITH PARENTS AND COMMUNITY

There are many tools available to staff to communicate with parents. A few to become familiar with are:

- **School Activities Calendars-** Each School manages a building events calendar that is displayed on the School's website. The individual calendars feed into a Department-wide calendar on the Portsmouth School Department's website. Events where you wish to invite parents are welcome additions to the calendar. Each principal's secretary will be happy to take your submissions.
- **PSD Newsletter** – A great way to share what is happening in your classroom with parents and the community at large. The Department-wide newsletter, published every Friday during the school year, is emailed to all parents and is available on the School Department's website. Articles should be submitted to the Superintendent's Executive Assistant **no later than Wednesday, at noon.**
- **PTA/PTO Websites** - Each elementary school's parent organization maintains a website and many maintain wiki sites. PTA/PTO member contact information is available in each school's main office.

1.10 INCLEMENT WEATHER PROCEDURE

The Portsmouth School Department will notify employees utilizing the following:

SNOW DAY CANCELLATIONS – Weather cancellations/delays are posted on Blackboard Connect (formerly AlertNOW), SHARK 105.3 FM, WMUR TV, WOKQ 97.5 FM and WTSN 1270 AM.

THE PORTSMOUTH SCHOOLS APP- The Portsmouth School Department App is another source for School Department notifications. To access the app, please scan the following QR codes and download from iTunes or Google Play.



QR Android Code



QR iPhone Code



QR iPad Code

EMERGENCY NOTIFICATION SYSTEM –The telephone number to be called for school cancellations/general notifications should be listed in your Infinite Campus profile in the field “Other”. Please check with your school secretary to verify which number will be called if you are unsure. EMERGENCY notifications will contact **ALL** telephone numbers and email addresses listed in your Infinite Campus profile.

1.11 EMERGENCY PROCEDURES

The Portsmouth School Department has developed procedures for dealing with existing and potential student and school crises. The Comprehensive Emergency Management Guide includes Intervention Procedures, Crisis Response Procedures, and Critical Incident Procedures. An important component of the Plan is a set of interagency agreements with various county agencies to aid timely communication and help coordinate services between the agencies and individual schools or the entire school division. The Emergency Management Guide can be found in each classroom. Employees will receive training in emergency procedures and students will regularly exercise scenarios included in this guide. Please read carefully and become familiar with this guide and all areas of your school.

1.12 SUBSTITUTE TEACHER PROCESS

A substitute teacher folder/binder is an essential resource that all teachers should have prepared and clearly labeled on their desk in case they are absent. This folder should provide the substitute with important information to help them teach your students throughout the day. Take time to organize your binder by day and clearly make available all materials your sub will need during your absence. The following is a list of items to include in your folder:

- Class List – Provide a class list and place a star next to the students that can be trusted to help the substitute with any questions they may have
- Teacher Schedule – Provide a schedule of any duties that the substitute may have (bus, lunch, hall duty). Attach a map of the school and mark the spots where they are assigned to go.
- Class Schedule/Routine – Include a copy of the daily routine. Provide information such as how attendance is taken and where it should go, how student work is collected, when students are able to use the restroom, how students are dismissed, etc.
- Classroom Discipline Plan – Provide your classroom expectations and behavior plan. Inform substitutes to follow your plan and leave you a detailed note if any student has misbehaved.
- School Procedures – Include information on what to do in case of early dismissal, playground etiquette/rules, lunch room rules, absent/tardy procedure, computer usage rules, and seating chart (Provide a copy of the class seating chart clearly labeled with each student's name and any important information about them).
- Emergency Procedures – The Emergency Management Plan and best evacuation route should be clearly marked by your classroom door.
- Time Fillers – Select a few five-minute activities in case the substitute has a few extra minutes to spare.
- Emergency Lesson Plans – Select at least a week's worth of emergency lessons in case you are not able to complete a lesson for your time out of the classroom. Include spare worksheets and review sheets with enough copies for all students.
- Colleague Contact Information – Include a list of names with room and telephone numbers of the surrounding classroom teachers and faculty.

SECTION 2- POLICIES AND PROCEDURES

2.1 EQUAL OPPORTUNITY EMPLOYER

The Portsmouth School Department is an affirmative action, equal opportunity employer and is committed to the principle of diversity and is particularly interested in receiving applications from a broad spectrum of people, including minorities, protected veterans, and individuals with disabilities, including disabled veterans.

2.2 NOTICE OF NON-DISCRIMINATION

NOTICE OF NON-DISCRIMINATION

The Portsmouth School Department does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs, activities and services, and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Jeanette Souther
Director of Pupil Support & Instruction and Title IX Coordinator
Portsmouth School Department
1 Junkins Avenue, Suite 402
Portsmouth, NH 03801
(603) 431-5080

The Director of Pupil Support & Instruction and Title IX Coordinator is responsible for the oversight of all anti-discrimination laws and Portsmouth School Department policies, including those dealing with sexual harassment. This responsibility includes being available to meet with students, parents, and/or guardians regarding any sex discrimination concerns or formal complaints. The Title IX Coordinator also tracks complaints to be aware of, and respond to, any *trends* and to ensure that timely and complete investigations of complaints are conducted. The Portsmouth School Department is committed to taking any steps necessary to respond to, and prevent sexual harassment. In addition, the following individuals are also authorized to handle inquiries regarding the non-discrimination policies:

Shawn Donovan
Assistant Principal
Portsmouth High School
50 Andrew Jarvis Drive
Portsmouth, NH 03801
(603) 436-7100

Andrew Korman
Assistant Principal
Portsmouth High School
50 Andrew Jarvis Drive
Portsmouth, NH 03801
(603) 436-7100

Timothy Hodgdon
Assistant Principal
Portsmouth Middle School
155 Parrott Avenue
Portsmouth, NH 03801
(603) 436-5781

Inquiries regarding Title VI of the Civil Rights Act of 1964, the Age Discrimination Act of 1975, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and/or Title II of the Americans with Disabilities Act of 1990 may also, or instead of, may be directed to:

U.S. Department of Education

Office for Civil Rights

5 Post Office Square, 8th Floor, Suite 900

Boston, MA 02109-1491

(617) 289-0111, TTY (877) 521-2172

Additionally, inquiries may also be directed to the:

NH Commission for Human Rights
2 Industrial Park Drive
Concord, NH 03301-8501
(603) 271-2767

Equal Employment Opportunity
Commission (EEOC)
John F. Kennedy Federal Building
475 Government Center
Boston, MA 02114
(800) 669-4000

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL) The mission of the ESOL Program is to ensure that all English language learners are given an equitable, appropriate, and academically challenged education. The lack of English language skills is not a barrier to participation in any courses and ESOL classes are credit bearing.

