

Brookline School Board
Wednesday, June 22, 2022
Captain Samuel Douglass Academy
6:00 PM

All Times are estimates and subject to change without notice

6:00 Call to Order

6:05 Agenda adjustments
Correspondence/Resignations/Nominations
Approval of Minutes – May, 2022

6:15 Public Hearing – Maintenance Trust

6:25 Public Input

6:40 Principal's Report

7:20 Discussion

Suicide Prevention Plan – Director of Student Services – Lauren DiGennaro
Curriculum presentation – Assistant Superintendent – Gina Bergskaug
Revenue and Expense update
Special education trust fund update
Facilities updates

8:10 Deliberations

- To see what action the Board will take regarding providing the Superintendent with the authority to hire, terminate and release staff from contract during the summer months
- To see what action the Board will take regarding the bond resolution
- To see what action the Board will take regarding the Superintendent's recommendation regarding a labor attorney for teacher negotiations
- To see what action the Board will take regarding policy ACE: Procedural Safeguards: Non-Discrimination on the Basis of Handicap/Disability, second reading
- To see what action the Board will take regarding policy IGE: Parental Objections to Specific Course material, second reading
- To see what action the Board will take regarding policy JICK: Pupil Safety and Violence Prevention – Bullying, First Reading
- To see what action the Board will take regarding policy IHAM: Health Education and Exemption from Instruction, 1st Reading
- To see what action the Board will take regarding policy KEC: Policy on Reconsideration of Instructional Materials, 2nd Reading

8:30 Non-public under RSA 91-A: 3II (a) Compensation and/or (c) reputation –
8:45 Motion to adjourn

Brookline School District
Expendable Trust: Public Hearing
June 22, 2022

Brookline Maintenance Expendable Trust

Background

Principals Dan Molinari and Trisha Bouley identified several needed repairs/improvements for their respective buildings during the budget process. At the hearing for the FY23 budget, the Brookline School Board recommended that the funding source for these particular items be the Brookline Maintenance Expendable Trust. The voters approved the Board's recommendation during the 2022 voting session. Therefore, this is the official request to use the Expendable Trust for the following expenses. Please note that there is one additional identified need, the CSDA gym floor refinishing project, that was not part of the budget process.

FY23 Requested Items/Estimated Cost

RMMS	Classroom Flooring (15, 35, 36)	\$ 17,000
	Push Bar Replacement-Phase I	\$ 5,000
	Trim Replacement	\$ 8,000
	Gutter/Storm Drain Repair	\$ 3,600
	Parking Lot Reseal	<u>\$ 21,227</u>
	Total	\$ 54,827

CSDA	Gym Floor Refinishing	\$ 3,000
	Specialists Room Flooring	\$ 17,000
	Window Balances/Seals	\$ 5,000
	Exterior Doors	\$ 6,700
	Parking Lot Reseal	<u>\$ 19,925</u>
	Total	\$ 51,625

Grand Total **\$106,452**

Brookline Maintenance Expendable Trust Status

Current Balance:	\$ 99,150
To be add in FY23:	\$ 75,000
FY23 Expenditures:	<u>\$106,452</u>
Resulting Balance:	\$ 67,698

Brookline Special Education Expendable Trust

The Board approve the use of up to \$40,000 of the Trust in FY22.

Brookline Special Education Expendable Trust Status

Current Balance:	\$185,180 Assumes the full \$40k was used
To be add in FY23:	\$ 25,000
FY23 Expenditures:	<u>\$ 0</u> There is no anticipated use at this time in FY23
Resulting Balance:	\$210,180

Board Resolution Authorizing Richard Maghakian Memorial School Renovation Bond

June 22, 2022

Motion: I move that the Resolution entitled, “Resolution to Authorize \$1,500,000 General Obligation Bond for ADA and Security Improvements to Richard Maghakian Memorial School,” be approved in form presented to this meeting, and that an attested copy of said Resolution be included with the minutes of this meeting.

RESOLUTION TO AUTHORIZE \$1,500,000 GENERAL OBLIGATION BOND FOR ADA AND SECURITY IMPROVEMENTS TO RICHARD MAGHAKIAN MEMORIAL SCHOOL

The School Board of the Brookline School District (the “District”) hereby RESOLVES, as follows:

1. That pursuant to the Municipal Finance Act, RSA Chapter 33, all other applicable law, approval of the voters of the District of Warrant Article 2 at the Voting Session of the Annual School District Meeting held March 8, 2022, and approval of the voters of the District of Warrant Article 1 at a Special District Meeting held June 9, 2022 (collectively, the “Authorizations”), the Superintendent and Business Administrator, acting singly, are authorized to arrange and provide for the issuance and sale of general obligation bonds of the District in a principal amount not to exceed \$1,500,000 and notes in anticipation thereof (the “Bond”) to finance costs to acquire and install an ADA compliant elevator and entryway/security improvements for Richard Maghakian Memorial School (the “Project”);
2. That the Bond shall be signed by a majority of the School Board and countersigned by the Treasurer under the official seal of the District, if any, and bear interest at such rate as the signatories of the Bond may approve; and shall be in such form as such signatories may approve; said approvals to be conclusively evidenced by the execution and delivery thereof;
3. That the Treasurer is authorized to designate the Bond as a qualified tax-exempt obligation for purposes of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended (the “Code”);
4. That (i) no part of the proceeds of the Bond shall be used, directly or indirectly, to acquire any securities and obligations, the acquisition of which would cause the Bond to be an “arbitrage bond” within the meaning of Section 148 of the Code, and (ii) the proceeds of the Bond and the project financed by the Bond shall not be used in a manner that would cause the Bond to be a “private activity bond” within the meaning of Section 141 of the Code;
5. That in connection with the issuance and sale of the Bond, the Treasurer is authorized to execute and deliver on behalf of the District an Arbitrage and Use of Proceeds Certificate in form approved by the District’s bond counsel, and to covenant on behalf of the District to file any information report and pay any rebate due to the United States in connection with the issuance of the Bond, and to take all other lawful actions necessary to ensure that the interest on the Bond will be excludable from the gross income of the owners thereof for purposes of federal income taxation and to refrain from taking any action which would cause interest on the Bond to become includable in the gross income of the owners thereof;

Board Resolution Authorizing Richard Maghakian Memorial School Renovation Bond

6. That the Treasurer or Business Administrator in consultation with Bond Counsel is authorized to implement written procedures with respect to the Bond for the purpose of: (i) ensuring timely “remedial action” for any portion of the Bond that may become “non-qualified bonds,” as those terms are defined in the Code and regulations thereunder; and (ii) monitoring the District’s compliance following the issuance of the Bond with the arbitrage, yield restriction and rebate requirements of the Code and regulations thereunder;
7. That the Treasurer and other proper officials of the District are authorized to execute and deliver on behalf of the District such other documents and certificates, including such documents and certificates as may be required by bond counsel, and to do or cause to be done all such other acts and things as may be necessary or desirable in order to effect the issuance, sale, and delivery of the Bond and the accomplishment of the Project herein authorized, and any such prior action by them is hereby ratified and confirmed;
8. That if the Treasurer or member of the School Board for any reason is unavailable to, as applicable, approve, execute, or attest the Bond or any related financing documents, the person or persons then acting in any such capacity, whether as assistant, deputy, or otherwise, is authorized to act for such unavailable official with the same force and effect as if such official had himself/herself performed such act;
9. That if any of the officers or officials of the District who have signed, attested, or sealed the Bond shall cease to be such officers or officials before the Bond so signed, attested, and sealed shall have been actually authenticated or delivered by the District, such Bond nevertheless may be authenticated, delivered, and issued with the same force and effect as though the person or persons who signed, attested, or sealed the Bond had not ceased to be such officer or official; and also, any such Bond may be signed, attested, or sealed on behalf of the District by those persons who, at the actual date of execution of the Bond, shall be the proper officers or officials of the District, although at the nominal date of the Bond any such person shall not have been such officer or official;
10. That the District hereby resolves and declares its official intent pursuant to Section 1.150-2(e) of the Treasury Regulations that the District reasonably expects to use the proceeds of the Bond to reimburse certain original expenditures from the District’s general, reserve, or other fund, paid not earlier than 60 days prior to adoption of this Resolution or to be paid, which original expenditures have been or will be incurred in connection with costs of the Project; and that the District reasonably expects that the maximum principal amount that the District will issue to finance the Project is \$1,500,000; and
11. That an attested copy of this Resolution be included with the minutes of this meeting.

