

Hollis Brookline Cooperative School Board  
Wednesday, January 22, 2020  
Hollis Brookline Middle School Library  
All times are estimates and subject to change without notice

- 6:00 Call to Order
- 6:05 Appointment of a process observer  
Agenda adjustments  
Approve meeting minutes  
Nomination/ resignations/retirements/correspondence
- 6:25 Public Input
- 6:35 Principal Reports/Athletic Report
  - Update on the Committee work - Master Schedule at the Middle School – Principal Girzone
- 7:15 Discussion
  - Revenue and Expense report FY 2020
  - Facilities Committee update – Field update – Superintendent Corey
- 7:30 Deliberations**
  - **To see what action the Board will take regarding Policy KF - Community Use of School Facilities – Second Reading (includes draft of a fee schedule)**
  - **To see what action the Board will take regarding Policy IIB - Class Size – Third Reading**
  - **To see what action the Board will take regarding Policy JICK - Public Safety and Violence Prevention/Bullying – Second Reading**
- 8:15 “Highlights of the Coop”
- 8:20 Report out Process Observer
- 8:20 Motion to enter non-public - under RSA 91-A: 3II (a) Compensation and/or (c) reputation
- 9:00 Motion to Adjourn

**To:** Andrew Corey, Superintendent  
**From:** Rick Barnes, Principal  
**RE:** January Report

**We the People:** Congratulations to Mr. Duval's AP Government Classes! I had the privilege to accompany students to the *We the People* competition last Friday at the State House in Concord, where students competed in the State Finals. Our students represented themselves and HBHS extremely well during their mock congressional hearing requiring them to respond in depth to a prompt regarding the intricacies of our democracy. Their response took place in front of a panel of judges made up of attorneys from across the state of New Hampshire. The team came away with a stunning victory making them State Champions! The team has the opportunity represent New Hampshire at the national competition in Washington DC in the spring.

**Five-Year NEASC Report:** A draft of the report is in process and will be available for your review during the February board meeting. While there is more work ahead, we are pleased at the progress we have made thus far in areas identified for growth.

**IPC Update:** The Steering Committee reconvened to review the proposal from the Top Ten subcommittee. We are pleased with our progress and look forward to bringing a recommendation to the board at our April meeting.

**Course Registration Night for Rising 9<sup>th</sup> graders:** We look forward to hosting families from the class of 2024 on February 10 beginning at 6:30 PM. We have revamped the format in an effort to deliver information to smaller groups via a rotating schedule. The evening will be similar to how we conduct open house.

**Babysitting During Apportionment:** Free babysitting will be available in the library from 6:30 PM to 9:30 PM so families can attend the meeting. We greatly appreciate our NHS students for volunteering their time to babysit.

**EDDIEs ELO Coordinator of the Year:** We are proud to announce that Dr. Dawn Breault has been named as the 2020 ELO Coordinator of the Year for the state of NH! Dr. Breault has collaborated with staff from across departments here at HBHS to provide enriching learning experiences for all students. We are proud of her efforts and have been amazed by our student's level of engagement in authentic learning experiences.

Respectfully Submitted,

Rick Barnes

To: Hollis Brookline Cooperative School Board  
From: Tim Girzone, Principal HBMS  
Re: Principal's Report  
Date: January 22, 2020

## **Information Only**

### **National Geographic GeoBee:**

Our entire 8th Grade class recently took part in the National Geographic Geography Bee during ROCK. Our school's winner is Teah-Lou Morel. As our school champion, Teah-Lou recently completed a qualifying test which will be scored and ranked with the scores of other students taking the test in NH, with the potential to compete at the state level in March. Congratulations Teah-Lou!

### **DAR Essay Contest:**

Through our 8th Grade Social Studies classes, our students took part in an essay writing contest with the local chapter of the Daughters of the American Revolution. This year's essay contest winner is Katherine Snyder. Katherine will be honored at the local DAR's February meeting and will have her essay forwarded to the State DAR for further judging. Congratulations Katherine!

### **Winter Concert:**

On Tuesday, December 10th the music department held their annual Winter Concerts. All 7th and 8th grade band and chorus groups performed at the Concert - involving approximately 210 middle school students. The evening was highlighted by an ensemble performance by our 8th grade band and chorus groups performing together "Sleigh Ride" by Leroy Anderson.

### **SEL:**

On Friday December 20<sup>th</sup>, Personal Responsibility Organization (PRO) came to HBMS to speak with our 7<sup>th</sup> and 8<sup>th</sup> grade students. PRO is a local Non-Profit whose mission is to work with students on Social Emotional Learning through Self-Awareness. PRO aims to strengthen student's ability to explore and harness their unique individual strengths, so that they may move forward in their lives with a sense of purpose and direction as well as a tool box full of strategies and skills to navigate whatever may come their way.

### **Field Trips:**

As part of the well-rounded educational experience students receive here at HBMS, various teams and entire grade-levels have recently taken part in a variety of learning experiences outside of the building. Our entire 8th Grade class visited the Museum of Fine Arts in Boston, MA, our entire 7th Grade class visited the Hanover Theater in Worcester, MA where they watched A Christmas Carol, and Team Bartlett did their Safety training with Hollis Police and Fire Departments.

**Staffing Updates:**

HBMS is currently accepting applications for the following vacant positions:

- Senior Secretary
- Special Education paraprofessional support staff

**Important Dates:**

Friday January 24 - Quarter 2 ends

Tuesday & Wednesday February 4, 5 - Sea Perch Build (Gr. 8 only)

February 5 - Wrestling for Change meet (suicide awareness)

February 7 - HBMS Semi-Formal Dance

February 10 - 8th Grade Parent night at HBHS (6:30pm)

February 12 - HBHS counselors presentation with 8th Grade students (during school day)

Respectfully Submitted,

Tim Girzone

Principal, Hollis Brookline Middle School

To: Andrew Corey, Superintendent  
 From: Brian Bumpus, District Athletic Coordinator  
 Re: January 2020 Board Report

The winter season is well underway at both HBHS and HBMS as we come out of the holiday break. All of our teams are off and running, with several of them nearing their play-off and state tournament seasons.

**HBMS Update:** As we head into the heart of the Winter season, the Tri-County play-offs are right around the corner for the HBMS Boys and Girls Basketball teams. Both teams are poised to make their respective tournaments, with the Girls holding a 7-6 record and the #7 spot in the rankings, and the Boys holding a 7-5 record and the #6 spot. The Wrestling team continues to grow and improve, and looks forward to hosting their Wrestle for Change event on Wednesday, February 5<sup>th</sup> to promote bullying awareness.

**HBHS Update:** The Girls Basketball is off to a hot start at HBHS, as they sit on top of the NHIAA Division II standings with an undefeated record. The Ice Hockey team is also off to a great start with a 4-1 record and tied for 2<sup>nd</sup> place in Division III. The Bowling team looks to be competitive down the stretch as well, as they sit in 3<sup>rd</sup> place. And while these teams remain at the top of their divisions at this time, several of the other winter teams look to be competitive heading down the stretch towards the post-season.