2.3 FIRST AID & EMERGENCY MEDICAL CARE (POLICY EBBC)

School personnel have responsibilities in connection with accidents occurring in school and at school-sponsored events as follows:

1. Administering first aid
2. Calling for medical assistance, including calling 911 and getting the AED
3. Notification to the Administration
4. Notification to parents/guardians
5. Completion of written accident reports

School personnel are responsible for the knowledge of the procedures to be followed in the event of an emergency. Appropriate staff should be aware of special considerations regarding the physical condition of students for whom they are responsible in order to assist in an emergency.

The School Nurse and specially trained staff members shall be available to assist in the treatment in a medical emergency.

Following an accident during school hours, the School Nurse shall assess injuries involving students and document such in the student information system. The School Nurse shall provide written accident reports to the building Principal and the Business Administrator or designee in accordance with established procedures.

The School Nurse, or other designated personnel, may administer other medications to students in emergency situations, provided such personnel has all training required by law. Medication may also be administered in emergency situations to students with a medical action plan on file with their school, to the extent required by law. The School Department will maintain all

necessary records relative to the emergency administration of medication and will file all required reports.

Additionally, 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 administration of epinephrine without prior notification to parents/guardians.

The School Department does not provide student accident insurance.

2.4 SEXUAL HARASSMENT- EMPLOYEE/STAFF (POLICY GBAA)

I. PURPOSE

The purpose of this policy is to maintain a learning and working environment that is free from sexual harassment, including sexual violence, as defined below.

Sexual harassment is against the law and is against Portsmouth School Board policy. Any form of sexual harassment is strictly prohibited.

It is a violation of this policy for any employee to harass other employees, students, parents or others participating in programs, services, and/or activities provided by the Portsmouth School Department, through conduct or communication of a sexual nature as defined by this policy.

For the purposes of this policy, the term “employee” shall include, but not be limited to, all School Department staff, teachers, non-certified personnel, administrators, volunteers, coaches, and/or other such personnel whose employment position or work in a Department school is directed by the School Department.

The School Department will investigate all complaints, either formal or informal, verbal or written, of alleged sexual harassment. The School Department will further take steps to address any substantiated allegations of sexual harassment, by taking prompt and effective steps reasonably calculated to end the harassment, eliminate any hostile environment and its effects, and prevent the harassment from recurring. These steps could include, but are not limited to, disciplining any employee who sexually harasses or is sexually violent toward, another employee, student, parent, or other persons participating in programs, services, and/or activities provided by the School Department.

II. SEXUAL HARASSMENT DEFINED

Harassing conduct may take many forms, including verbal acts and name-calling, graphic and written statements, which may include use of cell phones or the Internet, or other conduct that may be physically threatening, harmful, or humiliating. Harassment does not have to include intent to harm, be directed at a specific target, or involve repeated incidents.

Sexual harassment shall include, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of sexual nature when:

- (1) The conduct creates a hostile learning or working environment because it is sufficiently severe, pervasive, or persistent so as to interfere with or limit a student’s ability to participate in or benefit from the services, activities, or opportunities offered by the School Department; and/or

- (2) The conduct creates a hostile working environment because it is sufficiently severe, pervasive, or persistent so as to interfere with or limit an employee's ability to participate in or benefit from the services, activities, or work opportunities offered by the School Department; and/or
- (3) The conduct consists of/ includes violence of a sexual nature; and/or
- (4) The conduct or communication has the purpose or effect of demanding sexual favors in exchange for benefits; and/or
- (5) Submission to or rejections of the conduct or communication is used as the basis for educational decisions affecting a student.

III. REPORTING PROCEDURES

1. The Superintendent or his/her written designee is ultimately responsible for ensuring the implementation of the procedures of this policy. Additionally, the Superintendent may develop and implement additional administrative regulations in furtherance of this policy.
2. Any employee who believes he or she has been the victim of sexual harassment, or who is aware that someone else, including a student, parent, or third party, may be a victim of such harassment, should report the alleged act(s) to the building Principal. If the alleged perpetrator is the Principal, complainant(s) may file their concerns with any other School Department employee, who shall then report the allegation to the Superintendent. The School Board encourages reporting employees to use the Sexual Harassment and Sexual Violence Employee/Staff Report Form (GBAA-R) that is available on the School Department web site, from the Principal, or from the Title IX Coordinator.
3. In each building, the Principal is the person responsible for receiving oral or written reports of sexual harassment. Upon receipt of a report, the Principal will forward the report to the Title IX Coordinator immediately, without screening or investigating the report. If the report as given verbally, the Principal shall reduce it to written form within 24 hours and then forward it to the Title IX Coordinator. Failure to forward any sexual harassment report or complaint as provided herein may result in disciplinary action.
4. The School Board designates the Title IX Coordinator as the School Department officer to receive any report or complaint of sexual harassment in the Portsmouth School Department. If the complaint involves the Superintendent, the Title IX Coordinator shall inform the Chairperson of the School Board. The School Department shall post the name of the Title IX Coordinator in conspicuous places throughout school buildings and on the School Department web site, including a telephone number and mailing address. Submission of a complaint or report of sexual harassment will not affect the employee's standing in school, future employment, or work assignments.
5. The School Department will respect the confidentiality of the complainant and the person(s) against whom the complaint is filed as much as possible, consistent with the School Department's legal obligations and the necessity to investigate allegations of sexual harassment and take disciplinary action when the conduct has occurred.

IX. INVESTIGATION PROCEDURES

The Title IX Coordinator will authorize an investigation upon receipt of a report or complaint

alleging sexual harassment. This investigation may be conducted by trained School Department personnel or by a third party authorized by the Superintendent. The Title IX Coordinator and Superintendent will ensure that no complaint will be investigated by a person named in that complaint. Upon the initiation of an investigation, the investigator will provide the complainant and the respondent (the person who is alleged to have engaged in harassment) with notice that:

- (1) They each have the right to present witnesses and other evidence during the investigation;
- (2) If the alleged victim(s) of harassment opts to participate in mediation or other informal resolution, they will not be required to work out the problem directly with the alleged perpetrator(s) without appropriate involvement by the School Department. Additionally, such alleged victim(s) will be assured that an informal process can be ended by alleged victim(s) at any time in order to begin the formal investigation and subsequent stages of the complaint process;
- (3) Notice that both complainant(s) and accused individual(s) will be timely notified of the outcome of any School Department investigation; and
- (4) The School Department has an obligation, following substantiated instances of sexual harassment, to take appropriate steps to address the effects of any harassment, including supporting victim's access to School Department programs, services, and activities.

