

# Policies for Review - 1<sup>st</sup> Reading

December 7, 2020

IHAM - Health Education and Exemption from Instruction

GCG - Part-Time and Substitute Professional Staff Employment

GCGAA - Per Diem Rates for Substitute Teachers

*Current GSD policy for review to confirm compliance with RSA 186 that was revised July 2020 to add language distinguishing parental opt-out of health education based on religious reasons.*

*11-10-2020 Policy Committee*

*12-7-2020 School Board – first reading*

**IHAM**

## **HEALTH EDUCATION AND EXEMPTION FROM INSTRUCTION**

Consistent with Department of Education requirements, health and physical education, including instruction about parts of the body, reproduction, and related topics, will be included in the instructional program.

Instruction must be appropriate to grade level, course of study, and development of students and must occur in a systematic manner. The Superintendent will require that faculty members who present this instruction receive continuing in-service training, which includes appropriate teaching strategies and techniques.

Parents/guardians will have the right to inspect health and physical instruction materials which will be made reasonably accessible to parents/guardians and others to the extent practicable.

Parents and legal guardians shall be notified by e-mail, other written means, website/social media postings or phone call, not less than two (2) weeks in advance of use of the curriculum course material to be used for instruction of human sexuality or human sexual education, that the material is available for inspection at the school. The notice will identify and provide contact information for the member of staff or faculty whom a parent or guardian should contact to arrange an opportunity to inspect the curriculum course material.

Parents/guardians who wish to review or inspect health and physical education materials may arrange a meeting with the Principal to review the materials.

### **Opt-Out Procedure and Form**

Parents/guardians, or students over eighteen years of age, who do not want their child to participate in a particular unit of health or sex education instruction for **any reason** ~~religious reasons or other objections~~, are allowed to have their child opt-out of such instruction.

Parents/guardians who wish to have their child opt-out of such instruction are required to complete the district opt-out form and state the particular unit of curriculum in which the student is not to participate. Any student who is exempted by request of the parent/guardian under this policy may be given an alternative assignment sufficient to meet state requirements for health education. The alternative assignment will be provided by the health or physical education teacher in conjunction with the Principal.

Parents/guardians who do not want their child to participate in a particular unit of health or physical education must complete a Health or Physical Education Opt-Out Form (IHAM-R).

Opt-Out Forms are available from either the health education teacher or the Principal or District website policy section.

Opt-out requests must be submitted annually and are valid only for the school year in which they are submitted.

*Current GSD policy for review to confirm compliance with RSA 186 that was revised July 2020 to add language distinguishing parental opt-out of health education based on religious reasons.*

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In accordance with the federal Protection of Pupil Rights statute, as a School District that receives federal Department of Education funds, the Superintendent shall develop procedures to allow parent/guardian of a student to inspect any instructional material used as part of the educational curriculum for the student. The procedures will provide reasonable access to instructional material within a reasonable period of time after the request is received.

**Legal References:**

*20 U.S.C §1232h, (c)(1)(C), Protection of Pupil Rights*

*RSA 186:11, IX-c & IX-e Notice to Parents/Guardian Required*

*NH Code of Administrative Rules, Section Ed 306.40, Health Education Program*

*NH Code of Administrative Rules, Section Ed 306.41, Physical Education Program*

*RSA 186:11, IX-b, Health and Sex Education*

*Appendix IHAM-R, Health or Physical Education Opt-Out Form*

**(Adopted: 4/20/2009)**

**(Revised: 5/7/2018)**

## **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~~ **The Absence Management system** 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 **Assistant** Principals, 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~~ according to the Substitute Handbook.
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, 11/4/2019)**

Current GSD Policy. Committee suggests withdrawing this policy and add to the Substitute Handbook.

11-10-2020 Policy Committee

12-7-2020 School Board – first reading

## 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: <del>\$75.00</del> <b>\$105.00</b> 2) Licensed Nurse substitute Rate: Bachelor entry level per diem.
<b>Long Term Substitute:</b> 11-89 consecutive days in same assignment	1) Entry level annual salary divided by 186, to be effective on the 11 <sup>th</sup> consecutive day
<b>Permanent Substitute:</b> 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, 11/4/2019)

(Ref. 4263)