A true copy as adopted by a majority of the School Board, attest:

Alana Justice, District Clerk

Brookline School Administrator's Report

June 22, 2022

Enrollment History

Year	September Enrollment	June Enrollment
14 - 15	572	581
15 - 16	557	548
16-17	552	567
17-18	550	550
18-19	574	573
19-20	577	580
20-21	572	583
21-22	587	594

Brookline Enrollment for School Year 21-22

	PreK- 3	PreK 4	K	1	2	3	4	5	6
Enrollment Total	7	10	80	83	81	80	88	82	83
Ed 306.12 Class Size			25	25	25	30	30	30	30
Divisor according to Policy IIB			17	17	20	20	23	23	23
Sections according to Policy IIB	12	12	4.71 sections	4.88 sections	4 sections	4 sections	3.83 sections	3.57 sections	3.61 sections
Teacher/Class Size according to Policy IIB			5 = 16	5 = 16.6	4 = 20.25	4 = 20	5=17.6	4 = 20.5	4 = 20.75
NESDEC	8	8	97	75	77	75	95	83	83

Calendar, Events, Programs

Brookline School District Total Enrollment - 594 students
 RMMS - 341 CSDA - 253

Projected 22-23 Enrollment Total as of 6/15/2022	PreK3	PreK4	K	1	2	3	4	5	6
	5	7	60	80	83	81	80	88	82

**Projected Total
566**

Bold – Grade Level/Position Change
Bold/Underline – New Staff

Brookline School District Staff

2022-2023
Professional Staff

Richard Maghakian Memorial School

Kindergarten

Janet Auger
Megan Dever
Melissa Ennulat
Allie Hills Everett

Grade 1

Kimberly Beaudette
Lisa Boucher
Darby Dillon
Emily Ekis
Jill Robinson

Grade 2

Brandon Brown
Heather Hoefs
Jessica Laflamme
Katie Milewski
Caroline Prud'homme

Grade 3

Emma Danais
Kathryn King
Lisa Talcott
Caitlin Wirth

PreK

Stephanie Rogers

Captain Samuel Douglass Academy

Grade 4

Jane Gauthier
Shelley Kosek
Samantha Meehan
Melissa Davis

Grade 5

Bridget Combes
Jessica Coutu
Melissa Leafe
Melissa Palmer
Renelle Stone

Grade 6

Hanna Furbush
Sarah Getchell
Tim Putnam
Greg Snoke

Brookline School District Specialists

CSDA

Lisa Lindsay - Reading Teacher
Lauren Melia - Reading Specialist
Adam Wallis - Band
Tammy Van Dyke- Phys. Ed./ Health
Maureen Lorden, Nurse
Jessica Visinski Bumpus - Guidance/504 Coord.
Alana Taylor - Library
Karin Pillion- Math Specialist

RMMS

Angie Wyand - Reading Specialist
Patricia Waller - Reading Specialist
Steven Martus - Phys. Ed./ Health
Tena Ferenczhalmy, Nurse
Deborah Bowry- Guidance/ 504 Coord.
Kristine Murray- Library
Lisa Winters - Math Specialist

Kristen Leroux - Gott - Art
Shannon Sinclair - Music

Special Education Staff

CSDA

Sarah Griffin, Case Manager
Rebecca Gelinas, Case Manager
Jaime Matylewski, Case Manager
TBD, Case Manager

RMMS

Amanda Bent, Case Manager
Colbi Desjardins, Case Manager
Corrine Noel, Case Manager
Karen Oppelaar, Case Manager

Lauren Saltalamacchia - Speech Pathologist
Brooke Wilson- Speech Pathologist
TBD - School Psychologist, RMMS/CSDA
Mary Driscoll, Occupational Therapist RMMS/CSDA
Kimberly Frye, ESOL

Brookline School District Year in Review

2021-2022



School Safety Safety

Met and exceeded required drills

Reintroduced - Lunch with Safety Officials at RMMS

Building based safety meetings with local safety officials

District-wide Health and Safety Committee Quarterly Meetings

School	Safety Meetings	# of Evacuation Drills out of 6	Drop Cover Hold	Reverse Evacuation	Secure Campus	Lock Down	Shelter in Place	Clear Hallways
CSDA	6	6	1	1	1	1	1	1
RMMS	6	6	1	1	1	1	1	1

Thank you to our safety officials for their support and teamwork!

Academics

RMMS

- Field Day
- TIGER Performance
- Scholastic Book Fair
- Grade 3 Spring Concert
- Grade K Friendly Farm Field Trip
- Grade 1 - Squam Lakes Science Center
- Grade 2 - Mystic Aquarium
- Grade 3 - Geodomes



CSDA

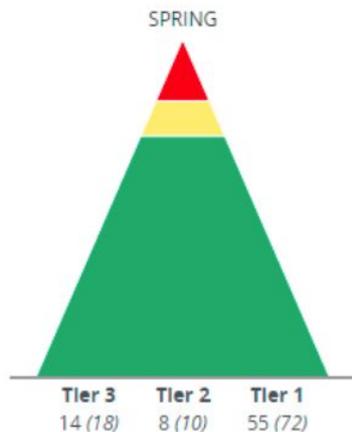
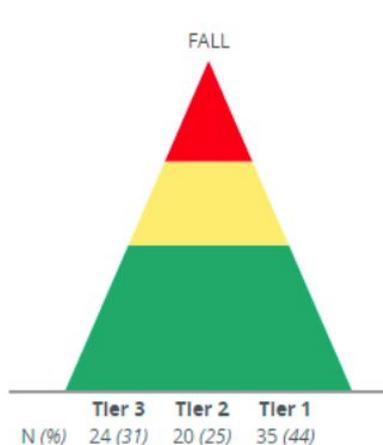
- Turkey Trot
- 6th Grade Graduation
- Scholastic Book Fair
- Field Day
- Virtual tour of the Freedom Trail
- Squam Lake Wildlife Animal Handler
- Matt Wilhelm Anti-Bullying Assembly
- Egg Smash, Dash, and Crash



AimsWeb Kindergarten

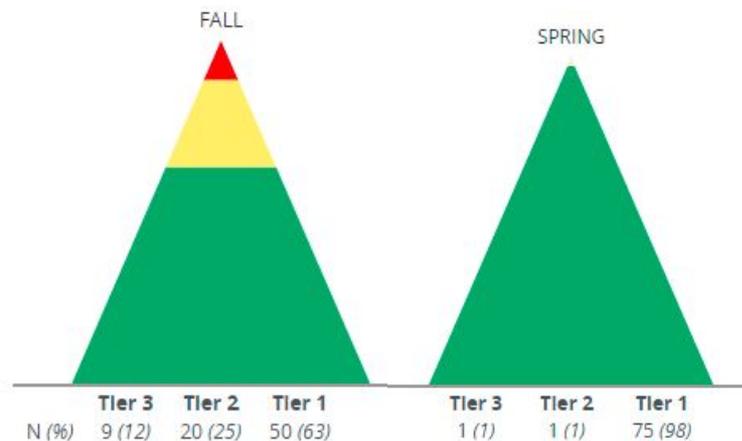
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ELA



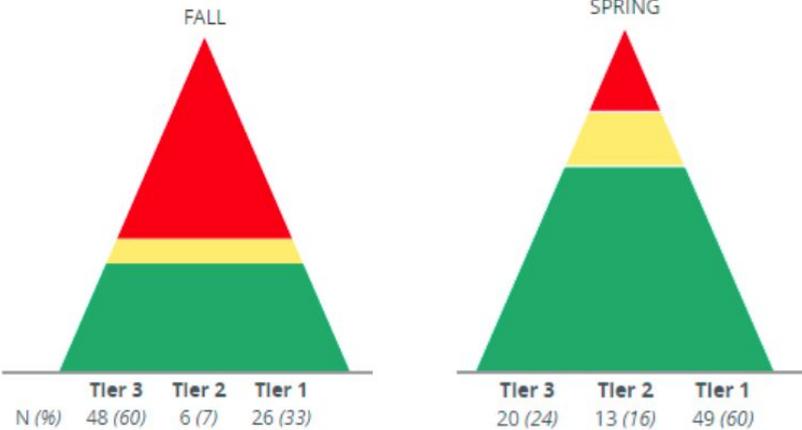
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Math

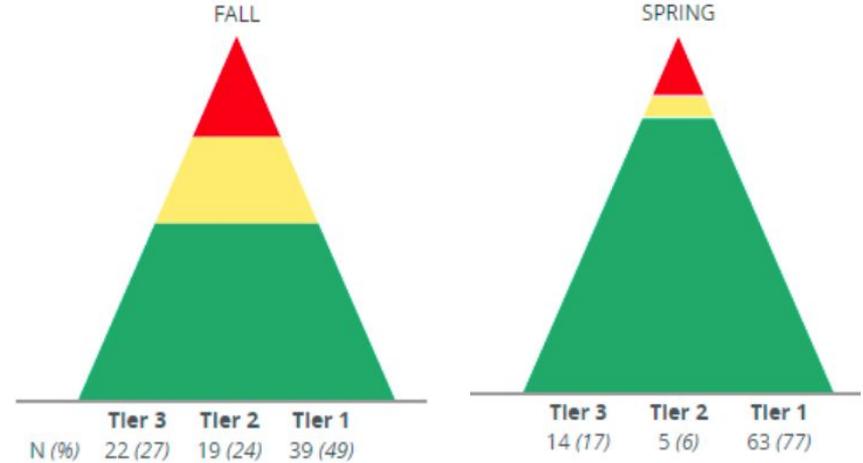


AimsWeb Grade 1

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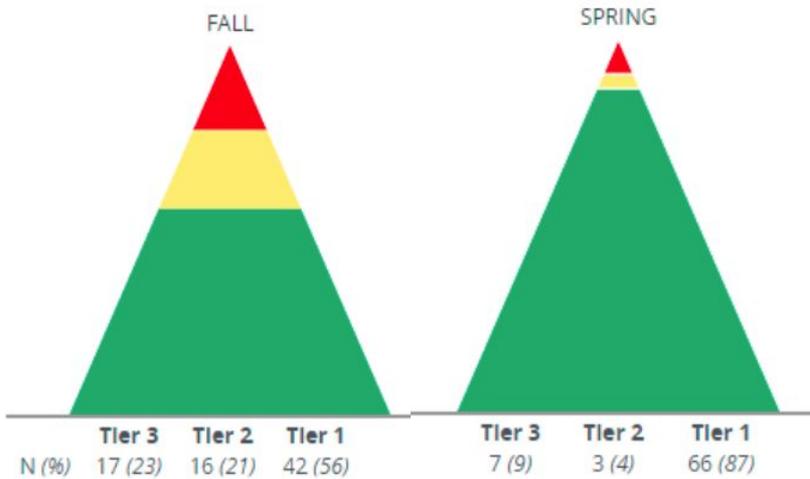


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Math

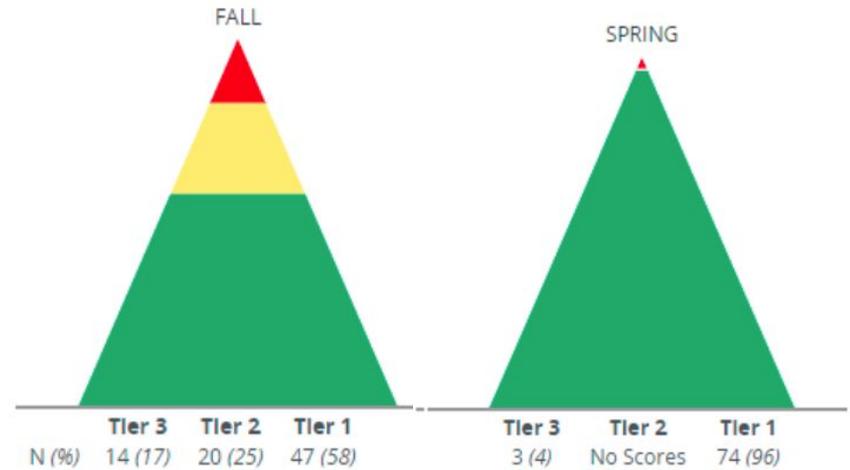


AimsWeb Grade 2

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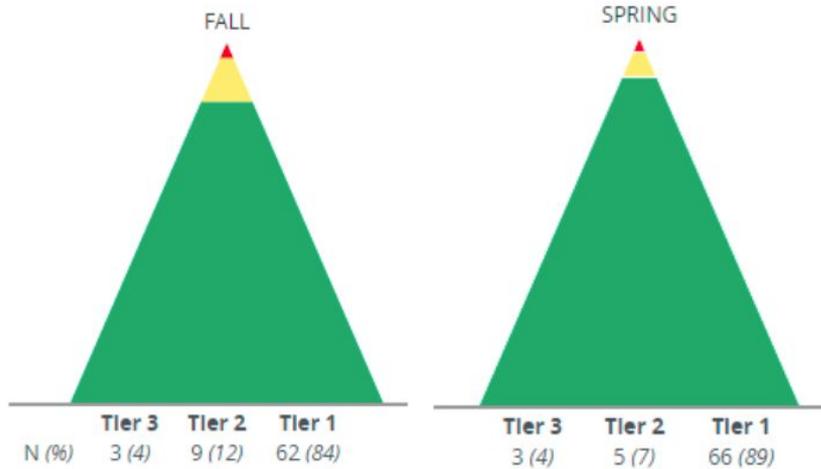


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Math

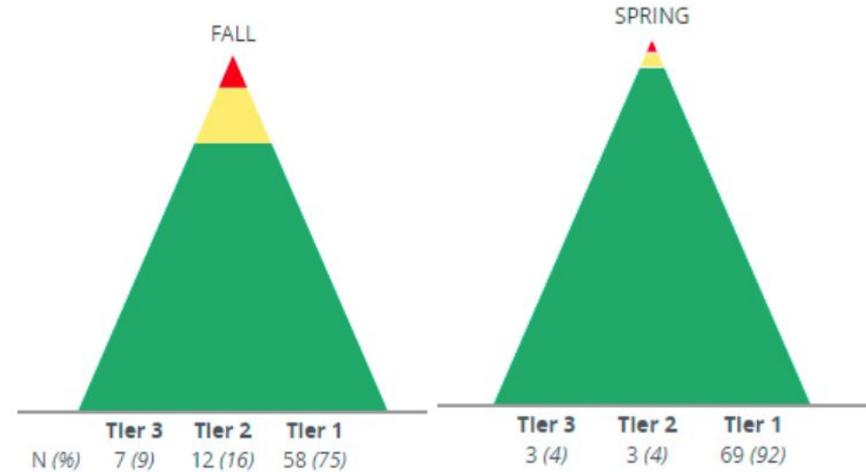


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Aimsweb Fall 2021 - Spring 2022
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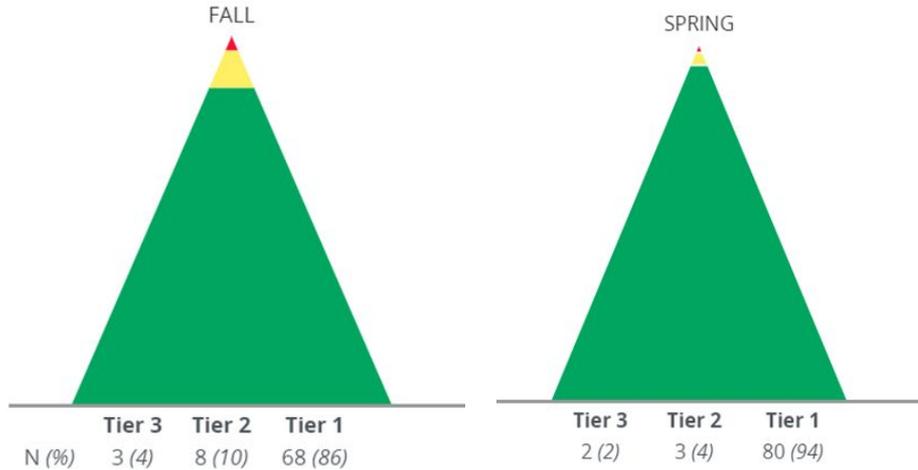
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Math



AimsWeb Grade 4

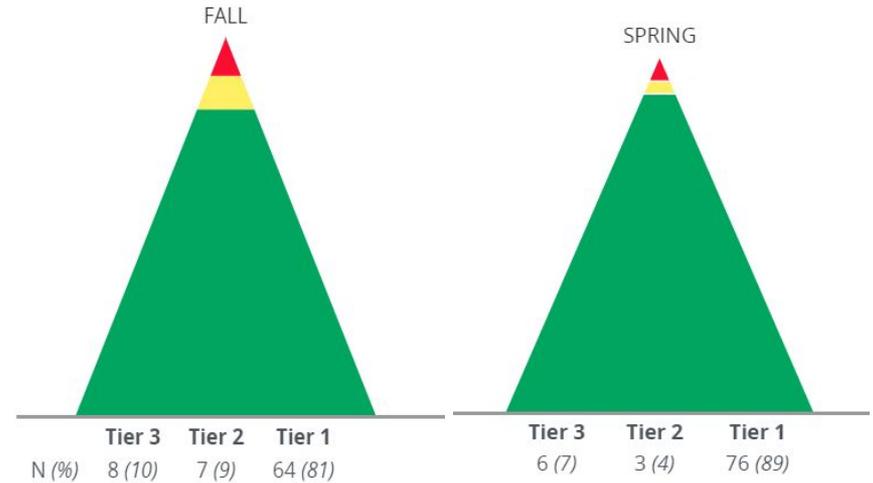
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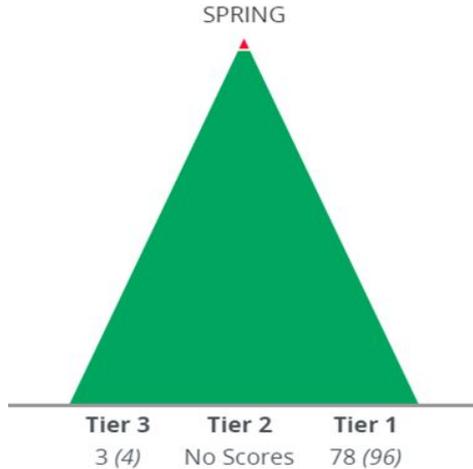
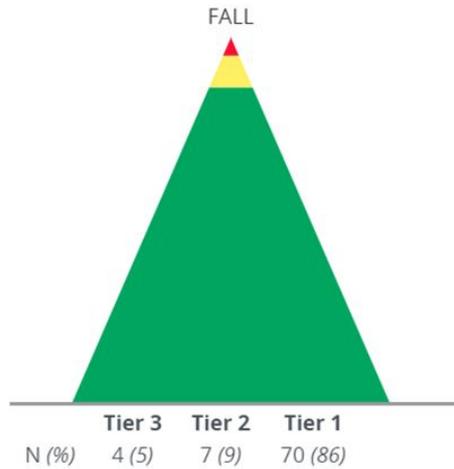
Aimsweb Fall 2021 - Spring 2022

Math

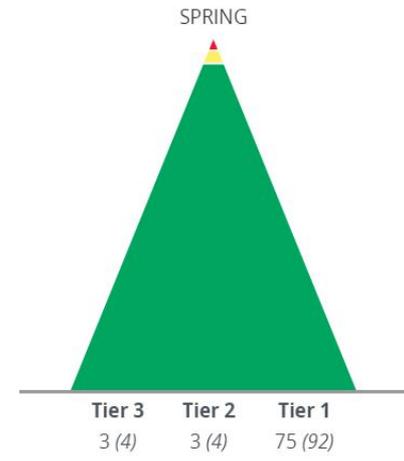
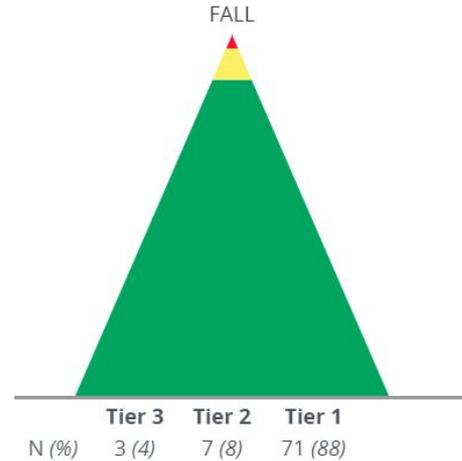


AimsWeb Grade 5

Aimsweb Fall 2021 - Spring 2022
ELA

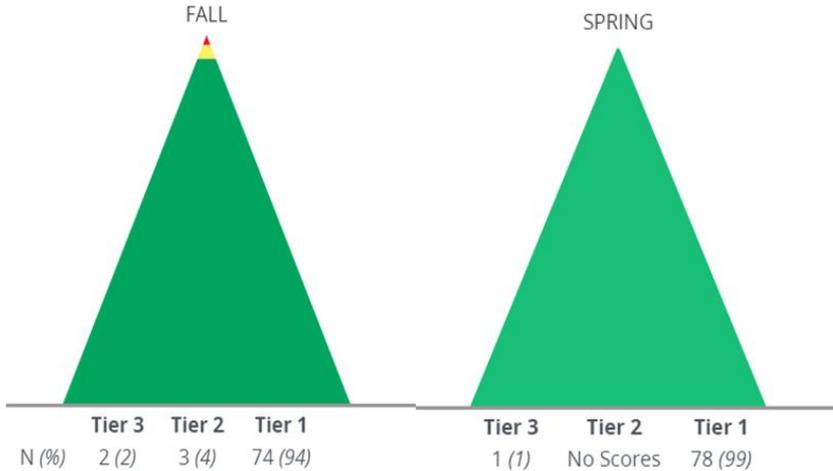


Aimsweb Fall 2021 - Spring 2022
Math

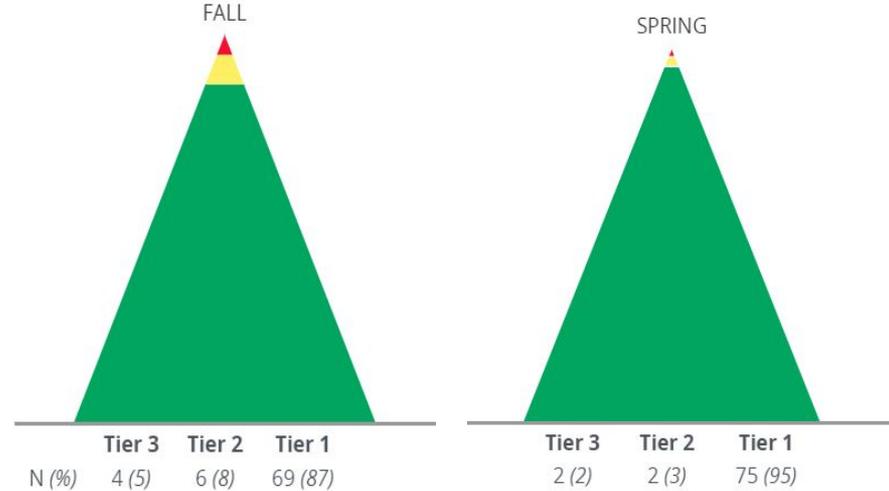


AimsWeb Grade 6

Aimsweb Fall 2021 - Spring 2022
ELA



Aimsweb Fall 2021 - Spring 2022
Math



Community Outreach

RMMS Food Pantry Project ~ Donation Totals **School Year 2021 - 2022**

Month	Total # of Non-Food & Food Items	# of NON-FOOD Items	# of Food Items	Ounces Food Items	Pounds Food Items	Meals
September 2021	682	59	623	3,346.27	209.14	174.28
October 2021 <i>Includes cereal boxes</i>	620	42	578	7,929.16	495.6	413
November 2021 <i>Includes cereal boxes</i>	584	144	440	6,572.68	410.8	342.3
December 2021	301	87	214	3,336.31	208.5	173.75
January 2022	371	112	259	4,140.54	258.8	215.7
February 2022	181	47	134	1,786.5313	111.66	93.1
March 2022	391	89	302	2,975.87	185.99	154.99
April 2022	264	96	168	1,295.69	80.98	67.48
May 2022	237	50	187	1,671.95	104.5	87.08
June 2022* <i>*(through 6/15/22)</i>	202	11	191	1,324.05	82.75	68.96
TOTALS <i>(school year 2022)</i>	3,833	737	3,096	34,379.05	2,148.72	1,790.64



Open Positions

RMMS

- Custodian
- 3 special education paraeducators
- 2 MTSS paraeducators

CSDA

- Custodian
- 1 special education paraeducator
- 1 special education case manager
- 2 MTSS paraeducators

1 School Psychologist

Summer Event and Projects

RMMS:

Virtual Summer Learning Academy
* Targeted Interventions -
 Incoming grade 1 - grade 3 students

ADA compliant elevator project

Entryway / security project.