The investigator will consider the nature of alleged conduct, the surrounding circumstances, the relationship between the parties, and the context in which the alleged incidents occurred. Whether particular action(s) or incident(s) constitute sexual harassment requires a determination, based on a preponderance of the evidence, from all the facts and surrounding circumstances.

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

In addition, the School Department may take immediate intermediate steps, at its discretion, to protect the complainant(s), student(s) and employee(s) pending completion of an investigation of alleged sexual harassment.

If the Superintendent determines that a third-party designee should conduct the investigation, the School Department must provide the investigator with a copy of the Sexual Harassment Policy GBAA which includes investigation procedures.

X. RECOMMENDATION

Upon completion of an investigation conducted by either School Department personnel or a third party, the Superintendent will be provided with a written factual report and recommended action. If an investigation reveals that discriminatory harassment has occurred, the School Department will take prompt and effective steps reasonably calculated to end the harassment, eliminate any hostile environment, and its effects, and prevent the harassment from recurring.

XI. SCHOOL DEPARTMENT ACTION

If the investigating party determines that the alleged conduct constituted sexual harassment, the Superintendent may discipline the offending employee(s), including but not limited to, steps such as a warning, training, temporary suspension, or dismissal. Any discipline will be in accordance with all laws and Portsmouth School Department Collective Bargaining Agreements, if applicable.

The complainant(s) and the respondent(s) will be informed of the results of the investigation in a timely manner. If the investigating party determines that the alleged conduct did not constitute sexual harassment, no disciplinary action will be taken.

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

The appeal of any disciplinary action taken will be governed by the applicable Portsmouth School Department Collective Bargaining Agreement.

XII. REPRISAL

The School Department will not tolerate retaliation by any employee against any individual, including other employees, students, and/or third parties, who report alleged sexual harassment or who testifies, assists, or participates in an investigation, proceeding, or hearing relating to a sexual harassment complaint. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment. The School Department may discipline any employee(s) who engages in such retaliation.

XIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

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

XIV. SEXUAL HARASSMENT AS SEXUAL ABUSE

Under certain circumstances, sexual harassment may constitute sexual abuse under New Hampshire law. In such situations, the School Department shall comply with all applicable laws.

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

XV. TITLE IX COORDINATOR

Jeanette Souther
Director of Pupil Services & Instruction and Title IX Coordinator
Portsmouth School Department
1 Junkins Avenue, Suite 402
Portsmouth, NH 03801
(603) 431-5080

XVI. NOTICE OF BY-PASS OF POLICY

Any individual with a sexual harassment complaint may choose to report it directly to either of the following regulatory agencies:

N.H. Commission on Human Rights
2 Industrial Park Drive
Concord, NH 03301
Telephone (603) 271-2767

US Department of Education
Office for Civil Rights, Region 1
5 Post Office Square
8th Floor, Suite 900
Boston, MA 02109
Telephone (617) 289-0111

2.5 EMPLOYEE STUDENT RELATIONS (POLICY GBEBB)

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

No Portsmouth School Department employee or volunteer shall engage in a sexual relationship of any kind with a student of the School Department regardless of the age of the student, while the student is enrolled in the school system. Violation of this policy will result in dismissal.

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

12. Staff members who violate this policy may face disciplinary measures, up to and including termination, consistent with state law and applicable provisions of a collective bargaining agreement.
13. Any employee who witnesses or learns of any of the above behaviors shall report it to the building principal or Superintendent immediately.

2.6 GIFTS TO SCHOOL PERSONNEL (POLICY GBEC)

Students and their parents will not be encouraged to give gifts to Portsmouth School Department employees. The Portsmouth School Board considers the writing of letters to staff members expressing gratitude or appreciation as more appropriate. Donations for the benefit of the classroom are acceptable gifts such as tissues, hand sanitizer, snacks, etc.

2.7 NON-SMOKING/TOBACCO (POLICY GBED)

In accordance with State RSA 126-K: 7:

The use of tobacco products in Portsmouth School Department buildings, facilities, or on School Department grounds is prohibited at all times. Tobacco products shall mean any tobacco/nicotine-containing product, or other illegal substances including but not limited to:

- Cigarettes
- Smoking tobacco
- Cigars
- Chewing tobacco
- Snuff pipe tobacco
- Smokers' tobacco
- Electronic cigarettes including smokeless cigarettes and vape pens

Employees who violate this policy shall be subject to penalties including but not limited to:

- Written reprimand
- Suspension without pay
- Dismissal for cause

Nothing in this policy shall be deemed to waive the School Department's right to seek enforcement of penalties pursuant to RSA 155:76 or RSA 126-K: 7.

2.8 FIELD TRIPS (POLICY IJOA)

General:

The Portsmouth School Board supports field trips that:

- Meet educational objectives and related to the curriculum;
- Fulfill obligations in inter-scholastic activities; and
- Allow participants and non-participants to carry on their schoolwork with a minimum of lost school time.

The building principal may authorize field trips, with notification to the Superintendent of Schools and upon compliance with field trip request procedures.

Permission for Field Trips:

The teacher, in requesting permission to take a class off school grounds on a field trip, should submit the details of the trip to the Principal pursuant to the field trip request procedures. Upon authorization of a field trip, a signed permission form by the parent or guardian is required for each student participating in the trip. No student may leave the school grounds on a field trip unless a parent or guardian has properly signed the form.

Permission forms of those participating in the field trip shall be maintained on file at the direction of the Principal.

Financial arrangements for field trips must be made prior to the trip at the direction of the Principal. If fees are involved, all necessary funds must be submitted to the Principal prior to the trip. Notice of the availability of scholarships shall be included on field trip permission forms.

Transportation for field trips shall be on a certified school bus with a certified bus driver wherever possible. If transportation is by private vehicle, proof of insurance is required in the amount of \$100,000/\$300,000 in bodily injury and \$100,000 in property damage liability.

Overnight Trips, including On-Site Overnight Events:

Requests for permission for overnight trips and on-site overnight events shall be made to the Superintendent of Schools.

Requests for permission should be made by the Principal or teacher at least one month prior to proposed trip or event, when possible, and include the following:

- Signed permission slips with notification of scholarship opportunities
- Transportation Arrangements
- The staff-to-student ratio, including non-school chaperones
- A list, by name, of all chaperones
- The cost of trip and any fundraising activities associated with financing the trip
- Check of the U.S. State Department Travel Advisory for any international trip
- Local embassy address and telephone number for any international trip
- State the educational objective and how it is related to the curriculum

Upon satisfactory completion of the foregoing, the Superintendent is authorized to grant permission for the trip. The Superintendent may consider other factors in the decision to grant permission including security for the students and staff on the trip.