**New Scoreboard:** Preparation has begun to both purchase and install the new scoreboard for the turf field. The goal is to have the board delivered and installed as soon as early-March, or as early as conditions will allow, and well in advance of the upcoming Spring sports season.

**Participation Numbers:** Participation numbers are down at the High School level, after an uptick during the 2018-2019 School Year. Middle School numbers remain consistent with last year's numbers, following an uptick during the 2017-2018 school year.

**Hollis Brookline High School**

Winter Sports	17-18	18-19	19-20
Bowling	36	30	23
Boys Basketball	40	37	38
Girls Basketball	17	21	17
Gymnastics	4	5	9
Ice Hockey	13	18	21
Indoor Track	18	22	17
Skiing	13	13	13
Swimming	31	36	24
Unified Basketball	16	28	29
Winter Cheerleading	14	14	8
Wrestling	18	26	28
<b>Winter Total</b>	<b>220</b>	<b>250</b>	<b>227</b>
<b>Fall Total</b>	<b>284</b>	<b>292</b>	<b>280</b>
<b>2019-2020 Total</b>	<b>504</b>	<b>542</b>	<b>507</b>

**Hollis Brookline Middle School**

Winter Sports	17-18	18-19	19-20
Boys Basketball	12	13	13
Girls Basketball	14	12	14
Wrestling	29	18	15
<b>Winter Total</b>	<b>55</b>	<b>43</b>	<b>42</b>
<b>Fall Total</b>	<b>129</b>	<b>108</b>	<b>113</b>
<b>2019-2020 Total</b>	<b>184</b>	<b>151</b>	<b>155</b>

**Recent Coaching Hires:**

Boys Lacrosse Head Coach – Milt Robinson

Boys Lacrosse Asst. Coach – Brian Bumpus

**District Coaching Openings:** The HB Athletic Department is currently looking for qualified candidates to fill the following coaching vacancies.

**HBHS**

Boys Lacrosse JV Coach

Boys Outdoor Track Head Coach

Boys Outdoor Track Asst. Coach

Outdoor Track Associate Coach

Boys Tennis Asst. Coach

Girls Tennis Asst. Coach

**HBMS**

Boys Lacrosse Coach

Girls Softball Coach

Outdoor Track Coach

Outdoor Track Coach

Respectfully Submitted,



Brian Bumpus  
District Athletic Coordinator

Hollis Brookline Middle School  
Master Schedule Pilot Proposal  
2020-2021

**Instructional Leadership Team (Committee):**

This group is comprised of HBMS teaching staff from multiple departments, administrators (including special education) as well as HEA Union representation.

'ILT' Members include:

- Administration: Tim Girzone, Yolanda Flamino, Jen Campbell
- Teachers: Kirsten Werne, Katrina Hall, Carol Swanson, Lynn DiZazzo, Karen Coutu, Steve Capraro, Jen MacLeod, Liz Nault, Amanda Delaney, Allie Buschmann, Sue Kinney
- Union Representation: Jen Given

Members of this committee have met monthly since the beginning of the school year ('19-'20) to first identify the most pressing concerns with the current Master Schedule and then aim to develop a schedule that best meets the needs of HBMS students. This work has included larger group meetings, sub-committee work, and school visitations.

- The 4 main concerns with our current schedule as identified by the Instructional Leadership Team are as follows:
  1. Student access: *Expressed Desired Outcome*: Students having access to their respective teachers for remediation/interventions. In the past, this was done through common skills time
  2. ROCK: *Expressed Desired Outcome*: Move ROCK back to the morning
  3. Class length: *Expressed Desired Outcome*: Class length that is some middle ground between the 86 and 39/42 minutes.
  4. Team time--Flexibility to do something with whole group of students at a given time. Cannot do now b/c all kids on team are not in a core class at the same time. *Expressed Desired Outcome*: More commonalities for team time

Hollis Brookline Middle School  
Master Schedule Pilot Proposal  
2020-2021

**Proposed Schedule Highlights:**

- Classes meet 3 out of 4 days Mon-Thur. All 8 classes meet Friday.
- 6 out of 8 classes meet, Mon-Thur (drop 2 classes/day)
- Mon-Thur classes are 58 minutes. Friday classes are 41 minutes
- Instructional time increases from 209 minutes to 215 minutes (per class/wk)
- Pre-scheduling Core classes will improve common skills time and student access to Core teachers
- Mon-Fri students begin day in ROCK. Daily morning check in provides opportunity to offer support if needed
- Quarter specials classes (Health, Art, Tech Ed., Computer Ed.) come off-team and are semesterized, alleviating scheduling constraints (enrollment imbalances, cross-curricular benefits)
- Maintains current schedule predictability for Student Services
- Allows for more opportunity (3x/wk) to run science labs



# HBMS Proposed Bell Schedule 2020 – 2021

Monday (drop 1&8)	Tuesday (drop 2&7)	Wednesday (drop 3&6)	Thursday (drop 4&5)	Friday (PLCs)
<b>ROCK</b> 7:35 – 7:49 14 min.	<b>ROCK</b> 7:35 – 7:49 14 min.	<b>ROCK</b> 7:35 – 7:49 14 min.	<b>ROCK</b> 7:35 – 7:49 14 min.	<b>ROCK</b> 8:00 – 8:05 5 min.
<b>Period 2</b> 7:52 – 8:50 58 min.	<b>Period 1</b> 7:52 – 8:50 58 min.	<b>Period 1</b> 7:52 – 8:50 58 min.	<b>Period 1</b> 7:52 – 8:50 58 min.	<b>Period 1</b> 08:08 – 8:49 41 min.
<b>Period 3</b> 8:53 – 9:51 58 min.	<b>Period 3</b> 8:53 – 9:51 58 min.	<b>Period 2</b> 8:53 – 9:51 58 min.	<b>Period 2</b> 8:53 – 9:51 58 min.	<b>Period 2</b> 8:52 – 9:33 41 min.
<b>Period 4</b> 9:54 – 10:52 58 min.	<b>Period 4</b> 9:54 – 10:52 58 min.	<b>Period 4</b> 9:54 – 10:52 58 min.	<b>Period 3</b> 9:54 – 10:52 58 min.	<b>Period 3</b> 9:36 – 10:17 41 min.
<b>Period 5 &amp; Lunch</b> 10:52 – 12:18 86 min. <b>Gr 8 Lunch:</b> 10:52-11:17 25 min <b>Gr 8 Per 5:</b> 11:20-12:18 58 min <b>Gr 7 Per 5:</b> 10:55-11:53 58 min <b>Gr 7 Lunch:</b> 11:53-12:18 25 min	<b>Period 5 &amp; Lunch</b> 10:52 – 12:18 86 min. <b>Gr 8 Lunch:</b> 10:52-11:17 25 min <b>Gr 8 Per 5:</b> 11:20-12:18 58 min <b>Gr 7 Per 5:</b> 10:55-11:53 58 min <b>Gr 7 Lunch:</b> 11:53-12:18 25 min	<b>Period 5 &amp; Lunch</b> 10:52 – 12:18 86 min. <b>Gr 8 Lunch:</b> 10:52-11:17 25 min <b>Gr 8 Per 5:</b> 11:20-12:18 58 min <b>Gr 7 Per 5:</b> 10:55-11:53 58 min <b>Gr 7 Lunch:</b> 11:53-12:18 25 min	<b>Period 6 &amp; Lunch</b> 10:52 – 12:18 86 min. <b>Gr 8 Lunch:</b> 10:52-11:17 25 min <b>Gr 8 Per 6:</b> 11:20-12:18 58 min <b>Gr 7 Per 6:</b> 10:55-11:53 58 min <b>Gr 7 Lunch:</b> 11:53-12:18 25 min	<b>Period 4</b> 10:20 – 11:01 41 min. <b>Period 5 &amp; Lunch</b> 11:01 – 12:08 67 min. <b>Gr 8 Lunch:</b> 11:01-11:26 25 min <b>Gr 8 Per 5:</b> 11:27-12:08 41 min <b>Gr 7 Per 5:</b> 11:02-11:43 41 min <b>Gr 7 Lunch:</b> 11:43-12:08 25 min
<b>Period 6</b> 12:21 – 1:19 58 min.	<b>Period 6</b> 12:21 – 1:19 58 min.	<b>Period 7</b> 12:21 – 1:19 58 min.	<b>Period 7</b> 12:21 – 1:19 58 min.	<b>Period 6</b> 12:11 – 12:52 41 min.
<b>Period 7</b> 1:22 – 2:20 58 min.	<b>Period 8</b> 1:22 – 2:20 58 min.	<b>Period 8</b> 1:22 – 2:20 58 min.	<b>Period 8</b> 1:22 – 2:20 58 min.	<b>Period 7</b> 12:55 – 1:36 41 min.
				<b>Period 8</b> 1:39 – 2:20 41 min.

# Hollis Brookline Cooperative School District

## FY20

### YTD Expense and Revenue Report

<b>Expenses as of 1/7/2020</b>				
Description	Budget	YTD Expense	Encumbered	Balance
Regular Education	\$ 5,973,493	\$ 2,329,224	\$ 3,465,790	\$ 178,479
Special Education	\$ 3,763,139	\$ 1,515,923	\$ 2,067,836	\$ 179,380
Vocational Program	\$ 40,000	\$ -	\$ 31,870	\$ 8,131
Co-curricular Program	\$ 831,092	\$ 361,910	\$ 461,492	\$ 7,690
Student Support Services	\$ 1,448,667	\$ 522,153	\$ 898,669	\$ 27,845
Instructional Staff Support	\$ 667,049	\$ 283,195	\$ 401,809	\$ (17,955)
*School Board/SAU Assessment	\$ 1,048,523	\$ 560,819	\$ 413,172	\$ 74,532
School Administration	\$ 1,092,744	\$ 546,900	\$ 522,631	\$ 23,213
Facilities	\$ 1,305,601	\$ 617,568	\$ 672,317	\$ 15,716
Transportation	\$ 1,256,143	\$ 487,784	\$ 738,975	\$ 29,384
Benefits	\$ 5,227,980	\$ 2,102,792	\$ 2,923,452	\$ 201,736
Site improvements	\$ 39,564	\$ 82,911	\$ 2,435	\$ (45,782)
Robotics Warrant	\$ 98,832	\$ 86,265	\$ 12,567	\$ -
Debt Service	\$ 814,292	\$ 747,567	\$ 66,519	\$ 207
Transfers	\$ 821,000	\$ -	\$ 821,000	\$ -
<b>TOTAL</b>	<b>\$ 24,428,119</b>	<b>\$ 10,245,010</b>	<b>\$ 13,500,533</b>	<b>\$ 682,576</b>

FY19 Expense Carryover	\$55,698	\$42,116	\$11,799	\$1,783
<b>TOTAL FY19 + FY20</b>	<b>\$ 24,483,817</b>	<b>\$ 10,287,126</b>	<b>\$ 13,512,332</b>	<b>\$ 684,359</b>

\* Please note that the \$100,000 Contingency fund is not encumbered; no planned use at this time.

## Revenue as of 1/7/2020

Description	Budget	YTD Revenue	Expected	Balance
Local Property Tax	\$ 17,040,557	\$ 8,849,503	\$ 8,191,054	\$ -
Adequacy Aid Grant/Tax	\$ 5,390,687	\$ 2,292,414	\$ 3,098,273	\$ -
Impact Fees				\$ -
<b>State</b>				
Special Education Aid	\$ 513,923	\$ 587,201		\$ 73,278
Building Aid	\$ 191,362	\$ 95,681	\$ 95,681	\$ -
Food Service	\$ 3,000		\$ 3,000	\$ -
Vocational Aid	\$ 5,364	\$ 5,253		\$ (111)
<b>Federal</b>				
Grants	\$ 260,000	\$ 8,738	\$ 251,262	\$ -
Food Service	\$ 38,000	\$ 16,097	\$ 21,903	\$ -
Medicaid	\$ -	\$ 6,414	\$ -	\$ 6,414
<b>Local</b>				
Tuition	\$ 10,000	\$ 12,761	\$ 12,761	\$ 15,522
Food Service Sales	\$ 353,000	\$ 172,122	\$ 180,878	\$ -
Other	\$ 34,500	\$ 52,016	\$ 13,000	\$ 30,516
Contingency & Trusts	\$ 267,000		\$ 267,000	\$ -
Unreserved Fund Balance	\$ 462,726		\$ 462,726	\$ -
Less Retained Fund Balance	\$ (142,000)		\$ (142,000)	\$ -
<b>TOTAL REVENUE</b>	<b>\$ 24,428,119</b>	<b>\$ 12,098,200</b>	<b>\$ 12,455,538</b>	<b>\$ 125,619</b>

Total Expense Balance	\$684,359
Total Revenue Balance	\$125,619
Unreserved Fund Balance	\$809,978

### Anticipated Reductions to Unreserved Fund Balance

Funded in this order:

Using FY20 Proposed Numbers	
Athletic Trust	\$ 67,000
Maint. Trust	\$ 200,000
Spec Ed Trust	\$ 25,000
Contingency	\$ 100,000
Retained Fund Balance	\$ 142,000
<b>Total Reductions</b>	<b>\$ 534,000</b>

**Fund Balance Returned to Taxpayers**

**\$275,978**

**Explanation of budget balances on current expense report**

**1/7/2020**

Function	Description	Current Balance	Notes
1100	Regular Education	\$ 178,479	Hiring/Interim Savings
1200	Special Education	\$ 179,380	Unfilled positions; hiring savings; fewer out of district services
1300	Vocational Program	\$ 8,131	Tuition savings: Fewer students than last year
1400	Co-curricular Program	\$ 7,690	Unfilled stipend positions
2100	Student Support Services	\$ 27,845	Psycho-Ed, Vision, and Speech/language services lower than anticipated
2200	Instructional Staff Support	\$ (17,955)	Non-Union professional development higher than expected
2300	School Board/SAU Assessment	\$ 74,532	Contingency fund; legal services higher than expected (ROW/Turf Field)
2400	School Administration	\$ 23,213	Hiring savings (MS administration)
2600	Facilities	\$ 15,716	Hiring savings and unfilled positions
2700	Transportation	\$ 29,384	Special Ed transportation lower than expected
2900	Benefits	\$ 201,736	Health insurance lower than expected
4000	Site improvement	\$ (45,782)	Day tanks, tech ed upgrades and ROW costs
4201	Robotics Warrant	\$ -	
5100	Debt Service	\$ 207	
5200	Transfers	\$ -	
	<b>TOTAL</b>	<b>\$ 682,576</b>	

