

Brookline School Board
Tuesday, May 22, 2018
Captain Samuel Douglass Academy
6:00 PM

All times are estimates and subject to change without notice

- 6:00 Call to Order
- 6:15 Agenda Adjustments
Correspondence/Resignations/Nominations
- 6:25 Interview School Board Candidates
- 7:00 Non-public under RSA 91-A: 3II (a) Compensation and/or (c) Reputation
- 7:30 Public Input
- 7:45 Principal's report
 - Kindergarten steering committee
 - Charge
 - Membership
- 8:00 Discussion
 - Calendar review - School Board Meetings dates/night of the week
 - Revenue and Expense report
- 8:10 Deliberations
 - To see what action the Board will take regarding the Business Administrator's proposal to fund the District's portion of the State security grants
 - To see what action the Board will take regarding Policy JKAA – Use of Physical Restraint, Seclusion and Intentional Physical Contact – First Reading
 - To see what action the Board will take regarding Policy JICI – Weapons on School Property – First Reading
 - To see what action the Board will take regarding Policy EFD – School Wellness – First Reading
 - To see what action the Board will take regarding the formation of a Kindergarten Steering Committee
- 8:20 Approval of Minutes – April 17, 2018
- 8:30 Motion to adjourn

Dear School Board Members,

We have established a Kindergarten Steering Committee to explore a taxpayer funded full day kindergarten program at RMMS. Below are the members and proposed meeting dates. Thank you again for approving the formation of a steering committee.

Steering Committee Members:

Daniel Molinari, Principal

Ken Haag, School Board Vice Chair

Virginia Commisso, Kindergarten Teacher

Thomas Humphries, Town Selectman

Jaime Pusateri, Parent

Franziska Gorski, Parent

Meeting Dates will be held at RMMS at 4:30 p.m.

Tuesday, June 19th

Tuesday, August 28th

Tuesday September 4th

Tuesday, October 2nd

Tuesday, November 6th

Tuesday, December 4th

Tuesday, January 8th

Brookline School Administrator's Report

May 22, 2018

Calendar, Events, Programs

May 1st and May 3rd - Kindergarten Screening May 3rd - CSDA Literacy Fest. & 'Poetry Out Loud' May 4th - Progress Reports May 7th - CSDA NHSAS Testing Begins May 8th - PTO Meeting at RMMS May 10th - RMMS Writers' Fest., Book Fair, Art Show May 11th - Gr. 5 Field Trip Old Sturbridge Village May 18th - Kindergarten Davis Farmland Field Trip May 19th - Brookline Bolt 5K Run & Walk May 22nd - District Band Concert at HBHS May 22nd - School Board Meeting May 25th - Memorial Day Program at CSDA May 30th - Grade 5 Ecology Field Trip May 31st - Grade 5 to 6 Math Placement Exam May 31st - CSDA Spring Band Concert May 31st - June 7th - CSDA Spring Book Fair	June 4th - CSDA Chorus to American Young Voices June 4th - June 8th - RMMS Math Week June 5th & 6th - Grade 1 See Science Center Field Trip June 6th - Summer Reading Kick-off Night Event June 7th - Grade 3 Geodomes June 7th - CSDA Spring Chorus & Orchestra Concert June 8th - Grade 6 Class Trip June 11th - Grades entered into Powerschool June 11th - Step Up Day for current students in grades K-3 June 12th - RMMS Field Day June 12th - Grade 6 Science Fair June 13th - Grade 6 Step-Up to HBMS June 14th - Grade 4 to Lowell Mills June 14th - Grade 6 Graduation (6:30-7:30) June 15th - CSDA Field Day & Talent Show June 15th - Last Student Day - Full Day of School
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Brookline Administrator's Report

BSD:

- Infrastructure Grant & Capital Improvement Plan Project Updates
- NH Statewide Testing Program Update
- Whole Child Education Initiative (BSD & SAU-41)
- New Grade 5 Teacher Search
- PTO Staff Appreciation Breakfast

RMMS:

- Kindergarten Steering Committee

CSDA:

- Canis Lupus EXL Rolls - Project Recap, 2017-2018
- 'Snoke-im Bridge' Opening - Trail Enhancement Project Update

BSD Enrollment Summary

Pre 3 (20)	Pre 4 (19)	K (71)	1 (78)	2 (66)	3 (79)	4 (79)	5 (72)	6 (67)
Classes 9, 11	Classes 10, 9	Classes 18,17,17 19- Half	Classes 15,15,16, 16,16	Classes 21, 22, 23	Classes 18, 20, 20, 21	Classes 19,19, 20, 20	Classes 16,18, 19,19	Classes 21 , 23, 23