Motor vehicle transportation for trips shall be on a certified school bus with a certified bus driver wherever possible. If transportation is by private vehicle, proof of insurance is required in the amount of \$100,000/\$300,000 in bodily injury and \$100,000 in property damage liability.

2.9 PUPIL SAFETY AND VIOLENCE PREVENTION – BULLYING (JICK)

The Portsmouth School Board believes students are entitled to learn in a safe and secure school environment. Students are expected to conduct themselves with respect for others in accordance with this and other School Board policies and school rules governing student conduct. The Board will take reasonable steps to protect all students from the harmful effects of bullying and cyberbullying that occurs at school and/or that interferes with student learning and orderly school operations.

The Superintendent is responsible for implementing this policy, but may delegate specific responsibilities to administrators and others as he/she deems appropriate.

Prohibited Conduct:

Students are prohibited from bullying and cyberbullying actions or communications directed toward other students which:

- Occur on, or are delivered to, school property or a school-sponsored activity or event on or off school property; or
- Occur off school property or outside of a school-sponsored activity or event, if the conduct interferes with a student's educational opportunities or substantially disrupts the orderly operations of the school or school-sponsored activity or event.

Students are further prohibited from retaliating against or making false accusations against a victim, witness, or anyone else who, in good faith, provides information about an alleged act of bullying or cyberbullying.

Protection of all Students:

This policy shall apply to all students on Portsmouth School Department grounds and participating in School Department functions, regardless of their status under the law.

Definitions:

For the purposes of this policy, the following definitions shall apply:

“Bullying” means 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 which:

- a. Physically harms a student or damages the student's property;
- b. Causes emotional distress to a student;
- c. Interferes with a student's educational opportunities;
- d. Creates a hostile educational environment; or
- e. Substantially disrupts the orderly operation of the school.

“Bullying” shall also include actions motivated by an imbalance of power based on a student's actual or perceived personal characteristics, behaviors or beliefs, or motivated by the student's association with another person, and based on the other person's characteristics, behaviors, or beliefs, if those actions cause one or more of the results in items (a) through (e) above.

Bullying or cyberbullying of a student on the basis of sex, sexual orientation, race, color, ancestry, national origin, religion, age, marital status, familial status, pregnancy, physical, or

mental disability may constitute illegal discrimination under federal and/or state laws. Complaints regarding such conduct may be processed through the Harassment Complaint Procedure.

“Cyberbullying” means conduct defined in Paragraph B (1) that takes place through the use of electronic devices.

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

“Emotional distress” means distress that materially impairs the student’s participation in academic or other school-sponsored activities. The term “emotional distress” does not include the unpleasantness or discomfort that accompanies a differing viewpoint.

“Perpetrator” means a student who engages in bullying or cyberbullying.

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

“Victim” means a student against whom bullying or cyberbullying has been perpetrated.

Disciplinary Consequences and Intervention Programs:

Administrators, in consultation with the Superintendent, have the discretion to determine appropriate disciplinary consequences and/or interventions for violations of this policy based upon the relevant facts and circumstances in a particular case, including, but not limited to, the age and maturity of the students involved; the type and frequency of the behavior; a student’s willingness to cooperate in the investigation and correct behavior; and the student’s prior disciplinary record.

Disciplinary consequences may include detention, suspension, or expulsion from school. In addition, students may be required to participate in education programs, mediation, counseling, and/or other programs and/or activities to address and prevent recurrence of bullying and cyberbullying behavior.

Reporting Bullying and Cyberbullying:

Students who are subjected to bullying or cyberbullying, or who observe bullying/cyberbullying by or against other students are strongly encouraged to report it to the Building Administrator, guidance counselor, and/or teacher.

School staff and volunteers are required to report incidents of bullying or cyberbullying to the Building Administrator as soon as practicable. Parents and other adults are also encouraged to report any concerns about possible bullying or cyberbullying of students to the Building Administrator.

Forms for Reporting Incidents:

The School Department will make available forms for reporting incidents of bullying or cyberbullying and shall encourage the use of these forms. Such forms shall be available in the Building Administrator’s office and the Superintendent’s office. (Portsmouth School Department Student Safety and Violence Prevention Bullying Report Form)

Report Handling and Investigation:

The Building Administrator shall notify the parents/guardians of the alleged victim(s) and

perpetrator(s) that a bullying/cyberbullying report has been made within 48 hours of the report and in accordance with applicable privacy laws. However, the Building Administrator and/or Designee may request a waiver of this parent notification requirement from the Superintendent. The Superintendent may waive parent/guardian notification at this stage of the procedure if he/she determines this to be in the best interest of the victim(s) and/or the perpetrator(s). Any such waiver of the parent notification requirement shall be made in writing.

An investigation of the bullying/cyberbullying report will be initiated by the Building Administrator as soon as possible, but not longer than 5 school days.

The alleged perpetrator(s), and victim if the report was initiated from a third party, will be provided the opportunity to be heard as part of the investigation.

Privacy rights of all parties shall be maintained in accordance with applicable laws.

The Building Administrator shall keep a written record of the investigation process.

The Building Administrator may take interim remedial measures to reduce the risk of further bullying/cyberbullying, retaliation, and/or to provide assistance to the alleged victim while the investigation is pending.

The Building Administrator shall consult with the Superintendent as appropriate concerning the investigation and any remedial measures or assistance provided.

The investigation shall be completed within 10 school days of receipt of the report, if practicable. The Superintendent may grant in writing an extension of time to complete the investigation of up to 7 additional school days if necessary. The Superintendent shall notify all parties involved of any such extension.

If the Building Administrator substantiates the bullying/cyberbullying report, he/she shall, in consultation with the Superintendent determine what remedial and/or disciplinary actions should be taken against the perpetrator(s) and determine what further assistance should be provided the victim(s), if any.

The Building Administrator shall inform the victim(s), the perpetrator(s), and their parents/guardians in writing of the results of the investigation and any remedies and/or assistance provided by the school, including strategies for protecting students from retaliation. Such written communication shall be provided as soon as possible, but no longer than 10 (ten) school days upon completion of investigation and shall be in compliance with applicable privacy laws.

Appeals:

The procedures under RSA 193:13, Ed 317, and School Board policies establish the due process and appeal rights for students disciplined for acts of bullying.

Training:

The Building Administration shall provide appropriate training on this policy for School Department employees, regular school volunteers, and any employees of companies contracted to provide services directly to students. The purpose of the training is to prevent bullying/cyberbullying, if possible, and to educate staff on how to properly identify, respond to, and report incidents of bullying/cyberbullying.

The school administration shall provide age-appropriate education programs for students and parents regarding this policy, bullying/cyberbullying prevention, how to identify, respond to, and

report bullying/cyberbullying.

