

Brookline School Board
Wednesday, October 26, 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/Retirements/Nominations
 - Approval of Minutes – September, 2022
- 6:15 Public Input
- 6:45 Principal's Report
 - Goals Presentation
- 7:10 Discussion
 - SAU 41 Anti-Discrimination Plan
 - Fiscal Year 2022 Year end
 - Fiscal Year 2023 Budget update
 - Fiscal 2024 Budget discussion
 - Renovations update
 - Building climate survey discussion
- 8:00 **Deliberations**
 - To see what action the Board will take regarding Policy AC: Non-Discrimination, Equal Opportunity Employment and District Anti-Discrimination Plan, 2nd Reading
 - To see what action the Board will take regarding Policy JLDDB: Suicide Prevention and Response, 1st Reading and Adopt
 - To see what action the Board will take regarding Policy BEDH: Public Participation at Board Meetings, 2nd Reading and Adopt
 - To see what action the Board will take regarding Policy JICK: Pupil Safety and Violence Prevention - Bullying, 3rd Reading and Adopt
 - To see what action the Board will take regarding Policy IHAM: Health Education & Exemption from Instruction, 3rd Reading and Adopt
- 8:30 Non-public under RSA 91-A: 3II (b) Contract and (c) Reputation
 - Superintendent's Evaluation Process
- 9:00 Motion to adjourn



Brookline School District

School Opening Presentation: 2022-2023

Mission

Consistent with the mission of SAU 41, we will ensure a strong, supportive learning environment focused on academic excellence.

Vision Statement

"With our focus on the Whole Child, we foster capable, confident, lifelong learners who will serve as productive citizens in a global society. We are passionate about creating an environment that supports a love of learning, embraces active intellectual engagement and promotes high expectations for all."

Enrollment History

Year	September Enrollment	June Enrollment
16-17	552	567
17-18	550	550
18-19	574	573
19-20	577	580
20-21	572	583
21-22	587	591



Brookline Enrollment for School Year 22-23

	PreK 3	PreK 4	K	1	2	3	4	5	6
Enrollment Total	12	11	53	86	87	79	82	92	85
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	3.12 sections	5.06 sections	4.35 sections	3.95 sections	3.57 sections	4 sections	3.7 sections
Teacher/Class Size according to Policy IIB			4 = 13.25	5 = 17.2	5 = 17.4	4 = 19.75	4 = 20.5	5 = 23	4 = 21.25
NESDEC	13	13	51	86	89	89	76	92	82
RMMS - 328 CSDA - 259 Total - 587 students									

October & November Events



Food Pantry



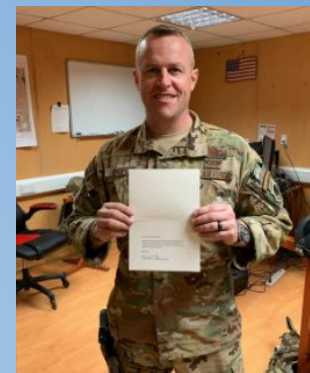
RMMS Book Fair



Fall Festival



Parent Conferences



Holiday Card Challenge



RMMS Halloween Parade



Brookline Library Walking Trips



Gr. 6 Miller State Park



Fire Prevention



PTO Golf Tournament

Facility and Security Summer Upgrades



CSDA:

- Playground and walkway ADA enhancements
- Space transformations
- Additional electrical for projectors
- Additional ramp railings
- Painting of rooms
- Awaiting new flooring
- Replaced 3 classroom doors
- Parking lot seal
- Basketball court lined

RMMS:

- Phase 1 Project: Elevator, security office, conference room, flex space, storage, learning commons, music room, grade 3 classrooms (2)
- Playground mulch
- Painting - Recess Bathrooms, rm#15, rm#26, rm#35,
- STEP Room - old computer lab
- 4 new classroom floors
- Parking lot seal
- Basketball court lined

Budgetary Objectives for FY24

- **ELA Writing Workshop Training**
- **Lunch/Recess Assistants**
- **Classroom Teacher (K-6)**
- **Curriculum Administrator**
- **School District Resource Officer**
- **Grade K Case Manager**
- **Cycle of staff laptops, student devices, projectors, document cameras**
- **Flat Panel cycle - 4 per year/building**
- **RMMS HVAC**
- **RMMS Student Bathroom Upgrades**
- **RMMS Burglar System**
- **Milford Street vestibule @ RMMS**
- **CSDA Playground**
- **CSDA HVAC controls**
- **CSDA Fire alarm panel**
- **Exterior lighting @ CSDA**
- **Window balances @ CSDA**



Goals and Evaluation

PGM

Goals:

Beginning of Year Goal

Mid Year Goal Update

End of Year Goal Update

Observation:

Annual Staff: 4 observations

Continuing Staff: 2 observation

Forms align to job type

HB Themes for 2022-2023:



Portrait of a Cavalier

EMOTIONALLY INTELLIGENT

Cavaliers are able to manage and adapt their emotions to the situation and navigate social interactions with an awareness of self and others.

COMMUNICATORS

Cavaliers are effective at conveying and respectful at receiving ideas and knowledge.

RESILIENT

Cavaliers are determined, self-reliant, and able to overcome setback, failure, and change.

CRITICAL THINKERS

Cavaliers rigorously challenge assumptions, are persistent in their examination of beliefs using evidence, and continuously engage in self-reflection with an open-mind.

INNOVATORS

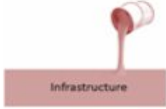
Cavaliers are creative and adept at solving real-world problems.

CULTURALLY AWARE

Cavaliers understand the diverse experiences and values of others, how these shape our perceptions, and are responsive to those differences.



Infrastructure

<p>Infrastructure (Security/Capital)</p> 	<p>In what stage is your district?</p> <ol style="list-style-type: none"> 1. Research/Recommend 2. Pilot 3. Implement 4. Review/Refine 5. Monitor
<p>Goal 2022-2023</p>	<p>Brookline will continue to monitor our physical assets against the maintenance requirements, building and safety codes, and projected enrollment of our school community in order to ensure a safe and optimal learning environment.</p>
<p>Action Steps</p>	<ol style="list-style-type: none"> 1. The facility committee will recommend phase 2 of the energy project consisting of lighting, controls, and energy systems 2. Monitor NESDEC Numbers and Current Enrollment Figures 3. Work with a contractor to develop a design of CSDA's playground structures to meet SAU41 safety standards and criteria 4. Develop an action plan, timeline of implementation, and associated costs
<p>How does this specific goal reflect your long-term vision for your school/district?</p>	<p>Continue facility committee discussions and engage stakeholders to address enrollment and future facility and programming needs.</p>



Future Ready

Future Ready

Future Ready
(Emotionally
Intelligent,
Culturally Aware)

Future Ready

In what stage is your district?

1. Research/Recommend
2. **Pilot**
3. Implement
4. Review/Refine
5. Monitor

Goal 2022-2023


Implement school-wide behavior expectations and routines through direct teaching and reinforcement throughout the school year.

Action Steps

1. Review/implement school wide behavior expectation matrices with staff
2. Target direct instruction of routines and expectations within the first 6 weeks of school
3. School-wide assemblies in collaboration with guidance lessons to revisit expectations
4. Continue to provide positive recognition for students/classes meeting and exceeding expectations through blue jay slips/wolf paws

How does this specific goal reflect your long-term vision for your school/district?

Our students will practice the skills they need to be productive, resilient, cooperative, and lifelong learners in order to prepare them for their social, emotional, and academic futures.

 Our R espect others M ake kind choices M eet expectations and are S afe.		
	Be Kind & Respectful <i>Golden Rule</i>	Be Safe
Classroom	<ul style="list-style-type: none"> Respect peers and adults Respect personal space of others Use kind and appropriate language Listen to examples Use inside voices Keep classroom clean Include others 	<ul style="list-style-type: none"> Use supplies and equipment appropriately Go appropriately Follow classroom/school rules Ask for permission to leave the classroom Follow emergency procedures
Hallways / Stairs	<ul style="list-style-type: none"> Walk in single file Push the door for others Share a sidewalk space Keep hands to yourself and off the walls 	<ul style="list-style-type: none"> Walk in single file Push at corners Be aware of doors
Bathrooms	<ul style="list-style-type: none"> Leave area clean Respect school property Respect privacy of others 	<ul style="list-style-type: none"> Report unsafe behavior Wash and dry hands
Cafeteria	<ul style="list-style-type: none"> Use indoor voices Use table manners Help clean up around you including the floor Follow adult directions 	<ul style="list-style-type: none"> Speak in quiet, polite voice Stay in your seat Eat your own food only Report any spills
Recess	<ul style="list-style-type: none"> Line up quickly and quietly Stay within boundaries of the playground area Follow adult directions Include others 	<ul style="list-style-type: none"> Be a good sport Ask teacher for footballs or other toys that go over the fence Report unsafe behavior to adult on duty
Special Events & Field Trips	<ul style="list-style-type: none"> Items to collect off Listen to adult/follow instructions Follow audience members (good listeners, stay, etc.) 	<ul style="list-style-type: none"> Stay with class in assigned area
Bus Lines & Bus Ride	<ul style="list-style-type: none"> Use respectful language Share your seat Be polite to driver and passengers Keep your area clean Use a respectful voice 	<ul style="list-style-type: none"> Be prepared for weather Stay seated and look forward at all times Wash and dry hands Phone backpack on bags

C are about others S ay the course D o the right thing A lways stay safe		
	Be Kind & Respectful <i>Golden Rule</i>	Be Safe
Classroom	<ul style="list-style-type: none"> Respect peers and adults Respect personal space of others Use kind and appropriate language Listen to examples Use inside voices Keep area clean, clean up at the end of the day Include others 	<ul style="list-style-type: none"> Use supplies and equipment appropriately Go appropriately Follow classroom/school rules (follow classroom pledge designed by individual classrooms) Ask for permission to leave the classroom Sign out to go to the bathroom, nurse, etc. Know emergency procedures
Hallways	<ul style="list-style-type: none"> Voices should be off in the hallway during transitions to classrooms, specials, lunch, and returning from recess Hold the door for others Share a sidewalk space Keep hands to yourself and off the walls 	<ul style="list-style-type: none"> Walk in single file Push at corners Be aware of doors Be courteous of others
Bathrooms	<ul style="list-style-type: none"> Leave area clean Respect school property Respect privacy of others 	<ul style="list-style-type: none"> Report unsafe behavior Wash and dry hands Place towels in the trash
Cafeteria	<ul style="list-style-type: none"> Use indoor voices Use table manners DO NOT share food or touch others' food Help clean up around you including the floor Follow adult directions Line up quickly and quietly as your table is called for recess 	<ul style="list-style-type: none"> Speak in quiet, polite voice Stay in your seat Eat your own food only Report any spills
Recess	<ul style="list-style-type: none"> Line up quickly and quietly Stay within boundaries of the playground area Follow adult directions Include others 	<ul style="list-style-type: none"> Be a good sport Ask teacher for footballs or other toys that go over the fence Report unsafe behavior to adult on duty



Habits of Learning



Habits of Learning
(Social-Emotional Learning, Personalized Learning, Emotionally Intelligent, Resilient)



In what stage is your district?