Classroom flooring rms #15, #35, #36

Parking lot reseal

Trim / Gutters

CSDA:

ESY

Before and After School Program

Parking Lot reseal

Removal of Carpets/Floor replacement

Exterior Classroom Door Replacements

Paving/ramp replacement for ADA
compliance

Looking ahead to 22-23

RMMS:

- In-person Open House
- BOKS Program
- School-wide assemblies
- Family Learning Nights



Cereal Box Domino Fall Challenge

CSDA:

- In-person Open House
- Science Fair
- Student and Family Turkey Trot
- School-wide assemblies

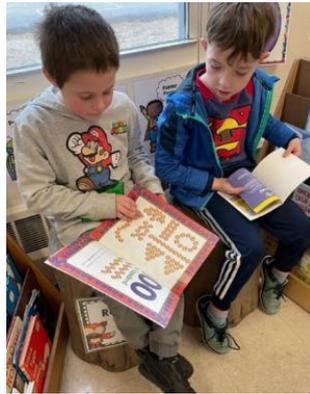
HB District

- STEM Fair
- Lynn Lyons Presentation 8/30/22



PTO Silver Knights Event







Brookline School District

Suicide Prevention and Response

An Overview of Prevention, Intervention, and Postvention Practices

The Need

Guided by RSA 193-J and District policy, the Brookline School District provides and continues to develop a variety of education and support services for its staff and students to address suicide prevention in our schools and community. Elements of suicide prevention addressed, as directed by the RSA include:

- **Annual training** for faculty, staff, and volunteers
- **Education for students** focused on safe and healthy choice making, coping strategies, identification of risk factors, recognition of signs of mental illness and suicide in self and others, and accessing resources at school and in the community
- **Crisis prevention resources** available for students, families, faculty, and staff
- **Partnerships** with community suicide prevention personnel

Suicide Prevention

Positive relationships with students will increase the likelihood that we can recognize and respond to youth at risk.

- MTSS meetings are held regularly to identify struggling students. Counselors attend weekly common planning time with both teams for early interventions.

Suicide Prevention

- At the August full staff meeting, counselors review the building Suicide Protocol with staff.
 - Should intent to harm oneself or others be expressed, even in a joking manner, the protocol must be followed
 - Teachers should always notify the school counselor if anything is ever "off" with a student
- Staff members are trained annually in suicide prevention as required by RSA 193-J. BSD currently has trainers and is using the NAMI Connect Program which meets the criteria of the RSA.
- All staff will have a Suicide Protocol Chart in an easily accessible place within their classroom.

Suicide Prevention

Counselors work with students each year to build rapport, connection and relationship.

Lesson plans and curriculum include:

- Friendship
- Mindfulness
- Anger management
- Problem solving
- Challenging negative thoughts

Suicide Prevention

- Theme days
- School climate and culture
- School-wide assemblies
- Morning announcements

Suicide Prevention

- A variety of community resources will be available to students and their families to access from the schools webpages (these are currently being updated).
- Brochure will be available to be provided as needed to families

Tier 3 Prevention

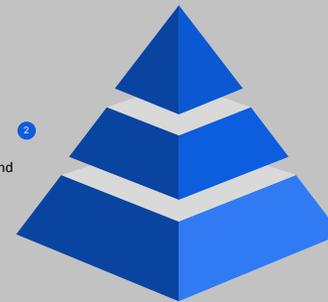
- School psychology services
- Section 504 or IEP supports/programming

Tier 1 Prevention

- Positive relationships
- School culture and climate
- After school activities
- Counseling presentations and events
- New student orientation, Student Open House Days
- Annual training for staff

Tier 2 Prevention

- Weekly/ biweekly scheduled counseling check-ins
- Quiet lunch options and peer lunch options



Intervention

1. If a student expresses intent to harm self or others the student's counselor and an administrator meet with the student and conduct a safety assessment
2. If risk is determined, the suicide prevention protocol is followed
 - a. Parent is called-- safety risk summary is completed
 - b. Student must be seen by a licensed mental health practitioner before returning to school
3. Upon the student being found safe, a re-entry meeting occurs to develop a safety support plan
 - a. The student, family, counselor, and administrator develop this plan with input, as needed, by the licensed mental health practitioner

		On site	Off site	What this looks like
1	Private mental health practitioner	✗	✓	<ul style="list-style-type: none"> • Same day appointment • In-person or telehealth • With a practitioner familiar to the individual and their needs
2	Mobile crisis response team	✓	✓	Greater Nashua Mental Health (GNMH) <ul style="list-style-type: none"> • A team will arrive within an hour to the caller's location and will conduct a comprehensive assessment
3	Walk-in and Urgent Care clinics, Emergency room	✗	✓	<ul style="list-style-type: none"> • Within the local community • May make referrals to other practitioners • Highly stimulating environment

Obtaining a risk assessment

Postvention

- Regular counselor/student check-ins are scheduled
- The counselor works with the family to make sure outside therapeutic sessions are in place
- Counselor provides a release of information form allowing collaboration between outside mental health practitioner and school
- If appropriate, a disabilities services referral may be made to determine whether a formal plan is necessary
 - Students who may already have a 504 plan or IEP in place, a progress meeting may be scheduled to carryover student needs and services into the student's formal plan

Brookline School District

Suicide Prevention Plan

An Overview of Prevention, Intervention, and Postvention Practices

Trisha Bouley, CSDA Principal
Daniel Molinari, RMMS Principal
Amanda Morin, Special Education Administrator

I. Suicide Prevention:

A. District Suicide Prevention Coordinator

Lauren DiGennaro - SAU Director of Student Services

B. Suicide Prevention Liasons

1. Deborah Bowry - RMMS School Counselor
2. Jessica Visinski-Bumpus - CSDA School Counselor

C. Staff Training

1. At the outset of every school year, all staff are trained on Suicide Protocol: What to do when a student talks or writes about suicide.
2. In addition to annual review of building procedures identified on the next page, staff members are trained annually in suicide prevention as required by RSA 193-J. BSD currently uses the NAMI Connect Program meeting criteria of the RSA.
3. All staff are provided with the Suicide Protocol Chart highlighted on the next page which is to be kept in an easily accessible place within their classroom.

Brookline School District WHEN A STUDENT TALKS OR WRITES ABOUT SUICIDE:

Level #1 - CONCERN

You may become alarmed by student behaviors, comments, or writings such as:

1. Comments about death, wanting to die by suicide (even if expressed in joking manner).
2. Expressions of sadness, emptiness, hopelessness, pessimism, helplessness, worthlessness.
3. Evidence of self-mutilation, cuts, bruises.
4. Comments from other students about a classmate with these behaviors or feelings.
5. Withdrawal from friends, activities.
6. Marked changes in usual behavior such as losing interest/pleasure in usual activities, loss of energy or drive, falling asleep in class, restlessness/irritability, skipping class.
7. Evidence a student is having difficulty concentrating or remembering.
8. Marked changes in appearance such as weight loss or gain.
9. Evidence of psychomotor agitation, excessive energy.

Contact an Administrator Immediately for Concerns 1-4 (above)
The Administrator will immediately escort student to School Counseling.
Notify an Administrator and Counselor for Concerns 5-9 (above)

Level #2 - CRITICAL SITUATION

The student is distraught and tells you he/she wants to hurt him/herself.

EXPECTATIONS OF TEACHERS, STAFF, AND COACHES:

During school hours:

1. Tell the student you are not allowed to keep this information confidential and you need to tell someone who can help.
2. Call administrator to bring student to School Counseling.
3. Accompany the student to the Counselor's office.
4. Tell the school counseling secretary that the student must see a counselor immediately.
5. If the student refuses to go with you, do not allow the student to leave your space. IMMEDIATELY telephone an available adult, (Asst. Principal, main office staff person, other School Counselor, School Nurse).

After school hours:

1. Encourage the student to talk about what is happening and attempt to calm him/her.
2. Tell the student you are not allowed to keep this information confidential and you need to contact his/her parents.
3. Inform the appropriate school administrator.
4. Call the parents and request that they come to pick up their son/daughter.
5. If the parents are unavailable, call the police or 911; the police can take the student to the nearest emergency room.
6. Remain with the student until parents or police come.

1. Counselor will call an administrator to join in meeting with the student.
2. The Counselor will encourage the student to talk about what is happening.
3. If the student is clearly in crisis, the Counselor will contact the student's parents to take him/her to a mental health provider or be seen by the GNMH Mobile Crisis Unit. The Counselor will talk with the student about contacting parents and decide on a follow-up plan.
4. If parent is unavailable or refuses, contact the Police for support to transport for evaluation. Follow up with DCYF.

Post-event self-care: Hearing a student talk about suicide can trigger feelings in you. It is normal to feel helpless, angry, or an overwhelming sense of responsibility. After the crisis, take a moment to talk with someone you trust about your own feelings. You may wish to review what took place with a school Counselor.

Following a critical incident: A re-admit to school note is required from a health provider and a re-entry meeting will be scheduled with student, parent, counselor, and administrator.

The counselor will make every effort to follow up with you. Confidentiality requirements may prevent the Counselor from giving you complete feedback.

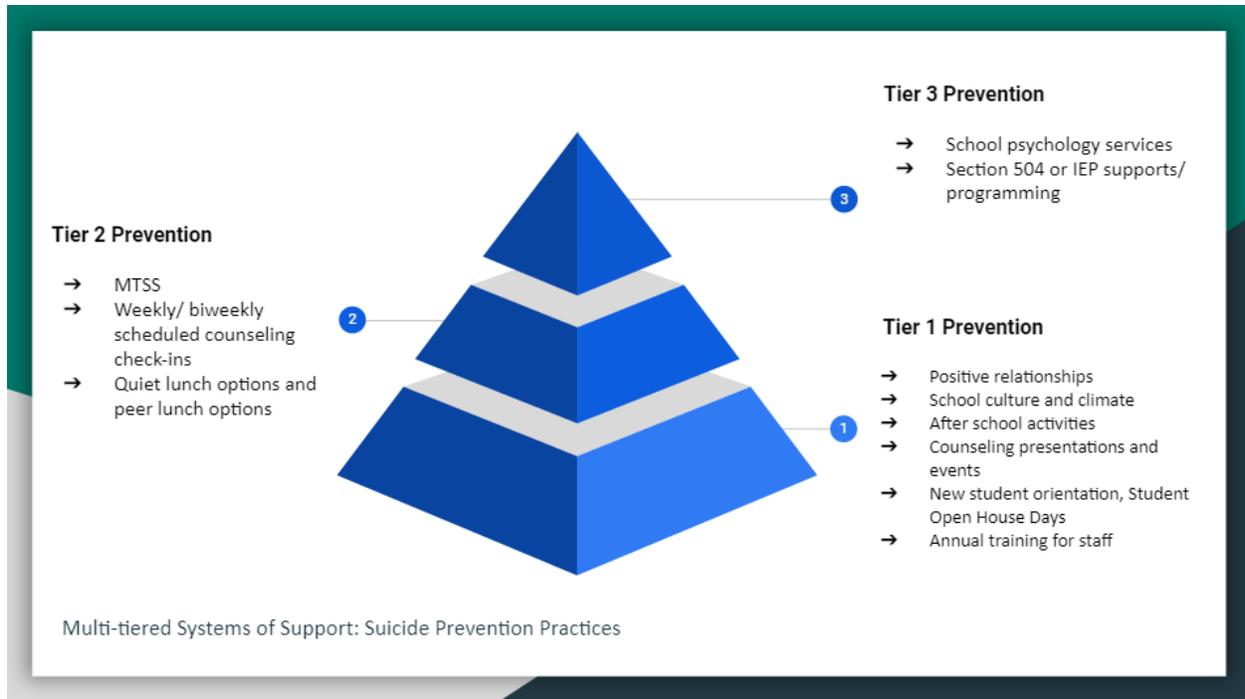
D. Education for students

1. Focused on safe and healthy choice making, coping strategies, identification of risk factors, recognizing developmentally appropriate signs of struggle, and accessing resources at school and in the community. Counselors meet with students each year to build rapport, connection and relationships.
2. Counselors' lessons and presentations include friendship, the effects of bullying, anger management, problem solving, asking for help, challenging negative thoughts and social/self-esteem information.
3. A variety of community resources will be updated regularly and provided to students and their families to access from the School Counseling webpage.
4. Building-wide social/emotional learning (SEL) initiatives are part of our regular practice.

II. Suicide Intervention

A. Intervention Team Meetings

1. MTSS meetings are held to identify struggling students. Counselors attend common planning time with grade levels for early interventions.



B. Response to Concerns of Self-Harm

1. It is crucial for all school personnel to remember that it is not the responsibility of an individual to assess whether or not threats are of a serious nature. All threats or comments are to be taken seriously and reported immediately to administration every time. The situation will then be assessed according to the crisis intervention protocol. Under no circumstances are faculty and staff to provide counseling or risk-assessment services. Please contact administration so the student can be accompanied to school counseling, nurse or administrative office as deemed

appropriate. Under no circumstances is an email sufficient notification to administration and/or School Counseling. If a student has expressed an intent to harm oneself or others the student's counselor and an administrator meet with the student and continue to follow the safety assessment protocol.

C. Interventions: The Counselor/therapist will:

1. Meet with the student to determine the nature of the emergency.
2. Consult with the appropriate administrator and explain the situation. Any further action should be decided by the school counselor/therapist and administrator. If a concern is validated the following protocol shall be followed.
3. Contact the parent/guardian of the student to provide them with the details of the case. When the parent/guardian can not be contacted, the individual named on the student's emergency health card will be contacted. If parent/guardian or designee cannot be reached contact the appropriate administrator and transportation to the ACCESS program will be provided.
4. Inform parent/guardian or designee that it is the school policy that in cases of student self-reported suicidal intent, ideation or plan, the student will be picked up from school and released to the custody of the parent.
5. Provide parent/guardian or designee with information about community crisis intervention services. Explain to the adult that the student must have an assessment by a hospital/physician/community crisis team or licensed therapist in order to return to school and a reentry meeting with the school

counselor/therapist and administrator will take place before the student returns to classes. Paperwork must be presented at the meeting indicating the student is safe to return to school. The student will be released to the parent/guardian or designee with names and phone numbers for referral and assessment.

6. Given an obstructive parent/guardian or designee, the counselor will make the parent/guardian or designee aware that DCYF Protective services will be notified of the crisis and that the police will be called to provide transportation. The counselor/therapist will report to DCYF.

7. NO STUDENT IN THIS SITUATION SHOULD BE SENT HOME ALONE OR LEFT ALONE AT ANY TIME WHILE IN THE SCHOOL BUILDING.

8. If the student has threatened harm with a lethal means and is in possession of this means: Secure the area and prevent other students from accessing this area. Lethal means must be removed without putting anyone in danger. Call the SRO/police immediately.

9. Complete accompanying paperwork for documentation.

10. Allegations of neglect/abuse will always be referred to the DYCF. Parent may be contacted by school personnel or contact may be initiated by the Division.

		On site	Off site	What this looks like
1	Private mental health practitioner	X	✓	<ul style="list-style-type: none"> • Same day appointment • In-person or telehealth • With a practitioner familiar to the individual and their needs
2	Mobile crisis response team	✓	✓	<p>Greater Nashua Mental Health (GNMH)</p> <ul style="list-style-type: none"> • A team will arrive within an hour to the caller's location and will conduct a comprehensive assessment
3	Walk-in and Urgent Care clinics, Emergency room	X	✓	<ul style="list-style-type: none"> • Within the local community • May make referrals to other practitioners • Highly stimulating environment

Obtaining a risk assessment

Brookline School District
Brookline NH 03033

I/We, _____, parent/guardian of _____, were notified by school personnel on _____ that our child is at risk for self-harming behaviors specifically:

We have been further advised that we should seek medical/psychological/psychiatric consultation ___ immediately ___ as needed to address and ensure safety.

Available emergency community resources are:

- *ACCESS Crisis Counseling at Southern NH Regional Medical center at 603-577-2728*
- *St. Joseph's Hospital (ER) Nashua, NH, 603-882-3000*
- *Greater Nashua Mental Health 603-816-0101*
- *Greater Nashua Mental Health Mobile Crisis Unit 1-800-726-8191*
- *Other _____*

In order to ensure that your child is safe to return to school and participate in school at his/her previous status, we ask that you notify the school when your child is expected to return. You and your child will need to meet with an administrator and counselor and attend a Student Re-Entry meeting prior to attending classes. **We require that you provide a safe-to-return-to-school document and obtain a signature from the treating emergency services provider indicating the services were provided.**

Parent or Legal Guardian	Date
--------------------------	------

School Personnel	Title	Date
------------------	-------	------

School Personnel	Title	Date
------------------	-------	------

Mobile Crisis Response Team Counselor (if needed)	Date
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Brookline School District
SAFETY RISK SUMMARY

Student Name: _____

Date: _____ **Grade:** _____

PRESENTING INFORMATION:

INTERVENTION:

FOLLOW UP PLAN:

Counselor _____

Administrator _____

Parent _____

Please obtain the signature of treatment specialist authorizing return to school and attach any accompanying paperwork provided by your specialist.

MD __ PhD __ LCMHC __ MSW __ ARNP __ Other _____

Brookline School District

Brookline NH 03033

STUDENT RE-ENTRY MEETING

DATE:

Student:

Present:

Information Received From:

Intervention/Treatment Received:

Continued Treatment Recommendations:

Suggestions for Successful Re-entry to School:

****Brookline School District has an ethical obligation to ensure that appropriate counseling services are secured and treatment recommendations followed. Failure to follow treatment recommendations will require notification to the Division for Children and Youth Services.**

Student Signature _____

Parent Signature _____ **Date**

Administration Signature _____ **Date**

School Counselor Signature _____ **Date**

Permission granted to share confidential information with teachers? ___yes ___no

III. Suicide Postvention

A. Return to School

1. Upon the student being found safe, a re-entry meeting occurs to develop a safety support plan.
2. The student, family, counselor, and an administrator develop this plan with input, as needed, by the licensed mental health practitioner. School counselor/student check-ins are scheduled.
3. The counselor works with the family to make sure outside therapeutic sessions are in place.
4. Counselor provides a release of information form allowing collaboration between outside mental health practitioners and school.
5. If appropriate, a disabilities services referral may be made to determine whether a formal plan is necessary.
 - a. For students who may already have a 504 plan or IEP in place, a progress meeting may be scheduled to carryover student needs and services into the student's formal plan.

B. Protocol for Suicidal Attempt in the School Building

1. Keep the student safe and under close supervision. The student should be supervised by an adult at all times. Contact an administrator immediately.

2. The school administrator will notify counselor/therapist, school nurse, emergency medical professionals, community/hospital crisis service provider, SRO and the superintendent of schools.

3. The administrator will notify the parents/guardians of what has occurred and arrange to meet them at the hospital.
4. Call the hospital/community crisis assessment provider for instructions on where to bring the student. Have the student transported by community medical personnel or police.
5. If the student does not require emergency treatment or hospitalization and the immediate crisis is under control, release the student to the parent/guardian with arrangements for needed medical treatment and/or mental health counseling. Explain to the adult that the student must have an assessment by a hospital/community crisis team in order to return to school and a reentry meeting with the counselor/therapist and administrator will take place before the student returns to classes. Release the student to the parent/guardian or designee with names and phone numbers. Paperwork indicating that the student is safe to return to school must be submitted prior to reentry.
6. In the event the situation requires transportation to a hospital emergency department, EMS and/or law enforcement should be contacted to assess the situation and expedite the transition to the hospital.
7. Parents will be given the BSD pamphlet for continued instructions and information.

Brookline School District
FY22
as of 06/13/2022

Expenses				
Description	Budget	YTD Expense	Encumbered	Balance
Regular Education	\$ 2,751,929	\$ 2,033,591	\$ 510,217	\$ 208,121
Special Education	\$ 1,661,818	\$ 1,602,046	\$ 325,148	\$ (265,376)
Student Support Services	\$ 626,895	\$ 466,455	\$ 94,529	\$ 65,910
Instructional Staff Support	\$ 238,049	\$ 135,251	\$ 57,343	\$ 45,456
School Board/SAU Assessment	\$ 435,421	\$ 393,504	\$ 6,068	\$ 35,848
School Administration	\$ 499,174	\$ 454,059	\$ 31,209	\$ 13,906
Facilities	\$ 654,866	\$ 565,021	\$ 60,873	\$ 28,972
Transportation	\$ 610,199	\$ 559,034	\$ 69,703	\$ (18,538)
Benefits	\$ 2,556,562	\$ 2,003,827	\$ 492,659	\$ 60,076
Architect Design	\$ -	\$ 6,325	\$ -	\$ (6,325)
Debt Service	\$ 37,100	\$ 37,100	\$ -	\$ -
Transfers	\$ 455,000	\$ 100,000	\$ 355,000	\$ -
TOTAL	\$ 10,527,012	\$ 8,356,213	\$ 2,002,750	\$ 168,049
Plus FY21 Expense Carryover	\$ 70,788	\$ 14,401	\$ 53,700	\$ 2,687
TOTAL FY21 + FY22	\$ 10,597,801	\$ 8,370,614	\$ 2,056,450	\$ 170,736

Revenue				
Description	Budget	YTD Revenue	Expected	In Excess of Budget
Local Property Tax	\$ 6,388,823	\$ 6,388,823		\$ -
Adequacy Aid Grant/Tax	\$ 2,797,900	\$ 2,797,900		\$ -
State				
Special Education Aid	\$ 122,546	\$ 151,105	\$ -	\$ 28,559
Full-Day Kindergarten Aid (Retro)	\$ 131,662	\$ 131,662	\$ -	\$ -
Food Service	\$ 2,100	\$ 7,364	\$ -	\$ 5,264
Federal				
Grants	\$ 190,000	\$ 169,663	\$ 20,337	\$ (0)
Food Service	\$ 38,500	\$ 480,944		\$ 442,444
Medicaid	\$ 21,500	\$ 25,293	\$ 1,500	\$ 5,293
Local				
Tuition	\$ 13,000	\$ 21,064		\$ 8,064
Impact Fees	\$ 33,000	\$ 20,980	\$ -	\$ (12,020)
Other	\$ 6,000	\$ 86,665	\$ -	\$ 80,665
Food Service Sales	\$ 124,400	\$ 3,313	\$ 250	\$ (120,837)
FY21 Expense Carryover	\$ 70,788	\$ 14,401	\$ 53,700	\$ (2,687)
Less: Contingency Fund	\$ 40,000		\$ 40,000	\$ -
Less: Facilities Maint. Fund	\$ 75,000		\$ 75,000	\$ -
Less: Special Education Fund	\$ 25,000		\$ 25,000	\$ -
Fund Balance to Reduce Taxes	\$ 647,101		\$ 647,101	\$ -
Retained Fund Balance	\$ (129,519)		\$ (129,519)	\$ -
TOTAL REVENUE	\$ 10,597,801	\$ 10,299,176	\$ 733,369	\$ 434,744

Total Expense Balance	\$ 170,736
Total Revenue Balance	\$ 434,744
To Food Service Unreserved Fund Balance	\$ (326,871)
Unreserved Fund Balance	\$ 278,610

Anticipated Reductions to Unreserved Fund Balance

Anticipated Needs for FY23	
Maint. Trust	\$ 75,000
Spec Ed Trust	\$ 25,000
Contingency	\$ -
Retained Fund Balance	\$ 140,161 Max
Total Reductions	\$ 240,161

Projected Fund Balance	\$ 38,449
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Explanation of budget balances on current expense report

6/13/2022

Function	Description	Current Balance	Notes
1100	Regular Education	\$ 208,121	Hiring savings and unfilled positions
1200	Special Education	\$ (265,376)	Unexpected special ed costs
2100	Student Support Services	\$ 65,910	Primarily hiring savings
2200	Instructional Staff Support	\$ 45,456	FTE reduction savings
2300	School Board/SAU Assessment	\$ 35,848	Legal services higher than expected
2400	School Administration	\$ 13,906	Various small savings
2600	Facilities	\$ 28,972	Unfilled positions
2700	Transportation	\$ (18,538)	Unexpected Spec Ed Costs
2900	Benefits	\$ 60,076	Savings with hiring, unfilled positions and plan choices
4300	Architect design	\$ (6,325)	RMMS Bathroom Design
5100	Debt Service	\$ -	
5200	Transfers	\$ -	
		\$ 168,049	

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
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 that reflects voted warrant articles covered by fund balance + grant and food service expense

Policy ACE - PROCEDURAL SAFEGUARDS: NON-DISCRIMINATION ON THE BASIS OF HANDICAP/DISABILITY

Category P

The school district will ensure that all students with a handicap or disability are provided all necessary procedural safeguards as are required by law. Such procedural safeguards are found in pertinent federal and state laws and regulations. In addition, all staff, students, parents and other interested persons are directed to the New Hampshire Department of Education Procedural Safeguards Handbook.

Legal References:

34 C.F.R. Part 104, Nondiscrimination on the Basis of Handicap

Section 504 of The Rehabilitation Act of 1973

First Reading: January 25, 2011

Second Reading: February 22, 2011

Third Reading: April 6, 2011

Fourth Reading: November 22, 2011

Approval: November 22, 2011

First Reading: May 25, 2022

2nd Reading: June 22, 2022

PARENTAL OBJECTIONS TO SPECIFIC COURSE MATERIAL

The Board recognizes that there may be specific topics and/or instructional materials that some parents/guardians may find objectionable.

Parents/guardians who do not want their child to participate in a particular unit of study must notify the building principal or designee in writing. Opt-out requests must be submitted annually and are valid only for the school year in which they are submitted.

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. The alternative assignment must be proposed by the parent/guardian and approved by the principal.

~~Parents/guardians who do not want their child to participate in a particular topic or use specific instructional materials are allowed to have their child opt-out. If, after review of materials used and a conference with the Principal or designee, a parent/guardian requests that their child not participate in a given aspect of the unit of study, the parent/guardian must provide alternative independent work or topic that meets state standards.~~

~~This notification and request shall be in writing utilizing the District "Parent Opt Out Form to Specific Course Material." This form can be found on the SAU41 website under "Resources for Parents." The Principal or designee and the parent must mutually agree to the alternative independent work.~~

Any cost associated with the alternative independent work or topic shall be borne by the parent. Nothing in this policy shall be construed as giving parents/guardians the right to appeal to the school board. Parents who wish for particular instructional material be reviewed for appropriateness may submit a request for review in accordance with Board Policy [KEC](#).

~~Opt-out requests are valid only for the school year in which they are submitted.~~

The name of the parent or legal guardian and any specific reasons disclosed to school officials for the objection to the material shall not be public information.

Legal References:

RSA 186:11, IX-c, State Board of Education; Duties. New Sample Policy: January 2012

RSA 193:40, Prohibition on Teaching Discrimination

1st Reading: May 25, 2022

2nd Reading: June 22, 2022

Policy JICK - 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 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 *intentionally* and *wrongfully* 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 *retaliation* 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 *and 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 protect against possible retaliation.

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

This policy shall apply to all pupils and school-aged persons on school district grounds and 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 provided 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 provided 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 provided 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 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. Report bullying when it occurs;
2. Take advantage of opportunities to talk to their children about bullying;
3. Inform the school 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 *District* 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 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, 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. *For young students, staff members given such information will need to provide direct assistance to the student.*
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, 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/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 copies of e-mails, text messages, website pages, or other similar electronic communications.

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

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

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

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.

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

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

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

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

Consequences and appropriate remedial actions for a student 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. *Corrective action measures shall be found in the District's Student Handbook.*

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(1))

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 *send* a letter to the parents within 24 hours again notifying them of the results of the investigation.
3. If the parents request, the Principal shall schedule a meeting with them to further explain his/her findings and reasons for his/her actions.

4. In accordance with the Family Educational Rights and Privacy Act and other law concerning student privacy, the District will not disclose educational records of students including the discipline and remedial action assigned to those students and the parents of other students involved in a bullying incident.

XV. Appeal

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

It is in the best interests of students, families and the District that these matters be promptly resolved. Therefore, any such appeal to the Superintendent shall be made within ten (10) calendar days of the parent/guardian's receipt of the investigative determination letter of the principal or his/her designee. The Superintendent shall issue his/her decision in writing. If the parent or guardian is aggrieved by the decision of the Superintendent, they may appeal the decision to the school board within ten (10) calendar days of the date of the parent/guardian's receipt of the Superintendent's decision. An appeal to the Superintendent shall be a prerequisite to any appeal to the School Board. The appeal to the School Board shall be in writing, addressed to School Board Chair in care of the Superintendent, shall state the reason(s) why the appealing party is aggrieved, and the nature of the relief they seek.

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

~~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 days. 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 days of the Superintendent's decision. The School Board will adhere to all applicable New Hampshire Department of Education administrative rules.~~

~~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.

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

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

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

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

Legal References:

[RSA 189:70](#), 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

First Reading October 26, 2010

Second Reading : November 23, 2010

Third Reading (waived) & Approved: November 23, 2010

First Reading: June 22, 2022

Category: *Priority/Required by Law*

Related Policy: *IGE*

Consistent with state law and 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 shall receive a minimum of 2 weeks advance notice of all materials to be used with respect to such instruction. This notification may be in the form of e-mail, newsletter, or website posting.

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

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

Parents/guardians who do not want their child to participate in a particular unit of health or sex education instruction for religious reasons or religious objections, are allowed to have their child opt-out of such instruction.

Parents/guardians who do not want their child to participate in a particular unit of health or for religious reasons must notify the building principal or designee in writing 48 hours prior to scheduled instruction. Opt-out requests must be submitted annually and are valid only for the school year in which they are submitted.

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 must be proposed by the parent/guardian and approved by the principal.

District Policy History:

1st Reading: June 22, 2022

Legal References:

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

RSA 186:11, IX, Instruction as to Intoxicants and Sexually Transmitted Diseases

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

RSA 186:11, IX-c, Objectionable Course Material

RSA 186:11, 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

POLICY ON RECONSIDERATION OF INSTRUCTIONAL MATERIALS

Persons not in agreement with the school on its selection of books or other instructional material and who wish a particular book or material to be reviewed must submit a request for reconsideration of instructional materials in writing to the Principal.

Once notified, the Principal will acknowledge receipt to the complainant and list anticipated steps to be taken. The Principal will then convene a Book Review Committee and schedule meetings necessary to review the complaint and to make a decision. The composition of the Book Review Committee will vary based on the book/material in question or the nature of the request.

The final decision will be forwarded to the complainant and the Superintendent of Schools. If the complainant is dissatisfied, the next step is to submit the request to the Superintendent of Schools for action. If the complainant does not accept the Superintendent's decision, the complainant may request a review by the ~~Hollis~~ Brookline School Board, whose decision will be final.

During the investigation the instructional material will remain in use unless the Book Review Committee votes to remove or restrict the material until a final decision is made.

1st Reading: May 25, 2022

2nd Reading: June 22, 2022