All training and education programs shall be initially approved by the Superintendent. Building Administrators are responsible for scheduling the required training and education programs each year.

Annual Report to New Hampshire Department of Education:

The Superintendent shall prepare and submit an annual report of substantiated bullying/cyberbullying incidents on the form provided by the New Hampshire Department of Education. Such reports shall not contain personally identifiable information regarding students.

Immunity:

Any employee of the Portsmouth School Department or contracted service provider company, regular school volunteer, student, or parent/guardian shall be immune from civil liability for good faith conduct arising out of or pertaining to the reporting, investigation, findings, and the development or implementation of any recommended response under this policy.

Policy Dissemination:

This policy shall be posted on the School Department website and included in student and employee handbooks. It shall also be provided to employees of any company contracted to provide services directly to students. The policy may also be disseminated by other means as determined by the Superintendent

2.10 RESPONSIBLE COMPUTER, NETWORK, AND INTERNET USE (POLICY JICL)

Overview:

The Portsmouth School Department provides its students and staff access to a multitude of technology resources. These resources provide opportunities to enhance learning and improve communication within our community and with the global community beyond our campus. The advantages of having access to these resources are far greater than any potential downside. However, with the privilege of access is the responsibility of students, teachers, staff, and the public to exercise appropriate personal responsibility in their use of these resources. The School Department policies are intended to promote the most effective, safe, productive, and instructionally-sound uses of networked information and communication tools. The School Department also makes a good faith effort to protect its students from exposure to Internet materials that are harmful or explicit. The School Department maintains a system of Internet content filtering devices and software controls that meet federal standards established in the Children's Internet Protection Act (CIPA).

Digital Citizen:

The Portsmouth School Department uses information and technology in safe, legal, and responsible ways. A responsible digital citizen is one who:

- Respects One's Self. Users will select online names that are appropriate and will consider the information and images that are posted online.
- Respects Others. Users will refrain from using technologies to bully, tease, or harass other people.

- Protects One's Self and Others. Users will protect themselves and others by reporting abuse and not forwarding inappropriate materials or communications.
- Respects Intellectual Property. Users will suitably cite any and all use of websites, books, media, etc.
- Protects Intellectual Property. Users will request to use the software and media others produce.

Expectations:

Responsible use of the School Department's technology resources is expected to be ethical, respectful, academically honest, and supportive of the School Department's mission. Each computer user has the responsibility to respect every other person in our community and on the Internet. Digital storage and electronic devices used for school purposes will be treated as extensions of the physical school space. Administrators, or their designees, may review files and communications (including electronic mail) to insure that users are using the system in accordance with School Department policy. Users should not expect that files stored on servers or disks will be private. Users also should understand that school servers regularly record Internet activity in log files that are available to the public under RSA 91-A: Access to Public Records and Meetings.

Some activities are expressly prohibited by law. Users are expected to abide by the generally accepted rules of network etiquette. The following guidelines are intended to clarify expectations for conduct, but they should not be construed as all-inclusive:

- Use of electronic devices should be consistent with the School Department's educational objectives, mission, and curriculum.
- Transmission of any material in violation of any local, federal and state laws is prohibited. This includes, but is not limited to, copyrighted material, licensed material, and threatening or obscene material.
- Intentional or unintentional use of computing resources to access or process proxy sites, pornographic material, explicit text or files, or files dangerous to the integrity of the network is strictly prohibited.
- Software and/or services may not be installed or downloaded on School Department devices without prior approval of the Superintendent or designee.
- Use of computing resources for commercial activities, product advertisement, or religious or political lobbying is prohibited.
- Users may be held personally and financially responsible for malicious or intentional damage done to network software, data, user accounts, hardware and/or unauthorized costs incurred.
- Files stored on School Department-managed networks are the property of the School Department and, as such, may be inspected at any time and should not be considered private.
- Materials published for electronic publication must be for educational purposes. School administrators, teachers, and staff may monitor these materials to ensure compliance with content standards.

Policy Violations:

The School Department reserves the right to refuse access to the Internet to anyone. Violating any portion of this policy may result in disciplinary action, including temporary or permanent ban on computer or Internet use, suspension, or dismissal from school, and/or legal action. The School Department may cooperate with law enforcement officers in investigations related to illegal activities conducted through its network. Law Reference: RSA 194:3-d, 47U.S.C. Section 254, Children's Internet Protection Act (www.ifea.net/cipa.html)

2.11 FUNDRAISING (POLICY JJE)

All fundraising on behalf of the Portsmouth School Department, including fundraising for extra-curricular activities, must be authorized by the Portsmouth School Board through the Superintendent of Schools.

The building principal, in writing, must authorize any fundraising activity in which students participate. A request to include student participation in the fundraising must include the description of the activity and the manner in which students will participate.

School-Sponsored Activities:

All school-sponsored activities requiring admission fees must be approved in writing by the building principal and the Superintendent of Schools.

All requests for school- sponsored activities requiring admission fees must include the specified time of the event, the cost of admission, and the location, date, and times of ticket sales.

Parent Teacher Association Activities:

All fundraising activities of Parent Teacher Associations must have the written approval of the building principal.

All requests for fundraising activities must include a description of the activity, date of the event, associated costs and a detailed description of the participation of students in the fundraising activity.

Clubs and Groups Affiliated with School-Sponsored Activities:

No group may raise funds for school- sponsored activities unless they have filed an information sheet with the Business Administrator of the Portsmouth School Department and have been approved by the School Board.

Those clubs and/or groups approved by the School Board which have independent taxpayer ID numbers must complete the information sheet and submit it to the Business Administrator of the School Department annually prior to September 1 and must include the name, address, and telephone number of a responsible contact from the club or group.

No group may raise funds in the name of the School Department or may use the School Department taxpayer ID number unless specifically authorized by the School Board. If approved, all financial records and check books shall be maintained by the School Department. In addition, the information sheet must be completed and submitted to the Business Administrator of the

School Department annually prior to September 1 and must include the name, address, and telephone number of a responsible contact from the club or group.

The Superintendent may require additional information, if it is deemed appropriate.

Other Approved Community Service Activities Affiliated with Non-Profit Organizations:

Students may engage in raising funds, under the control of the School Department, for certain approved community service activities affiliated with non-profit organizations. An activity may be approved, in writing, by:

- Providing a complete description of the activity, including the identification of the non-profit organization.
- Designating the beneficiary of the fundraising, i.e. American Heart Association.
- Description of the method of fund collection and deposit of funds collected.
- All such activities must be approved, in writing, by the building principal, with notice to the Superintendent of Schools.

Commercial Activities:

Students and staff are not permitted to engage in commercial or personal enterprises on School Department premises during school hours.