RMMS total students: 333

CSDA total students: 218

Total BSD students: 551

Blue – Departing staff
Green – Incoming staff

Brookline School District Staff

Professional Staff

Richard Maghakian Memorial School

Pre-K

Lisa Manzo
Shawna Cutler

Grade 1

Lisa Boucher
Sacha Doucet
Patricia Waller
Nichole DeDecker
Jill Robinson

Grade 2

Kristin Trent
Katie Milewski
Shannon Dwyer
Jessica Laflamme

Grade 3

Allie Hills Everett
Lisa Talcott
Heidi Williams
Jessica Laflamme

Kindergarten

Lauren Arruda
Virginia Commisso
Emily Ekis
Nicole Machado

Captain Samuel Douglass Academy

Grade 4

Debbie Calkin
Lisa Lindsay
Joseph Vitulli
Shelley Kosek

Grade 5

Melissa Leafe
Jane Gauthier
Renelle Stone

New

Tim Putnam

Grade 6

Brittany Hicks
Hannah LaRochelle
Greg Snoke

Tim Putnam

Brookline School District Specialists

CSDA

Pamela Shaw- Computer Specialist
Betsy Black- Reading Specialist
Lauren Melia – Reading Specialist
Adam Wallis - Band
Christina Catino- Music/Chorus
Megan Gagne - Art
Tammy Van Dyke- Phys. Ed./ Health
Maureen Lorden, Nurse
Jessica Visinsky Bumpus - Guidance/504 Coord.
Barbara Sobol- Library
Karin Pillion- Math Specialist

RMMS

Jenny Lynch - Computer
Kim Beaudette – Reading Specialis
eKaren Laplante - Reading Specialist
Shannon Sinclair- Music
Monica Boisvert- Art
Steven Martus - Phys. Ed./ Health
Cathy Burbee, Nurse
Deborah Bowry- Guidance/ 504 Coord.
Kristine Murray- Library
Lisa Winters - Math Specialist

Beth Penney – Science Education
Mary Albina- Computer Technician

Special Education Staff

CSDA

Marcia Bruseo, Occupational Therapist
Colleen Ciccariello, Speech Pathologist
Sarah Griffin, Case Manager
Andrea Martel, Case Manager
Jaime Matylewski, Case Manager
Sandy Yaffe, Physical Therapist RMMS/CSDA
Amanda Morin, School Psychologist, RMMS/CSDA
Brittany Curtis, Occupational Therapist RMMS/CSDA

RMMS

Lea Kamen- Speech Pathologist
Amanda Bent, Case Manager
Karen Antonellis, Case Manager
Stephanie Rogers, Case Manager
Kimberly Frye, ESOL
Amanda Finigan, Case Manager

Kindergarten Projections

2016-2017

- Area schools called = 19
- Parents calling in = 1
- RMMS preschool 4 class = 17
- Birth Records = 20

As of 2/16/16 - 57

As of 10/1/16 - **Total = 80**

2017-2018

- Area schools called = 30
- RMMS preschool 4 class = 13
- Preschool wait list = 10
- Birth Records = 22

As of 10/1/16 = 45

As of 1/25/17 = 47

As of 3/23 = 57

As of 1/23/18 - **Total = 73**

2018-2019

- Area schools called = 33 schools
- RMMS preschool 4 class = 19
- Preschool wait list = 11
- Birth Records = 19

As of 1/29/18 Total = 50

As of 2/6/18 Total = 52

As of 3/22/18 = 56 total

As of 5/18/18
(41 Full Day, 24 Half Day,)

65 Total

Brookline School District Expense Revenue Report

Brookline

		THRU 05/14			REASON
Expense Function	Description	Annual Budget	YTD Expense	Encumbered	
1100	Regular Education	2,540,593.97	1,842,481.09	630,233.31	67,879.57
1200	Special Education	1,043,216.22	853,999.20	255,106.27	(65,889.25)
2100	Student Support Services	621,921.19	377,287.76	134,328.78	110,304.65
2200	Instructional Staff Support	230,485.45	152,616.23	44,834.13	33,035.09
2300	School Board/SAU Assessment	306,176.00	289,109.33	27,163.98	(10,097.31)
2400	School Administration	436,759.29	360,242.62	55,846.95	20,669.72
2600	Facilities	598,272.03	480,208.37	112,524.22	5,539.44
2700	Transportation	416,847.38	349,550.56	55,393.62	11,903.20
2900	Benefits	2,065,452.47	1,621,444.84	543,432.65	(99,425.02)
5100	Bonds	480,325.00	480,325.00		-
5200	Transfers	505,000.00	140,000.00	365,000.00	-
		9,245,049.00	6,947,265.00	2,223,863.91	73,920.09
FY17 Expense CarryOver		31,948.89	31,948.89	-	-
		9,276,997.89	6,979,213.89	2,223,863.91	73,920.09

Revenue		YTD			REASON
		Budget	Revenue	Expected	
1100, 1111	Local Property Tax	6,434,018.50	6,170,000.00	264,018.50	-
1112, 1500, 1900	Local Impact Fees	10,000.00	19,590.57		(9,590.57)
3110	Adequacy Aid Grant/Tax	1,822,440.50	1,822,440.50		-
	State		-		
3230	Catastrophic Aid	-	16,774.00		(16,774.00)
3210	Building Aid	49,650.00	49,649.50		0.50
21.3260	Food Service	2,133.00	2,184.18		(51.18)
	Federal		-		
22.4300-4570	Grants	200,000.00	85,868.34	114,131.66	-
21.4560	Food Service	40,867.00	22,298.20	18,568.80	-
4580	Medicaid	23,000.00	13,495.69	11,645.45	(2,141.14)
	Local		-		
1317, 1322, 1990.01	Tuition	160,000.00	216,761.47		(56,761.47)
1510, 1910, 1990	Other	3,600.00	6,487.26		(2,887.26)
21.1600-1699	Food Service Sales	122,000.00	102,285.96	19,714.04	-
	Maintenance Trust (FY18)	40,000.00	-	40,000.00	-
	Spec Ed Trust (FY18)	100,000.00	-	100,000.00	-
	Fund Balance to Reduce Taxes (FY 18)	237,340.00	-	237,340.00	-
		9,245,049.00	8,527,835.67	805,418.45	(88,205.12)
Unreserved Fund Balance			\$	162,125	