1. Research/Recommend
2. Pilot
3. **Implement**
4. **Review/Refine**
5. Monitor

Goal 2022-2023

Implement a multi-tiered system of supports (MTSS) school-wide to address the whole child: social, emotional, behavioral, and intellectual.

Action Steps

1. Build common understanding of MTSS process within our buildings through professional learning and discussions
2. Review/Refine our data tools to identify learning gaps and interventions
3. Monitor data to inform interventions
4. Implement the Reading Workshop model

How does this specific goal reflect your long-term vision for your school/district?

We strive to provide our students with the tools they need to be productive, resilient, cooperative, and lifelong learners in order to prepare them for their social, emotional, and academic futures.



Learning Profile



Student Name:

Teacher Name:

Retention:

Attendance Issues:

Parent Contacted on:

Area(s) of Concern: Reading Writing Math Behavior Foundations

Meeting Dates: (ex. PLC- Aug.,16, 2021)

-PLC Sept. 16, 2021

Classroom Concerns, Observations/Notes:

Essential Standards Goal -



Essential Standards

Essential Standards
(Critical Thinker,
Innovator,
Communicator)



In what stage is your district?

1. Research/Recommend
2. Pilot
3. **Implement**
4. **Review/Refine**
5. Monitor

Goal 2022-2023

The Brookline School District will refine our STEAM related family evening event to further promote the home/school partnership in preparing our students to be innovative, critical thinkers.

Action Steps

1. Brookline School District staff meeting to discuss plans
2. Grade level teams to adopt a culminating curriculum related theme for the STEAM project
3. Students will have the opportunity to partner with other peers

How does this specific goal reflect your long-term vision for your school/district?

Our goal is to work collaboratively with families to further our students to be well-rounded citizens and build their skills towards a portrait of a Cavalier.



We are a team!



SAU41
ANTI-DISCRIMINATION PLAN
2022



Brookline, Hollis, &
Hollis Brookline Cooperative School Districts
4 Lund Lane
Hollis, NH
03049

Table of Contents

NOTIFICATIONS:.....	2
NOTIFICATION OF TITLE VI, TITLE XI, SECTION 504 POLICIES	2
EQUAL EMPLOYMENT & PROHIBITION AGAINST DISCRIMINATION IN EMPLOYMENT.....	2
SUMMARY OF PARENT/GUARDIAN RIGHTS:.....	2
ANNUAL NOTIFICATION REGARDING PARENTS RIGHTS OF ACCESS TO STUDENT RECORDS:	3
PROCEDURE TO INSPECT AND REVIEW RECORDS	3
PROCEDURE TO AMEND RECORDS.....	4
MAINTENANCE OF STUDENT RECORDS.....	4
PROHIBITION OF DISCRIMINATION, HARASSMENT AND VIOLENCE:	5
GENERAL STATEMENT OF POLICY	5
DISCRIMINATION / HARASSMENT DEFINED	5
SEXUAL DISCRIMINATION / HARASSMENT DEFINED (See Policy GBAA / JBAA).....	5
RACIAL DISCRIMINATION / HARASSMENT DEFINED	6
REPORTING	6
REPORTING PROCEDURES	6
ALTERNATIVE COMPLAINT PROCEDURES AND LEGAL REMEDIES	7
INVESTIGATION PROCEDURES.....	7
FILING THE COMPLAINT FORM	7
INVESTIGATION.....	8
INFORMAL RESOLUTION.....	8
DISCIPLINARY ACTIONS.....	8
RETALIATION	8
PREVENTION	9
FALSE CLAIMS OF NON-DISCRIMINATION/NON-HARASSMENT	9
EMPLOYEE ASSISTANCE PROGRAM:	9
RELATED BROOKLINE SCHOOL DISTRICT, HOLLIS SCHOOL DISTRICT, AND HOLLIS BROOKLINE COOPERATIVE SCHOOL DISTRICT POLICIES	9
APPENDIX A – DISCRIMINATION / HARASSMENT COMPLAINT FORM	10

NOTIFICATIONS:

NOTIFICATION OF TITLE VI, TITLE XI, SECTION 504 POLICIES

Under New Hampshire law and Board policy, no person shall be excluded from, denied the benefits of, or subjected to discrimination in the District's public schools because of their age, sex, gender identity, sexual orientation, race, color, marital status, familial status, disability, religion or national origin. Discrimination, including harassment, against any student in the District's education programs, on the basis of any of the above classes, or a student's creed, is prohibited. Finally, there shall be no denial to any person of the benefits of educational programs or activities, on the basis of any of the above classes, or economic status.

Harassment of students other than on the basis of any of the classes or categories listed above is prohibited under Board policy JICK - Pupil Safety and Violence Prevention.

EQUAL EMPLOYMENT & PROHIBITION AGAINST DISCRIMINATION IN EMPLOYMENT

The School District is an Equal Opportunity Employer. The District ensures equal employment opportunities without regard to age, color, creed, disability, gender identity, marital status, national origin, pregnancy, race, religion, sex, or sexual orientation. The District will employ individuals who meet the physical and mental requirements, and who have the education, training, and experience established as necessary for the performance of the job as specified in the pertinent job description(s).

Discrimination against and harassment of school employees because of age, sex, race, creed, religion, color, marital status, familial status, physical or mental disability, genetic information, national origin, ancestry, sexual orientation, or gender identity are prohibited. Additionally, the District will not discriminate against any employee who is a victim of domestic violence, harassment, sexual assault, or stalking

SUMMARY OF PARENT/GUARDIAN RIGHTS:

These safeguards are guaranteed to children and their families by Public Law 94-142, The Education for All Handicapped Children Act of 1975, and Section 504 of Public Law 93-122, The Vocational Rehabilitation Act of 1973.

1. Parents and Guardians must receive written notification before the school may conduct individual testing of students. The school has the right to proceed with the individual testing if no answer is received to any of the school's attempts to get permission for evaluation.
2. Parents and Guardians must receive written notification of any initiation or refusal to initiate a change in their student's educational placement.
3. Parents and Guardians have the right to present their views regarding the identification, evaluation, placement or provision of a free appropriate education to their child. This includes the right to request an educational evaluation.
4. Parents and Guardians have the opportunity to present information from an independent educational evaluation of their student.
5. Parents and Guardians have access to all relevant school records of their student.
6. Either Parents and Guardians or the school may initiate an impartial due process hearing to resolve differences that could not be resolved informally. The request is filed with the NH Department of Education. In conducting such a hearing, parents must:
 - a. receive timely and specific notice of the hearing

- b. have the right to be accompanied and advised by counsel and/or individuals with specific knowledge or training with respect to the problems of handicapped students
- c. confront, cross-examine and compel the attendance of witnesses
- d. present evidence relevant to the decision
- e. obtain a written or electronic verbatim record of the hearing, and obtain written findings of facts and decisions.
- f. The hearing will be conducted by an impartial hearing officer selected from a list provided by the Department of Education.
- g. The decision of the hearing is binding on all parties pending appeal.
- h. Either party has the right to appeal the findings and decision of the hearing through the Board of Education.
- i. During the above process the students shall remain in the original program or any other program to which both parties can agree.
- j. Students receiving special education and related services must receive a periodic re-evaluation every three years.
- k. These rights transfer to a student when they reach the age of 18 unless a guardian has been appointed by the court. These rights would then be retained by a court appointed guardian.

ANNUAL NOTIFICATION REGARDING PARENTS RIGHTS OF ACCESS TO STUDENT RECORDS:

Each year, parents and students are required to be reminded of the student records and access policy JRA of the Brookline School District, Hollis School District, and Hollis Brookline Cooperative School District. Parents of students or 18-year old students who wish to review any or all of the school records pertaining to the student should contact the building school personnel, and parents may have copies of the records for the cost of copying.

PROCEDURE TO INSPECT AND REVIEW RECORDS

- Parents/guardians and eligible students wishing to inspect student records must file a written request to do so with the Principal. Such inspection shall take place during regular school hours or at reasonable times during vacation periods, but not during weekends or holidays.
- Single copies of appropriate records shall be made available in a reasonable length of time, but in no case more than 45 days after request has been made in writing to the building principals. The records may be inspected by the parents, guardians, and all students once they reach eighteen in the presence of the records manager or their designee.
- The school shall make a written record of the disclosure of all student information, except directory information, and such record will be kept in the student's file. This record of disclosure is also available for inspection by the parent or eligible student. A record of inspections will also be kept.
- In cases involving a third party request for records requiring consent for disclosure under law, the student over 18, parent or guardian shall sign a consent form furnished by the principal. Forms used will identify the records to which access is sought and will be placed in the student's file as a record of the request.
- Access will be refused or granted depending upon the propriety of the request and validity of the request and consent forms.
- If a request for access is refused, and the party who requested access objects to said refusal, said request will be referred to the Superintendent for a final ruling.
- The building principal shall be the custodian of all student records in their school.

PROCEDURE TO AMEND RECORDS

- The parent(s), guardian(s) of a student under 18, or a student over 18, shall have an opportunity to identify in writing, addressed to the building principal, the record or records which they believe to be inaccurate, misleading, or otherwise in violation of the privacy rights, together with a statement of the reasons for the requested amendment of the record.
- A response by the building principal shall be made within fourteen (14) days indicating whether they find the record to be inaccurate, misleading or otherwise in violation of the student's privacy rights and if so how the record will be corrected or deleted. The parent or eligible student will then be given five (5) days from receipt of the principal's decision to refer the request on to the Superintendent for a hearing.
- If requested, a hearing before the Superintendent or their designee who does not have a direct interest in the outcome of the hearing, shall be held within a reasonable period of time, but in no case more than forty-five (45) days after receipt of such a request by the superintendent of schools. The parent(s), guardian(s) or student 18 years or older, will have the right to be represented by counsel and to present evidence in support of their belief that the record should be amended. A written decision will be rendered within thirty (30) days stating the disposition of the challenge to the record and the reasons for the determination. Although the hearing may be informal in nature, the processes used shall ensure fairness and impartiality. The decision made shall be final and not subject to appeal.
- If as a result of the hearing the Superintendent or their designee decides that the information in the education record is not inaccurate, misleading or otherwise in violation of the privacy rights of the student, they shall inform the parent or the eligible student of the right to place a statement in the record commenting on the contested information in the record or stating why they disagree with the decision of the School District.

MAINTENANCE OF STUDENT RECORDS

Each principal shall be responsible for record maintenance and access within their building. All student records when not in use shall be kept under lock and key.

Any request to examine a student's record by a parent or legal guardian of a minor student or by a student (of legal age) shall be honored. Requests by agents, when accompanied by written authorization from the parent, legal guardian or student of legal age, shall also be honored.

The file shall contain a composite of all requests for information and all completed forms involving requests, authorizations, or permission to view and receive educational records. (Each person viewing the file shall sign and date the form provided for that purpose.)

Three (3) years after graduation or three years after the termination of the provision of educational services to the student, all but the Permanent Record Card may be destroyed. The Permanent Record Card shall contain only name, address and phone number, the pupil's record of grades, years enrolled, courses attended and grades completed. The Permanent Record Card shall be retained in perpetuity.

The contents of a pupil's Special Educational Services Record shall be destroyed within five (5) years after the information is no longer needed to provide educational services to the child. Prior to destruction of such a record or data from the cumulative record which pertains to the pupils' handicapping condition, reasonable effort shall be made to notify the parents of their right to copy of such data.

PROHIBITION OF DISCRIMINATION, HARASSMENT AND VIOLENCE:

GENERAL STATEMENT OF POLICY

Under New Hampshire law and Board policy, no person shall be excluded from, denied the benefits of, or subjected to discrimination in the District's public schools because of their age, sex, gender identity, sexual orientation, race, color, marital status, familial status, disability, religion or national origin. Discrimination, including harassment, against any student in the District's education programs, on the basis of any of the above classes, or a student's creed, is prohibited. Finally, there shall be no denial to any person of the benefits of educational programs or activities, on the basis of any of the above classes, or economic status. The School District will act to investigate all complaints, either formal or informal, verbal or written, of harassment or discrimination and to discipline or take appropriate action against any pupil, teacher, administrator, or other school personnel who is found to have violated this policy.

Procedure for filing a written complaint are outlined within this document.

DISCRIMINATION / HARASSMENT DEFINED

Harassment generally includes, but is not limited to, physical contact or violence or verbal statements relating to an individual's race, color, religion, gender identity, sexual orientation, national origin, age, disability, or status in any group protected by federal, state or local law when the conduct:

1. Has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment
2. Has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
3. Otherwise adversely affects an individual's employment or academic opportunities.

SEXUAL DISCRIMINATION / HARASSMENT DEFINED (See Policy GBAA / JBAA)

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

1. Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment; or
2. Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment; or
3. Conduct or communication that has the purpose or effect of substantially or unreasonably interfering with an individual's employment, or creating an intimidating, hostile or offensive employment environment.

Sexual discrimination / harassment may include but is not limited to:

1. Verbal harassment and/or abuse of a sexual nature;
2. Leering at an individual's body;
3. Making jokes of a sexual nature;
4. The display anywhere on school facilities of sexually suggestive, sexually demeaning or pornographic objects, pictures, writings, posters or cartoons;
5. Making graphic verbal comments about an individual's body, clothing or sexual activity;
6. Subtle pressure for sexual activity;
7. Inappropriate patting or pinching or any sexually motivated unwelcome touching;
8. Intentional brushing against an employee's body;

9. Demanding sexual favors accompanied by implied or overt threats concerning an individual's employment

Sexual violence is a physical act of aggression that includes a sexual act or sexual purpose.

RACIAL DISCRIMINATION / HARASSMENT DEFINED

Racial harassment in public schools violates Title VI of the Civil Rights Act of 1964; sexual harassment violates Title IX of the Education Amendments of 1972. Racial discrimination/harassment is present if a person is treated differently on the basis of race, color, or national origin in the context of an educational program or activity without legitimate nondiscriminatory reason so as to interfere with or limit the ability of the person to participate in or benefit from the services, activities, or privileges provided by the recipient.

Racial discrimination/harassment may include but is not limited to:

1. Harassing conduct that is physical, verbal, graphic or written;
2. Injury to persons or property or;
3. Conduct threatening injury to person or property.

REPORTING:

REPORTING PROCEDURES

Any person who believes that they have been discriminated against, harassed, or bullied in violation of this policy by any student, employee, or other person under the supervision and control of the school system, or any third person who knows or suspects conduct that may constitute discrimination, harassment, or bullying, should contact the District Human Rights Officer, or otherwise as provided in the policies referenced below under this same heading.

Any employee who has witnessed, or who has reliable information that another person may have been subjected to discrimination, harassment, or bullying in violation of this policy has a duty to report such conduct to their immediate supervisor, the District Human Rights Officer, or as provided in one of the policies or administrative procedures referenced below under this same heading. Additionally, employees who observe an incident of harassment or bullying are expected to intervene to stop the conduct in situations in which they have supervisory control over the perpetrator and it is safe to do so. If an employee knows of an incident involving discrimination, harassment, or bullying and the employee fails to report the conduct or take proper action or knowingly provides false information in regard to the incident, the employee will be subject to disciplinary action up to, and including, dismissal.

Investigations and resolution of any complaints shall be according to the policies listed below and related administrative procedures or regulations. Complaints or reports regarding matters not covered in one or the other of those policies should be made to the District Human Rights Officer.

1. Reports or complaints of Title VI or VII violations, inclusive of discriminatory practices and employment practices restricting equal opportunity for employment or relating to race, color, or national origin by employees or third party contractors, should be made to the Human Rights Officer.
2. Reports or complaints of Title IX violations, inclusive of sexual harassment or sexual violence by employees or third party contractors, should be made under Board policy GBAA;
3. Reports or complaints of Title IX violations, inclusive of sexual harassment or sexual violence by students, should be made under Board policy JBAA;
4. Reports or complaints of discrimination on the basis of disability should be made under Board policy ACE, except for complaints regarding facilities accessibility by disabled non-students or employees, which should be made under Board policy KED; and
5. Reports or complaints of bullying or other harassment of pupils should be made under Board policy JICK.

ALTERNATIVE COMPLAINT PROCEDURES AND LEGAL REMEDIES

At any time, whether or not an individual files a complaint or report under this Policy, an individual may file a complaint with the Office for Civil Rights (“OCR”), of the United States Department of Education, or with the New Hampshire Commissioner for Human Rights.

1. **Office for Civil Rights, U.S. Department of Education**, 5 Post Office Square, 8th Floor, Boston, MA 02109-3921; Telephone number: (617) 289-0111; Fax number: (617) 289-0150; Email: OCR.Boston@ed.gov

Note: Complaints to OCR must be filed in writing no later than 180 days after the alleged act(s) of discrimination. OCR may waive its 180 day time limit based on OCR policies and procedures.

2. **New Hampshire Commission for Human Rights**, 2 Industrial Park Drive, Concord, NH 03301; Telephone number: (603) 271-2767; Email: humanrights@nh.gov

Notwithstanding any other remedy, any person may contact the police or pursue a criminal prosecution under state or federal criminal law.

INVESTIGATION PROCEDURES:

The building principal or superintendent upon receipt of a report or complaint alleging discrimination and/or harassment, either verbal or written, shall immediately undertake or authorize an investigation. The investigation may be conducted by the Building Principal, District’s Human Right’s Officer, Title IX Coordinator, 504 Coordinator or by a third party designated by the Superintendent or designee.

FILING THE COMPLAINT FORM

1. The complaint shall be signed by the complainant;
2. Shall describe in detail the specific incident(s), occurrence(s), decision(s), and other factual matters believed to constitute unlawful discrimination, harassment, or retaliation;
3. Name as the respondent(s) the individual, department, committee, or other body whom the complainant believes to have engaged in prohibited behavior; and
4. Include a brief statement describing the resolution, relief, or action requested by the complainant;

Someone other than the complaining party can write the complaint if necessary.

See Appendix A for Complaint Form.

Jurisdiction under these procedures is met when:

1. The allegations of the complaint meet the definition of discrimination or harassment;
2. The complaint was timely filed; and
3. The complaint has complied with “Filing the Complaint Form” requirements as described above.
4. The complaint shall be dismissed if the Superintendent determines that the district does not have jurisdiction over the complaint.

There shall be the right for either party to request the Superintendent to reconsider decisions. There is also the right to appeal the decision of the Superintendent to the school board. The complaining party may, at any time, pursue the matter through other state agencies or through the United States Department of Education, Office for Civil Rights.

INVESTIGATION

1. The investigation, at a minimum, will consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods including retrieval and review of documents deemed pertinent by the investigator.
2. In determining whether alleged conduct constitutes a violation of this policy, the investigation should consider the surrounding circumstances, the nature of the behavior, past incidents or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.
3. In addition, the principal, assistant superintendent or superintendent may take immediate steps to protect the complainant, pupils, teachers, administrators, or other school personnel pending completion of an investigation of alleged discrimination/harassment.
4. The investigation will be completed as soon as possible, but within 20 business days of the date the complaint was received by District, the superintendent will update the complainant and respondent on the progress of the investigation.
5. The investigator shall make a report to the Superintendent upon completion of the investigation.
6. If the complaint involves the Superintendent, the report may be filed directly with the School Board Chair.

INFORMAL RESOLUTION

Because of the personal and often embarrassing disclosures concomitant to making or responding to accusations of discrimination / harassment, the district strongly encourages complainants to attempt to resolve their complaint informally (in lieu of or before commencing formal proceedings).

Informal resolutions maybe attempted by taking the opportunity to utilize facilitated mediation with a neutral party (e.g. HR Department Representative) This step is not mandatory and would require the consent of both complainant and respondent.

DISCIPLINARY ACTIONS

Upon receipt of an investigation report which indicates that the complaint is valid, the Superintendent shall determine the appropriate disciplinary action if the individual(s) against whom the complaint is filed is an employee. Disciplinary action shall be appropriate to the severity of the discrimination/harassment and may include warning, referral of an employee to the Employee Assistance Program, suspension, or termination.

If a substantiated complaint is filed against a student, the building principal shall determine the appropriate disciplinary action. Parents shall be notified consistent with policies dealing with discipline and due process procedures. Disciplinary action shall be appropriate to the severity of the discrimination/harassment and may include warning, suspension, or recommendation to the superintendent for potential expulsion.

The results of the investigation and the disciplinary action taken will be reported in writing to the complainant by the principal within ten working days following the receipt of the investigation report, which validated the complaint.

In all instances involving certified staff members, a substantiated complaint will result in the Superintendent immediately notifying the Department of Education's Office of Credentialing.

RETALIATION

No reprisals or retaliation of any kind will be taken by the Board or by any District employee against the complainant or other individual on account of their filing a complaint or report or participating in an investigation of a complaint or report filed and decided pursuant to this policy, unless that person knew the complaint or report was false or knowingly provided false information

PREVENTION

It is important that all students and employees understand what constitutes discrimination and harassment and their right to report unwelcome behavior. Administration should educate those within their building regarding this policy annually, and should be watchful for behavior which fits the description of discrimination or harassment. Employees who witness such behavior as a third party have a responsibility to report it.

FALSE CLAIMS OF NON-DISCRIMINATION/NON-HARASSMENT:

The school district recognizes that not every advance or communication based on race, color, religion, gender identity, sexual orientation, national origin, disability, age or status in any group protected by federal or state law constitutes discrimination or harassment. Whether a particular action or incident is a personal, social relationship without a discriminatory/harassing employment or classroom learning effect requires a determination based on all the facts and surrounding totality of circumstances. False accusations of discrimination and/or harassment can have a serious detrimental effect on innocent parties and may result in disciplinary action.

EMPLOYEE ASSISTANCE PROGRAM:

For persons employed by the school system who are involved in a harassment accusation or incident of discrimination/harassment, the Brookline School District, Hollis School District, and Hollis Brookline Cooperative School District provides support from the Employee Assistance Program (EAP). The intent of this program, in this case, would be to help the employee deal with the psychological effects of being involved in the process. The District's Human Rights Office may assist employees in contacting the EAP for assistance.

RELATED BROOKLINE SCHOOL DISTRICT, HOLLIS SCHOOL DISTRICT, AND HOLLIS BROOKLINE COOPERATIVE SCHOOL DISTRICT POLICIES:

- Sexual Harassment and Sexual Violence - Students (Policy JBAA)
- Sexual Harassment and Sexual Violence – Staff (Policy GBAA)
- Nondiscrimination on the Basis of Handicap/Disability (Policy ACE)
- Nondiscrimination (Policy AC)
- Student Records and Access (Policy JRA)
- Pupil Safety and Violence Prevention – Bullying (Policy JICK)
- Public Complaints About Facilities or Services (Policy KED)

APPENDIX A – DISCRIMINATION / HARASSMENT COMPLAINT FORM

HARASSMENT, DISCRIMINATION, OR RETALIATION COMPLAINT FORM

If you have experienced or been threatened physically or sexually with assault, harm, or injury, notify 911 immediately.

Directions:

Please fill out this form if you believe you have experienced or witnessed an act of discrimination, harassment (including bullying and other behaviors that lead to a hostile work environment), or retaliation. Please see pages 3-5 for information on different types of discrimination, harassment, or retaliation.

You may submit this form electronically or by hard copy to a trusted supervisor, administrator, or the Human Resources department at the district SAU 41 office located at 4 Lund Lane, Hollis, NH 03049. If you prefer to submit a complaint verbally, you may do so by contacting any of the previously mentioned staff members. If you prefer to submit this complaint anonymously, please mail to 4 Lund Lane, Hollis, NH 03049 or send through interoffice mail to: Human Rights Officer – SAU 41 Office.

Whether or not you file a complaint with the Brookline School District, Hollis School District, and Hollis Brookline Cooperative School District, you also have the right to file a complaint with an external agency. These include:

- **Office for Civil Rights: U.S. Department of Education;** 5 Post Office Square, 8th Floor, Boston, MA 02109-3921; Telephone - 617-289-0111; Email - OCR.Boston@ed.gov
- **Office of Civil Rights, U.S. Dept of Agriculture;** 1400 Independence Avenue, SW, Washington, D.C., 20250-9410; Telephone - 866-632-9992; Email – program.intake@usda.gov
- **N.H. Commission for Human Rights,** 2 Industrial Park Drive, Concord 0330, Telephone - 603-271-2767; Email – humanrights@nh.gov
- **N.H. Department of Justice, Civil Rights Unit;** 33 Capitol Street, Concord, NH 03301; Telephone – 603-271-1181
- **N.H. Department of Education, Commissioner of Education;** 101 Pleasant Street, Concord, NH 03301, Telephone – 603-271-3494; Email - info@doe.nh.gov

For additional information, please see: *Policy AC – Nondiscrimination*

HARASSMENT, DISCRIMINATION, OR RETALIATION COMPLAINT FORM

What type of complaint are you filing?

(Choose all that apply, please see definitions at end of form)

☐ Discrimination (check all that apply)

- ☐ Age
- ☐ Creed
- ☐ Disability, presence or perception of
- ☐ Gender
- ☐ Gender Identity Gender identity
- ☐ Genetic information
- ☐ Marital status
- ☐ Military status
- ☐ National origin
- ☐ Pregnancy
- ☐ Race/ethnicity/color
- ☐ Religion
- ☐ Sexual orientation
- ☐ Other (please explain):

☐ Harassment

☐ Hostile Work Environment

☐ Retaliation

☐ Sexual Harassment

☐ Other (please explain): _____

Who is this complaint against?	
Name:	
<input type="checkbox"/> SAU41 Employee	<input type="checkbox"/> Non-SAU41 Employee
School:	Affiliation:
Phone:	Phone:
Email:	Email:
Notes:	Notes:
Date(s) of incident(s):	Date(s) of incident(s):

Please include any information that you are able to and/or comfortable including.

Who is filing this complaint? <i>Leave blank if filing anonymously.</i>	
Name:	
<input type="checkbox"/> SAU41 Employee	<input type="checkbox"/> Non-SAU41 Employee
School:	Affiliation:
Phone:	Phone:
Email:	Email:
Notes:	Notes:

Please describe what happened. The more information and details you are able to provide, the more helpful it will be in our ability to follow-up. The type of information that is helpful includes: dates, times, locations, witnesses, and any details you are able to provide about the event(s), incident(s), and/or behavior(s). If you have included your name, the Office of Human Resources may follow up with you for more information.

Is there anything else you'd like the Office of Human Resources to know?

Definitions:

Discrimination: Unlawful discrimination in employment occurs when an employer takes an adverse, harmful, harassing and/or retaliatory employment action against an employee (or potential employee) based on that employee's race/ethnicity/color, creed, sex, pregnancy, age, religion, national origin, marital status, the presence or perception of a disability, veteran's status, military status, genetic information, sexual orientation, gender, or gender identity. See SAU41 Anti-Discrimination Plan document for full definitions.

Harassment: Harassment is a form of employment discrimination that violates Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, (ADEA), the Americans with Disabilities Act of 1990 (ADA), and NH SB 263. Harassment is offensive conduct that may include, but is not limited to, offensive jokes, slurs, epithets or name calling, physical assaults or threats, intimidation, ridicule or mockery, insults or put-downs, offensive objects or pictures, and interference with work performance.

Harassment can occur in a variety of circumstances, including, but not limited to, the following:

- Asking unwelcome personal questions or other unwelcome treatment based on a person's age, creed, disability, gender expression, gender identity, genetic information, national origin, marital status, military status, pregnancy, race/ethnicity/color, religion, sex, sexual orientation/, gender identity, or veteran's status.
- Disclosing an individual's sexuality, gender identity, or gender expression against their wishes.
- The deliberate misuse of an individual's preferred name, form of address, or gender-related pronouns (except on legally mandated documentation, if the individual has not officially obtained a name change).
- Posting offensive pictures or sending offensive electronic or other communications.
- Unwelcome physical conduct.

Harassment becomes unlawful when 1) enduring the offensive conduct becomes a condition of continued employment, or 2) the conduct is severe or pervasive enough to create a hostile, intimidating, or abusive work environment.

Bullying may be a type of harassment seen in the workplace.

Bullying: A behavior that intends to frighten, hurt, or threaten others and cause harm, humiliation, or intimidation. Bullying behavior is often repetitive. It may involve verbal harassment, verbal or non-verbal threats, physical assault, stalking, or other methods of coercion such as manipulation, blackmail, or extortion. An imbalance of power, either real or perceived, between the aggressor and the victim is often involved.

Hostile Work Environment: A hostile work environment is one that is intimidating, hostile, or offensive. Offensive conduct may include, but is not limited to, offensive jokes, slurs, epithets or name-calling, assumptions based on stereotypes, , physical assaults or threats, intimidation,

ridicule or mockery, insults or put-downs, offensive objects or pictures, and inappropriate interference with work performance. Harassment can occur in a variety of circumstances, including, but not limited to, the following:

- The harasser can be the victim's supervisor, a supervisor in another area, a subordinate, an agent of the employer, a co-worker, or a non-employee (such as a fellow, volunteer or intern).
- The victim does not have to be the person harassed, but can be anyone affected by the offensive conduct.
- Unlawful harassment may occur without economic injury to, or discharge of, the victim.

Protected Classes: Race/ethnicity/color, creed, sex, pregnancy, age, religion, national origin, marital status, the presence or perception of a disability, veteran's status, military status, genetic information, sexual orientation, or gender identity.

Retaliation: Retaliation occurs when employers treat applicants, employees or former employees, fellows/volunteers/interns, or people closely associated with these individuals, less favorably for

- reporting discrimination;
- participating in a discrimination investigation or lawsuit (for example, serving as a witness), or;
- opposing discrimination (for example, threatening to file a charge or complaint of discrimination).

Retaliation will not be tolerated by the SAU41. Any employees, fellows/volunteers/interns, and applicants found to have retaliated will be subject to corrective or disciplinary action that is appropriate to the circumstances, up to and including dismissal.

Sexual Harassment: Sexual harassment can include unwelcome sexual advances, requests for sexual favors, and other verbal or physical harassment of a sexual nature. Harassment does not have to be of a sexual nature, however, and can include offensive remarks about a person's sex. For example, it is illegal to harass a woman by making offensive comments about women in general. Both victim and the harasser can be either a woman or a man, and the victim and harasser can be the same sex. Although the law doesn't prohibit simple teasing, offhand comments, or isolated incidents that are not very serious, harassment is illegal when it is so frequent or severe that it creates a hostile or offensive work environment or when it results in an adverse employment decision (such as the victim being fired or demoted). The harasser can be the victim's supervisor, a supervisor in another area, a co-worker, or someone who is not an employee of the employer, such as a client or customer.

Brookline School District

FY22

as of 06/30/2022

Expenses				
Description	Budget	YTD Expense	Encumbered	Balance
Regular Education	\$ 2,751,929	\$ 2,532,962		\$ 218,967
Special Education	\$ 1,661,818	\$ 1,771,073		\$ (109,255)
Student Support Services	\$ 626,895	\$ 541,341		\$ 85,554
Instructional Staff Support	\$ 238,049	\$ 165,248		\$ 72,802
School Board/SAU Assessment	\$ 435,421	\$ 402,397		\$ 33,024
School Administration	\$ 499,174	\$ 486,042		\$ 13,132
Food Service Bad Debt	\$ -	\$ 308		\$ (308)
Facilities	\$ 654,866	\$ 602,210		\$ 52,656
Transportation	\$ 610,199	\$ 614,733		\$ (4,535)
Benefits	\$ 2,556,562	\$ 2,431,541		\$ 125,022
Architect Design	\$ -	\$ 6,850		\$ (6,850)
Debt Service	\$ 37,100	\$ 37,100		\$ -
Transfers	\$ 455,000	\$ 844,253		\$ (389,253)
TOTAL	\$ 10,527,012	\$ 10,436,056	\$ -	\$ 90,956
Plus FY21 Expense Carryover	\$ 70,788	\$ 14,401		\$ 56,387
TOTAL FY21 + FY22	\$ 10,597,801	\$ 10,450,458	\$ -	\$ 147,343

Revenue				
Description	Budget	YTD Revenue	Expected	In Excess of Budget
Local Property Tax	\$ 6,388,822	\$ 6,388,822		\$ 0
Adequacy Aid Grant/Tax	\$ 2,797,900	\$ 2,797,900		\$ (0)
State				
Special Education Aid	\$ 122,547	\$ 151,105	\$ -	\$ 28,558
Full-Day Kindergarten Aid (Retro)	\$ 131,662	\$ 131,662	\$ -	\$ -
Food Service	\$ 2,100	\$ 7,364	\$ -	\$ 5,264
Federal				
Grants	\$ 190,000	\$ 320,093		\$ 130,093
Food Service	\$ 38,500	\$ 411,581		\$ 373,081
Medicaid	\$ 21,500	\$ 28,523		\$ 7,023
Local				
Tuition	\$ 13,000	\$ 21,304		\$ 8,304
Impact Fees	\$ 33,000	\$ 20,980	\$ -	\$ (12,020)
Other	\$ 6,000	\$ 87,719	\$ -	\$ 81,719
Food Service Sales	\$ 124,400	\$ 5,215		\$ (119,185)
FY21 Expense Carryover	\$ 70,788	\$ 14,401	\$ -	\$ (56,387)
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/Audit Adjustments	\$ 647,082	\$ 827,897		\$ 180,815
Retained Fund Balance	\$ (129,500)	\$ (129,500)	\$ -	\$ -
TOTAL REVENUE	\$ 10,597,801	\$ 11,225,066	\$ -	\$ 627,265

	Actual	Original (MS26)
Unreserved Fund Balance	\$ 774,608	\$ 469,500
Less: Contingency	\$ 40,000	\$ 40,000
Less: Facilities Maintenance	\$ 75,000	\$ 75,000
Less: Special Education Fund	\$ 75,000	\$ 25,000
Retained Fund Balance	\$ 129,500	\$ 129,500
Fund Balance to Reduce Taxes	\$ 455,108	\$ 200,000

Explanation of budget balances on current expense report

6/30/2022

Function	Description	Current Balance	Notes
1100	Regular Education	\$ 218,967	Hiring savings and unfilled positions
1200	Special Education	\$ (109,255)	Unexpected special ed costs
2100	Student Support Services	\$ 85,554	Primarily hiring savings
2200	Instructional Staff Support	\$ 72,802	FTE reduction savings
2300	School Board/SAU Assessment	\$ 33,024	Legal services higher than expected - Contingency is \$40K
2400	School Administration	\$ 13,132	Various small savings
2500	Food Service Bad Debt	\$ (308)	
2600	Facilities	\$ 52,656	Unfilled positions
2700	Transportation	\$ (4,535)	Unexpected Spec Ed Costs
2900	Benefits	\$ 125,022	Savings with hiring, unfilled positions and plan choices
4300	Architect design	\$ (6,850)	RMMS Bathroom Design
5100	Debt Service	\$ -	
5200	Transfers	\$ (389,253)	
		\$ 90,956	

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

Brookline School District

FY22

as of 10/12/2022

Expenses				
Description	Budget	YTD Expense	Encumbered	Balance
Regular Education	\$ 2,638,046	\$ 411,311	\$ 2,190,617	\$ 36,118
Special Education	\$ 2,051,891	\$ 246,103	\$ 1,778,794	\$ 26,995
Student Support Services	\$ 738,174	\$ 81,088	\$ 620,610	\$ 36,476
Instructional Staff Support	\$ 251,548	\$ 31,192	\$ 222,154	\$ (1,797)
School Board/SAU Assessment	\$ 448,943	\$ 156,861	\$ 298,707	\$ (6,624)
School Administration	\$ 540,547	\$ 207,121	\$ 365,929	\$ (32,503)
Facilities	\$ 671,997	\$ 192,658	\$ 515,917	\$ (36,578)
Transportation	\$ 682,592	\$ 86,306	\$ 605,073	\$ (8,787)
Benefits	\$ 2,480,618	\$ 442,356	\$ 2,011,665	\$ 26,597
ADA Projects/Temporary Storage	\$ -	\$ 2,653	\$ 93,639	\$ (96,292) *
Debt Service	\$ 73,200	\$ 73,200	\$ -	\$ -
Transfers	\$ 455,000	\$ -	\$ 455,000	\$ -
TOTAL	\$ 11,032,556	\$ 1,930,849	\$ 9,158,103	\$ (56,397)
Plus FY22 Expense Carryover	\$ 84,895	\$ 1,845	\$ 83,050	\$ 0
TOTAL FY22 + FY23	\$ 11,117,451	\$ 1,932,694	\$ 9,241,153	\$ (56,396)

Revenue				
Description	Budget	YTD Revenue	Expected	IN EXCESS OF BUDGET
Local Property Tax	\$ 6,962,965	\$ 2,000,000	\$ 4,962,965	\$ -
Adequacy Aid Grant/Tax	\$ 2,914,483	\$ 489,669	\$ 2,424,814	\$ (0)
State				
Special Education Aid	\$ 185,000		\$ 185,000	\$ -
Other - State Aid		\$ 1,893		\$ 1,893
Food Service	\$ 2,100		\$ 2,100	\$ -
Federal				
Grants	\$ 190,000	\$ 3,719	\$ 186,281	\$ (0)
Food Service	\$ 38,500	\$ 5,901	\$ 32,599	\$ 0
Medicaid	\$ 20,000	\$ 1,264	\$ 18,736	\$ 0
Local				
Tuition	\$19,000	\$ 10,083	\$ 26,917	\$ 18,000
Impact Fees	\$ 20,000		\$ 20,000	\$ -
Other	\$ 1,000	\$ 398	\$ 602	\$ 0
Food Service Sales	\$ 124,400	\$ 20,393	\$ 104,007	\$ (0)
FY22 Expense Carryover	\$ 84,895	\$ 1,845	\$ 83,050	\$ -
Less: Facilities Maint. Fund	\$ 75,000		\$ 75,000	\$ -
Less: Special Education Fund	\$ 25,000		\$ 25,000	\$ -
Fund Balance to Reduce Taxes	\$ 595,269		\$ 595,269	\$ -
Retained Fund Balance	\$ (140,161)		\$ (140,161)	\$ -
TOTAL REVENUE	\$ 11,117,451	\$ 2,535,165	\$ 8,602,179	\$ 19,893

Total Expense Balance \$ (56,396)

Total Revenue Balance \$ 19,893

Unreserved Fund Balance \$ (36,503)

Anticipated Reductions to Unreserved Fund Balance

*Could be funded by Retained Fund Balance

Anticipated Needs for FY24	
Maint. Trust	\$ 75,000
Spec Ed Trust	\$ 25,000
Retained Fund Balance	\$ 140,161
Total Reductions	\$ 240,161

Projected Fund Balance \$ (276,664)

Explanation of budget balances on current expense report

10/12/2022

Function	Description	Current Balance	Notes
1100	Regular Education	\$ 36,118	Unfilled Regular Ed MTSS Positions
1200	Special Education	\$ 26,995	Savings in hirings and unfilled positions
2100	Student Support Services	\$ 36,476	Hiring savings
2200	Instructional Staff Support	\$ (1,797)	
2300	School Board/SAU Assessment	\$ (6,624)	Unanticipated legal expense
2400	School Administration	\$ (32,503)	New PT Admin Support position created
2600	Facilities	\$ (36,578)	Significant increases in heating and electrical costs
2700	Transportation	\$ (8,787)	Increased fuel costs
2900	Benefits	\$ 26,597	Various small savings
4300	ADA Projects/Temp. Storage	\$ (96,292)	Could be funded by Retained Fund Balance
5100	Debt Service	\$ -	
5200	Transfers	\$ -	
		\$ (56,397)	

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

BSD FY24 Budget Detail for New Items - Round 2.3

Round 1.0 Academics	
Cost	Descrip
<u>RMMS</u>	
\$3,300	Reading Workshop Training Springbrook ELA PD
\$2,000	Math Workbooks-Yr 1
\$1,525	Foundations Fun Hub
\$5,500	Literacy Program Upgrade Training & Materials
\$12,325	
<u>CSDA</u>	
\$3,300	Reading Workshop Training Springbrook ELA PD
\$2,000	Math Workbooks-Yr 1
\$4,000	Literacy Program Upgrade Training & Materials
\$968	Classroom Book Sets Gr. 4 Read Aloud-New & Replace
\$240	Noise Cancelling Earphones
\$10,508	
\$22,833	Total

Round 2.3 Academics	
Cost	Descrip
<u>RMMS</u>	
\$3,300	Reading Workshop Training Springbrook ELA PD
\$2,000	Math Workbooks-Yr 1
\$1,525	Foundations Fun Hub
\$5,500	Literacy Program Upgrade Training & Materials
\$12,325	
<u>CSDA</u>	
\$3,300	Reading Workshop Training Springbrook ELA PD
\$2,000	Math Workbooks-Yr 1
\$4,000	Literacy Program Upgrade Training & Materials
\$0	Classroom Book Sets Gr. 4 Read Aloud-New & Replace
\$0	Noise Cancelling Earphones
\$9,300	
\$21,625	Total

Round 1.0 Personnel	
Cost	Descrip
<u>RMMS</u>	
\$69,663	MTSS/Curriculum Admin .4 Sal/Ben - Align with HSD
\$25,600	Lunch/Recess Assistants 4 @ \$6,400
\$3,000	Mentoring Program Update
<u>Stipends</u>	
\$1,000	Bus Coverage Funding
Shared Positions-All FT W/Benefits (F-H&D)	

Round 2.3 Personnel	
Cost	Descrip
<u>RMMS</u>	
\$55,000	MTSS/Curriculum Admin .4 Sal/Ben - Align with HSD
\$0	Lunch/Recess Assistants 4 @ \$6,400
\$3,000	Mentoring Program Update
<u>Stipends</u>	
\$0	Bus Coverage Funding
Shared Positions-All FT W/Benefits (F-H&D)	

BSD% - 0.090 in each school	
\$5,566	Directed Classroom Sub
\$1,060	Assist. Director of Facilities (increase responsibilities)
\$105,889	
CSDA	
\$69,663	MTSS/Curriculum Administrator .4 Sal/Ben - Align with HSD
\$25,600	Lunch/Recess Assistants 4 @ \$6,400
\$72,500	Classroom Teacher-Gr. 6 Currently Paid by REAP/ESSER
\$32,059	Secretary-Add'l Hrs 4 to 5 days, benefits eligible
\$3,000	Revamped Mentoring Program
Stipends	
\$1,000	Bus Coverage Funding
Shared Positions-All FT W/Benefits (F-H&D)	
BSD% - 0.090 in each school	
\$5,566	Directed Classroom Sub
\$1,060	Assist. Director of Facilities (increase responsibilities)
\$210,448	
\$316,338	Total

BSD% - 0.090 in each school	
\$0	Directed Classroom Sub
\$0	Assist. Director of Facilities (increase responsibilities)
\$58,000	
CSDA	
\$55,000	MTSS/Curriculum Administrator .4 Sal/Ben - Align with HSD
\$0	Lunch/Recess Assistants 4 @ \$6,400
\$72,500	Classroom Teacher-Gr. 6 Currently Paid by REAP/ESSER
\$0	Secretary-Add'l Hrs 4 to 5 days, benefits eligible
\$3,000	Revamped Mentoring Program
Stipends	
\$0	Bus Coverage Funding
Shared Positions-All FT W/Benefits (F-H&D)	
BSD% - 0.090 in each school	
\$0	Directed Classroom Sub
\$0	Assist. Director of Facilities (increase responsibilities)
\$130,500	
\$188,500	Total

Round 1.0 Special Ed Personnel	
Cost	Descrip
RMMS	
\$93,106	Preschool Teacher @ 1.0
\$69,973	Speech Language Path. @0.5
\$21,305	Para (STEP Program) @ 1.0
\$93,106	Case Manager-Kind. @ 1.0
	Salary/Benefits Included for all
\$277,490	
CSDA	
\$42,611	Paras (2) @ 1.0
	Salary/Benefits

Round 2.3 Special Ed Personnel	
Cost	Descrip
RMMS	
\$30,850	Preschool Teacher @ 0.5
\$69,973	Speech Language Path. @0.5
\$0	Para (STEP Program) @ 1.0
\$0	Case Manager-Kind. @ 1.0
	Salary/Benefits Included for all
\$100,823	
CSDA	
\$42,611	Paras (2) @ 1.0
	Salary/Benefits

\$42,611		\$42,611	
\$320,101	Total	\$143,433	Total

Round 1.0 New Computer Equip	
Cost	Descrip
<u>RMMS</u>	
\$0	
<u>CSDA</u>	
\$0	
\$0	Total

Round 2.3 New Computer Equip	
Cost	Descrip
<u>RMMS</u>	
\$0	
<u>CSDA</u>	
\$0	
\$0	Total

Round 1.0 Rplcmt Computer Equip	
Cost	Descrip
<u>RMMS</u>	
\$9,500	Staff Laptops - 10 @ \$950
\$20,000	Interactive Flat Panels Replaces Smartboard & Projector 4 @ \$5,000. Gr. K-2
\$850	Projectors-Replc. Cycle 2 @ \$425
\$36,750	Chromebooks-105 @ \$350 Replacement Program
\$5,000	Copier-Staff Room-Ck548
\$9,000	iPads w/Cases 20 @ \$450 for K
\$500	iPad Charging Station 1 @ \$500 for K
\$7,250	Access Points-EOL Rplcmnts 30 @ \$450+eRate discount
\$2,000	UPS (2) Uninterrupted Power Supply

Round 2.3 Rplcmt Computer Equip	
Cost	Descrip
<u>RMMS</u>	
\$4,750	Staff Laptops - 5 @ \$950 5 in REAP, 5 in GF
\$15,000	Interactive Flat Panels Replaces Smartboard & Projector 3 @ \$5,000. Gr. K-2
\$0	Projectors-Replc. Cycle 2 @ \$425
\$0	Chromebooks-105 @ \$350 Replacement Program to REAP
\$5,000	Copier-Staff Room-Ck548
\$0	iPads w/Cases 20 @ \$450 for K
\$0	iPad Charging Station 1 @ \$500 for K
\$0	Access Points-EOL Rplcmnts 30 @ \$450+eRate discount to Trust
\$2,000	UPS (2) Uninterrupted Power Supply

\$90,850		\$26,750	
CSDA		CSDA	
\$9,500	Staff Laptops - 10 @ \$950	\$4,750	Staff Laptops - 5 @ \$950 5 in REAP, 5 in GF
\$20,000	Interactive Flat Panels Replaces Smartboard & Projector 4 @ \$5,000. Gr. 4-6	\$15,000	Interactive Flat Panels Replaces Smartboard & Projector 3 @ \$5,000. Gr. 4-6
\$850	Projectors-Replc. Cycle 2 @ \$425	\$0	Projectors-Replc. Cycle 2 @ \$425
\$350	Printer	\$0	Printer
\$32,200	Chromebooks-EOL 92 @ \$350	\$0	Chromebooks-EOL 92 @ \$350
\$2,000	UPS (2) Uninterrupted Power Supply	\$2,000	UPS (2) Uninterrupted Power Supply
\$64,900		\$21,750	
\$155,750	Total	\$48,500	Total

Round 1.0 Shared Services/Software		Round 2.3 Shared Services/Software	
Cost	Descrip	Cost	Descrip
RMMS		RMMS	
Shared Services		Shared Services	
\$456	Windows Imaging Software	\$456	Windows Imaging Software
\$800	Critical Systems Backup	\$800	Critical Systems Backup
\$1,256		\$1,256	
CSDA		CSDA	
Shared Services		Shared Services	
\$456	Windows Imaging Software	\$456	Windows Imaging Software
\$800	Critical Systems Backup	\$800	Critical Systems Backup
\$1,256		\$1,256	
\$2,511	Total	\$2,511	Total

Round 1.0 Safety/Compliance Issues		Round 2.3 Safety/Compliance Issues	
Cost	Descrip	Cost	Descrip
RMMS		RMMS	
\$8,800	Cafeteria Tables (4)-Phase 2	\$8,800	Cafeteria Tables (4)-Phase 2

\$1,369	Audiometer
\$23,000	Update Phone System
\$65,000	Milford Street Vestibule
\$15,000	Burglar Alarm-EOL
\$100,000	Fire Alarm Panel
\$10,000	Annunciation Panel-Add Doors
\$223,169	
CSDA	
\$10,000	Exterior Lighting Bulbs to LED; Replace 9 posts
\$5,000	Playground Design-Phase I
\$15,000	Burglar Alarm-EOL
\$100,000	Fire Alarm Panel
\$10,000	Exterior Doors (3)-Phase I
\$6,000	Window Balances/Seals
\$146,000	
\$369,169	Total

\$1,369	Audiometer
\$0	Update Phone System
\$5,000	Milford St. Vestibule-Design
\$0	Burglar Alarm-EOL
\$0	Fire Alarm Panel
\$0	Annunciation Panel-Add Doors
\$15,169	
CSDA	
\$0	Exterior Lighting Bulbs to LED; Replace 9 posts
\$5,000	Playground Design-Phase I
\$0	Burglar Alarm-EOL
\$0	Fire Alarm Panel
\$0	Exterior Doors (3)-Phase I
\$0	Window Balances/Seals
\$5,000	
\$20,169	Total

Round 1.0 Facilities/Maintenance	
Cost	Descrip
RMMS	
\$70,000	Bathroom Renos-Ely-Phase I
Grade 3 - 4 Classrooms	
\$12,000	Student Desk Workspace(20)
\$3,000	Flexible Cresent Seats Small group instruction
\$3,200	Dry Erase Kidney Tables (4) Small group instruction
\$20,000	Kitchen Area Roof Rplcmnt
\$4,800	Art Tables-Replacement
\$800	Mailboxes
\$1,500	Laminator Replacement
\$10,000	Push-Bar Rplcmnt-Phase II
\$6,500	Old Entrance Reno to Office
\$11,000	ASHP (2) STEP Rm & Resource Room
\$17,000	Cabinets & sinks (2 sets) New Gr. 3 Classrooms
\$960	Magnetic Whiteboard Carts Gr. 2 literacy tool-Phase I

Round 2.3 Facilities/Maintenance	
Cost	Descrip
RMMS	
\$0	Bathroom Renos-Ely-Phase I
Grade 3 - 4 Classrooms	
\$0	Student Desk Workspace(20)
\$0	Flexible Cresent Seats Small group instruction
\$0	Dry Erase Kidney Tables (4) Small group instruction
\$0	Kitchen Area Roof Rplcmnt
\$0	Art Tables-Replacement
\$0	Mailboxes
\$1,500	Laminator Replacement
\$0	Push-Bar Rplcmnt-Phase II
\$0	Old Entrance Reno to Office
\$0	ASHP (2) STEP Rm & Resource Room
\$0	Cabinets & sinks (2 sets) New Gr. 3 Classrooms
\$0	Magnetic Whiteboard Carts Gr. 2 literacy tool-Phase I

\$2,500	Classroom Bookcases	\$0	Classroom Bookcases
	Gr. 1-Phase I		Gr. 1-Phase I
\$3,500	Playground Mulch Rplcmnt	\$3,500	Playground Mulch Rplcmnt
\$3,000	Classroom Flooring	\$3,000	Classroom Flooring
	Rm 35		Rm 35
\$10,500	Tree Removal & Pruning	\$0	Tree Removal & Pruning
\$50,000	Roofing-Milford Street	\$0	Roofing-Milford Street
\$4,500	Electrical Panel Upgrade	\$0	Electrical Panel Upgrade
\$234,760		\$8,000	
CSDA		CSDA	
Energy Enrollment Issues-Potential Lease		Energy Enrollment Issues-Potential Lease	
\$55,000	HVAC Controls	\$0	HVAC Controls
\$150,000	A/C System-Nearing EOL	\$0	A/C System-Nearing EOL
Other		Other	
\$60,000	Dirt Road-Regrade-Phase I	\$0	Dirt Road-Regrade-Phase I
	Paving=Phase II in FY25		Paving=Phase II in FY25
\$20,000	Flooring-Office	\$0	Flooring-Office
\$3,200	Dry Erase Kidney Tables (4)	\$0	Dry Erase Kidney Tables (4)
	Small group instruction	\$0	Small group instruction
\$5,000	Additional Landscaping	\$0	Additional Landscaping
	Pruning, Trimming, weeding		Pruning, Trimming, weeding
\$293,200		\$0	
\$527,960	Total	\$8,000	Total
\$1,714,662	Grand Total	\$432,738	Grand Total

Round 1.0 Warrant Articles		Round 2.3 Warrant Articles		FY23 FINAL Warrant Articles		
Cost	Descrip	Cost	Descrip	Cost	Descrip	
\$13,306,820	Operating Budget	\$11,663,076	Operating Budget	\$10,525,348	Operating Budget*	\$1,137,728 10.81%
	BTA		BTA			
\$446,159	SAU Assessment-Estimate	\$446,159	SAU Assessment-Estimate	\$407,208	SAU Assessment	\$1,276,679 11.57%
\$75,000	Maintenance Trust	\$175,000	Maintenance Trust	\$75,000	Maintenance Trust	
\$25,000	Special Ed Trust	\$25,000	Special Ed Trust	\$25,000	Special Ed Trust	
	Current balance: \$225k		Current balance: \$225k			
\$13,852,979	Warrant Total	\$12,309,235	Warrant Total	\$11,032,556	Warrant Total	
		How do we address critical needs?				
		\$400,000	Controls, elec panel, boiler, HVAC, etc			

<u>RMMS</u>	
\$0	
<u>CSDA</u>	
\$0	
\$0	Total

<u>RMMS</u>	
\$36,750	Chromebooks-105 @ \$350
	Replacement Program
\$4,750	Staff Laptops - 5 @ \$950
\$41,500	
<u>CSDA</u>	
\$4,750	Staff Laptops - 5 @ \$950
\$4,750	
\$46,250	Total

	To \$1M Bond/Cap Repairs
	To Expendable Trust

AC NON- DISCRIMINATION, EQUAL OPPORTUNITY EMPLOYMENT and DISTRICT ANTI-DISCRIMINATION PLAN

Category: Priority/Required by Law

Related Policies: ACE, GBAA, JBAA, JICK, KED

A. Prohibition Against Discrimination of Students in Educational Programs and Activities.

No person shall be excluded from, denied the benefits of, or subjected to discrimination in the District's public schools because of their age, sex, gender identity, sexual orientation, race, color, marital status, familial status, disability, religion or national origin.

Discrimination, including harassment, against any student in the District's education programs, on the basis of any of the above classes, or a student's creed, is prohibited. Finally, there shall be no denial to any person of the benefits of educational programs or activities, on the basis of any of the above classes, or economic status.

Harassment of students other than on the basis of any of the classes or categories listed above is prohibited under Board policy JICK Pupil Safety and Violence Prevention.

B. Equal Opportunity of Employment and Prohibition Against Discrimination in Employment.

The School District is an Equal Opportunity Employer. The District ensures equal employment opportunities without regard to age, color, creed, disability, gender identity, marital status, national origin, pregnancy, race, religion, sex, or sexual orientation. The District will employ individuals who meet the physical and mental requirements, and who have the education, training, and experience established as necessary for the performance of the job as specified in the pertinent job description(s).

Discrimination against and harassment of school employees because of age, sex, race, creed, religion, color, marital status, familial status, physical or mental disability, genetic information, national origin, ancestry, sexual orientation, or gender identity are prohibited. Additionally, the District will not discriminate against any employee who is a victim of domestic violence, harassment, sexual assault, or stalking.

C. Policy Application.

This Policy is applicable to all persons employed or served by the District. It applies to all sites and activities the District supervises, controls, or where it has jurisdiction under the law, including where it (a) occurs on, or is delivered to, school property or a school-sponsored activity or event on or off school property; or (b) occurs off of school property or outside of a school-sponsored activity or event, if the conduct interferes with a student's educational opportunities or substantially disrupts the orderly operations of the school or school-sponsored activity or event, as set forth in Board policy JICK, Pupil Safety and Violence Prevention. Examples of sites and activities include all District buildings and grounds, school buses and other vehicles, field trips, and athletic competitions.

D. District Anti-Discrimination Plan.

The Superintendent shall develop and provide to the Board for approval, a coordinated written District Anti- Discrimination Plan (the "Plan") to include guidelines, protocols and procedures intended to prevent, assess the presence of, intervene in, and respond to incidents of discrimination.

Among other things, the Plan should include provisions, and recommendations with respect to resources, policies, complaint procedures, student education programs, Plan dissemination and training appropriate to carrying out the Plan objectives stated in the preceding paragraph.

In developing the Plan, the Superintendent is encouraged to seek input from appropriate groups of the school and local community and coordinate with the District's Human Rights Officer and Title IX and 504 Coordinators.

No less than once every two years (off years from review of the District's Suicide Prevention Plan, the Superintendent shall update the District Anti-Discrimination Plan, and present the same to the Board for review. Such Plan updates should be submitted to the Board in time for appropriate budget consideration.

E. Human Rights [or Non-Discrimination], Title IX, 504 and other Coordinators or Officers.

The Superintendent shall assure that District and or building personnel are assigned to the positions listed below. Each year, the Superintendent shall prepare and disseminate as an Appendix AC-E to this Policy an updated list of the person or persons acting in those positions, along with their District contact information, including telephone number, email, postal and physical addresses.

Human Rights Officer	Director of Student Services for Students
Human Rights Officer	HR Administrator for Employees
Title IX Coordinator	Director of Student Services
504 Coordinator	Director of Student Services

The Appendix will also include current contact for relevant state and federal agencies including:

U.S. Department of Education, Office of Civil Rights

U.S. Department of Agriculture, Office of Civil Rights

N.H. Human Rights Commission

N.H. Department of Justice, Civil Rights Unit

N.H. Department of Education, Commissioner of Education

F. Complaint and Reporting Procedures.

Any person who believes that they have been discriminated against, harassed, or bullied in violation of this policy by any student, employee, or other person under the supervision and

control of the school District, or any third person who knows or suspects conduct that may constitute discrimination, harassment, or bullying, should contact the District Human Rights Officer, or otherwise as provided in the policies referenced below under this same heading.

Any employee who has witnessed, or who has reliable information that another person may have been subjected to discrimination, harassment, or bullying in violation of this policy shall report such conduct to their immediate supervisor, the District Human Rights Officer, or as provided in one of the policies or administrative procedures referenced below under this same heading. Employees who observe an incident of harassment or bullying are expected to intervene to stop the conduct in situations in which they have supervisory control over the perpetrator and it is safe to do so. If an employee knows of an incident involving discrimination, harassment, or bullying and the employee fails to report the conduct or take proper action or knowingly provides false information in regard to the incident, the employee will be subject to disciplinary action up to, and including, dismissal.

Investigations and resolution of any complaints shall be according to the policies listed below and related administrative procedures or regulations. Complaints or reports regarding matters not covered in one or the other of those policies should be made to the District Human Rights Officer.

1. Reports or complaints of sexual harassment or sexual violence by employees or third party contractors should be made under Board policy GBAA;
2. Reports or complaints of sexual harassment or sexual violence by students should be made under Board policy JBAA;
3. Reports or complaints of discrimination on the basis of disability should be made under Board policy ACE, except for complaints regarding facilities accessibility by disabled non-students or employees, which should be made under Board policy KED; and
4. Reports or complaints of bullying or other harassment of pupils should be made under Board policy JICK.

G. Alternative Complaint Procedures and Legal Remedies.

An individual may file a complaint with the Office for Civil Rights ("OCR"), of the United States Department of Education, or with the New Hampshire Commissioner for Human Rights.

1. Office for Civil Rights, U.S. Department of Education, 5 Post Office Square, 8th Floor, Boston, MA 02109-3921; Telephone number: (617) 289-0111; Fax number: (617) 289-0150; Email: OCR.Boston@ed.gov

Note: Complaints to OCR must be filed in writing no later than 180 days after the alleged act(s) of discrimination. OCR may waive its 180 day time limit based on OCR policies and procedures.

2. New Hampshire Commission for Human Rights, 2 Industrial Park Drive, Concord, NH 03301; Telephone number: (603) 271-2767; Email: humanrights@nh.gov

Notwithstanding any other remedy, any person may contact the police or pursue a criminal prosecution under state or federal criminal law.

H. Retaliation Prohibited.

No reprisals or retaliation of any kind will be taken by the Board or by any District employee against the complainant or other individual on account of his or her filing a complaint or report or participating in an investigation of a complaint or report filed and decided pursuant to this policy, unless that person knew the complaint or report was false or knowingly provided false information.

I. Administrative Procedures and Regulations.

The Superintendent shall develop such other procedures and regulations as are necessary and appropriate to implement this Policy.

J. Notice of Compliance.

The Superintendent will provide notice of compliance with federal and state civil rights laws to all applicants for employment, employees, students, parents, and other interested persons, as appropriate.

Legal Reference:

RSA 186:11, XXXIII, Discrimination

RSA 193:38, Discrimination in Public Schools

RSA 193-F, Student Safety and Violence Protection Act RSA 275:71, Prohibited Conduct by Employer

RSA 354-A, State Commission for Human Rights

The Age Discrimination in Employment Act of 1967, 29 U.S.C. 621, et seq. Title II of The Americans with Disabilities Act of 1990, 42 U.S.C. 12101, et seq. Title IV of the Civil Rights Act of 1964, 42 U.S.C. §2000c

Title VII of The Civil Rights Act of 1964 (15 or more employees), 42 U.S.C. 2000d, et seq. Title IX of the Education Amendments of 1972, 20 U.S.C 1681, et seq

NH Dept of Ed. Rule 303.01 (i), School Board Substantive Duties

Adoption: May 25, 2004

1st Reading: September 28, 2022

2nd Reading: October 26, 2022

Category: Priority/Required by Law

The School Board is committed to protecting the health, safety and welfare of its students and school community. This policy supports federal, state and local efforts to provide education on youth suicide awareness and prevention; to establish methods of prevention, intervention, and response to suicide or suicide attempt ("postvention"); and to promote access to suicide awareness, prevention and postvention resources.

I. District Suicide Prevention Plan and Biennial Review.

- A. The Superintendent shall develop and provide to the Board for approval, a coordinated written District Suicide Prevention Plan (the "Plan") to include guidelines, protocols and procedures with the objectives of prevention, risk assessment, intervention and response to youth suicides and suicide attempts. This coordinated plan shall conform to the components required of public schools by RSA 193-J:2.
- B. Biennial Review: No less than once every two years, the Superintendent, in consultation with the District Suicide Prevention Coordinator with input and evidence from community health or suicide prevention organizations, and District health and guidance personnel, shall update the District Suicide Prevention Plan, and present the same to the Board for review. Such Plan updates shall be submitted to the Board in time for appropriate budget consideration.

II. Suicide Prevention Coordinator and Liaisons.

- A. District Suicide Prevention Coordinator. The Superintendent shall appoint a District Suicide Prevention Coordinator, who, shall be responsible for:
 1. developing and maintaining cooperative relationships with and coordination efforts between the District and community suicide prevention programs and personnel;
 2. annual updating of (i) State and community crisis or intervention referral intervention information, and (ii) names and contact information of Building Suicide Prevention Liaisons, for inclusion in student handbooks and on the District's website;
 3. developing - or assisting individual teachers with the development - of age appropriate student educational programing, such that all students receive information in the importance of safe and healthy choices and coping strategies, recognizing risk factors and warning signs of mental disorders and suicide in oneself and others, and providing help-seeking strategies for oneself or others, including how to engage school resources and refer friends for help;
 4. developing or assisting in the development of the annual staff training required under section C of this policy;
 5. Such other duties as referenced in this Policy or as assigned by the Superintendent.
- B. Building Suicide Prevention Liaison. The school counselor, or, in their absence, the building administrator, shall be designated as the Building Suicide Prevention Liaison, and shall serve as the in building point-of-contact person when a student is believed to be at an elevated risk for suicide. Employees who have reason to believe a student is at risk of suicide, or is exhibiting risk factors for suicide, shall report that information to the Building Liaison, who shall, immediately or as soon as possible, establish and implement a response plan with the District Suicide Prevention Coordinator.

III. Annual Staff Training. The Superintendent shall assure that beginning with the 2020-21 school year, all school building faculty and staff, designated volunteers, and any other personnel who have regular contact with students, including contracted personnel or third-party employees, receive at least two hours of training in suicide awareness and prevention. Such training may include such matters as youth suicide risk factors, warning signs, protective factors, intervention, response procedures, referrals, and postvention and local resources.

IV. Dissemination. Student handbooks and the District's website will be updated each year with the contact information for the Building Suicide Prevention Liaisons, State and community crisis or intervention referral intervention resources. The District Suicide Prevention Plan will be made available on the District's, and each school's respective websites.

V. Student Identification Cards. The National Suicide Prevention Lifeline shall be labeled on student identification cards and include the telephone number; National Suicide Prevention Lifeline 988. Prior to the start of each school year, the Superintendent shall certify that the contact information for the National Suicide Prevention Lifeline is accurate and up to date.

Legal References:

RSA 193-J: Suicide Prevention Education

District Policy History:

1st Reading: August 2, 2021, as amended
2nd Reading: September 22, 2021, as amended
3rd Reading: October 27, 2022, as amended
Adopted: October 27, 2021
1st Reading & Adopt: October 26, 2022

Policy BEDH - PUBLIC PARTICIPATION AT BOARD MEETINGS

The primary purpose of School Board meetings is to conduct the business of the Board as it relates to school policies, programs and operations. The Board encourages residents to attend Board meetings so that they may become acquainted with the operation and programs of the schools. All official meetings of the Board shall be open to the press and public. However, the Board reserves the right to meet and to adjourn or recess a meeting at any time. The Board also reserves the right to enter non-public session at any time, in accordance with the provisions [RSA 91-A:3](#).

In order to assure that persons who wish to appear before the Board may be heard and, at the same time, it may conduct its meetings properly and efficiently, the Board adopts as policy the following procedures and rules pertaining to public participation at Board meetings:

Rules of Order

1. The Board will provide a maximum of thirty minutes to hear public comments from residents at the beginning of each regular Board meeting. This period may be extended by a majority vote of the Board. Additionally, the Board may include additional public comment period for specific agenda items with a time limit for public comment specified on the pertinent agenda.
2. Individual speakers will be allotted three minutes per person. Speakers may not relinquish allotted time to another speaker. For specific meetings and/or specific agenda items, The Board may at the outset of the public comment period increase the individual time limit for all speakers.
3. The Chair will recognize speakers on a first come basis.
4. Speakers shall identify themselves and their home address clearly for the record.
5. Except as otherwise provided in this policy, members of the public may offer comments on agenda items. In the interest of preserving individual privacy and due process rights, the Board requests that comments (including complaints) regarding individual employees (other than the Superintendent) or individual students be directed to the Superintendent in accord with the complaint/grievance resolution processes set forth in School Board Policies KE and/or KEB. Complaints regarding the Superintendent, may be made either during public comment, or directed to the School Board Chair as described in Board Policy KEB.
6. Any comments which do not adhere to the above, or which disrupt the official business of the Board may be ruled out of order by the Chair. Repeated disruption may result in the individual being asked to leave the meeting. Obscene speech, comments threatening bodily harm, or other unprotected speech will not be tolerated.
7. The Board Chair may terminate the speaker's privilege of address if the speaker does not follow the above rules of order. Repeated violations or disruptions may result in the intervention of law enforcement, with the potential for criminal charges.

Persons appearing before the Board are reminded that members of the Board are without authority to act independently as individuals in official matters. Thus, questions may be directed

to individual Board members, but answers must be deferred pending consideration by the full Board.

With the aim of maintaining focus on the issues in discussion, it is desired that all speakers strive to adhere to ordinary norms of decorum and civility.

Legal Reference:

RSA 91-A:2, Meetings Open to Public

RSA 91-A:3

Adoption: April 20, 2004

First Reading: November 26, 2013

Second Reading: December 10, 2013

Third Reading: January 28, 2104

Adopted: January 28, 2014

1st Reading: September 22, 2021

2nd Reading: October 27, 2021

3rd Reading: November 17, 2021

Adopted: November 17, 2021

1st Reading: September 28, 2022

2nd Reading & Adopt: October 26, 2022

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~~ 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 *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~~ they believes ~~he/she~~ they 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~~ they have 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. If the selected remedial measure requires the victim's participation, the victim's family will be notified of the remedial measure. *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(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~~ their 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~~ their findings and reasons for ~~his/her~~ their 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~~ their 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~~ they 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~~ their 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.

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

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3rd Reading & Adopt: October 26, 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.

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

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