Vending Machine Revenue:

The placement of all vending machines not operated by the Food Service Program of the School Department must have the approval of the building principal. All products dispensed from vending machines shall offer products consistent with the nutrition policy of the School Department. All revenue received from vending machine sales not operated by the Food Service Program shall be accounted for at the building level and expended on behalf of students (field trips, etc.).

This policy shall not apply to the establishment and administration of “flower, sickness, and bereavement and anniversary” funds.

2.12 JURY DUTY

Employees will be granted time off to serve on a jury or military leave with pay. All regular employees, either full-time or part-time, will be kept on the active payroll until their civic duties have been completed. A copy of the jury duty summons and all other associated paperwork are required for the personnel file. Any stipends or monies received from duty will be turned over to Accounts Payable.

2.13 PERSONAL LEAVE

Please refer to your bargaining unit’s current contract for your personal leave allowance, as each contract varies.

2.14 SICK LEAVE

Please refer to your bargaining unit’s current contract for your sick leave allowance, as each contract varies.

2.15 PROFESSIONAL DEVELOPMENT

The Portsmouth School Department recognizes that the skills and knowledge of its employees are critical to the success of the Department. The Portsmouth School Department recognizes the value of professional development and personal growth for employees. The Portsmouth School Department offers educational assistance programs and tuition reimbursement. The Portsmouth School Department offers educational assistance programs to encourage professional development, to improve job-related skills, and enhance an employee’s ability to compete for reasonably attainable jobs in the Department.

2.16 STAFF DRESS/CONDUCT

Staff members set an example in terms of manners, conduct, appearance, dress, speech, and social media presence. The administration assumes that staff will reflect the values of the adult community of which we all are a part.

School employees shall dress in an appropriate and acceptable manner that has a positive influence on the students and provides a model for student dress and personal appearance.

2.17 WORK EXPECTATIONS FOR INCLEMENT WEATHER, DELAYED OPENINGS, AND EXTREME WEATHER SITUATIONS

WORK EXPECTATIONS FOR INCLEMENT WEATHER, DELAYED OPENINGS, EXTREME WEATHER SITUATIONS

| | NO SCHOOL (SNOW, ICE FLOODING) | DELAYED OPENING (SNOW, ICE, FLOODING) | EARLY DISMISSAL (SNOW, ICE, FLOODING) |
|---|---|---|---|
| TEACHERS | Attendance not required. <i>Does not count as a workday.</i> | Arrive at appropriate time. <i>If absent, not sick, must take as personal time.</i> | Leave as instructed. <i>Counts as a workday.</i> |
| PARAPROFESSIONALS | Attendance not required. <i>Does not count as a workday.</i> | Arrive at appropriate time. <i>Paid for hours worked.</i> May make up hours lost within the pay period. | Leave as instructed. <i>Paid for hours worked.</i> May make up hours lost within the pay period. |
| CLERICALS (SCHOOL YEAR) | Attendance expected if possible, however not required. <i>Paid for hours worked.</i> May make up hours lost or use vacation time. | Arrive at appropriate time. <i>Paid for hours worked.</i> May make up hours lost or use vacation time. | Leave as instructed. <i>Paid for hours worked.</i> May make up hours lost or use vacation time. |
| CAFETERIA STAFF | Attendance not required. <i>Does not count as a workday.</i> | Arrive at appropriate time. <i>Paid for hours worked.</i> May make up hours lost. | Leave as instructed. <i>Paid for hours worked.</i> May make up hours lost. |
| ADMINISTRATORS | Attendance expected. | Arrive at appropriate time. | Leave as instructed. |
| CLERICALS (12 MONTHS) | Attendance expected, if possible. <i>Paid for hours worked.</i> May make up hours lost or use vacation time. | Arrive at appropriate time. <i>Paid for hours worked.</i> May make up hours lost or use vacation time. | Leave as instructed. <i>Paid for hours worked.</i> May make up hours lost or use vacation time. |
| CUSTODIANS, CUSTODIAL SUPERVISORS, MAINTENANCE | Expected to work. <i>Paid for hours worked.</i> If unable to work, may use vacation time. | Expected to work as directed by supervisor. | Leave if instructed. <i>All shifts paid for hours worked.</i> May make up hours lost or use vacation time with approval from Facilities Director. |

In the event of hazardous weather conditions, the Superintendent of Schools may grant permission for individuals to leave early, arrive late, or not come to work because of extreme weather conditions or "other acts of God". Any decision such as this will be made on a system-wide basis and those essential personnel required to work shall be paid time and one-half when authorized.

September 2017

SECTION 3- SALARY AND BENEFITS

3.1 PAY DAY SCHEDULE

All employees are paid bi-weekly. In the event that a regularly scheduled payday falls on a holiday, employees will receive their paychecks/direct deposit slips on the day before the regularly scheduled pay day. During a school year vacation, employees have the option of picking up their paycheck/direct deposit slips at Central Office on payday, rather than waiting until the next day of operation, provided that Central Office is open on that day.

If a regular payday falls during an employee's absence, the secretary of their building will mail the employee's paycheck/direct deposit slip to his/her home on that day.

Employees have the option of having their pay deposited directly into one bank account if they choose.

During summer months, all employees' paychecks/direct deposit slips are available for pick up at Central Office until closing time. (Please note, Central Office summer hours are Monday-Thursday, 7:00 a.m. to 3:30 p.m. and Friday, 7:00 a.m. to 12:00 p.m.) All checks not picked up by closing on a payday will then be mailed at the end of the day.

3.2 TIME KEEPING

Accurately recording time worked is the responsibility of every non-exempt employee. Time worked is the time actually spent on a job(s) performing assigned duties.

The Portsmouth School Department does not pay for extended breaks or time spent on personal matters.

Altering, falsifying, tampering with timesheets will result in disciplinary action, including termination of employment.

Authorized personnel will review time sheets each week. Any changes to an employee's timesheet must be approved by his/her supervisor or building principal. Questions regarding the timekeeping system or time sheets should be directed to the Payroll Department at Central Office.

3.3 INSURANCES

The Portsmouth School Department offers a benefits program for its regular full-time and regular part-time employees. However, the existence of these programs does not signify that an employee will necessarily be employed for the required time necessary to qualify for the benefits included in and administered through these programs. Please refer to your bargaining unit's current contract for a complete list of your insurance benefits, as each contract varies.

NEW HAMPSHIRE RETIREMENT SYSTEM

All full-time employees are required to participate in the New Hampshire Retirement System (NHRS). Please refer to your bargaining unit's current negotiated contract for further information on NHRS.

COBRA BENEFITS

The Federal Consolidated Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under The Portsmouth School Department's health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee's hours or leave of absence, divorce or legal separation, and a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage at the Portsmouth School Department's group rates plus an administration fee. The Portsmouth School Department provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under the Portsmouth School Department's health insurance plan. The notice contains important information about the employee's rights and obligations.