**General explanation of what is included in each account category**

Function	Description	Includes
1100	Regular Education	Teacher salaries and teaching materials
1200	Special Education	Teacher salaries, teaching materials, ESY, out-of-district tuition
1300	Vocational Program	Vocational ed. Tuition
1400	Co-curricular Program	Athletic program and other co-curricular activities
2100	Student Support Services	Guidance, nurse, psychologist, OT, teaching/testing supplies, contracted services
2200	Instructional Staff Support	Professional development, librarian, library supplies, computer equipment
2300	School Board/Assessment	Assessment, school board expense, annual meeting expense, legal expense
2400	School Administration	Administrator & secretarial salaries, copiers, telephone, hardware/software support contracts, site licensing, consulting, network services, office supplies
2600	Facilities	Custodial/maintenance salaries, snow plowing, mowing, building repairs, heating oil, electric, janitorial supplies, property/liability insurance
2700	Transportation	Bus transportation, fuel
2900	Benefits	Health and dental insurance, taxes, NHRS, Life/LTD, workers comp & unemployment
4000	Site Improvement	Site improvements including architectural fees
5100	Bonds	Principal and interest payments on bonds
5200	Transfers	Accounting line to make total expenses match total revenue, and match the budget.

# Hollis Brookline Cooperative School District

## Turf Field Construction

Financial Report thru 1/15/20

Cost Categories	Completed Work	Add'l Estimated Costs	Anticipated Total Costs	
Construction*	\$1,489,700	\$30,000	\$1,519,700	Quirk Construction
Construction Administration	\$22,061	\$4,000	\$26,061	Tighe & Bond
Construction Prep Services	\$44,700		\$44,700	Tighe & Bond
Permits/Surveying	\$5,598		\$5,598	Gove Environmental Services
Other	\$193		\$193	Background Checks
	<b>\$1,562,251</b>	<b>\$34,000</b>	<b>\$1,596,251</b>	

Voter Approved Bond	\$1,660,000
Interest To-Date	\$9,032
<b>Anticipated Remaining Balance</b>	<b>\$72,781</b>

### \*Construction Breakdown

#### Bid Information

Bid Winner: Quirk Construction

Bid Winning Cost:

Base:	\$1,457,000
Alt 1: Gravel Parking Area	\$30,000
Alt 2: Scoreboard Foundation	\$11,500
Alt 3: Pave Access Road & Upper Area	\$39,000
Alt 4: Light Pole Bases	\$65,000
<b>Total Bid Cost</b>	<b>\$1,602,500</b>

#### Actual Costs

	Completed Work	Estimated Spring Work**	Anticipated Construction Total
Base	\$1,427,000	\$30,000	\$1,457,000
Ledge Removal-Change Order	\$12,200	\$0	\$12,200
Alt 1: Gravel Parking Area	\$0	\$0	\$0
Alt 2: Scoreboard Foundation	\$11,500	\$0	\$11,500
Alt 3: Pave Access Road & Upper Area	\$39,000	\$0	\$39,000
Alt 4: Light Pole Bases	\$0	\$0	\$0
<b>Construction Sub-Total</b>	<b>\$1,489,700</b>	<b>\$30,000</b>	<b>\$1,519,700</b>

\*\* Complete subgrade work  
 Complete synthetic turf field & pad work  
 Cleanup and demobilization

HOLLIS BROOKLINE COOPERATIVE SCHOOL DISTRICT  
SAU #41 4 LUND LANE  
HOLLIS, NH 03049

COMMUNITY USE OF SCHOOL FACILITIES

**Policy:**

~~It is the policy of the Hollis Brookline Cooperative School Board that, when not in use for school purposes, school buildings, grounds, and fields, or portions thereof, may be used for adult education, discussion, religious, civic, social, recreation, entertainment purposes, and athletic events, and such other purposes that promote the welfare of the community, including use as registration and polling places for voters;~~

~~While no persons, group, or organization has a vested right to use school property, the right to use the property for any lawful purpose may be granted by the School Board, and may be subject to rental fees;~~

**Procedure:**

~~Hollis Brookline Cooperative School-  
District Regulations and Fee Schedules-  
Governing Rental And  
Use of School Facilities, Grounds, and Fields~~

First priority for all facility, grounds, and field use will be given to all Hollis Brookline Cooperative School District official clubs, organizations, teams and functions, SAU District #41 official clubs, organizations, teams, and function have second priority, Hollis and/or Brookline town youth recreation leagues have third priority, and Hollis and/or Brookline town adult leagues shall have fourth priority, Fifth priority will go to teams or organizations with a substantial number of Hollis and/or Brookline members, All groups requesting use of the facilities, grounds, or fields must submit a completed application to the office of the building principal and/or athletic director, The Administration and Athletic Director shall strictly enforce the Facilities, Grounds and Fields Use Policy and may cancel any permit for use if the policy is violated,

**FEE CATEGORIES:**

Category Description (The Principal shall make the final determination of category placement) of Groups A -E for Fee setting purposes and shall determine the cost for use of the facility,

- A, Hollis/Brookline Cooperative School District official teams, clubs and organizations, SAU #41 School-affiliated organizations (Booster Club, PTSA, S-TEAM, etc.) and departments/branches of the municipal government in the Towns of Hollis and Brookline,
- B, Non-school Youth Organizations serving the youth of Hollis and Brookline with 50% or more youth from Hollis and Brookline, Hollis and Brookline Community groups,

- such as religious, cultural, fraternal, patriotic, political, service and duly established charitable organizations when no admission is charged, no enrollment fee for participants is charged, and/or other profit-making activity engaged in.
- C. Non-school Youth Organizations, Hollis and Brookline Community groups, such as religious, cultural, fraternal, patriotic, political, service and duly established charitable organizations when admission is charged, an enrollment fee for participation is charged, and/or other profit-making activity is engaged in.
  - D. Private promoters receiving a percentage of the profit and sponsored by groups identified in Categories A and B.
  - E. Private promoters for their own exclusive profit.

**REGULATIONS GOVERNING FEES: Fees me based on a three-hour period of time.**

- 1. Category A & B - On School Days - No Charge
- 2. Category A & B - Non School Days - Utility, Personnel, and Equipment Charges as deemed applicable by building principal.
- 3. Open Gym Program -This program is intended for informal athletic activities for youth in grades 7-12 under appropriate adult supervision. It is not intended for organized team play or league activities. Groups wishing to hold Open Gym must have prior approval of the Athletic Director and the Administration.
- 4. Category C, D, & E fees me outlined in the following fee schedules.
- 5. A 50% Booking Fee is required for all Category C, D, and E Events to guarantee reservation. If canceled prior to 60 days before the event all monies will be refunded. If canceled 60-30 days prior to event 50% of deposit will be retained. Cancellation 30 days or less prior to event will result in loss of deposit.
- 6. Category D & E fees must be paid in full five days in advance of the event.
- 7. Category D & E - When there are two events held, one in the afternoon and one in the evening, a separate fee will be charged for each event.
- 8. The number of personnel and personnel fees to be assigned to each event are determined by the principal.
- 9. Cafeteria Use requires a Food Service Personnel be hired.
- 10. Custodians and other required personnel may be hired above and beyond the regular custodial staff for banquets and other functions as deemed necessary by the Building Principal.

**FEE SCHEDULE FOR HOLLIS BROOKLINE HIGH SCHOOL:**

Facility	C	D	E	Utility Charge
<b>Auditorium</b>	150.00	300.00	600.00	10.00 per hr.
<b>Gymnasium</b>	150.00	300.00	600.00	10.00 per hr.
<b>Mini Gym</b>	75.00	150.00	300.00	10.00 per hr.
<b>Green Room*</b>	25.00	50.00	100.00	
Cafeteria	50.00	100.00	200.00	
Kitchen	50.00	100.00	200.00	
Library	50.00	100.00	200.00	
<b>Classroom</b>	25.00	50.00	100.00	
Boys Locker Room *	75.00	75.00	75.00	
<b>Girls Locker Room *</b>	75.00	75.00	75.00	

Proposed Fee Schedule for the High School

<u>Facility</u>	<u>C</u>	<u>D</u>	<u>**E</u>
<u>Auditorium</u>	<u>300</u>	<u>600</u>	<u>1200</u>
<u>Gymnasium</u>	<u>300</u>	<u>600</u>	<u>1200</u>
<u>Mini Gym</u>	<u>300</u>	<u>600</u>	<u>1200</u>
<u>Cafeteria</u>	<u>100</u>	<u>200</u>	<u>400</u>
<u>Kitchen</u>	<u>100</u>	<u>200</u>	<u>400</u>
<u>Library</u>	<u>100</u>	<u>200</u>	<u>400</u>
<u>Classroom</u>	<u>50</u>	<u>100</u>	<u>200</u>
<u>Boys Locker Room</u>	<u>150</u>	<u>150</u>	<u>150</u>
<u>Girls Locker Room</u>	<u>150</u>	<u>150</u>	<u>150</u>

\*When not rented in conjunction with the Gym or Auditorium

\*\*May be negotiated at a higher rate at the discretion of the building administration.

**FEE SCHEDULE FOR HOLLIS BROOKLINE MIDDLE SCHOOL:**

Facility	C	D	E	Utility Charge
Gymnasium	75.00	150.00	300.00	10.00 per hr.
Cafeteria	50.00	100.00	200.00	10.00 per hr.
Kitchen	50.00	100.00	200.00	
Library	50.00	100.00	200.00	
Classroom	25.00	50.00	100.00	
Boys Locker Room*	75.00	75.00	75.00	
Girls Locker Room*	75.00	75.00	75.00	

\* When rented separately/not in conjunction with the Gym or Auditorium

**Proposed Fee Schedule for HBMS**

Facility	C	D	E
Gymnasium	150	300	600
Cafeteria	100	200	400
Kitchen	100	200	400
Multi-Purpose Room	100	200	600
Library	100	200	400
Classroom	50	100	200
Boys Locker Room*	150	150	150
Girls Locker Room*	150	150	150

\*When rented separately not in conjunction with the Gym

**FEESCHEDULE FOR HOLLIS/BROOKLINE COOPERATIVE SCHOOL DISTRICT GROUNDS AND FIELDS:**

	C	D	E
<b>High School</b>			
HS #1 Baseball Field	150.00	<b>Fields not generally available for rental</b>	
HS #2 Volleyball Field	150.00	in these categories. Fees may be negotiated	
HS #3 Softball Field	150.00	<b>for specific events.</b>	
HS #4 Practice Field	150.00		
HS #5 Track	Available for District Use Only		
<b>Middle School</b>			
Love Lane #1 Baseball Field	150.00		
Love Lane #2 Soccer Field	150.00		
<b>Upper Elementary School</b>			
HUES	150.00		
<b>SAU</b>			
SAU Field	150.00		

**Proposed Fee Schedule for Hollis/Brookline COOP School District Grounds and Fields**

Fields	C	*D	*E
HS Baseball Field	300		
HS Softball Field	300		
HS Practice Field	300		
HS Track	NA		
HS Turf Field	300		
MS Baseball Field	300		
MS Soccer Field	300		
Camp/Summer Programs	300		

available for rental in these categories. Fees may be negotiated for specific events.

\*Fields generally not

(These fees include the cost of lining fields when necessary and are based on a three hour time period.)

Camps/Summer Programs using the fields/week — \$500.00 (includes cost of multiple field use)

Other Fees:

Custodial/Kitchen — Monday through Saturday — \$20.00 per hour

Sunday and Holidays — \$25.00 per hour (minimum of three hours).

Technical Crew — \$8.00 per hour per person.

Pianos — Upright Piano — \$25.00 per event

Steinway Piano — \$50.00 per event (approval by building principal required)

Police Coverage — Rate charged by Police

Other Fees:

\$40 per hour for additional staff required such as custodians, tech crew, cafeteria, etc.

\$50 per day for use of any musical equipment

Charge for Police Coverage as determined by the police.

**REGULATIONS GOVERNING USE OF FACILITIES:**

- 1. No one may use the facilities, grounds or fields until all forms have been completed, approved, and a permit has been issued. The user must have the permit in his/her possession when using the facilities, grounds, or fields.**
- 2. The user shall provide any necessary police and fire protection as per town ordinances, or as required by the building principal.**
- 3. Only such facilities, grounds, or fields and times as have been recorded on the application shall be made available to the user.**
- 4. The Cafeteria, Gymnasium, Auditorium, or other school room shall not be made available on school days to the user for any preparation before 4:30PM without the consent of the building principal.**
- 5. Arrangements must be made in advance with the office of the building principal if preparations are to be made earlier than the day of the event.**
- 6. Anyone considering the possibility of renting the cafeteria, gymnasium, auditorium, or other room and who wished to enter the building to take measurements or survey other arrangements, shall obtain permission from the building principal.**

7. Decorations must be of fireproof nature as required by law. No decorations shall be attached to the walls, ceiling or stage draperies in any manner whatsoever, except by special permission of the head custodian. If tape is used on the stage, it must be gaff, glow, or painter's tape, and must be removed at the end of the performance. Do not use duct or masking tape, which will harm the surface of the stage floor.
8. THERE SHALL BE NO SMOKING OR USE OF INTOXICATING BEVERAGES OR ILLEGAL SUBSTANCES OF ANY KIND ON SCHOOL PROPERTY. Any consumption of alcoholic beverages or other illegal substances, by a member of the organization, audience, team, or fan shall forfeit the right of that organization or team to use school property for at least the remainder of the season.
9. There shall be no refreshments sold or consumed on the premises except in the areas designated by the building principal or athletic director.
10. In the Auditorium, there shall be no changes in lighting, sound or stage equipment arrangements, unless permission has been granted by the Technical Crew Director. The Technical Crew shall supervise the set up and use of the sound booth, lighting, and all sound and stage equipment. There shall be no movement of existing props used for HBHS ongoing productions. Props are clearly marked accordingly and must remain in their designated location at all times.
11. During a school day, facilities may not be used until 4:30 PM. People or organizations renting the facilities shall clear them of their equipment by 7:15 AM the following day if the day following is a school day or by noon if the day following is not a school day. Exceptions may be granted by the building principal.
12. The applicant and the organization shall be held responsible for the proper use of the facility, for the conduct of the persons attending and shall see to it that the activities are confined to the areas requested and hours agreed on the application and stated on the permit. In the event that property loss or damage is incurred during such use or occupancy of district facilities, grounds, or fields, the amount of damage shall be decided by the Superintendent of Schools or his/her designee and a bill for damages will be presented to the group using or occupying the facilities, grounds, or fields during the time loss or damage was sustained. Additional custodial charges may be incurred if a custodian is assigned to supervise the clearing away on the following day.
13. All non-school organizations granted a permit to use Hollis Brookline Cooperative School District facilities, grounds, or fields shall do so at their own risk. Coaches, directors, or event managers shall be responsible for the conduct of all members, teams, and fans that attend their scheduled event and shall actively and continually enforce good conduct rules and other school rules on all school property.
14. Event Managers, Directors, or Coaches of the permitted user shall remit to the main office or athletic director any serious injury occurring on school property by the following school day or earlier if possible.
15. Permit holders shall assure that all trash, refuse, and team gear is picked up at the conclusion of any event, placed in trash receptacles, or removed from the property.
16. Fields shall not be used during inclement weather where there might be danger to any person, or there might be damage caused to school property or field playing surface.
17. The building principal, athletic director, in conjunction with the building and grounds supervisor, may withhold use of any facility, grounds, or field for purposes of conducting maintenance, repair, or refurbishing activity at any time. The athletic director shall particularly take appropriate measures to ensure the quality of game fields and shall report any known field issue to the building and grounds supervisor.
18. District cafeteria help are only on duty to supervise the kitchen.
19. Category C, D & E users must submit a CERTIFICATE OF INSURANCE LIABILITY. Category A & B must submit a similar document upon specific request of the building principal.
20. All applicants for use of the Hollis Brookline High School facilities shall hold the Hollis Brookline Cooperative School District free and without harm, from any loss or damage liability or expense that may arise during or be caused in any way by such use or occupancy of these facilities.

**HOLLIS/BROOKLINE HIGH SCHOOL  
APPLICATION FOR FACILITY USE 24  
Caviler COURT  
HOLLIS, NH 03049  
Telephone 603-465-2269 Fax 603-465-2485**

Please complete and submit this form to the Hollis Brookline High School. Upon approval of the request, the school will send you a Facilities Use Permit. *In the rare event of a natural disaster, civil defense occurrence, or adverse weather, the principal retains the right to cancel and/or reschedule the event.*

Request Use of the Following Facilities (check all that apply):

- Auditorium
- Green Room/Rehearsal Room
- Gymnasium
- Mini Gym
- Weight Room
- Cafeteria
- Kitchen
- Library
- Classroom (specify) \_\_\_\_\_
- Other (specify) \_\_\_\_\_

.....

Full Name of Organization. \_\_\_\_\_

Address. \_\_\_\_\_

Contact Person \_\_\_\_\_

Telephone **Number**, - - - - -

Billing Address \_\_\_\_\_

Activity to be Held (please describe in detail) \_\_\_\_\_

Dates(s) Requested (for events). \_\_\_\_\_

Rehearsal Dates **Requested** - - - - -

Time(s) of Event(s) (include set-up and break-down) \_\_\_\_\_

Doors will open <sub>m</sub> \_\_\_\_\_

Participation Fee is charged (please **specify**) \_\_\_\_\_

Specifications and capacities allowed for the Cafeteria, Gymnasium, Auditorium and Stage are as follows:

High School Gym: Bleacher seating capacity-470 seats and 326 seats, Room size- 99' x 112', Room capacity -1485 persons.

High School Mini Gym: No Bleachers Room Capacity 300- Regulation Court

Middle School Gym: 550

High School Cafeteria Capacity - 200. Middle School Cafeteria Capacity- 140

Auditorium: Seating capacity - 500 persons, Theater systems -Strand stage lighting system, monitor/paging system, intercom, wireless microphones, effects playback system, sound system, hearing assist system, air conditioned.

Stage: Rigging- regular stage, Proscenium opening- 38' wide x 18' high, stage depth- 26', Wings -18' x 26', At-grade stage loading area, Lighting catwalks.

Choral Room (dressing, green room): 41' x 42' with monitor/paging system, intercom systems, room capacity 84 persons.

All spaces are handicap

accessible. Additional Information

Required:

Technical Requirements (Check all that are needed)

Stage lighting

Sound

Upright Piano

Steinway Baby Grand Piano

Orchestra Pit

Audio Visual Requirements (specify) \_\_\_\_\_

Other (**specify**) \_\_\_\_\_

We expect \_\_\_\_\_ persons. We will need \_\_\_\_\_ chairs. We will need \_\_\_\_\_ tables.

Will food/drink be served? \_\_\_\_\_ If yes, please describe extent (snacks/meal, etc.)

**\*\* Please note- NO food or drink is allowed in the Auditorium.**

We will charge admission.  We will not charge admission.

Tickets may not be sold or admission granted in excess of the approved capacity of the facility as recorded on the attached fee schedule.

*INSURANCE: It is agreed that in consideration for allowing the rental of school facilities and in full recognition of the school board's fiduciary responsibility to protect school property and assets, the Organization/Event Sponsor hereby covenants and agrees at all*

*times to indemnify and hold harmless the School District, its school board, officers and employees to the fullest extent permitted by law, from any and all claims, damages, losses and expenses, including, but not limited to reasonable attorney's fees and legal costs arising out of the use of these rental premises and all school facilities by the Organization/Event Sponsor, its officers, employees, agents, representatives, contractors, customers, guests, and invitees.*

\_\_\_\_ The Organization/Event Sponsor maintains Commercial General Liability coverage of at least \$1 million per occurrence. A Certificate of Insurance endorsed to name the School District as an Additional Insured will be provided before any use of the facility.

Person Responsible during the event(s)\_\_\_\_\_.

Telephone Number of above\_\_\_\_\_

Only those facilities or equipment specifically designated in this application may be used.

Please be aware of the following rules and regulations for use of any Hollis Brookline High School Facility.

- ~~NO~~ SMOKING, Vaping. and ALCOHOLIC BEVERAGES OR ILLEGAL SUBSTANCES are not permitted ON SCHOOL PREMISES (IN OR OUT OF THE BUILDING) at any time.
- RENTERS ARE RESPONSIBLE FOR Any ~~+~~ additional CLEAN UP COSTS not otherwise identified on this form
- The principal or their designee reserves the right to cancel or reschedule events as circumstances dictate. .