Less Contingency	\$	50,000
Less Facilities Maintenance Fund	\$	50,000
Less Special Education Fund	\$	25,000
Fund Balance to Reduce Taxes	\$	37,125

Public School Infrastructure Grants

Hollis Brookline Schools Overview

District	School	Project	Total Cost	State Portion	District Portion	In FY19 Budget	Other Source	Total Check	District Funding Sources
HSD	HPS	Interior Doors	\$125,000	\$100,000	\$25,000	\$25,000		\$25,000	Expendable Trust
HSD	HUES	Window Blinds	\$1,500	\$1,200	\$300	\$300		\$300	
HSD	HUES	Laminate	\$10,000	\$8,000	\$2,000	\$2,000		\$2,000	
HSD	HUES	Cameras	\$10,000	\$8,000	\$2,000		\$2,000	\$2,000	eRate
HSD	HUES	Add'l FOBs	\$27,000	\$21,600	\$5,400		\$5,400	\$5,400	eRate
HSD	HUES	Door Frame Repairs	\$15,000	\$12,000	\$3,000	\$3,000		\$3,000	
HSD	HUES	Thumb Locks	\$50,000	\$40,000	\$10,000	\$700	\$9,300	\$10,000	Expendable Trust
		Total	\$113,500	\$90,800	\$22,700	\$6,000	\$16,700	\$22,700	
BSD	RMMS	Cameras/Viewing Device							FY18 Budget
BSD	RMMS	Laminate							Expendable Trust
BSD	RMMS	Door Hinges/Hardware							FY18 Budget
BSD	RMMS	Door Alert System							FY18 Budget
BSD	RMMS	Paging Feature							FY18 Budget
		Total	\$27,775	\$22,220	\$5,555	\$0	\$5,555	\$5,555	
BSD	CSDA	Lobby Extension	\$43,000	\$34,400	\$8,600		\$8,600	\$8,600	Expendable Trust
BSD	CSDA	Perimeter Safety	\$22,150	\$17,720	\$4,430		\$4,430	\$4,430	Expendable Trust
BSD	CSDA	Phone System	\$25,000	\$20,000	\$5,000		\$5,000	\$5,000	eRate
BSD	CSDA	Laminate/Thumb Locks	\$25,250	\$20,200	\$5,050		\$5,050	\$5,050	Expendable Trust
		Total	\$115,400	\$92,320	\$23,080	\$0	\$23,080	\$23,080	
Coop	HBMS	Cameras	\$6,655	\$5,324	\$1,331		\$1,331	\$1,331	FY19 Budget
Coop	HBMS	Locking/Panic Button	\$5,463	\$4,371	\$1,093		\$1,093	\$1,093	FY19 Budget
Coop	HBMS	Laminate	\$25,381	\$20,305	\$5,076		\$5,076	\$5,076	FY19 Budget
		Total	\$37,500	\$30,000	\$7,500	\$0	\$7,500	\$7,500	
Coop	HBHS	Laminate	\$12,050	\$9,640	\$2,410		\$2,410	\$2,410	FY19 Budget
		Grand Totals	\$431,225	\$344,980	\$86,245	\$31,000	\$55,245	\$86,245	

\$12,400 eRate

JULY					
M	T	W	TH	F	
2	3	4	5	6	
9	10	11	12	13	
16	17	18	19	20	
23	24	25	26	27	
30	31				

AUGUST					
M	T	W	TH	F	
		1	2	3	
6	7	8	9	10	
13	14	15	16	17	All staff return on Aug. 27
20	21	22	23	24	Aug 29 - Grade 7 and 9 Orientation
27	28	29	30	31	Aug 31 - School Begins 7-12

SEPTEMBER (19 days)					
M	T	W	TH	F	
XX	4	5	6	7	Sept 3 - Labor Day
10	11	12	13	14	
17	18	19	20	21	
24	25	26	27	28	

OCTOBER (22 days)					
M	T	W	TH	F	
1	2	3	4	5	
XX	9	10	11	12	Oct 8 - No School Columbus Day
15	16	17	18	19	
22	23	24	25	26	
29	30	31			

NOVEMBER (17 days)					
M	T	W	TH	F	
			1	2	
5	X	7	8	9	Nov 6 - Professional Day
XX	13	14	15	16	Nov 12 - No School Veterans Day
19	20	XX	XX	XX	Nov 21 - 23 Thanksgiving Recess
26	27	28	29	30	

DECEMBER (15 days)					
M	T	W	TH	F	
3	4	5	6	7	
10	11	12	13	14	
17	18	19	20	21	
XX	XX	XX	XX	XX	Dec 24 - Jan 1 Holiday Vacation
XX					

