

Policies for Review - 2nd Reading

November 4, 2019

GCG - Part-time and Substitute Professional Staff Employment

GCGAA - Per Diem Rates for Substitute Teachers

JLF - Reporting Child Abuse or Neglect

*Current GSD policy for review.
9-10-2019 Policy Committee
10-7-2019 School Board – first reading
10-9-2019 Sent to GEA
11-4-2019 School Board – second reading*

PART-TIME AND SUBSTITUTE PROFESSIONAL STAFF EMPLOYMENT

The Superintendent shall maintain a list of qualified substitute teachers who may be called on to replace regular teachers who are absent. Such a list shall be filed with the principal of each school.

Insofar as possible, the Principal or designee will call teachers on the substitute list for the grades and/or subjects for which they are listed. A teacher whose name does not appear on the substitute list may not be employed in the District except when specifically approved by the Superintendent. Principals will be responsible for seeing that the work of the substitute is as effective as possible and will provide him/her with a planned instructional program. The Superintendent, in conjunction with the principal, will conduct an annual orientation of substitute teachers prior to opening of school.

SUBSTITUTES PAY

The rate of pay for a substitute shall be set by the School Board and be subject to periodic review.

REGULATIONS CONCERNING SUBSTITUTES

1. Substitutes must hold a high school diploma or have experience at the college level, or some experience working with children.
2. College undergraduates may be assigned to the substitute list for GES and GMS. Student teachers assigned in Gilford classrooms may substitute only in the classroom of their supervising teacher.
3. A student teacher who is substituting will be paid at the regular rate.
4. Substitute teachers must complete a criminal record check, which will be paid for by the Gilford School District.

Legal References:

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

(Adopted: 4/4/2011)

(Revised: 5/6/2013)

*Current GSD policy for review. There is no NHSBA sample policy.
9-10-2019 Policy Committee
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PER DIEM RATES FOR SUBSTITUTE TEACHERS

The following guidelines will be utilized in the calculation of substitute teacher wage/benefits.

<u>TERM</u>	<u>PER DIEM RATE</u>
Up to ten (10) days in same assignment or any number of days in various assignments	1) District substitute Rate: \$75.00 2) Licensed Nurse substitute Rate: Bachelor entry level per diem.
Long Term Substitute: 11-89 consecutive days in same assignment	1) Entry level annual salary divided by 186, to be effective on the 11 th consecutive day
Permanent Substitute: 90 Consecutive days or more in the same assignment	1. Actual annual salary that would be earned by the substituting teacher in a contract assignment divided by 186. 2. Five sick days 3. Listed benefits should be consistent with the negotiated agreement. (Pro rate 1/2 time.)

If at the time of the assignment, it is known that it will be eleven (11) days or longer, the higher applicable rate may be paid as of the first day. Given unusual circumstances, modifications may be made at the discretion of the superintendent of schools.

Additional Information

Certified teachers will be hired as “long term substitutes” or “permanent substitutes.” In cases where teachers are not certified, the school district shall request “permission to employ” from the N.H. DOE

Long term and permanent substitutes will receive a letter of understanding regarding their responsibilities.

**(Adopted: 9/01/92)
(Revised 3/13/00, 5/3/2010, 10/6/2014)**

(Ref. 4263)

*Current GSD policy. Suggest replacing with NHSBA sample policy.
9-10-2019 Policy Committee
10-7-2019 School Board – first reading
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11-4-2019 School Board – second reading*

REPORTING CHILD ABUSE OR NEGLECT

Any school employee having reason to suspect that a child is being or has been abused or neglected shall immediately report his/her suspicions to the New Hampshire Division for Children, Youth and Families (DCYF) and the building Principal and or Designee. The Principal and/or Designee shall then immediately notify the Gilford Police Department. The Principal and/or Designee will then notify the Superintendent within twenty-four (24) hours that a report to DCYF has been made.

The reporting employee, within twenty-four hours (24), must follow the oral report with a written report. The report should contain the name and address of the child suspected of being abused or neglected; the person responsible for the child's welfare; the specific information indicating neglect/abuse or the nature and extent of the child's injuries (including any evidence of previous injuries); the identity of the person or persons suspected of being responsible for such neglect or abuse; and any other information that might be helpful in establishing neglect or abuse that may be required by DCYF. The reporting employee shall provide the building Principal and/or Designee a signed copy of the written report. The Principal will submit the written report to the Superintendent or Designee within forty eight (48) hours.

The School Board requires all School District employees receive routine training or information on how to identify child abuse or neglect.

It is not the responsibility of the school employee to investigate whether the child has been abused or neglected.

The Principal and/or Designee of each school shall post a sign in a clearly visible location in a public area within the school that is readily accessible to students, in the form provided by DCYF that contains instructions on how to report child abuse or neglect, including the phone number for filing reports and information on accessing DCYF's website.

Legal References:

*NH Code of Administrative Rules, Section Ed 306.04(a)(10), Reporting of Suspected Abuse or Neglect
RSA 169-C:29, Persons Required to Report
RSA 169-C:30, Nature and Content of Report
RSA 169-C:31, Immunity from Liability
RSA 169-C:34, III, Duties of the Department of Health and Human Services
RSA 189:72, Child Abuse or Neglect Information*

(Adopted: 9/9/1985)

(Revised: 11/4/2013, 9/4/2018)

NHSBA Sample Policy. Revised to (a) more closely track the requirements RSA 169-C, (b) clarify the participation of the Principal, (c) include reference to the NH Code of Conduct for Educators, and (d) provide a mandate for annual training.

Suggest replacing current GSD policy with this sample.

9-10-2019 Policy Committee

10-7-2019 School Board – first reading

10-9-2019 Sent to GEA

11-4-2019 School Board – second reading

REPORTING CHILD ABUSE OR NEGLECT

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, 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).

The report should contain:

- 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.

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.

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 a written report as soon as practicable after the initial report, but in no event longer than one calendar day.

1. Request for Assistance in Making Initial Report.

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

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

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.

2. Principal's Action upon Receiving 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.

A written report shall be made by the Principal to the Superintendent within twenty-four (24) hours, with a copy provided to DCYF if requested. The report shall include all of the information included in the initial oral report, as well as any other information requested by the Superintendent, law enforcement or DCYF.

3. Requirements for Reporting of Other Acts.

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

C. Signage and Notification.

The Superintendent is directed to assure that the 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, 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.

D. Training Required.

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

Legal References:

NH Code of Administrative Rules, Ed 306.04(a)(10), Reporting of Suspected Abuse or Neglect

NH Code of Administrative Rules, Code of Conduct for NH Educators, Ed 510.05(e), Duty to Report

RSA 169-C, Child Protection Act

RSA 169-C:29-39, Reporting Law

RSA 189:72, Child Abuse or Neglect Information

RSA 193-D:4, Safe School Zones, Written Report Required