On behalf of the above organization, I hereby certify that I have read and understand the REGULATIONS AND FEE SCHEDULE GOVERNING RENTAL AND USE OF SCHOOL FACILITIES in the Hollis Brookline High School. I agree to provide adequate adult supervision at all times during the use of the facilities and will assume responsibility for all fees, charges, and damage claims resulting from such use of school facilities.

Signed\_\_\_\_\_Date\_\_\_\_\_

Address\_\_\_\_\_Telephone\_\_\_\_\_



## **COMMUNITY USE OF SCHOOL FACILITIES**

Any group or individual requesting the use of school facilities, except for school activities, must submit an application to the school principal or their designee not less than two weeks prior to the time school facilities are needed. Approvals will be issued to an adult only.

Approval may be denied at the discretion of the principal due to lack of appropriate space or if a previous activity by the applicant resulted in a violation of any aspect of any School Board policy or guidelines.

Facility Use Permits will be issued on a first come, first serve basis. . When requests are made concurrently, preference will be given first to school sponsored groups, second to Hollis and Brookline community groups and then to other organizations.

When schools have been closed because of inclement weather, the facilities will be closed for all use. Exceptions may be granted on a case by case basis by the Superintendent or their designee. The schools do not assume the responsibility of contacting groups when such closures occur.

Organizations may use school property upon payment of suitable fees and costs, according to the fee schedule recommended by the Superintendent or their designee and approved by the Board. The Board reserves the right to waive rental fees for charitable or non-profit organizations.

Whenever a community group is permitted to use a school or other facility, at least one district employee must be on hand, paid for by the organization, when in the opinion of the Superintendent, it is necessary to supervise the individuals and protect school property. The number of paid employees shall depend on the type of service, number to be served and number of volunteers.

No school building or facility shall be used for any purpose which could result in protesting, rioting, disturbing the peace or damage to property or for any purpose prohibited by law.

The superintendent or their designee, on the basis of this policy and its accompanying regulations, shall approve all rentals of school facilities. The principal or their designee reserves the right to cancel or reschedule events as circumstances dictate. The Board must approve any special requests or exceptions to this policy and/or regulations.

Adopted: August 19, 2009

Amended: May 15, 2013

1<sup>st</sup> Reading of Amendment: November 13, 2019

2<sup>nd</sup> Reading of Amendment: January 22, 2019

## CLASS SIZE

It is the policy of the Hollis Brookline Cooperative School Board that class size should meet minimum and maximum standards set by the NH State Board of Education.

### Class Size

Classes shall have a minimum of 15 students and a maximum of 25 students unless specified below.

Course	Maximum
Band	50
Choir/Chorus	50
Computer Based Courses	Number of computers in the lab
Family and Consumer Science	16
Physical Education	35
Science	24
Visual Art	20

Classes may have fewer than fifteen students if:

- The class is one specifically designed to be small, i.e., remedial classes, special education classes, etc. ,
- The class is designed to meet state minimum standards. , Or
- The class is a capstone course in a series, i.e., Spanish 4 in the Spanish 1-4 program.
- The class is an AP Course.

In determining the sections, the Board and the administration will consider the needs of learners, current best practices, and the demands of the programs and standards.

Preferred maximum class size for Mathematics, Science, Language Arts, Social Studies, and Foreign Languages should be targeted at twenty students. All other maximum class sizes should be determined by the school administration, based on the appropriate number for that age group.

If the class exceeds the recommended maximum size or falls below the recommended minimum outlined in this policy, the **Principal Superintendent** shall consult with the **Superintendent** appropriate **Principal and who will assist in reviewing** the situation before deciding whether to take such steps as hiring additional personnel, adding/eliminating sections and/or using other resources. **The Superintendent will notify the School Board of the projected course enrollment numbers in May and the current course enrollment numbers in October of each school year.**

This policy should be reviewed and evaluated annually by school administration.

Legal References:

NH Code of Administrative Rules, Section Ed. 306.17, Class Size

1st Reading: 9-21-2005 / Adopted 5-21-2008/Amended and Approved 4-16-2014

1st Reading of Amendment: January 21, 2015

2nd Reading of Amendment: February 18, 2015

Adopted: February 18, 2015

1<sup>st</sup> Reading of Amendment: November 13, 2019

2<sup>nd</sup> Reading: December 11, 2019

3<sup>rd</sup> Reading: January 22, 2020

## PUPIL SAFETY AND VIOLENCE PREVENTION - Bullying

Category: Priority/Required by Law

See also [JBAA](#), [JIC](#), [JICD](#), [IHBA](#)

### **I. Definitions** (RSA [193-F:3](#))

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

- (1) Physically harms a pupil or damages the pupil's property;
- (2) Causes emotional distress to a pupil;
- (3) Interferes with a pupil's educational opportunities;
- (4) Creates a hostile educational environment; or
- (5) Substantially disrupts the orderly operation of the school.

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

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

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

4. **School property.** School property means all real property and all physical plant and equipment used for school purposes, including public or private school buses or vans and any school sponsored activity.

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

Any reference in this policy to "Superintendent" or "Principal" shall include ~~his or her~~ **their** designee.

### **II. Statement Prohibiting Bullying or Cyberbullying of a Pupil** (RSA [193-F:4](#), II(a))

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

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

- (1) Occurs on, or is delivered to, school property or a school-sponsored activity or event on or off school property; or
- (2) Occurs off of school property or outside of a school-sponsored activity or event, if the conduct interferes with a pupil's educational opportunities or substantially disrupts the orderly operations of the school or school-sponsored activity or event.

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

### **III. Statement prohibiting retaliation or false accusations** (RSA [193-F:4](#), II(b))

#### False Reporting

A student found to have wrongfully and intentionally accused another of bullying may face discipline or other consequences, ranging from positive behavioral interventions up to and including suspension or expulsion.

A school employee found to have wrongfully and intentionally accused a student of bullying shall face discipline or other consequences to be determined in accordance with applicable law, District policies, procedures and collective bargaining agreements.

#### Reprisal or Retaliation

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

1. The consequences and appropriate remedial action for a student, teacher, administrator, volunteer, or other employee who engages in reprisal or retaliation shall be determined by the Principal after consideration of the nature, severity and circumstances of the act, in accordance with law, Board policies and any applicable collective bargaining agreements.
2. Any student found to have engaged in reprisal or retaliation in violation of this policy shall be subject to measures up to, and including, suspension and expulsion.
3. Any teacher, administrator, volunteer, or other employee found to have engaged in reprisal or retaliation in violation of this policy shall be subject to discipline up to, and including, termination of employment.
4. Any school volunteer found to have engaged in reprisal or retaliation in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

#### Process To Protect Pupils From Retaliation

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

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

#### **IV. Protection of all Pupils** (RSA [193-F:4](#), II(c))

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

#### **V. Disciplinary Consequences for Violations of This Policy** (RSA [193-F:4](#), II(d))

The district reserves the right to impose disciplinary measures against any student who commits an act of bullying, falsely accuses another student of bullying, or who retaliates against any student or witness who provides information about an act of bullying.

In addition to imposing discipline under such circumstances, the board encourages the administration and school district staff to seek alternatives to traditional discipline, including but not limited to early intervention measures, alternative dispute resolution, conflict resolution and other similar measures.

#### **VI. Distribution and Notice of This Policy** (RSA [193-F:4](#), II(e))

##### Staff and Volunteers

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

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

### Students

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

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

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

### Parents

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

1. Encourage their children to report bullying when it occurs and to cooperate fully with school personnel in identifying and resolving incidents
2. Take advantage of opportunities to talk to their children about bullying;
3. Inform the a member of the school staff immediately if they think their child is being bullied or is bullying other students;
4. Cooperate fully with school personnel in identifying and resolving incidents.

### Additional Notice and School District Programs

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

## **VII. Procedure for Reporting Bullying** (RSA [193-F:4](#), II(f))

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

### Student Reporting

1. Any student who believes he or she has been the victim of bullying should report the alleged acts immediately to the Principal or if the student is more comfortable reporting the alleged act to a person other than the Principal, the student may tell any school district employee or volunteer about the alleged bullying.
2. Any school employee or volunteers who witnesses, receives a report of, or has knowledge or belief that bullying may have occurred shall inform the Principal as soon as possible, but no later than the end of that school day.
3. The Principal may develop a system or method for receiving anonymous reports of bullying. Although students, parents, volunteers and visitors may report anonymously, formal disciplinary action may not be based solely on an anonymous report. Independent verification of the anonymous report shall be necessary in order for any disciplinary action to be applied.

4. The administration may develop student reporting forms to assist students and staff in filing such reports. An investigation shall still proceed even if a student is reluctant to fill out the designated form and chooses not to do so.
5. Upon receipt of a report of bullying, the Principal shall commence an investigation consistent with the provisions of Section XI of this policy.

#### Staff Reporting

1. An important duty of the staff is to report acts or behavior that they witness that appears to constitute bullying.
2. All district employees and volunteers shall encourage students to tell them about acts that may constitute bullying.
3. Any school employee or volunteer who witnesses, receives a report of, or has knowledge or belief that bullying may have occurred shall inform the Principal as soon as possible **and within 48 hours.** ~~but no later than the end of that school day.~~
4. Upon receipt of a report of bullying, the Principal shall commence an investigation consistent with the provisions of Section XI of this policy.

#### VIII. Procedure for Internal Reporting Requirements (RSA [193-F:4](#), II(g))

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

#### IX. Notifying Parents of Alleged Bullying (RSA [193-F:4](#), II(h))

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

#### X. Waiver of Notification Requirement (RSA [193-F:4](#), II(i))

The Superintendent may, within a 48 hour time period, grant the Principal a waiver from the requirement that the parents of the alleged victim and the alleged perpetrator be notified of the filing of a report. A waiver may only be granted if the Superintendent deems such a waiver to be in the best interest of the victim or perpetrator. Any waiver granted shall be in writing.

#### XI. Investigative Procedures (RSA [193-F:4](#), II(j))

1. Upon receipt of a report of bullying, the Principal shall, within 5 school days, initiate an investigation into the alleged act. If the Principal is directly and personally involved with a complaint or is closely related to a party to the complaint, then the Superintendent shall direct another district employee to conduct the investigation.
2. The investigation may include documented interviews with the alleged victim, alleged perpetrator and any witnesses. All interviews shall be conducted consistent with the developmental needs of the students in mind and shall be confidential.

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

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

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

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

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

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

8. 7. A determination of whether a particular action of or incident constitutes a violation of this policy shall be require a determination based on all facts and surrounding circumstances. If the determination is that there has been a substantiated incidence of bullying, the Principal and shall include recommended remedial steps necessary to stop the bullying This shall and within in a written final report submitted to the Superintendent.

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

## **XII. Response to Remediate Substantiated Instances of Bullying** (RSA [193-F:4](#), II(k))

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

Consequences for a student who commits an act of bullying or retaliation shall be varied and graded according to the nature of the behavior, the developmental age of the student, and the student's history of problem behaviors and performance. Remedial measures shall be designed to correct the problem behavior, prevent

another occurrence of the problem, protect and provide support for the victim, and take corrective action for documented systematic problems related to bullying.

Examples of consequences may include, but are not limited to:

- Admonishment
- Temporary removal from classroom
- Deprivation of privileges
- Classroom or administrative detention
- Referral to disciplinarian
- In-school suspension
- Out-of-school suspension
- Expulsion

Examples of remedial measures may include, but are not limited to:

- Restitution
- Mediation
- Peer support group
- Corrective instruction or other relevant learning experience
- Behavior assessment
- Student counseling
- Parent conferences

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

### **XIII. Reporting of Substantiated Incidents to the Superintendent** (RSA [193-F:4](#), II(l))

The Principal shall forward all substantiated reports of bullying to the Superintendent upon completion of the Principal's investigation.

### **XIV. Communication with Parents upon Completion of Investigation** (RSA [193-F:4](#), II(m))

1. Within two school days of completing an investigation, the Principal will notify the students involved in person of his/her findings and the result of the investigation.
2. The Principal will notify via telephone the parents of the alleged victim and alleged perpetrator of the results of the investigation. The Principal will also ~~sent~~ **send** a letter to the parents within 24 hours again notifying them of the results of the investigation.
3. If the parents request, the Principal shall schedule a meeting with them to further explain his/her findings and reasons for his/her actions.
4. In accordance with the Family Educational Rights and Privacy Act and other law concerning student privacy, the District will not disclose educational records of students including the discipline and remedial action assigned to those students ~~and~~ **to** the parents of other students involved in a bullying incident.

### **XV. Appeal**

1. For non-disciplinary remedial actions where no other review procedures govern, the parents of the pupils involved in the bullying shall have the right to appeal the Principal's decision to the Superintendent in writing within ~~five (5) school~~ **ten (10) calendar** days. **Upon receipt of the appeal**, the Superintendent shall review the Principal's decision and issue a written decision within ten (10) school days. If the aggrieved party is still not satisfied with the outcome, the aggrieved party may file a written request for review by the School Board within ten (10) ~~school~~ **calendar** days of the Superintendent's decision. The School Board will adhere to all applicable New Hampshire Department of Education administrative rules.

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

2. The procedures under RSA [193:13](#), Ed 317, and District policies establish the due process and appeal rights for students disciplined for acts of bullying.

3. The School Board or its designee will inform parents of any appeal rights they may have to the New Hampshire State Board of Education.

#### **XVI. School Officials** (RSA [193-F:4](#), II(n))

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

#### **XVII. Capture of Audio Recordings on School Buses**

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

#### **XIII. Use of Video or Audio Recordings in Student Discipline Matters**

The District reserves the right to use audio and/or video recording devices on District property (including school buses) to ensure the health, safety and welfare of all staff, students and visitors. Placement and location of such devices will be established in accordance with the provisions of Policies EEAA, EEAE and ECAF.

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

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

#### **Legal References:**

*[RSA 187:70](#), Educational Institution Policies on Social Media*

*[RSA 193-F:3](#), Pupil Safety and Violence Prevention Act*

*[RSA 570-A:2](#), Capture of Audio Recordings on School Buses Allowed*

*NH Code of Administrative Rules, Section Ed 306.04(a)(8), Student Harassment*

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