JANUARY (21 days)					
M	T	W	TH	F	
	XX	2	3	4	
7	8	9	10	11	
14	15	16	17	18	
XX	22	23	24	25	Jan 21 - Martin Luther King Jr. Day
28	29	30	31		

Legend:
X - No School for Students
XX - No School for Students & Staff

8/22	9/26	10/24	11/28	12/19	1/23	2/20	3/27	4/17	5/22	6/26	
7/25	8/15	9/12	10/17	11/14	12/12	1/16	2/13	3/20	4/10	5/15	6/19
8/1	9/5	10/3	11/7	12/5	1/2	2/6	3/6	4/3	5/1	6/5	
9/18-19 Yom Kippur											
10/11				12/13	2/7		5/9				
Brookline				Hollis	Hollis		Brookline				

School Board Meeting Calendar 2018-2019

Legend:
X - No School for Students
XX - No School for Students & Staff

	Brookline Board Meeting
	HB COOP Board Meeting
	Hollis Board Meeting
	Governing Board
	Hollis Budget Committee
⊖	COOP Budget Committee

FEBRUARY (16 days)					
M	T	W	TH	F	
				1	
4	5	6	7	8	
11	12	13	14	15	
18	19	20	21	22	
XX	XX	XX	XX		Feb 25 - Mar 1 Winter Vacation

MARCH (19 days)					
M	T	W	TH	F	
				XX	
4	5	6	7	8	
11	X	13	14	15	Mar 12 - Professional Day
18	19	20	21	22	
25	26	27	28	29	

APRIL (17 days)					
M	T	W	TH	F	
1	2	3	4	5	
8	9	10	11	12	
15	16	17	18	19	
XX	XX	XX	XX	XX	Apr 22 - Apr 26 Spring Vacation
29	30				

MAY (22 days)					
M	T	W	TH	F	
		1	2	3	
6	7	8	9	10	
13	14	15	16	17	
20	21	22	23	24	
XX	28	29	30	31	May 27 - Memorial Day

JUNE (*8 days)					
M	T	W	TH	F	
3	4	5	6	7	June 7 - Last Day of Preschool
10	11	12	13	14	*June 19 - Last Day of School
17	18	19	20	21	June 20 - Last Day for Teachers
24	25	26	27	28	

Total student days 178
*All last days include five snow days

Policy JKAA - Use of Physical Restraint, Seclusion and Intentional Physical Contact

Physical restraint is only authorized when needed to protect the safety of the individual student and/or other students and employees in response to the threat of imminent, physical harm. The purpose of the physical restraint is to assist the student to regain emotional stability. "Physical restraint" occurs when a manual method is used to restrict a child's freedom of movement or normal access to his or her body. The use of restraint in schools is limited to physical restraint, and under limited circumstances involving transportation, mechanical restraint. RSA [126-U:6](#) Restraint shall be used only by trained personnel using extreme caution when all other interventions have failed or have been deemed inappropriate. RSA-U:5, I

The district must provide annual notification to parents of the district's policy of the use of physical restraint, seclusion and intentional physical contact.

Definitions: (RSA [126-U:1](#), IV)

1. "Restraint" means bodily physical restriction, mechanical devices, or any device that unreasonably limits freedom of movement. It includes mechanical restraint, physical restraint, and medication restraint used to control behavior in an emergency or any involuntary medication.
 - "Medication restraint" occurs when a child is given medication involuntarily for the purpose of immediate control of the child's behavior.
 - "Mechanical restraint" occurs when a physical device or devices are used to restrict the movement of a child or the movement or normal function of a portion of his or her body.
 - "Physical restraint" occurs when a manual method is used to restrict a child's freedom of movement or normal access to his or her body.

"Restraint" shall not include:

- (a) Brief touching or holding to calm, comfort, encourage or guide a child so long as the limitation of freedom of movement of the child does not occur.
- (b) Temporary holding of the hand, wrist, arm, shoulder, or back for the purpose of inducing a child to stand, if necessary, and then walk to a safe location, so long as the child is in an upright position and moving toward a safe location.
- (c) Physical devices, such as orthopedically prescribed appliances, surgical dressings and bandages, and supportive body bands, or other physical holding when necessary for routine physical examinations and tests or for orthopedic, surgical, and other similar medical treatment purposes, or when used to provide support for the achievement of functional body position or proper balance or to protect a person from falling out of bed, or to permit a child to participate in activities without the risk of physical harm.

(d) The use of seat belts, safety belts, or similar passenger restraints during the transportation of a child in a motor vehicle.

(e) The use of force by a person to defend himself or herself or a third person from what the actor reasonably believes to be the imminent use of unlawful force by a child, when the actor uses a degree of such force which he or she reasonably believes to be necessary for such purpose and the actor does not immobilize a child or restrict the freedom of movement of the torso, head, arms, or legs of any child.

2. School: "A school operated by a school district; a chartered public school governed by RSA [194-B](#); a public academy as defined in RSA [194:23](#), II; or a non-public school subject to the approval authority of the state board of education under RSA [186:11](#), XXIX; or a private/public provider of any component of a child's individualized education program under RSA [186-C](#).

3. Seclusion: "The involuntary placement of a child alone in a place where no other person is present and from which the particular child is unable to exit, either due to physical manipulation by a person, lock or other mechanical device or barrier. The term shall not include the voluntary separation of a child from a stressful environment for the purposes of allowing the child to regain self-control, when such separation is to an area which the child is able to leave."

4. Serious Injury: "Any harm to the body which requires hospitalization or results in the fracture of any bone, non-superficial lacerations, injury to any internal organ, second or third degree burns, or any severe, permanent, or protracted loss of or impairment to the health or function of any part of the body."

5. Child: "A person who has not reached the age of 18 years and who is not under adult criminal prosecution or sentence of actual incarceration resulting therefrom, either due to having reached the age of 17 years or due to the completion of proceedings for transfer to the adult criminal justice system under RSA [169-B:24](#), RSA [169-B:25](#), or RSA [169-B:26](#). "Child also includes a person in actual attendance at a school who is less than 22 years of age and who has not received a high school diploma."

6. Director: "Refers to the program director, school principal or other official highest in rank and with authority over the activities of a school or facility."

Procedures for Managing the Behavior of Students: (RSA [126-U:2](#))

The Superintendent is authorized to establish procedures for managing behavior requiring physical restraint. Such procedures shall be consistent with this policy and all applicable laws. The Superintendent is further authorized to establish any other procedures necessary to implement this policy and/or any other legal requirements.

Circumstances in Which Restraint May Be Used: (RSA [126-U:2](#))

Physical restraint will be used only when the physical action of a student creates a substantial risk of harm to self or others; and/or as a last resort when all other positive interventions have failed, or the level of immediate risk prohibits exhausting other means.

Physical restraint is appropriate only when a student is displaying physical behavior that presents substantial risk to the student or others, and considered when, in the opinion of the supervising adult, the threat is imminent. Persons implementing a restraint will use extreme caution, and will use the least amount of physical strength necessary to protect the student. The use of physical intervention should not exceed that necessary to avoid injury. The degree of physical restriction employed must be in proportion to the circumstances of the incident and the potential consequences. School administration may elect to contact the local law enforcement agency for support if necessary.

Physical restraint of a student will be conducted in a manner consistent with the techniques prescribed in the District approved training program, such as Crisis Prevention Intervention, for all trained personnel. Untrained staff is limited to physically intervention by using the minimal amount of physical contact with the student to protect the student and ensure the safety of others until trained staff is available. Untrained staff should request assistance from trained staff as soon as possible. The purpose of the physical restraint is to assist the student to regain emotional stability. It should last only as long as is necessary to accomplish this. To the extent possible, it will be conducted in such a way as to preserve the confidentiality and dignity of all involved.

Special Education Students:

When a restraint or seclusion is used for the first time on a child identified under the Individuals with Disabilities Education Act (IDEA) or Section 504, the school must convene a team meeting and review the IEP or 504 plans and make such adjustments as are indicated to eliminate or reduce the future use of restraint or seclusion. (RSA [126-U:14](#))

Parents of a child with a disability under IDEA or Section 504 may request a review at any time following an instance of restraint or seclusion and such request shall be granted if there have been multiple instances of restraint or seclusions since the last review. The team must convene the meeting within 21 days of the date of the received written request from the parent. Ed 1109.06(c).

Authorization and Monitoring of Extended Restraint: (RSA [126-U:11](#))

- (a) Physical restraint shall not be imposed for longer than is necessary to protect the student or others from the substantial and imminent risk of serious bodily harm.
- (b) Children in restraint shall be continuously and directly observed by district personnel trained in the safe use of restraint. (RSA [126-U:11](#), II)
- (c) No period of physical restraint of a student may exceed 15 minutes without the prior approval of a supervisory employee designated by the director to provide such approval. (RSA [126-U:11](#), III)

(d) No period of physical restraint of a student may exceed 30 minutes unless a face-to-face assessment of the mental, emotional, and physical well-being of the student is conducted by a designated professional authorized by the school or district administrator who is trained to conduct such assessments. (RSA [126-U:11](#), IV) The assessment shall also include a determination of whether the restraint is being conducted safely and for a purpose authorized by this chapter. Such assessments shall be repeated at least every 30 minutes during the period of restraint. Each such assessment shall be documented in writing and such records shall be retained by the facility or school as part of the written notification required in RSA [126-U:7](#), II.

Prohibition of Dangerous Restraint Techniques (RSA [126-U:4](#))

Use of the following restraint and behavior control techniques is prohibited:

- (a) Any physical restraint or containment technique that:
 - Obstructs a child's respiratory airway or impairs the child's breathing or respiratory capacity or restricts the movement required for normal breathing;
 - Places pressure or weight on, or causes the compression of, the chest, lungs, sternum, diaphragm, back, or abdomen of a child;
 - Obstructs the circulation of blood;
 - Involves pushing on or into the child's mouth, nose, eyes, or any part of the face or involves covering the face or body with anything, including soft objects such as pillows, blankets, or washcloths; or
 - Endangers a child's life or significantly exacerbates a child's medical condition.
- (b) The intentional infliction of pain, including the use of pain inducement to obtain compliance.
- (c) The intentional release of noxious, toxic, caustic, or otherwise unpleasant substances near a child for the purpose of controlling or modifying the behavior of or punishing the child.
- (d) Any technique that unnecessarily subjects the child to ridicule, humiliation, or emotional trauma.

Transportation: (RSA [126-U:12](#))

The school district will not use mechanical restraints during the transportation of children, specifically specialized transportation of a student, unless case-specific circumstances dictate that such methods are necessary. If mechanical restraint is necessary and documented in writing by a student's physician it must be clearly documented in a student's Individualized Education Program and agreed to by the parent or legal guardian whenever a special education student is transported using mechanical restraints, the Superintendent or designee will document in writing the reasons for the use of the mechanical restraints.

Whenever a student is transported to a location outside the school, the Superintendent or designee will ensure that all reasonable and appropriate measures consistent with public safety are made to transport or escort the student in a manner which:

- Prevents physical and psychological trauma;
- Respects the privacy of the child; and
- Represents the least restrictive means necessary for the safety of the child.

No teacher, administrator, student, or other person will subject a student to corporal punishment or condone the use of corporal punishment by any person under his or her supervision or control, except in self-defense or in exigent circumstances. Permission to administer corporal punishment will not be sought or accepted from any parent, guardian, or school official per school board policy

Seclusion

Seclusion may be used when a child's behavior poses a substantial and imminent risk and physical harm to the child and others, and may only continue until that danger has dissipated, "(RSA [126-U:5-a](#), I)

(a) "May only be used by trained personnel after other approaches to the control of behavior have been attempted and have been unsuccessful, or are reasonably calculated to be unlikely to succeed based upon the history of actual attempts to control the behavior of a particular child" (RSA-U:5-a, II)

(b) "Each use of seclusion shall be directly and continuously visually and auditorially monitored by a person trained in the safe use of seclusion." (RSA [126-U:5-b](#), II)

(c) May not be used as a form of punishment or discipline and shall not be used in a manner that unnecessarily subjects the child to the risk of ridicule, humiliation or emotional or physical harm." (RSA [126-U:5-a](#).I,III.)

Conditions of Seclusion:

Seclusion may only occur in areas which:

(a) "Are of a size which is appropriate for the chronological and developmental age, size and behavior of the children placed in them."

(b) "Have a ceiling height that is comparable to the ceiling height of the other rooms in the building in which they are located."

(c) "Are equipped with heating, cooling, ventilation and lighting systems that are comparable to the systems that are in use in the other rooms of the building in which they are located."

(d) "Are free of any object that poses a danger to the children being placed in the rooms."

(e) "Have doors which are either not equipped with locks, or equipped with devices that automatically disengage the lock in case of emergency."

- Emergency includes, but is not limited to: the need to provide direct and immediate medical attention to the child, fire, the need to remove the child to a safe location during a building lockdown, or other critical situations that may require immediate removal of a child from seclusion to a safe location.

NOTICE

Unless prohibited by court order, the Hollis School District is required to make reasonable efforts to verbally notify the child's parent or guardian and guardian ad litem whenever seclusion or restraint has been used on the child. (RSA [126-U:7,I](#))

- Notification must be made as soon as practicable and in no event no later than the time of return to the child to the parent or guardian or the end of the business day, whichever is earlier.
- Notification shall be made in a manner calculated to give parent or guardian actual notice of the incident at the earliest practicable time.

Written notice to the principal and the SAU Director of Student Services by the school employee who used the seclusion or restraint, or if unavailable the employee's supervisor, must be provided within five (5) business days after the use of seclusion or restraint (RSA [126-U:7, II](#))

Written Notification must include the following information (RSA [126-U:7, II](#)):

- The date, time and duration of the seclusion or restraint.
- A description of the actions of the child before, during and after the occurrence.
- A description of any other relevant events preceding the use of seclusion or restraint, including the justification or initiation the use of restraint,
- The names and persons involved in the occurrence
- A description of the actions of the facility or school employees involved before, during and after the occurrence
- A description of any interventions used prior to the use of the seclusion or restraint
- A description of restraint used, including any holds used and the reason the hold was necessary
- A description of any injuries sustained by, any medical care administered to, the child, employees, or other before, during or after the use of seclusion or restraint.
- A description of any property damage associated with the occurrence.

- A description of actions taken to address the emotional needs of the child during and following the incident.
- A description of future actions to be taken to control the child's problem behaviors.
- The name and position of the employee completing the notification.
- The anticipated date of the final reports.

Unless prohibited by court order, the principal or his/her designee shall within 2 business days of receipt of the written notification, "send or transmit by first class mail or electronic transmission to the child's parent or guardian and the guardian ad litem the information contained in the notification." (RSA [126-U:7](#), III)

All cases involving serious injury or death to a child subject to restraint or seclusion, the Hollis School District shall, notify the Commissioner of the Department of Education, the Attorney General, and the Disability Rights Center. The notice shall include the elements referenced above. (RSA [126-U:10](#), II)

Intentional Physical Contact with a Child

Whenever a school has "intentional physical contact with a child which is in response to a child's aggression, misconduct or disruptive behavior, a representative of the Hollis School District will make reasonable efforts to promptly notify the child's parent or guardian. (RSA [126-U:7](#), IV)

- (a) Notification shall be made no later than the time of the return of the child to the parent or guardian or at the end of the business day, whichever is earlier.
- (b) Notification shall be made in a manner calculated to give the parent or guardian actual notice of the incident at the earliest practicable time.
- (c) Written Notice , within five (5) business days of the occurrence shall include the following:

The date and time of the incident;

- A brief description of the actions of the child before, during and after the occurrence;
- the names of the persons involved in the occurrence;
- A brief descriptions of the actions of the facility or school employees involved before, during and after the occurrence;
- A description of any injuries sustained by, and any medical care administered to, the child, employees, or other before, during, or after the incident.

SCHOOL RESOURCE OFFICERS AND EMERGENCY RESPONDERS

The School Resource officer is considered a contractor of the school district the Physical Restraint, Intentional Physical contact and Seclusion provisions apply. Documentation and Notification requirements of this policy shall be consistent with the district policy and procedure.

However, nothing in this policy, prohibits the school resource officer (SRO), or other emergency responders, from utilizing restraint, including mechanical restraint, when deemed necessary by the officer to complete the necessary functions of the duties assigned to them by their Employment Agency.

DUTY TO REPORT VIOLATION

When a school employee has reason to believe that the action of another constituted a violation of the restraint and seclusion law and misconduct, or suspected misconduct, pursuant to ED 50, the employee must report this incident to the building administrator or superintendent's designee within 24 hours of the suspected misconduct.

The Superintendent of Schools shall develop a procedure and ensure that all employees are aware of, and understand, their duty to report suspected violations of the restraint and seclusion law. In situations where it is determined that no violations occurred, documentation, including the evidence used to make the determination, must remain on file in the Office of Student Services at the SAU

Statutory & Regulatory References

RSA [126-U](#)

ED 1113.04-1113.08, 1114.07, 111.08

First Reading: August 26, 2014

Second Reading: September 23, 2014, as amended

Third Reading: October 28, 2014

Approved: October 28, 2014

First Reading of Amendment: May 22, 2018

WEAPONS ON SCHOOL PROPERTY

Weapons are not permitted on school property, on school vehicles or at school-sponsored activities. Student violations of this policy will result in both school disciplinary action and notification ~~of~~ **to** the police. Suspension or expulsion from school could result.

The term “weapons” includes, but is not limited to firearms (rifles, pistols, revolvers, pellet guns, BB guns, etc.) knives, slingshots, metallic knuckles, firecrackers, billies, stilettos, switchblade knives, sword canes, pistol canes, black jacks, daggers, dirk knives, explosives, incendiaries, martial arts weapons (as defined by RSA [159:24](#)), self-defense weapons (as defined by RSA [159:20](#)) or any other substance, object or thing which, in the manner it is used, or threatened to be used, is known to be capable of producing death or bodily injury.

In addition, any Student who is determined to have brought a firearm (as defined by 18 U.S.C. 921) to school will be expelled for not less than one year (365 days). This expulsion may be modified by the Superintendent upon review of the specific case in accordance with other applicable law.

Weapons under control of law enforcement personnel are permitted.

All Students will receive written notice of this policy at least once each year.

Legal Reference:

18 U.S.C. § 921 - 924

RSA [193-D](#), Safe School Zones

RSA [193](#):13, Suspension and Expulsion of Students

NH Code of Administrative Rules, Section Ed. 317, Standards and procedures for suspension and expulsion of pupils including procedures assuring due process

NCLB 20 U.S.C.A. § 7139 et seq.

1st Reading: May 2, 2006

Adopted: May 21, 2008

First Reading: May 22, 2018

SAU 41 Wellness Policy

As Implemented by
The Hollis Brookline School District

The Hollis-Brookline School Districts recognize that health and student success are inter-related. Healthy kids learn better. Our goal is to support a learning environment that will promote and provide opportunity for healthy choices that result in improved physical, emotional, and social well-being.

As such, and in conjunction with the Healthy Hunger-Free Kids Act of 2010 (Pub. L. 111-296), the State of New Hampshire Minimum Standards for School Approval (Ed 306.02, Ed 306.04, and Ed 306.11) and the USDA Food and Nutrition Service (FNS) final regulations adopted July 29, 2016, the Board is committed to a healthy school learning environment through nutrition education, physical activity and the promotion of wellness at all school sites.

In order to support that goal, the Board directs the Superintendent to establish a Wellness Committee. The charge of the committee is to oversee student health programs, including development, implementation and periodic review and update of this policy ensuring that it continues to meet the USDA FNS final regulations. Further, the Superintendent or his/her designee will ensure that each school is in compliance with the approved Wellness Policy.

1. Nutrition Education Goal

The policy of SAU 41 is to teach, encourage, support, and model healthy eating habits for students. Nutrition education for K-12 in SAU 41 will:

- be based on state and district health education curriculum standards
- be interactive and teaches skills needed to adopt healthy eating behaviors
- teach media literacy in regards to food labels and ingredient lists (number of ingredients, plant/animal, geographic location of source)
- educate students on food systems (i.e. organic farms to industrial farms)
- encourage and provide hands-on agricultural opportunities for growing, harvesting, and preparing meals from school gardens
- provide nutrition information not only in health education classes but across the curriculum
- provide appropriate professional development for staff to implement the nutrition instruction

2. Physical Activity Goal

Ensure that the K – 12 Physical Education Curriculum, when reviewed, accomplishes the following:

- Implement physical education instruction components that promote student understanding of the short and long term benefits of physical activity:
 - Integrate short and long term fitness/health goals into both the physical education and wellness curriculum.
 - Integrate pre and post fitness testing into every physical education course in the ~~Hollis-Brookline High School~~.
 - ~~Integrate fitness research projects into the freshman physical education course.~~
- Provide opportunities for every student to develop skills that maintain wellness:
 - Integrate wellness/fitness concepts and activities into all physical education courses.
 - Continue to teach the State required wellness concepts in the health curriculum.
- Provide opportunities for every student to participate regularly in physical activity:
 - Continue to require the State mandated 1½ credits of physical education through a variety of options such as: dance, outdoor adventures, personal fitness, and team and individual sports.
- Encourage movement breaks during long block classes.

3. Nutrition Standard Goal

Research shows that certain healthy habits, eating right, exercise, and staying well-hydrated, are strongly correlated with positive student outcomes. For example, having breakfast is associated with improved attention and better performance on cognitive tasks. Students who are physically active during the day also do better academically and have a more positive attitude. Finally, there is evidence that adequate hydration is needed to maintain focus and tend to tasks.

In an effort to provide for a healthy lifestyle, the Hollis-Brookline School Districts will ensure that:

- Students have access to healthy foods and water
- Students receive quality nutrition education
- Students have opportunities to be physically active
- Staff model good health choices

School Lunch Program

The district will follow the Federal, State, and local established nutrient standards for all foods and beverages during the school day, which is defined as 12:01 am through 30 minutes after the last bell 7CFR 210.11(a)(5).

The food service program shall provide healthy food choices for students. In particular the program will:

- Ensure that meals offered meet the federal nutrition standards.
- Promote healthy food and beverage choices using smarter lunchroom techniques like creating food environments that encourage healthy nutrition choices and encourage participation in the school meals program.
- Promote hydration by having drinking water available where school meals are served during mealtimes.
- Support healthy food choices and improves student health and well-being.
- Ala carte choices and snacks in the lunchroom meet the Smart Snacks requirements.

Other Foods and Beverages

Recommend and encourage all other food and beverages outside of the school lunch program that are sold or provided meet or exceed the USDA Smart Snacks nutrition standards. In particular the recommendation will:

- Utilize a variety of methods of communication with parents to encourage students to consume healthy Smart Snacks and meals (i.e. parent-teacher groups, written statement in each school handbook and school websites).
- Establish and implement guidelines for foods and beverages sold in vending machines, snack bars and school stores that meet or exceed the Smart Snacks nutrition standards.
- Develop recommendations to guide the selection of food choices for refreshments served at parties, celebrations, and meetings during the school day as well for student reward alternatives.
- Encourage school related groups such as parent-teacher groups, booster clubs, and student organizations to adhere to the Smart Snacks nutrition standards, with the understanding that these groups will not be prohibited from selling food or beverages that fail to meet or exceed these guidelines.

Smart Snack Nutrition Standards

- Be a grain product that contains 50% or more whole grains by weight (have whole grain as first ingredient); OR
- Have as the first ingredient a fruit, vegetable, dairy product, or protein food: OR
- Be a combination food that contains at least ¼ cup fruit and/or vegetable; AND
- The food must meet nutrient standards for calories, sodium, sugar, and fats.

<u>Nutrient</u>	<u>Snack</u>	<u>Entrée</u>
Calories	200 calories or less	350 calories or less
Sodium	200 mg or less	480 mg or less
Total Fat	35% of calories or less	35% of calories or less
Saturated Fat	Less than 10% of calories	Less than 10% of calories

Trans Fat	0 g	0 g
Sugar	35% by weight or less	35% by weight or less

Fruits, vegetables, and water with no added ingredients are always Smart Snacks!

4. School Wellness Goal

The districts will:

- Create a school environment that is conducive to healthy eating.
- Allot adequate breakfast and lunch time for students to enjoy eating healthy foods with friends.
- Consider the number of students in lunch blocks to minimize wait time for school meals.
- Create a school environment that is conducive to being physically active.
- Encourage the development of physical opportunities for physical activity throughout the day.
- Encourage active participation in recess.
- Discourage the cancellation or denial of recess or other physical activity time for instructional make up time and/or as a form of discipline except when appropriate as a logical consequence.
- Coordinate content across curricular areas that promote student health (such as teaching nutrition concepts in math or science) with consultation provided by the district's curriculum coordinators.
- Adhere to wellness policy guidelines at school-sponsored events including healthy eating and physical activity opportunities when appropriate.
- Develop and implement age appropriate curriculum to address social/emotional health.

5. Implementation and Evaluation

- The Board directs the Superintendent, in conjunction with the Wellness Committee, to develop a plan for implementing, monitoring and ensuring compliance with this policy in each school. The committee membership can include school personnel, administration, school board members, parents and community members. The committee shall not exceed fifteen people.
- The Superintendent or his/her designee will ensure compliance with this Wellness Policy. Evaluation of progress will meet federal requirements and will be communicated annually to the school board and the public via the SAU 41 website.

First Reading: May 22, 2018

Second Reading:

Third Reading:

Approved: