

Hollis School Board  
Wednesday, November 2, 2022  
Hollis Primary School  
6:00 PM

All Times are estimates and subject to change without notice

- 6:00 Call to Order
- 6:05 Agenda adjustments  
Correspondence/Resignations/Nominations/Retirements  
Approval of Minutes – October, 2022
- 6:10 Public Input
- 6:40 Principal's report
- 6:50 Discussion
- Fiscal Year 2022 Year End revenue and expense report
  - Fiscal Year 2023 First Quarter revenue and expense report
  - Fiscal Year 2024 Budget- New Items Spreadsheet
  - SAU 41 annual meeting calendar for review
- 7:15 **Deliberations**
- To see what action the Board will take regarding the anti-discrimination plan reviewed at last months meeting
  - To see what action the Board will take regarding policy EBBD: Indoor Air Quality and Water Quality, 2nd reading
  - To see what action the Board will take regarding policy JCA: Change of School or Assignment – Best Interests and Manifest Hardship, 2nd reading
  - To see what action the Board will take regarding policy JLD: School Guidance and Counseling Program, 2nd reading
- 7:45 Non-public under RSA 91-A: 3II (a) Compensation and/or (c) reputation
- 8:15 Motion to adjourn

Hollis School District  
Administrative Report  
November 2022

**Calendar, Events, Programs:**

- November 2nd - HPS - Picture Retake day
- November 9th - HPS - 9:00 AM Veterans Day Ceremony
- November 10 ~ HUES ~ Veterans Day Ceremony ~ 1:45pm
- November 14 ~ HPS/HUES ~ Science Fair at HBMS
- November 18 ~ HUES ~ Picture Retake
- November 22 ~ HPS/HUES ~ Early Release Day
- November 23/24/25 ~ HPS/HUES ~ no school

**Building & Grounds:**

- HUES:
  - We are awaiting delivery of our playground swingset and benches. Orders have been delayed due to supply storages. Fingers crossed - we will see these delivered in early November for our HUES students.
- HPS
  - Our wheelchair/stroller friendly "bridge" has been completed for easier access to our trails. Thank you to Jacob Medina for his work!



**Staffing & Students:**

- HPS - Feature article about the food waste program! <https://hollisbrooklinenewsonline.com/eliminating-all-food-waste-is-goal-of-hps-students-p5112-178.htm>
- HPS - Mrs. Somorrostro's class will be hosting our first All School Town Meeting focused on RESPECT.
- HPS - Our Veterans Ceremony this year will be all student led! We look forward to our student hosts Mrs. O'Brien's 3rd Grade Class.
- HUES ~ the food waste program has started off with a kick off and 6th graders are composting food waste and keeping it out of the trash stream
- HUES ~ 4th, 5th, and 6th graders are all now utilizing the share table and share fridge. Foods that are packaged and not eaten can be placed on the table or in the fridge for others to take if they are still hungry.
- HUES ~ Red Ribbon Week was celebrated Oct 17 - 21 this year with something fun each day to help our HUES students understand that we all need to say NO to drugs! Our week ended with a school spirit day asking students to be on our drug free team and sign the pledge poster.



- HUES ~ we have created our indoor sensory hallway to help with movement breaks! Check out our positive mindset hopscotch ~ a great way to end the movement activity!



### Enrollment Snapshot for November 2022:

HPS		HUES	
Grade	Enrollment	Grade	Enrollment
PreK Intensive Needs	5 (+1)	4	95 (+1)
PreK 3	6(+1)	5	103
PreK 4	9	6	93 (+1)
K	89		
1	95 (-2)		
2	83		
3	89		
<b>Total Hollis School District Enrollment: 667</b>			

Hollis School District  
 Monthly Enrollment Breakout  
 November2022

Grade	Class size Per District Policy	Number of classes	NESDEC Projections 20/21 SY	Number of students (10/27/22)	Change from last report	Actual class Enrollments
Pre – K 3 year olds		1	18	6	+1	6
Pre – K 4 year olds		1		9	0	9
Prek Intensive Needs		1		5	+1	5
<i>Drop in Speech Services Only</i>				NA	0	0
Kindergarten	18	5	100	89	0	17, 18, 18, 18, 18
Grade 1	18	5	75	95	-2	18, 18, 19, 20, 20
Grade 2	20	5	99	83	0	16, 16, 16, 17, 18
Grade 3	20	5	88	89	0	17, 18, 18, 18, 18
<b>HPS Totals</b>		<b>23 classes</b>	<b>380</b>	<b>376</b>	<b>0</b>	
Grade 4	23	5	91	95	+1	18, 19, 19, 19, 20
Grade 5	23	5	102	103	0	20, 20, 21, 21, 21
Grade 6	23	5	101	93	+1	18, 18, 19, 19, 19
<b>HUES Totals</b>		<b>15 classes</b>	<b>294</b>	<b>291</b>	<b>+2</b>	
<b>HSD Totals</b>		<b>37 classes</b>	<b>674</b>	<b>667</b>	<b>+2</b>	

**Enrollment History:**

School Year	HPS September Starting Enrollment Numbers	HUES September Starting Enrollment Numbers
2022	373	288
2021	351	291
2020	336	283
2019	344	299
2018	344	327
2017	344	323
2016	337	319
2015	345	295
2014	352	291
2013	358	292
2012	340	294
2011	340	297

# Hollis School District

FY22

as of 6/30/22

Expenses				
Description	Budget	YTD Expense	Encumbered	Balance
Regular Education	\$ 4,281,701	\$ 4,092,064	\$ -	\$ 189,637
Special Education	\$ 1,671,199	\$ 1,489,946	\$ -	\$ 181,253
Student Support Services	\$ 880,301	\$ 771,243	\$ -	\$ 109,058
Instructional Staff Support	\$ 425,496	\$ 384,960	\$ -	\$ 40,536
School Board/SAU Assessment	\$ 745,072	\$ 658,479	\$ -	\$ 86,593
School Administration	\$ 692,065	\$ 640,107	\$ -	\$ 51,958
Food Service Bad Debt	\$ -	\$ 1,033	\$ -	\$ (1,033)
Facilities	\$ 993,169	\$ 773,677	\$ -	\$ 219,492
Transportation	\$ 487,590	\$ 380,165	\$ -	\$ 107,424
Benefits	\$ 3,297,731	\$ 3,189,581	\$ -	\$ 108,150
HSMART Related	\$ -	\$ 1,162	\$ -	\$ (1,162)
Debt Service	\$ 686,201	\$ 686,201	\$ -	\$ -
Transfers	\$ 578,970	\$ 987,242	\$ -	\$ (408,272)
<b>TOTAL</b>	<b>\$ 14,739,494</b>	<b>\$ 14,055,861</b>	<b>\$ -</b>	<b>\$ 683,633</b>
Plus FY21 Expense Carryover	\$ 489,599	\$ 68,885		\$ 420,714
<b>TOTAL FY20 + FY21</b>	<b>\$ 15,229,093</b>	<b>\$ 14,124,746</b>	<b>\$ -</b>	<b>\$ 1,104,347</b>

Revenue				
Description	Budget	YTD Revenue	Expected	Excess of Budget
Local Property Tax	\$ 10,552,843	\$ 10,552,843	\$ -	\$ -
Adequacy Aid Grant/Tax	\$ 2,595,752	\$ 2,595,752	\$ -	\$ -
<b>State</b>				
Special Education Aid	\$ 45,000	\$ 54,374		\$ 9,374
Food Service	\$ 2,500	\$ 11,907		\$ 9,407
<b>Federal</b>				
Grants	\$ 190,000	\$ 298,994	\$ -	\$ 108,994
Food Service	\$ 31,500	\$ 495,825	\$ -	\$ 464,325
Medicaid	\$ 32,000	\$ 38,386	\$ -	\$ 6,386
<b>Local</b>				
Tuition	\$ 28,000	\$ 29,434	\$ -	\$ 1,434
Tuition - Intensive needs PK	\$ -	\$ 60,101		\$ 60,101
Food Service Sales	\$ 186,000	\$ 11,546	\$ -	\$ (174,454)
Other	\$ 30,000	\$ 125,743		\$ 95,743
Less: Maint. Trust	\$ 120,000	\$ 120,000		\$ -
Less: SAU Building Trust	\$ 23,970	\$ 23,970		\$ -
Less: SPED Trust	\$ 25,000	\$ 25,000		\$ -
FY21 Carryover	\$ 489,599	\$ 68,885	\$ -	\$ (420,714)
Fund Balance Audit Adjustments	\$ 1,160,929	\$ 1,398,555		\$ 237,626
Less Retained Fund Balance	\$ (284,000)	\$ (284,000)		\$ -
<b>TOTAL REVENUE</b>	<b>\$ 15,229,093</b>	<b>\$ 15,627,315</b>	<b>\$ -</b>	<b>\$ 398,222</b>

	Actual	Original (MS27)
Unreserved Fund Balance	1,502,569	582,970
Less: SAU Building Trust	23,970	23,970
Less: Maintenance Trust	150,000	150,000
Less: SPED Trust	25,000	25,000
LESS: Retained Fund Balance (voted in 2022)	284,000	284,000
Fund Balance to Reduce Taxes	<b>1,019,599</b>	<b>100,000</b>

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

**6/30/2022**

Function	Description	Current Balance	Notes
1100	Regular Education	\$ 189,637	Primarily staff shortages and lane change savings
1200	Special Education	\$ 181,253	Savings in contracted services
2100	Student Support Services	\$ 109,058	Savings in contracted services and open positions
2200	Instructional Staff Support	\$ 40,536	Primarily professional development savings
2300	School Board/SAU Assessment	\$ 86,593	Contingency offset by unanticipated legal fees
2400	School Administration	\$ 51,958	Hiring savings and savings in hosted services
2500	Food Service Bad Debt	\$ (1,033)	
2600	Facilities	\$ 219,492	Primarily savings in open positions, electricity, propane and property insurance
2700	Transportation	\$ 107,424	Spec. Ed transportation less than expected; unexpected grant funds
2900	Benefits	\$ 108,150	Savings in workers' comp, health insurance plan choices and benefits related to open positions
4200	HSMART Related	\$ (1,162)	
5100	Debt Service	\$ -	
5200	Transfers	\$ (408,272)	Food Service and Grant Transfers higher than expected
		<b>\$ 683,633</b>	

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

Function	Description	Includes
1100	Regular Education	Teacher salaries and teaching materials
1200	Special Education	Teacher salaries, teaching materials, ESY, out-of-district tuition
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	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

**Hollis School District**  
**FY23**  
as of 10/21/22

<b>Expenses</b>				
Description	Budget	YTD Expense	Encumbered	Balance
Regular Education	\$ 4,382,289	\$ 873,211	\$ 3,516,771	\$ (7,693)
Special Education	\$ 1,731,656	\$ 407,964	\$ 1,419,416	\$ (95,724)
Student Support Services	\$ 971,055	\$ 167,496	\$ 809,198	\$ (5,639)
Instructional Staff Support	\$ 487,597	\$ 95,162	\$ 362,061	\$ 30,373
School Board/SAU Assessment	\$ 776,521	\$ 225,551	\$ 455,350	\$ 95,620
School Administration	\$ 718,764	\$ 273,442	\$ 443,150	\$ 2,172
Facilities	\$ 1,015,654	\$ 301,605	\$ 679,500	\$ 34,549
Transportation	\$ 493,322	\$ 74,638	\$ 394,664	\$ 24,020
Benefits	\$ 3,629,280	\$ 872,050	\$ 2,680,809	\$ 76,421
HSMART Related	\$ 5	\$ -	\$ -	\$ 5
Debt Service	\$ 758,443	\$ 356,156	\$ 402,287	\$ -
Transfers	\$ 608,970	\$ -	\$ 608,970	\$ -
<b>TOTAL</b>	<b>\$ 15,573,557</b>	<b>\$ 3,647,275</b>	<b>\$ 11,772,178</b>	<b>\$ 154,104</b>
Plus FY22 Expense Carryover	\$ 465,988	\$ 35,251	\$ 430,738	\$ -
<b>TOTAL FY22 + FY23</b>	<b>\$ 16,039,546</b>	<b>\$ 3,682,525</b>	<b>\$ 12,202,916</b>	<b>\$ 154,104</b>

<b>Revenue</b>				
Description	Budget	YTD Revenue	Expected	In Excess of Budget
Local Property Tax	\$ 11,184,963	\$ 4,350,000	\$ 6,834,963	\$ -
Adequacy Aid Grant/Tax	\$ 2,583,208	\$ 323,928	\$ 2,259,280	\$ 0
<b>State</b>				
Special Education Aid	\$ -	\$ 2,827		\$ 2,827
Other	\$ 84,818		\$ 84,818	\$ -
Food Service	\$ 2,500		\$ 2,500	\$ -
<b>Federal</b>				
Grants	\$ 190,000	\$ 689	\$ 189,311	\$ -
Food Service	\$ 31,500	\$ 7,578	\$ 23,922	\$ 0
Medicaid	\$ 32,000	\$ 6,238	\$ 25,762	\$ (0)
<b>Local</b>				
Tuition	\$ 35,000	\$ 4,000	\$ 31,000	\$ -
Food Service Sales	\$ 186,000	\$ 27,216	\$ 158,784	\$ (0)
Other	\$ 25,000	\$ 31,785		\$ 6,785
Less: Maint. Trust	\$ 150,000		\$ 150,000	\$ -
Less: SAU Building Trust	\$ 23,970		\$ 23,970	\$ -
Less: SPED Trust	\$ 25,000		\$ 25,000	\$ -
FY22 Carryover	\$ 465,988	\$ 35,251	\$ 430,738	\$ -
Fund Balance Adjustments	\$ 1,303,599		\$ 1,303,599	\$ -
Less Retained Fund Balance	\$ (284,000)		\$ (284,000)	\$ -
<b>TOTAL REVENUE</b>	<b>\$ 16,039,546</b>	<b>\$ 4,789,511</b>	<b>\$ 11,259,647</b>	<b>\$ 9,611</b>

Total Expense Balance	\$ 154,104
Total Revenue Balance	\$ 9,611
Unreserved Fund Balance	\$ 163,715

**Anticipated Reductions to Unreserved Fund Balance**

Anticipated Needs for FY24	
School Building Maint. Trust	\$ 150,000
SAU Building Trust	\$ 23,970
SPED Trust	\$ 25,000
Retained Fund Balance *	\$ -
<b>Total Reductions</b>	<b>\$ 198,970</b>

<b>Projected Fund Balance</b>	<b>\$ (35,255)</b>
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**Explanation of budget balances on current expense report**

**10/21/2022**

Function	Description	Current Balance	Notes
1100	Regular Education	\$ (7,693)	Contracted services and personnel costs higher than expected
1200	Special Education	\$ (95,724)	Unexpected contracted services; personnel costs higher than expected
2100	Student Support Services	\$ (5,639)	OT services higher than expected
2200	Instructional Staff Support	\$ 30,373	New hire savings
2300	School Board/SAU Assessment	\$ 95,620	95K contingency fund
2400	School Administration	\$ 2,172	
2600	Facilities	\$ 34,549	Various small savings
2700	Transportation	\$ 24,020	Savings in special ed costs
2900	Benefits	\$ 76,421	Benefit savings due to unfilled positions and plan choice changes
4200	HSMART Related	\$ 5	
5100	Debt Service	\$ -	
5200	Transfers	\$ -	
		<b>\$ 154,104</b>	

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

Function	Description	Includes
1100	Regular Education	Teacher salaries and teaching materials
1200	Special Education	Teacher salaries, teaching materials, ESY, out-of-district tuition
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	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



# HSD FY24 Budget Detail for New Items - Round 2.0

Round 1.0 Academics	
Cost	Descrip
<b>HPS</b>	
\$2,000	Math-3 yr Subscrip.-Add'l
\$6,000	Curriculum Enrichment \$1,500/grade
\$1,800	Supplies Increase
\$2,250	Literacy Program Upgrade Split btw Spec Ed & Reg Ed
\$2,300	Learning A-Z Software
<b>\$14,350</b>	
<b>HUES</b>	
\$2,000	Math-3 yr Subscrip.-Add'l
\$4,500	Curriculum Enrichment \$1,500/grade
\$1,900	Literacy Program Upgrade Split btw Spec Ed & Reg Ed
\$2,000	Supplies Increase
\$2,000	Playground Balls & Mats
\$2,000	Library Database Software
\$1,200	Library Bookcase
<b>\$15,600</b>	
<b>\$29,950</b>	<b>Total</b>

Round 2.0 Academics	
Cost	Descrip
<b>HPS</b>	
\$2,000	Math-3 yr Subscrip.-Add'l
\$0	Curriculum Enrichment \$1,500/grade
\$1,800	Supplies Increase
\$2,250	Literacy Program Upgrade Split btw Spec Ed & Reg Ed
\$2,300	Learning A-Z Software
<b>\$8,350</b>	
<b>HUES</b>	
\$2,000	Math-3 yr Subscrip.-Add'l
\$0	Curriculum Enrichment \$1,500/grade
\$1,900	Literacy Program Upgrade Split btw Spec Ed & Reg Ed
\$2,000	Supplies Increase
\$1,000	Playground Mats
\$2,000	Library Database Software
\$1,200	Library Bookcase
<b>\$10,100</b>	
<b>\$18,450</b>	<b>Total</b>

Round 1.0 Personnel	
Cost	Descrip
<b>HPS</b>	
\$3,031	Media Specialist-Add'l Days Summer Prep Days - 5 days
\$3,000	Revamped Mentoring Program
<b>Stipends</b>	
\$15,000	Increases
<b>Shared Positions-All FT W/Benefits (F-H&amp;D)</b>	
HSD% - 0.090 in each school	
\$8,728	Directed Classroom Sub

Round 2.0 Personnel	
Cost	Descrip
<b>HPS</b>	
\$0	Media Specialist-Add'l Days Summer Prep Days - 5 days
\$3,000	Revamped Mentoring Program
<b>Stipends</b>	
\$0	Increases
<b>Shared Positions-All FT W/Benefits (F-H&amp;D)</b>	
HSD% - 0.090 in each school	
\$0	Directed Classroom Sub

\$1,060	Assist. Director of Facilities (increased responsibility)
<b>\$30,819</b>	
<b>HUES</b>	
\$2,200	Media Specialist-Add'l Days Summer Prep Days - 5 days
\$3,000	Revamped Mentoring Program
\$86,507	Environmental Science Teacher
<b>Stipends</b>	
\$14,650	Increases
\$4,200	Vertical Academic Teams
<b>Shared Positions-All FT W/Benefits (F-H&amp;D)</b>	
HSD% - 0.090 in each school	
\$8,728	Directed Classroom Sub
\$1,060	Assist. Director of Facilities (increased responsibility)
<b>\$120,345</b>	
<b>\$151,165</b>	<b>Total</b>

\$0	Assist. Director of Facilities (increased responsibility)
<b>\$3,000</b>	
<b>HUES</b>	
\$0	Media Specialist-Add'l Days Summer Prep Days - 5 days
\$3,000	Revamped Mentoring Program
\$5,000	Environmental Science Stipend
<b>Stipends</b>	
\$0	Increases
\$0	Vertical Academic Teams
<b>Shared Positions-All FT W/Benefits (F-H&amp;D)</b>	
HSD% - 0.090 in each school	
\$0	Directed Classroom Sub
\$0	Assist. Director of Facilities (increased responsibility)
<b>\$8,000</b>	
<b>\$11,000</b>	<b>Total</b>

<b>Round 1.0</b>	
<b>Special Ed Personnel/Training</b>	
<b>Cost</b>	<b>Descrip</b>
<b>HPS</b>	
\$69,663	Special Ed Admin Support .5 in each bldg
\$2,250	Literacy Program Upgrade Split btw Spec Ed & Reg Ed
\$56,017	BCBA Asst. 1.0
\$63,987	Paras-RBT Trained 1.0 (3)
\$21,329	Para-4th Gr. Class New in FY22
<b>\$213,246</b>	
<b>HUES</b>	
\$69,663	Special Ed Admin Support .5 in each bldg
\$1,900	Literacy Program Upgrade Split btw Spec Ed & Reg Ed
\$40,369	OT 0.5
<b>\$111,932</b>	
<b>\$325,178</b>	<b>Total</b>

<b>Round 2.0</b>	
<b>Special Ed Personnel/Training</b>	
<b>Cost</b>	<b>Descrip</b>
<b>HPS</b>	
\$0	Special Ed Admin Support .5 in each bldg
\$2,250	Literacy Program Upgrade Split btw Spec Ed & Reg Ed
\$56,017	BCBA Asst. 1.0
\$63,987	Paras-RBT Trained 1.0 (3)
\$0	Para-4th Gr. Class New in FY22
<b>\$122,254</b>	
<b>HUES</b>	
\$0	Special Ed Admin Support .5 in each bldg
\$1,900	Literacy Program Upgrade Split btw Spec Ed & Reg Ed
\$40,369	OT 0.5
<b>\$42,269</b>	
<b>\$164,523</b>	<b>Total</b>

Round 1.0 New Computer Equip	
Cost	Descrip
<u>HPS</u>	
\$0	
<u>HUES</u>	
\$0	
<b>\$0</b>	<b>Total</b>

Round 2.0 New Computer Equip	
Cost	Descrip
<u>HPS</u>	
\$0	
<u>HUES</u>	
\$0	
<b>\$0</b>	<b>Total</b>

Round 1.0 Rplcmt Computer Equip	
Cost	Descrip
<u>HPS</u>	
\$9,500	Staff Laptops - 10 @ \$950
\$25,000	Interactive Flat Panels Replaces Smartboard & Projector 5 @ \$5,000. 1/grade
\$16,000	Audio System-Phase II 8 @ \$2000 1/grade+
\$850	Projectors-Replc. Cycle 2 @ \$425
\$36,750	Chromebooks-Replc. Cycle 105 @ \$350
\$500	iPad Charging Station 1 @ \$500
\$2,000	UPS (2) Uninterrupted Power Supply
<b>\$90,600</b>	
<u>HUES</u>	
\$9,500	Staff Laptops - 10 @ \$950
\$15,000	Interactive Flat Panels Replaces Smartboard & Projector 3 @ \$5,000. 1/grade
\$850	Projectors-Replc. Cycle

Round 2.0 Rplcmt Computer Equip	
Cost	Descrip
<u>HPS</u>	
\$9,500	Staff Laptops - 10 @ \$950
\$25,000	Interactive Flat Panels Replaces Smartboard & Projector 5 @ \$5,000. 1/grade
\$16,000	Audio System-Phase II 8 @ \$2000
\$850	Projectors-Replc. Cycle 2 @ \$425
\$36,750	Chromebooks-Replc. Cycle 105 @ \$350
\$500	iPad Charging Station 1 @ \$500
\$2,000	UPS (2) Uninterrupted Power Supply
<b>\$90,600</b>	
<u>HUES</u>	
\$9,500	Staff Laptops - 10 @ \$950
\$15,000	Interactive Flat Panels Replaces Smartboard & Projector 3 @ \$5,000. 1/grade
\$850	Projectors-Replc. Cycle

\$5,000	2 @ \$425 Copier-Staff Room-CN163
\$2,000	UPS (2) Uninterrupted Power Supply
<b>\$32,350</b>	
<b>\$122,950</b>	<b>Total</b>

\$5,000	2 @ \$425 Copier-Staff Room-CN163
\$2,000	UPS (2) Uninterrupted Power Supply
<b>\$32,350</b>	
<b>\$122,950</b>	<b>Total</b>

Round 1.0 Shared Services/Software	
Cost	Descrip
<u>HPS</u>	
<u>Shared Services</u>	
\$456	Windows Imaging Software
\$800	Critical System Backup
\$2,500	SMART Suite Licenses
<b>\$3,756</b>	
<u>HUES</u>	
<u>Shared Services</u>	
\$456	Windows Imaging Software
\$800	Critical System Backup
\$2,500	SMART Suite Licenses
<b>\$3,756</b>	
<b>\$7,512</b>	<b>Total</b>

Round 2.0 Shared Services/Software	
Cost	Descrip
<u>HPS</u>	
<u>Shared Services</u>	
\$456	Windows Imaging Software
\$800	Critical System Backup
\$2,500	SMART Suite Licenses
<b>\$3,756</b>	
<u>HUES</u>	
<u>Shared Services</u>	
\$456	Windows Imaging Software
\$800	Critical System Backup
\$2,500	SMART Suite Licenses
<b>\$3,756</b>	
<b>\$7,512</b>	<b>Total</b>

Round 1.0 Safety/Compliance Issues	
Cost	Descrip
<u>HPS</u>	
\$10,000	Blinds
\$20,000	Burglar Alarms
\$2,500	Walkies-Replacement (10)
<b>\$32,500</b>	
<u>HUES</u>	
\$20,000	Burglar Alarms
\$4,000	Kiln Replacement
\$700	Walkies-Replacement (4)
<b>\$24,700</b>	

Round 2.0 Safety/Compliance Issues	
Cost	Descrip
<u>HPS</u>	
\$0	Blinds
\$0	Burglar Alarms
\$2,500	Walkies-Replacement (10)
<b>\$2,500</b>	
<u>HUES</u>	
\$20,000	Burglar Alarms
\$4,000	Kiln Replacement
\$700	Walkies-Replacement (4)
<b>\$24,700</b>	

**\$57,200 Total**

**\$27,200 Total**

**Round 1.0  
Facilities/Maintenance**

Cost	Descrip
<b>HPS</b>	
\$30,000	Classroom Flooring
\$5,000	Trail Maintenance
\$4,000	Chainlink Privacy Strips
\$8,500	Gaga Pit
\$60,000	Univents-Rebuild (Outside Rms)
\$60,000	Replace AH#3
\$15,000	Exterior Doors
\$4,000	2nd door set entry buzzer
<b>\$186,500</b>	

<b>HUES</b>	
\$10,000	Powerwashing Exterior
\$10,000	Classroom Furniture-Phase II
\$30,000	Classroom Flooring 4th Grade
\$19,000	Kitchen Flooring
\$10,000	Transfer Switch-Rocky Pond
\$20,000	Gym Floor Restoration
\$3,000	Ceiling Tiles
\$10,000	Hot Water Pump-1st Flr
\$13,000	BB Court-Phase II
\$3,000	Playground Mulch + Border
\$2,000	Plumbing Fixtures (5)
\$75,000	Egress road/bus turnaround
\$90,000	Drury Lane Repaving
<b>\$295,000</b>	

**\$481,500 Total**

**Round 2.0  
Facilities/Maintenance**

Cost	Descrip
<b>HPS</b>	
\$0	Classroom Flooring
\$0	Trail Maintenance
\$0	Chainlink Privacy Strips
\$0	Gaga Pit
\$0	Univents-Rebuild (Outside Rms)
\$0	Replace AH#3
\$0	Exterior Doors
\$4,000	2nd door set entry buzzer
<b>\$4,000</b>	

<b>HUES</b>	
\$0	Powerwashing Exterior
\$5,000	Classroom Furniture-Phase II
\$0	Classroom Flooring 4th Grade
\$0	Kitchen Flooring
\$0	Transfer Switch-Rocky Pond
\$0	Gym Floor Restoration
\$3,000	Ceiling Tiles
\$0	Hot Water Pump-1st Flr
\$0	BB Court-Phase II
\$3,000	Playground Mulch + Border
\$2,000	Plumbing Fixtures (5)
\$0	Egress road/bus turnaround
\$0	Drury Lane Repaving
<b>\$13,000</b>	

**\$17,000 Total**

**\$1,175,454 Grand Total**

**\$368,635 Grand Total**

**Round 1.0  
Warrant Articles**

Cost	Descrip
\$17,007,265	Operating Budget

**Round 2.0  
Warrant Articles**

Cost	Descrip
\$15,998,690	Operating Budget

**FY23**

**Round 4.0  
Warrant Articles**

Cost	Descrip
\$14,654,566	Operating Budget

\$1,344,124 9.17%



**BROOKLINE, HOLLIS, & HOLLIS-BROOKLINE SCHOOL DISTRICTS (SAU 41)**  
**2023 ANNUAL MEETING DATES and DEADLINES-Final**  
**USING RSA REGULATIONS**

Action	RSA Parameters	Traditional				SB2		RSA Reference
		Coop-Day 1	Snow Date	Hollis	Snow Date	Brookline	Snow Date	
Last day to <u>post notice</u> of budget hearing	SB2: "...the second Tuesday in January..."; Trad.: at least 7 days in advance of budget hearing	1/25/2023		1/30/2023		1/3/2023		SB2-40:13,II-a(a), 32:5,I; Trad.-32:, I
Last day for negotiated cost items to be finalized	SB2: "...the second Tuesday in January..."; Trad.: not later than 30 days before the date prescribed for the district meeting, or the 2nd Tues in March, whichever is earlier	2/6/2023		2/13/2023		1/10/2023		SB2-40:13, II-a (b), 273-A:1; Trad.-32:5-a; 197:6
Last day for petitioned warrant articles	SB2: "...the second Tuesday in January..."; Trad.: not later than 30 days before the date prescribed for the district meeting, or the 2nd Tues in March, whichever is earlier	2/6/2023		2/13/2023		1/10/2023		SB2-40:13, II-a (b), 39:3; Trad.-197:6
<b>PUBLIC HEARING DATES</b>	SB2: "...on or before the third Tuesday in January..."; Trad.: not later than 25 days before (district meeting) i.e. 25 days or EARLIER	<b>2/2/2023</b>	<b>2/3/2023</b>	<b>2/7/2023</b>	<b>2/9/2023</b>	<b>1/11/2023</b>	<b>1/12/2023</b>	SB2-40:13, II-a (c); Trad.-32:5, I
<i>FYI: Last day to hold at least one budget public hearing</i>	<i>not later than 25 days before [district meeting] i.e. 25 days or EARLIER</i>	<i>2/10/2023</i>		<i>2/17/2023</i>				SB2-40:13, II-a (c); Trad.-32:, I
<b>FIRST SESSION-DELIBERATIVE</b>	SB2: "...between the first and second Saturdays following the last Monday in January, inclusive of those Saturdays..."					<b>2/8/2023</b>	<b>2/10/2023</b>	SB2-40:13, III
Town Report Submission Deadline	Deadlines provided by Towns for them to meet timeline requirements	2/3/2023		2/3/2023		2/3/2023		Town Requirements
Last day for budget committee to deliver budget and warrant article recommendations to selectpersons for Posting	Trad.: at least 20 days before [district meeting]	2/15/2023		2/22/2023		2/21/2023		Trad.-32:16,IV
Last day to <u>post</u> warrant, budget and default budget	SB2: "...on or before the last Monday in January..."; Trad.: 14 days before day of meeting (not including meeting day or posting day)	2/21/2023		2/28/2023		1/30/2023		SB2-40:13, II-a (d), 39:5, 197:7; Trad.-197:7
Annual report with budget (and ballot questions) made available to voters	SB2 and Trad.: at least 7 days prior to meeting	2/28/2023		3/7/2023		3/6/2023		SB2-40:13, II; Trad.-32:5, VII(a)
<b>SCHOOL DISTRICT MEETING DAY</b>	Trad.: annually between March 1 and March 25	<b>3/8/2023</b>	<b>3/9/2023</b>	<b>3/15/2023</b>	<b>3/16/2023</b>	<b>N/A</b>	<b>N/A</b>	Trad.-197:1
<b>SECOND SESSION-BALLOT VOTING</b>	SB2: "...the second Tuesday in March..."	3/14/2023		3/14/2023		3/14/2023		SB2-40:13, VII
Submit signed & completed forms to DRA	SB2 and Trad.: within 20 days of the close of the meeting	3/28/23		4/4/2023		4/3/2023		21-J:34,II

SAU41  
ANTI-DISCRIMINATION PLAN  
2022



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



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## 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, 8<sup>th</sup> Floor, Boston, MA 02109-3921; Telephone number: (617) 289-0111; Fax number: (617) 289-0150; Email: [OCR.Boston@ed.gov](mailto: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](mailto: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](mailto: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](mailto:program.intake@usda.gov)
- **N.H. Commission for Human Rights,** 2 Industrial Park Drive, Concord 0330, Telephone - 603-271-2767; Email – [humanrights@nh.gov](mailto: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](mailto: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): \_\_\_\_\_

<b>Who is this complaint against?</b>	
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.**

<b>Who is filing this complaint?</b> <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,

*Category: Priority/Required by Law*

## **INDOOR AIR QUALITY & WATER QUALITY**

- A. **Indoor Air Quality.** In order to ensure that all school buildings have adequate indoor air quality, the Board directs the Superintendent to address methods of minimizing or eliminating emissions from buses, cars, delivery vehicles, and other motorized vehicles. The Superintendent may delegate the implementation of these methods to building principals. The Board encourages the Superintendent to utilize methods and recommendations established by various State agencies.

In addition to addressing methods eliminating emissions, building principals or designee are directed to annually investigate air quality in their respective school buildings using a checklist provided by the New Hampshire Department of Education.

In support of this policy, the Superintendent is authorized to establish regulations and/or administrative rules necessary to implement anti-idling and clear air measures aimed at improving indoor air quality.

- B. **Water Quality and Access.** The Board directs the Superintendent/designee to take measures to limit lead exposure in school drinking water and ensure compliance with RSA 485:17-a, III, and consistent with regulations and guidance of the N.H. Departments of Environmental Services and of Education.

Water stations in school buildings shall be installed in accordance with Ed Rule 321.18(h) relative to the number of drinking fountains required.

The Superintendent/designee will make recommendations to the Board for any modifications that will require unbudgeted expenditures.

### **Legal References:**

*RSA 200:11-a, Investigation of Air Quality*

*RSA 200:48, Air Quality in Schools*

First Review: January 21, 2011

Second and Third Review: Waived, January 21, 2011

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*See Also JFAB , JFAA & JG*

## **CHANGE OF SCHOOL OR ASSIGNMENT - BEST INTERESTS AND MANIFEST HARDSHIP**

The Superintendent or designee is charged with assigning students of the District to schools and classes consistent with Board policies and procedures. New Hampshire RSA 193:3 recognizes that there are limited instances when the class or school to which a student might be assigned under a district's ordinary assignment policies and procedures, might not be in that student's best interests, or other factors might exist under which create a manifest educational hardship upon the student such that a change (referred to in this policy as "reassignment") in the student's class or school assignment is warranted. The Board has adopted this policy consistent with RSA 193:3 and to provide procedures for parents/guardians to follow when they believe a reassignment is appropriate.

### **A. Best Interest Re-Assignment - Determination by Superintendent or their designee.**

Consistent with RSA 193:3, I, and subject to the provisions below, the Superintendent or designee is authorized to reassign a student residing in the District to another class within the school, to another public school or public academy in another district, or approved private school.

Authorization granted to the Superintendent or designee to make reassignments under this policy applies only after application is made by the parent/guardian of the student or with the parent/guardian's consent, and upon a finding by the Superintendent or designee that reassignment is in the student's best interests, after taking into consideration the student's academic, physical, personal, or social needs.

This policy, however, does not limit the Superintendent's or designee's discretion to make other in-District assignments consistent with applicable Board policies and administrative rules.

#### **1. Procedure:**

- a. In order to initiate consideration of a reassignment based upon the child's best interests, the parent/guardian shall submit to the Superintendent or designee a written request stating why and/or how the child's best interests warrant reassignment. In order to facilitate a determination, such application may also include any additional information described in 4 below. The written request should be mailed or delivered to the SAU office or emailed to the Superintendent or designee at the email address provided on the District's website.
- b. Upon such request, the Superintendent or designee shall schedule a meeting (the "reassignment meeting") with the parent/guardian, to be held within 10 days of receiving the request.
- c. Prior to or at the reassignment meeting, the parent/guardian shall make a specific request that the student be reassigned to another class/grade within the same school, or to a public school, public academy, or approved private school in another district.
- d. At the reassignment meeting, the parent/guardian may present documents, witnesses, or other relevant evidence supporting the parent's belief that reassignment is in the best interest of the student.
- e. The Superintendent or designee may present such information as he or she deems appropriate.

f. In determining whether reassignment is in the student's best interest the Superintendent or designee shall consider the student's academic, physical, personal, or social needs.

2. Finding Reassignment Is or Is Not in Best Interest.

a. Within five school days of the reassignment meeting, the Superintendent or designee shall deliver to the parent/guardian a written determination as to whether or not reassignment is in the child's best interest. Delivery of the written determination should be done in a manner to produce evidence of the delivery (e.g., courier, email, fax).

b. If the Superintendent or designee finds it is in the best of the interest of the student to change the student's school or assignment, the Superintendent or designee shall initiate:

i. A change of assignment within the student's current assigned school;

iii. The student's transfer to a public school, public academy, or approved private school in another district which can reasonably meet the student's educational needs.

c. If the Superintendent or designee does not find that it is in the best interest of the student to change the student's school or assignment, the parent/guardian may request a hearing before the School Board to determine if the student is experiencing a manifest educational hardship as provided in Section B of this policy.

3. Tuition Determination. If a student is to be reassigned to another school district or approved school as a result of a best interest determination, the Superintendent or designee shall work with the Superintendent or administrator of the receiving school district/approved school to establish a tuition rate for such student. Pursuant to RSA 193:3, I(g), if the Superintendent or designee has made a finding that it is in the best interest of the student to be reassigned, then the School Board shall approve the tuition payment consistent with the Board's ordinary manifest approval procedures.

If the student is reassigned to an approved private school as a result of a best interest determination, that school may charge tuition to the parent/guardian or may enter into an agreement for payment of tuition with the school district in which the student resides. The Superintendent or designee shall consult with counsel regarding tuition obligations in such an instance.

The Superintendent or designee shall assure that the reassignment approval is placed on the agenda for the next regularly scheduled Board meeting.

4. Transportation: Transportation for a student reassigned to a school in another district under this Section A (best interest) shall be the responsibility of the parent/guardian.

5. Tuition for Students Reassigned by Other Districts Pursuant to RSA 193:3, I. It is the general policy of the Board that the tuition amount to be charged to another district for any student reassigned by that district to a school within this District under the best interest standard of 193:3, I, shall be the lesser of the tuition charged for non-residential students under Board policy JFAB or as computed under the formula set out in RSA 193:4. The Superintendent or designee, however, is authorized to reduce the tuition amount below those thresholds or for other good cause shown (e.g., reciprocal assignments between the two districts).

6. Other In-District Assignments. Nothing in this policy is intended to limit authority otherwise extended to the Superintendent or designee to make assignments or reassignments according to the policies, regulations, and ordinary practices of the District.

## **B. Manifest Educational Hardship - Determination by School Board and Appeal to State Board.**

If, after following the procedure outlined in Section A of this policy, the Superintendent or designee did not find that it was in the best interest of the student to reassign the student as requested by the student's parent/guardian, then the parent/guardian may request a hearing before the School Board to determine if the student is experiencing a manifest educational hardship.

1. "Manifest Educational Hardship" Defined. As provided in RSA 193:3, II (a), "manifest educational hardship" means that a student has a documented hardship in his or her current educational placement; and that such hardship has a detrimental or negative impact on the student's academic achievement or growth, physical safety, or social and emotional well-being. Such hardship must be so severe, pervasive, or persistent that it interferes with or limits the ability of the student to receive an education.
2. Procedure for Determination of Manifest Educational Hardship.
  - a. Within thirty (30) days after receipt of the Superintendent's or designee's written determination described that reassignment is not in a student's best interest as described in paragraph A.2.C, above, the parent/guardian requesting a manifest educational hardship hearing shall submit a written application to the Superintendent or designee detailing the specific reasons why they believe that the current assignment constitutes a manifest educational hardship.
  - b. The Superintendent or designee shall duly notify the school board that the parent/guardian has requested a manifest educational hardship hearing, upon which the school board shall schedule a hearing to be held no more than 15 days after the request has been received by the Superintendent or designee. The Board shall provide at least two full days' notice of the hearing. The Board will conduct the hearing in non-public session, unless the parent/guardian requests the hearing be held in public session, subject to RSA 91-A:3, II(c).
  - c. Prior to or at such hearing, the parent/guardian shall provide to the Superintendent or designee a specific request in writing that the student attend a public school, public academy, or approved private school in another school district which can reasonably meet the student's educational needs. The Superintendent or designee shall provide such a request to the School Board at the hearing. Although not required, the parent/guardian may include this request as part of the original hearing request.
  - d. At such hearing, the parent/guardian may present documents, witnesses, or other relevant evidence supporting their belief that the student is experiencing a manifest educational hardship. The Superintendent or designee may present such information as he or she may deem appropriate to assist the School Board in reaching its decision. The parties (or their appointed designee) shall have the right to examine all evidence and witnesses. The formal rules of evidence shall not apply. The Superintendent or designee will assure the means for the Board to establish an adequate record of the hearing.
  - e. The parent/guardian shall have the burden of establishing the presence of a manifest educational hardship by clear and convincing evidence, which means that the evidence is highly and substantially more likely to be true than untrue, and the Board must be convinced that the contention is highly probable.
  - f. The Board will render its decision in writing within seven (7) days after the hearing and will forward its written decision to the parent/guardian via means producing proof of delivery (e.g., courier, email, etc.). The decision will conform to the requirements of NH Dept. of Education Rule Ed 320(c)-(e).

3. Finding of Manifest Educational Hardship. If the School Board finds that the student has a manifest educational hardship, the School Board shall grant the parent's or guardian's request to reassign the student to a public school, public academy, or approved private school in another district which can reasonably meet the student's educational needs.

4. Finding that Manifest Educational Hardship Was Not Established - Appeal to the New Hampshire State Board of Education. If the School Board finds that the parent/guardian has not met their burden of proof, the parent/guardian may appeal the local Board decision to the New Hampshire State Board of Education ("SBOE"), within thirty (30) days of receipt of the Board's written decision in accordance with NH Dept. of Ed. Rule Ed 204.01(g). If a parent/guardian believes that denial of a reassignment under this policy upon the child's disability, the parent/guardian may appeal to the SBOE or file a complaint with the N.H. Human Rights Commission under RSA 354-A:28.

5. Tuition for Students Reassigned Upon Finding of Manifest Educational Hardship. If, after a finding of a manifest educational hardship - by either the School Board or the State Board - a student of the District is assigned to attend school in another district, or a student from another district is assigned to a school in this District, the district in which the student resides shall pay tuition to the district to which the child is reassigned.

Such tuition shall be computed according to RSA 193:4. The school board of the district in which the student resides shall approve the tuition payment consistent with its ordinary manifest approval process.

6. Transportation: Transportation for a student reassigned to schools in another district under this section B (manifest educational hardship) shall be the responsibility of the District unless otherwise ordered by the SBOE.

**C. Admission Requirements.** Students reassigned under this Policy shall meet the admission requirements of the school to which the student is to be reassigned.

**D. Statutory Reassignment Limit.** The total reassignments or transfer made under this policy in any one school year will not exceed one (1) percent of the average daily membership in residence of a school district, or five (5) percent of the average daily membership in residence of any single school, whichever is greater, unless the School Board votes to exceed this limit.

**E. Count of Reassigned Pupils, Tuition Payment and Rate, and Transportation.** Pupils reassigned under this policy will be counted in the average daily membership in residence of a given pupil's resident school district. Said pupil's resident district will forward any tuition payment due to the District to which the pupil was assigned.

**F. Notice to the Department of Education.** The Superintendent or designee of the pupil's resident SAU will notify the Department of Education within thirty (30) days of any reassignment made under this policy.

**G. Special Education Placements.** A placement made relative to a student's special education needs and services shall not be deemed a change of school assignment for purposes of this section.

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**Legal References:**

*Ed RSA 193:3, III, Change of School Assignment*

*RSA 193:14-a, Change of School Assignment; Duties of State Board of Education*

*N.H. Dept. of Education Administrative Rule Ed. 320 [Pending revision]*

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Reviewed:

1st Reading: October 5, 2022

2nd Reading: November 2, 2022

**SCHOOL GUIDANCE AND COUNSELING PROGRAM**

The School Board is committed to ensuring a high quality school guidance program that is comprehensive, developmentally appropriate, fosters academic achievement and personal growth, and is provided to all District students in an equitable manner.

The program will include the following:

- ~~Distribution of information and support to students and families about academic programming, community supports, and other relevant information.~~ Connecting families to community supports when needed
- Coordination with national standards.
- Prevention, intervention, and crisis response services.
- Promotion of personal, interpersonal, health, academic, and career awareness for all students through classroom programs and other services.
- All provisions of NH Administrative Rules, Section Ed 306, Minimum Standards for Public School Approval.

It is the policy of this Board that at all grade levels, school counselors collaborate with parents, students, staff, and community to remove barriers to learning and provide opportunities and supports, when needed, to empower students to embrace their full potential and achieve their academic and personal aspirations. The guidance counselor is responsible for developing a program or plan that identifies student success in academic performance, social awareness, and ~~career awareness~~ interests.

This policy will be reviewed in accordance with the Board's policy review process.

**Legal References:**

*NH Code of Administrative Rules, Section Ed 306.13, Guidance Plan*

*NH Code of Administrative Rules, Section Ed 306.15(b), Provision of Staff, Guidance*

*NH Code of Administrative Rules, Section Ed 306.39(c) and 306.39(d), Guidance Program*

1st Reading: 8-11-10

2nd Reading: 11-10-10

Approved: 11-10-10

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