3.4 HOLIDAYS

Please refer to your bargaining unit's current contract for a list of your paid holidays, as each contract varies.

3.5 FLEXIBLE SPENDING ACCOUNTS

A Flexible Spending Account (FSA) will allow employees to set aside dollars over the course of the fiscal year on a pre-tax basis to pay for medical and/or dependent care expenses. Deductions will be taken before federal, state (if applicable), and FICA taxes.

3.6 DIRECT DEPOSIT

The Portsmouth School Department allows you to directly deposit all or a portion of your payroll check into one financial institution of your choice. For more information on how to apply, please contact Payroll at Central Office.

SECTION 4- DISTRICT FORMS

4.1 FIELD TRIP FORM

**Portsmouth School Department
Overnight and
On-Site Overnight Events
Student Trip Authorization Request**

According to Portsmouth School Board Policy IJOA, requests for permission for overnight trips and on-site overnight events shall be made to the Superintendent of Schools.

Requests for permission should be made by the Principal or teacher **at least one month prior to the proposed trip or event**, when possible, and include the following:

- Permission slips with notification of scholarship opportunities
- Transportation arrangements
- The staff-to-student ratio, including non-school chaperones
- A list, by name, of all chaperones
- The cost of trip and any fundraising activities associated with financing the trip
- Check of the U.S. State Department Travel Advisory for any international trip
- Local embassy address and telephone number for any international trip
- State the educational objective and how it is related to the curriculum

| | |
|---|---|
| Grade(s) attending: | Date(s) of trip: |
| Teacher/Lead Advisor responsible for trip: | Teacher/Lead Advisor’s cell phone number: |
| Destination, including address and telephone number: | Are home stays involved in this trip? If yes, please describe: |
| Method of transportation: | Has this trip been taken before by this group? _____ YES _____ NO |
| U.S. State Department Travel Advisory for any international trip: | Local embassy address and telephone number for any international trip: |
| Number of students attending: | Staff-to-Student ratio: |

| | |
|---|--|
| Number of chaperones attending: | Names of chaperones with First Aid/CPR training: |
| Cost for each student to participate: | Fundraisers students have participated in: |
| Please state the educational objective(s) and how is it related to the curriculum: | |
| <p>Before departure, please provide the following supporting documents to the Principal:</p> <ul style="list-style-type: none"> ❖ Signed permission slips with notification of scholarship opportunities ❖ A list of students, including parent names and telephone number(s) ❖ Student Emergency Medical Cards ❖ Student medical forms (knowledge of seizures, food allergies, asthma, etc.) ❖ If applicable, phone tree ❖ If applicable, a list of host families, including name, address and telephone number | <p>Please provide the following supporting documents to the Superintendent for approval:</p> <ul style="list-style-type: none"> ❖ Travel itinerary ❖ A list, by name, of all chaperones |

Principal’s approval: _____ Date: _____

Superintendent’s approval: _____ Date: _____

Prior to departure and upon arrival home the Teacher/Lead Advisor **must** contact their Principal.

You may be invited to appear before the Portsmouth School Board upon return to provide a brief presentation of your trip.

4.2 STUDENT SAFETY AND VIOLENCE PREVENTION REPORT FORM

Definition - Bullying is 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 student which:

- a. Physically harms a student or damages the student's property; or
- b. Causes emotional distress to a student; or
- c. Interferes with a student's educational opportunities; or
- d. Creates a hostile educational environment; or
- e. Substantially disrupts the orderly operation of the school.

Bullying shall also include actions motivated by an imbalance of power based on a student's actual or perceived personal characteristics, behaviors, or beliefs, or motivated by the student's association with another person and based on the other person's characteristics, behaviors, or beliefs if those actions cause one or more of the results in (a) through (e) above. Bullying or cyberbullying of a student on the basis of sex, sexual orientation, race, color, ancestry, national origin, religion, age, marital status, familial status, pregnancy, physical or mental disability may constitute illegal discrimination under federal and/or state laws. Complaints regarding such conduct may be processed through the Portsmouth School Board's Student Discrimination and Harassment Complaint Procedure.

Policy Statement - The School Board believes students are entitled to learn in a safe and secure school environment. Students are expected to conduct themselves with respect for others in accordance with this and other School Board policies and school rules governing student conduct. The Board will take reasonable steps to protect all students from the harmful effects of bullying and cyberbullying that occurs at school and/or that interferes with student learning and orderly school operations.

Further, in accordance with RSA 193-F, the Portsmouth School Department 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.

Disciplinary Consequences - The School Department reserves the right to impose disciplinary measures or appropriate measures against any student, teacher, staff member, administrator, volunteer, or School Department agent 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.

Policy Reference – The full School Board Policy JICK “Pupil Safety and Violence Prevention (Bullying)” can be referenced on the School Department website www.cityofportsmouth.com/school/index.htm

Reporting – I the undersigned have read the above information and am reporting an act of bullying.

Print Name: _____ Date: _____

Signature: _____

Relationship to Alleged Victim – Please indicate on the appropriate line.

Self _____ Student _____ Volunteer _____
Parent _____ Staff Member _____ Other _____

Contact Information of Reporter – Please print

Name: _____

Address: _____

Phone: _____

Email: _____

Please list incident details

| | |
|------------------------------------|--|
| When did the incident take place? | |
| Where did the incident take place? | |
| Who was involved in the incident? | |
| Please list any and all witnesses. | |

Describe the incident(s) as clearly as possible (form attached), including such things as what force, if any, was used; any verbal statements (i.e. threats, requests, demands, etc.); what, if any, physical contact was involved; what, if anything, was done in an effort to avoid the situation; and how did this incident adversely affect the student’s education and educational environment?

Attach additional pages as needed.

This report is based on my honest belief that _____ has engaged in behavior which violates the Portsmouth School Department Student Safety and Violence Prevention policy. I hereby certify that the information that I have provided in this report is true, correct, and complete to the best of my knowledge and belief.

Reporter’s Signature: _____

Received By: _____

Date: _____

Time: _____

4.3 PROFESSIONAL STAFF EVALUATION

Portsmouth School Department

Annual Performance Evaluation of _____

Planning and Preparation:

- Demonstrates knowledge of content and pedagogy
- Demonstrates knowledge of students' varied skills, knowledge, and varied approaches to learning
- Selects instructional goals and designs coherent instruction
- Selects appropriate resources for teaching and students use
- Assesses student learning in alignment with instructional goals

Comments:

The Classroom Environment:

- Creates a classroom and school environment that promotes mutual respect
- Establishes a culture for learning; maximizes learning time, stresses the importance of content, student pride in work, and high expectations for all students
- Sets clear expectations for student behavior, monitors and appropriately responds to student behavior

Comments:

Instruction:

- Communicates clearly when giving instructions or information
- Uses quality questions and discussion techniques to foster student participation
- Engages student in learning through varied activities, assignments, student grouping, and a variety of instructional strategies
- Provides quality, timely, constructive, and specific feedback to students
- Demonstrates flexibility and responsiveness to the needs of learners

Comments:

Professional Responsibilities:

- Is reflective about his/her practice
- Maintains accurate student records related to assignments, progress, and non-instructional reports
- Communicates information about classroom instruction and student performance with parents/guardians
- Fosters collegiality with colleagues; participates in the life of the school
- Enhances content knowledge and pedagogy; makes decisions based on high professional standards

Comments:

Teacher Signature/Date: _____

(Teacher signature does not necessarily mean agreement, but indicates that the teacher has read the performance evaluation, received a copy, and has had an opportunity to review it with the administrator.)

Administrator Signature/Date: _____

| | |
|--------------------------------------|---|
| Distinguished- Exceeds the Standards | Basic- Partially Meets the Standards |
| Proficient- Meets the Standards | Unsatisfactory- Does Not Meet the Standards |

- Evaluative Standards shall be in written form and made permanently available to the teacher
- Evaluations shall be made by an immediate supervisor/administrator
- Results of evaluations shall be put in writing and shall be discussed with the teacher
- A teacher shall have the right to attach a memorandum
- Results of all evaluations shall be kept in confidential personnel files maintained at the Superintendent’s Office
- When a teacher’s performance is marginal and not keeping with accepted standards, the teacher shall be placed on an improvement plan

4.4 GOALS AND REFLECTION FORM

PORTSMOUTH SCHOOL DEPARTMENT GOALS & ACTIVITIES PLAN FOR PROFESSIONAL DEVELOPMENT 2017-2018 School Year

Name:

Each professional staff member is asked to formulate three goal areas. First, share your PLC's SMART Goal(s), rationale for selection, activities and action you will take to attain the goal and evidence to monitor progress toward it. Second, using Charlotte Danielson's *Framework for Enhancing Professional Practice* identify an area of professional practice you and your administrator agree will improve your skills and abilities as a teacher. Third, identify areas you personally wish to undertake to improve as a teacher, especially as it related to new learning.

Please complete and share the *Goals, Rationales, Action Steps and Evidence* portion with your supervising administrator by **October 20**. Please complete and share your *Reflection* of your work this year by **May 18**.

1. What is your **PLC Team's SMART** goal(s)?
Rationale for Goal:

Activities/Action Steps:

Evidence:

Reflection on results (connect actions to outcomes, identify next steps, etc...):
2. What area(s) of **professional practice** (using Charlotte Danielson's *Framework for Enhancing Professional Practice*) will you focus on this year?
Rationale for Goal:

Activities/Action Steps:

Evidence:

Reflection on progress (connect actions to outcomes, identify next steps, etc...):
3. What are **your personal goals** for professional improvement this year?
Rationale for Goal:

Activities/Action Steps:

Evidence:

Reflection on progress (connect actions to outcomes, identify next steps, etc...):

Teacher Signature

Date

Administrator Signature

Date

Administrator Cycle (administrator walkthroughs / observations)

Peer Cycle (collegial feedback, teacher-led conference)

4.5 ABSENCE FORM

Absence forms are available in the main office of your school. Personal days must be requested in advance and approved by your building administrator. *Please note: any personal days preceding/proceeding a holiday or after June 1st must be approved by your Building Principal and the Superintendent PRIOR to your absence.

**PORTSMOUTH SCHOOL DEPARTMENT
ABSENCE FORM**

NAME _____ SCHOOL _____
POSITION _____ ABSENT ON _____ # OF DAYS ABSENT _____

REASON FOR ABSENCE:

- _____ Professional (School Visitations, Conferences) _____
- _____ School Business (Field Trip, In-System Assignment) _____
- _____ Sick _____
- _____ Personal _____
- _____ Civil (Jury Duty) _____
- _____ Bereavement (Please List Relationship) _____
- _____ Union _____
- _____ Religious _____
- _____ Vacation _____

SUBSTITUTE NEEDED? YES / NO NAME _____

SIGNATURE OF APPLICANT _____ DATE _____

SIGNATURE OF PRINCIPAL _____ DATE _____

SIGNATURE OF SUPERINTENDENT _____

* ALL absences in the month of June and preceding/proceeding a holiday must be approved by your Building Principal AND the Superintendent PRIOR to your absence.

Distribution of Copies: White-School Yellow-Applicant

4.6 STAFF DEVELOPMENT ACTIVITY APPROVAL

Please remember that you are required to have 75 hours minimum within your 3 year cycle which is to be broken down as follows:

1. 30 hours for each endorsement in area 1
2. 45 hours in area 2

If you have any questions regarding your printouts, please call the Assistant Superintendent's Executive Assistant.

IMPORTANT GUIDELINES TO REMEMBER:

- Staff professional development processes follow the MyLearningPlan. All new staff will receive an account and login credentials.
- It is your responsibility to keep track of all hours and put them in the appropriate areas when you are seeking your original approval for these hours.
- No hours will be transferred from one area to the other after the form is submitted.
- If you want to drop an endorsement, it must be done at the end/beginning of your cycle. You must send a note to the Assistant Superintendent's Executive Assistant for your file. No hours will be transferred from the area being dropped to another area or to a different endorsement.
- There is a maximum of 40 hours per activity.
- Printouts will be available to you again in October/November. Please keep an accurate account of your hours in each area on the tracking sheet that was provided to you in your staff development folder.
- You should retain all yellow copies from the staff development forms after it is signed and completed for your records and file them in your staff development folder.
- Activities which occur on a regular basis, i.e. curriculum meetings, department meetings, etc. may be submitted once a year.
- Hours earned over the summer must be pre-approved and must be turned in to the Assistant Superintendent's Executive Assistant at Central Office by September 30th.
- Please remember that staff development activities for which you may request are those activities that are aligned with approved goals and intended to assist you with teaching and learning in your teaching assignment such as workshops, courses, and other professional development.

4.7 PEER CYCLE FEEDBACK FORM

Name of Teacher:

Date:

Below, in narrative form, please outline your process for the peer review and identify peer inputs that have helped you improve your practice or shed light on areas for future professional growth. For more guidance on peer review options, please view the [PSD Peer Cycle Overview](#) document.

Teacher Signature

Date

Administrator Signature

Date

Teacher Conference Held:

Administrator Comments, if any: