

**Monadnock Regional School District & SAU #93**

**School Board Agenda**

**February 7, 2023**

**In-Person MRMHS Library & Webinar Link 7:00 pm**

**Join Zoom Meeting**

<https://mrsd-org.zoom.us/j/84125677430?pwd=NUIMd0l1MHV2TXBwdjYvdIFqN3dvUT09>

**Meeting ID: 841 2567 7430**

**Passcode: 085024**

The public is encouraged to attend MRSD Board meetings.

Comments are welcome during the 'Public Comments' portions of the agenda.

*"We collaborate not just to teach, but also to engage and educate every student in our district in an environment that is challenging, caring, and safe, while fostering lifelong learning."*

1. CALL TO ORDER 7:00 pm
2. PUBLIC COMMENTS (15 minutes)
3. #celebrateMRSD
4. MATTERS FOR INFORMATION & DISCUSSION
  - a. Student Government Report
  - b. 2023-2024 School Year Calendar First Read (In Packet)
  - c. Debrief from Deliberative
  - d. Policies for 1st Read
    - i. DBJ -Transfer of Appropriation
    - ii. IMBA - distance Education
    - iii. IKFC - Alternative Diploma for Students with Significant Cognitive Disabilities
    - iv. EBCD - School or District Closings
5. MATTERS THAT REQUIRE BOARD ACTION
  - a. \* March 2023 Warrant Articles
  - b. Policies for 2nd Read
    - i. EB - Joint Loss Management Committee
    - ii. JLCB - Immunizations of Students
    - iii. JLCF - Wellness
    - iv. IICA/IICA-E/IICA-R - Field Trip and Excursions
  - c. \* 2023-2023 MRMHS Program of Studies (In Packet)
  - d. \* January 12, 2023 Bond Minutes
  - e. \* January 17, 2023 Minutes
  - f. \* Manifest
  - g. \* Budget Transfer
6. SETTING NEXT MEETING'S AGENDA
7. PUBLIC COMMENTS (15 minutes)
8. NON-PUBLIC SESSIONS under RSA 91-A:3. II as needed
9. ADJOURNMENT

*\*Indicates an item requiring Board action. The order of the agenda is subject to change.*

## SINGLE DISTRICT SCHOOL ADMINISTRATIVE UNITS

**RSA 94-C:3** – Single District School Administrative Units; Exemption. Single district school administrative units shall be considered the same as a single school district and shall be exempt from meeting the requirements of this chapter, except that they shall provide superintendent services pursuant to RSA 194-C:4

## NONPUBLIC SESSIONS

**RSA 91-A:3– II.** Only the following matters shall be considered or acted upon in nonpublic session:

- (a) **The dismissal, promotion, or compensation of any public employee** or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted.
- (b) The **hiring** of any person as a public employee.
- (c) Matters which, if discussed in public, would likely adversely affect the **reputation** of any person, other than a member of the public body itself, unless such person requests an open meeting.
- (d) Consideration of the **acquisition, sale, or lease of real or personal property** which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community.
- (e) **Consideration or negotiation of pending claims or litigation** which has been threatened in writing or filed by or against the public body or any subdivision thereof, or by or against any member thereof because of his or her membership in such public body, until the claim or litigation has been fully adjudicated or otherwise settled.
- (i) Consideration of matters relating to the **preparation for and the carrying out of emergency functions**, including training to carry out such functions, developed by local or state safety officials that are directly intended to thwart a deliberate act that is intended to result in widespread or severe damage to property or widespread injury or loss of life.
- (j) **Consideration of confidential, commercial, or financial information** that is exempt from public disclosure under RSA 91-A:5, IV in an adjudicative proceeding pursuant to RSA 541 or RSA 541-A.
- (k) Consideration by a school board of entering into a **student or pupil tuition contract** authorized by RSA 194 or RSA 195-A,
- (l) **Consideration of legal advice provided by legal counsel**, either in writing or orally, to one or more members of the public body, even where legal counsel is not present.

## CALENDAR OF UPCOMING MRSD MEETINGS:

	<b>2/8/2023</b>	<b>Elementary Renovation &amp; Consolidation Listening Session</b>	<b>5:00 – 7:00 pm</b>	<b>Emerson Elementary School</b>
	<b>2/9/2023</b>	<b>Elementary Renovation &amp; Consolidation Listening Session</b>	<b>5:00 – 7:00 pm</b>	<b>Troy Elementary School</b>
<b>2/9/2023</b>	<b>Extra-Curricular Committee</b>	<b>6:00 pm</b>		<b>SAU Conference Room</b>
<b>2/14/2023</b>	<b>Finance &amp; Facilities Committee</b>	<b>7:00 pm</b>		<b>SAU Conference Room</b>
	<b>2/15/2023</b>	<b>Elementary Renovation &amp; Consolidation Listening Session</b>	<b>5:00 – 7:00 pm</b>	<b>Mt. Caesar School</b>
	<b>2/16/2023</b>	<b>Elementary Renovation &amp; Consolidation Listening Session</b>	<b>5:00 -7:00 pm</b>	<b>Gilsum STEAM Academy</b>
<b>2/21/2023</b>	<b>MRSD/SAU 93 School Board</b>	<b>7:00 pm</b>		<b>MRMHS Library</b>
<b>2/28/2023</b>	<b>Budget Committee</b>	<b>7:00 pm</b>		<b>MRMHS Library</b>

Meetings will be in person for all Board & Committee Members. The public is encouraged & welcome to attend either in person or through Zoom. Public comments are welcome in person during the ‘Public Comments’ portions of the agenda.

**\*\* Please note: All Committee Meetings dates, times, and locations are posted in the SAU 93 Reception Lobby, on the MRSD website calendar, and in the schools and towns of MRSD. In the event of a snow day, the school board meeting will be planned for the following school day.\*\***



# Monadnock Regional School District

2023-2024 School Year Calendar - DRAFT - NOT YET APPROVED

## August (2 Days)

M	T	W	Th	F
O	W	W	W	W
SO	SO	30	31	

8/21 - New Staff Orientation  
 8/22 - Workshop Day (District)  
 8/23 - Workshop Day (Principal)  
 8/24 - Workshop Day (District)  
 8/25 - Workshop Day (Classroom)  
 8/28-8/29 Soft Opening

## February (15 Days)

M	T	W	Th	F
			1	2
5	6	7	8	C
12	13	14	15	16
X	X	X	X	X
26	27	28	29	

2/9 - Parent/Teacher Conferences  
 2/19-2/23 Feb. Break

## September (20 Days)

M	T	W	Th	F
				1
X	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

9/4 - Labor Day

## March (19 Days)

M	T	W	Th	F
				1
4	5	6	7	8
11	W	13	14	15
18	19	20	21	W
25	26	27	28	29

3/12 - Workshop Day (Teacher)  
 3/15- End Trimester 2 (elementary)  
 3/22 - Workshop Day (Teacher)  
 3/29 - End Q3 (MRMHS)

## October (20 Days)

M	T	W	Th	F
2	3	4	5	C
X	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

10/6 - Parent/Teacher Conferences  
 10/9 - Columbus Day

## April (17 Days)

M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
X	X	X	X	X
29	30			

4/22-4/26 - April Break

## November (18 Days)

M	T	W	Th	F
		1	2	3
6	7	8	9	X
13	14	15	16	17
20	21	X	X	X
27	28	29	30	

11/3 - End Q1 (MRMHS)  
 11/10 - Veterans Day (Observed)  
 11/22-11/24 Thanksgiving Break

## 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
X	28	29	30	31

5/27 - Memorial Day

## December (16 Days)

M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	ER
X	X	X	X	X

12/1 - End Trimester 1 (elementary)  
 12/22 - Early Release  
 12/25-1/1 - Holiday Break

## June (7 Days)

M	T	W	Th	F
3	4	5	6	7
10	11	W(S)	(S)	(S)

6/12 - Workshop Day (Classroom)  
 6/12-6/14 Snow Day Make-up (if needed)

## January (20 Days)

M	T	W	Th	F
X	2	3	4	5
8	9	10	11	12
X	16	17	18	19
22	23	W	25	26
29	30	31		

1/1 - Holiday Break  
 1/15 - MLK Jr. Day  
 1/19 - End Semester 1 (MRMHS)  
 1/24 - Workshop Day (District)

176 Student Days - August 30 - June 11  
 188 MDEA Days - August 22 - June 12  
 183 MESSA Days (SY) - August 23 - June 12  
 Graduation - June 7th (Rain Date 6/8)

### Non-Instructional Days

X - Schools are Closed  
 W - In Service Workshop Day  
 C - Parent/Teacher Conferences  
 SO - Soft Opening  
 ER - Early Release

### Term Endings

November 3rd - End of Quarter 1  
 December 1st - End of Trimester 1  
 January 19th - End of Semester 1  
 March 15th - End of Trimester 2  
 March 29th - End of Quarter 3

This calendar meets the school year requirements of RSA 189:1 and 189:24 and is subject to change due to storms or other unforeseeable emergencies. 3 make-up days (S) have been added which will only be used if necessary.

## Policy Motions and Actions from February 1, 2023

### DBJ - Transfer of Appropriation

**MOTION:** *To update policy DBJ with NHSBA sample policy using first choice of sample language and increasing the threshold to \$5,000.*

- Administration would be comfortable with an increase to \$10,000, Policy committee was comfortable with the NHSBA suggestion of \$5,000
  - Policy states the board must be notified at the next meeting if a line item transfer was made below \$5,000. Over \$5,000, the board must approve the transfer first
- 

### IMBA - Distance Education

**MOTION:** *To update policy IMBA with NHSBA sample.*

- The update would allow remote days in the case of inclement weather
  - The committee believes the district should keep traditional snowdays, however in the case that the snow day count may be over 5 and extend the school year, the superintendent should have the option of the remote day in lieu of pushing out the last day of school
  - NHSBA rationale: NHSBA revised sample policy IMBA to draw a distinction between district wide distance education due to inclement weather and individualized distance education. Revisions also include the addition of N.H. Department of Education Rules Ed. 306.18(a)(7) and 306.22 as amended in 2022.
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### IKFC - Alternative Diploma for Students with Significant Cognitive Disabilities

**MOTION:** *To update policy IKFC with NHSBA sample.*

- Small change of updating the age from 21 to 22
  - NHSBA rationale: NHSBA revised sample policy IKFC to reflect 2022's SB 394 and HB 1513, which both amend the definition in RSA 186-C:2 of "child with a disability" to include such students until they reach age 22.
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## **EBCD- School or District Closings**

**MOTION:** *To update policy EBCD with NHSBA sample and withdraw policy EBCE.*

- New updates will encompass current language in both EBCD and EBCE. Withdrawing one of the policies makes them less redundant
  - NHSBA rationale: Combine sample policies EBCA (School Closings) and EBCD (Emergency Closings – which is now withdrawn). NHSBA combined the policies in an effort to have fewer but more comprehensive policies where two samples have substantial overlap. Add the section on distance education to meet the criteria of Ed. Rule 306.22. Add a section on emergency early release.
- 

## **Other policy work not requiring board action;**

### **EBCF- Confined Spaces or Pandemic/Epidemic Emergencies**

- Refer to administration
- MRSD policy with this code is titled Confined Spaces and seems very specific to the district. The committee is unsure if this policy is needed anymore. If so, it should be re-coded
- NHSBA policy with this code is titled Pandemic/Epidemic Emergencies. It is referenced in other policies, yet hasn't been updated since 2007 by NHSBA so seems out of date i.e. COVID. Does administration feel we need to adopt this policy now, or wait until it is updated by NHSBA?



Kristen Noonan <knoonan@board.mrsd.org>

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## Policy DBJ Budget Transfers

1 message

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**Janel Morin** <jmorin@mrsd.org>

Thu, Jan 19, 2023 at 1:51 PM

To: Kristen Noonan <knoonan@board.mrsd.org>

Hi Kristen,

After you brought up this policy and our \$3,500 threshold for requiring board approval, I did a bit of research. Looking at other area school districts, Keene School District and ConVal have \$10,000 thresholds for requiring board approval, Jaffrey-Rindge has a \$15,000 threshold. Fall Mtn does not have the policy at all. I spoke with Lisa Witte about it and she/we would be comfortable with moving our threshold to \$10,000, if the Board is agreeable. Please let me know if you have any questions or would like me to get additional comps.

All my best,  
Janel

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**Janel Morin, MBA**  
**Business Administrator**  
SAU #93  
**Monadnock Regional School District**  
**600 Old Homestead Hwy**  
**Swanzey, NH 03446**

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Book	D: Fiscal Management
Section	Series D
Title	Budget Transfers
Code	DBJ
Status	Active
Adopted	May 4, 1993
Last Revised	October 17, 2017

### **TRANSFER OF APPROPRIATION**

It is the intent of the Board to limit spending to the amount specified in each line item for the budget. However, the Business Office in consultation with the Superintendent is authorized to transfer funds between line items when necessary to achieve Board policy goals after detailed transfer has been brought before the Finance Committee and with their support, to the school board for approval.

The Business Office will use the "Budget Transfer Form" that details the accounts, reasons(s), and amounts(s) to submit requests for transfers to the school board. Note: transfers that fall below \$3,500 will be allowed without a formal budget transfer request, however, every effort should be made to inform/update the Finance Committee of the transfer(s).

#### **Policy References:**

Category - Optional

Dates of Revisions: 7/12/2012, 10/17/2017

RSA 32:10, 282-A:71,III

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## DBJ - TRANSFER OF APPROPRIATIONS

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(Download policy)

*Category: Optional*

In the event it becomes necessary to expend an amount greater than what was appropriated for a specific purpose, the Board is authorized to transfer funds from an unexpended balance of one appropriation to a different appropriation that is in deficit. All transfers of appropriations will be made consistent with the provisions of RSA 32:10.

The Board authorizes the Superintendent to transfer funds between line items up to \$5,000. Any such transfers shall be reported to the school board at the board's next regularly scheduled meeting. Any transfer in excess of \$5,000 shall first require Board approval and authorization. Any transfer of funds between line items by the Superintendent shall be done so only to achieve purposes set forth the goals or aims to be accomplished through the expenditure of public funds.

In no circumstance shall the total amount spent exceed the total amount appropriated at the school district annual meeting.

The Superintendent is authorized to develop administrative rules or regulations to accompany this Policy.

### **Alternative Policy Language:**

~~It is the intent of the School Board to limit its spending to the amount specified for each line item. However, transfer of funds between line items will be permitted if deemed necessary. All such transfers will be in accordance with the requirements of RSA 32:10.~~

~~NHSBA Note, September 2013: NHSBA offers this alternative language in response to member inquiries. Either option will satisfy the provisions of RSA 32:10.~~

### **Legal References:**

*RSA 32:10, Transfer of Appropriations*

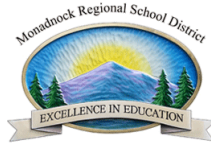
*RSA 282-A:71, III, Unemployment Compensation*

Revised: September 2013

Revised: July 1998, November 1999, March 2004, September 2009

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Book	I: Instruction
Section	Series I
Title	Distance Education
Code	IMBA
Status	Active
Adopted	July 1, 2005
Last Revised	November 17, 2020

## **DISTANCE EDUCATION**

The Board encourages students to take full advantage of distance education opportunities as a means of enhancing and supporting their education. Distance education means correspondence, video-based, internet/online-based, or other similar media that provides educational courses as a means to fulfill curriculum requirements. Such opportunities will be implemented under the provisions set forth in Policy IHBH, Extended Learning Opportunities, and Policy IHBI, Alternative Learning Plans.

If the course is to be taken for credit, then Policy IMBC, Alternative Credit Options, will apply. Students must have distance education courses approved by the school principal ahead of time in order to receive credit.

The written approval of the building principal is required before a district student enrolls in an online or virtual course that is intended to become part of their educational program. Students applying for permission to take an online course must complete prerequisites and provide teacher/counselor recommendations to confirm the student possesses the maturity level needed to function effectively in a distance education learning environment.

Approved distance education courses must satisfy both state and local standards; be delivered by staff licensed in the state where the course originates, and contain provisions for feedback and monitoring of student progress. The district requires that a syllabus, including prerequisites, specific learning goals/activities, student evaluation criteria, and teacher responsibilities be submitted for review before the course is approved.

Students taking approved online courses must be enrolled in the district and must take the courses during the regular school day at the school site unless the administration has granted approval for remote access based on special circumstances. Online courses may be taken in the summer under the same conditions as during the school year.

The principal will assign a teacher to monitor student progress, grading of assignments, and testing. One teacher may supervise no more than ten students participating in distance education courses.

Approved distance education courses must comply with all federal and state statutes pertaining to student privacy and to public broadcasting of audio and video. Confidentiality of student record information will be maintained

throughout the process. This includes information shared between school district representatives and the virtual school or online teacher, information shared between the school district or online teacher with students and parents, and information shared between school district representatives, the virtual school or online teacher and others.

The school district will provide safeguards for students participating in online instruction activities, and Policy EGA/IJNDB, School District Internet Access for Students, will apply.

Students earning credit for distance education courses shall participate in all assessments required by the statewide education improvement and assessment program. Credit courses will require students to meet similar academic standards as required by the District.

Credit for the course is not recognized until an official record of the final grade has been submitted to the principal or designee with feedback from the online teacher.

Students who violate any part of the policy or engage in any other activity that school authorities consider inappropriate are subject to disciplinary action consistent with Board policies and the student handbook.

**Revision Dates:** 11/17/2020, 11/20/2012

***Legal References:***

*Ed 306.04(a)(12), Distance Education*

*Ed 306.22, Distance Education*

**DISTANCE EDUCATION**

**Category: Required\***

**Related Policies: IC, IFA, IHBH, IHBI, IK, & IKF IMBC**

*\*Policy is only required if district intends to offer distance education either for snow days or for individual students.*



**ADOPTION/REVISION NOTES –**

**Text between the highlighted lines “~ ~ ~ ~”, and highlights in this sample should be removed prior to FINAL adoption, but policy committee and/or board should review before removal.**

- (a) **USER SUGGESTION** – Because of ADA compliance requirements, and other technological restrictions, some intended formatting does not appear on sample policies available through the NHSBA main policy database page. For MS Word versions of the samples (after 2008), we recommend accessing samples through the “Previous Policy Updates” link on the bottom of the NHSBA policy homepage. The password is the same as for the main policy database page.
- (b) **General** – As with all sample policies/procedures, NHSBA recommends that each district carefully review this sample prior to adoption/revision to assure suitability with the district’s own specific circumstances, internal coding system, current policies, and organizational structures.
- (c) **General** – **Highlighted language** or blank, underscored spaces indicate specific areas which Boards should review, change or complete to reflect local personnel titles, internal/ external policy references, duty assignments etc.
- (d) **General** – **{\*\*}** indicates a reference to another NHSBA sample policy. A district should check its own current policies and codes to assure internal consistency.
- (e) **General** – **Withdrawn & earlier versions of revised policies should be maintained separately as part of the permanent records of the District.**



“Distance education” means and includes any instructional mode that is not in-person instruction including, but not limited to, correspondence, video-based, internet-based, online courses, remote instruction, or any combination thereof. It also includes hybrid instructional models that utilize elements of distance education and traditional instruction in any combination.

Under rules of the N.H. Department of Education, distance education may be offered only:

- (1) When inclement weather, makes it unsafe to safely transport students to or from in-person instruction (i.e., remote learning day); or
- (2) As an option for a parent/guardian or adult student making a request for distance education (e.g., online courses).

**A. District/School-Wide Distance Education During Inclement Weather.**

When inclement weather makes it unsafe to safely transport students to or from in-person instruction, the District or school may elect to provide instruction remotely, pursuant to Board policy **{\*\*}**IC.

**DISTANCE EDUCATION****B. Individualized Distance Education.**

The Board encourages students to take full advantage of distance education opportunities as a means of enhancing and supporting their education.

1. Extended Learning Opportunities and Alternative Learning Plans. Such opportunities will be implemented under the provisions set forth in Policy **{\*\*}**IHBH, Extended Learning Opportunities and Policy **{\*\*}**IHBI, Alternative Learning Plans.
2. Alternative Credit Options. If the course is to be taken for credit, then Policy **{\*\*}**IMBC, Alternative Credit Options, will apply. Students must have distance education courses approved by the school principal ahead of time in order to receive credit.
3. Pre-conditions for Online Enrollment. The written approval of the building principal is required before a district student enrolls in an online or virtual course that is intended to become part of their educational program. Students applying for permission to take an online course must complete prerequisites and provide teacher/counselor recommendations to confirm the student possesses the maturity level needed to function effectively in a distance education learning environment.
4. Approved Courses. Approved distance education courses must satisfy both state and local standards; be delivered by staff licensed in the state where the course originates; and contain provisions for feedback and monitoring of student progress. The district requires that a syllabus, including prerequisites, specific learning goals/activities, student evaluation criteria, and teacher responsibilities be submitted for review before the course is approved.
5. Student Enrollment Requirements. Students taking approved online courses must be enrolled in the district and must take the courses during the regular school day at the school site, unless the administration has granted approval for remote access based on special circumstances. Online courses may be taken in the summer under the same conditions as during the school year.
6. Staff supervision. The principal will assign a teacher to monitor student progress, grading of assignments, and testing. One teacher may supervise no more than ten students participating in distance education courses.
7. Privacy and Confidentiality. Approved distance education courses must comply with all federal and state statutes pertaining to student privacy and to public broadcasting of audio and video. Confidentiality of student record information will be maintained throughout the process. This includes information shared between school district representatives and the virtual school or online teacher, information shared between the school district or online teacher with students and parents, and information shared between school district representatives, the virtual school or online teacher and others.
8. Safeguards. The school district will provide safeguards for students participating in online instruction activities, and Policy **{\*\*}**EGA/IJNDB, School District Internet Access for Students, will apply.
9. Earning of Credit. Students earning credit for distance education courses shall participate in all assessments required by the statewide education improvement and assessment

**DISTANCE EDUCATION**

program. Credit courses will require students to meet similar academic standards as required by the District. Credit for the course is not recognized until an official record of the final grade has been submitted to the principal or designee with feedback from the online teacher.

**C. Educational Progress and Policy Violations.**

If a student participating in distance education is not making educational progress, as determined by educational assessments, the option to participate in distance education may be rescinded by the district. A parent or guardian may appeal this determination to the Superintendent for review. If the Superintendent upholds the determination, the parent/guardian has a right to appeal to the state board of education per N.H. Department of Education Rules Ed 306.22(f).

Students who violate any part of the policy or engage in any other activity that school authorities consider inappropriate are subject to disciplinary action consistent with Board policies and the student handbook.

**District Policy History:**

First reading: \_\_\_\_\_ Last revised: \_\_\_\_\_  
 Second reading/adopted: \_\_\_\_\_ Reviewed/reaffirmed: \_\_\_\_\_  
 Other district policy history: \_\_\_\_\_

**Legal References:**

- Ed 306.04(a)(12), Distance Education
- Ed 306.18(a)(7), School Year
- Ed 306.22, Distance Education

***Legal References Disclaimer:** These references are not intended to be considered part of this policy, nor should they be taken as a comprehensive statement of the legal basis for the Board to enact this policy, nor as a complete recitation of related legal authority. Instead, they are provided as additional resources for those interested in the subject matter of the policy.*

***When adopting this sample or variation of the same, a district should not include the NHSBA history or NHSBA policy notes appearing below. The district should, to the extent possible, include its own adoption/revision history, as well as the legal references and disclaimer as indicated above.***

**NHSBA history:** Revised Aug. 2022, May 2014, Sept. 2008, Aug. 2006, Oct. 2005

**NHSBA revision notes, Aug. 2022,** revised to draw a distinction between district-wide distance education due to inclement weather and individualized distance education and include N.H. Department of Education Rules Ed. 306.18(a)(7) and 306.22 as amended in 2022. **May 2014,** only revisions are to legal references and the note that this policy is required by law if your district chooses to offer Distance Education.

w/p-update/2022-U2 Fall/IMBA Distance Ed 2022-U2 (F)

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Book	I: Instruction
Section	Series I
Title	Alternate Diploma For Students With Significant Cognitive Disabilities
Code	IKFC
Status	Active
Adopted	December 18, 2018

## ALTERNATE DIPLOMA FOR STUDENTS WITH SIGNIFICANT COGNITIVE DISABILITIES

**A. PURPOSE.** The purpose of this policy is to meet the requirements of the federal Every Student Succeeds Act ("ESSA") to establish and allow the awarding of a District Alternate Diploma to certain students with the most significant cognitive disabilities.

**B. INTRODUCTION.** Under ESSA, states may adopt alternate content standards and alternate assessments for students with the most significant cognitive disabilities. In states that have adopted such alternative content standards, ESSA allows local school boards to adopt policies allowing certain students with significant cognitive disabilities the ability to earn an Alternate Diploma based on the alternative content standards.

An Alternate Diploma provides students who may have ordinarily earned certificates of attendance, or completion under New Hampshire Administrative Rule Ed. 306.27(q), with the option to earn a diploma.

New Hampshire has adopted Dynamic Learning Maps (DLM) as an alternate assessment tool. The DLM assessment measures yearly student progress, and provides independent standards which align with the NH Statewide Assessment.

Accordingly, this policy authorizes the District to award an Alternate Diploma in accordance with the below requirements and conditions.

### C. ELIGIBILITY.

Consistent with ESSA, the Alternate Diploma may be awarded to students who:

1. Have significant cognitive disabilities;
2. Have a current Individualized Education Program ("IEP"); and
3. Participate in the state authorized alternate assessment (currently DLM).

The Alternate Diploma is NOT available to students without IEP's, including students with Section 504 plans.

### D. DETERMINATION OF AWARD.

The determination to award and the Alternate Diploma is the responsibility of the student's IEP team, including the student's parent(s)/guardian(s). The IEP team's consideration of the appropriateness of an Alternate Diploma should be included in transition planning beginning at age sixteen (16). Details of this decision shall be included in the student's IEP transition plan in accordance with Ed. 1109.03.

**E. TIME OF AWARD.**

The student may choose (individually or through the IEP team) to receive the Alternate Diploma at one (1) of three (3) times:

1. At graduation with common age peers;
2. At the conclusion of the student's IEP; or
3. Upon reaching age twenty-one (21).

If the student participates in the traditional graduation ceremony, the student will be included in the graduation program with no difference in listing from his/her peers awarded a regular diploma.

**F. EFFECT OF AWARD AND CONTINUED ELIGIBILITY.**

1. Under 34 CFR 300.102 (a)(3), the awarding of any document other than regular high school diploma shall not terminate a child's eligibility for a free and appropriate public education ("FAPE"). Accordingly, earning an Alternate Diploma does not end a student's eligibility for special education services. Rather, students who have earned the Alternate Diploma, and are otherwise eligible for special education services, may continue to receive such services and may continue working towards meeting the requirements for the regular high school diploma.
2. Alternate Diplomas awarded under this policy are counted in the state graduation rate, while certificates of attendance or equivalency are not.

**G. IMPLEMENTATION.**

The Superintendent, with the assistance of the [Director of Special Education/Student Services Director] is directed to establish, and make available procedures and administrative rules to implement this policy.

**History:**

First reading: November 20, 2018

Second reading/adopted: December 18, 2018

**Legal References:**

20 U.S.C. §7801 (23) - Every Student Succeeds Act (§ 8101(a)(23))

34 CFR 300.102 (a)(3); 300.43; and 300.320(b)

RSA 193-E - Adequate Public Education

Ed 306.27(q)(4)- Minimum Standards/High School Requirements/Equivalency Diplomas

Ed 1109.03- When and IEP is in Effect...Transition Services

**ALTERNATE DIPLOMA FOR STUDENTS WITH SIGNIFICANT COGNITIVE DISABILITIES**

Category: *Recommended*

Related Policies: *IHBA, IHBI, IKF*



**ADOPTION/REVISION NOTES –**

**Text between the highlighted lines “~ ~ ~ ~”, and highlights in this sample should be removed prior to FINAL adoption, but policy committee and/or board should review before removal.**

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- (b) **General** – As with all sample policies/procedures, NHSBA recommends that each district carefully review this sample prior to adoption/revision to assure suitability with the district’s own specific circumstances, internal coding system, current policies, and organizational structures.
- (c) **General** – **Highlighted language** or blank, underscored spaces indicate specific areas which Boards should review, change or complete to reflect local personnel titles, internal/ external policy references, duty assignments etc.
- (d) **General** – **{\*\*}** indicates a reference to another NHSBA sample policy. A district should check its own current policies and codes to assure internal consistency.
- (e) **General** – Withdrawn & earlier versions of revised policies should be maintained separately as part of the permanent records of the District.



**A. PURPOSE.** The purpose of this policy is to meet the requirements of the federal Every Student Succeeds Act ("ESSA") to establish and allow the awarding of a District Alternate Diploma to certain students with the most significant cognitive disabilities.

**B. INTRODUCTION.** Under ESSA, states may adopt alternate content standards and alternate assessments for students with the most significant cognitive disabilities. In states that have adopted such alternative content standards, ESSA allows local school boards to adopt policies allowing certain students with significant cognitive disabilities the ability to earn an Alternate Diploma based on the alternative content standards.

An Alternate Diploma provides students who may have ordinarily earned certificates of attendance, or completion under New Hampshire Administrative Rule Ed 306.27(q), with the option to earn a diploma.

New Hampshire has adopted Dynamic Learning Maps (DLM) as an alternate assessment tool. The DLM assessment measures yearly student progress, and provides independent standards which align with the NH Statewide Assessment.

Accordingly, this policy authorizes the District to award an Alternate Diploma in accordance with the below requirements and conditions.

**C. ELIGIBILITY.**

Consistent with ESSA, the Alternate Diploma may be awarded to students who:



## ALTERNATE DIPLOMA FOR STUDENTS WITH SIGNIFICANT COGNITIVE DISABILITIES

1. Have significant cognitive disabilities;
2. Have a current Individualized Education Program ("IEP"); and
3. Participate in the state authorized alternate assessment (currently DLM).

The Alternate Diploma is NOT available to students without IEP's, including students with Section 504 plans.

### **D. DETERMINATION OF AWARD.**

The determination to award the Alternate Diploma is the responsibility of the student's IEP team, including the student's parent(s)/guardian(s). The IEP team's consideration of the appropriateness of an Alternate Diploma should be included in transition planning beginning at age sixteen (16). Details of this decision shall be included in the student's IEP transition plan in accordance with Ed 1109.03.

### **E. TIME OF AWARD.**

The student may choose (individually or through the IEP team) to receive the Alternate Diploma at one (1) of three (3) times:

1. At graduation with common age peers;
2. At the conclusion of the student's IEP; or
3. Upon reaching age twenty-two (22).

If the student participates in the traditional graduation ceremony, the student will be included in the graduation program with no difference in listing from his/her peers awarded a regular diploma.

### **F. EFFECT OF AWARD AND CONTINUED ELIGIBILITY.**

1. Under 34 CFR 300.102 (a)(3), the awarding of any document other than regular high school diploma shall not terminate a child's eligibility for a free and appropriate public education ("FAPE"). Accordingly, earning an Alternate Diploma does not end a student's eligibility for special education services. Rather, students who have earned the Alternate Diploma, and are otherwise eligible for special education services, may continue to receive such services and may continue working towards meeting the requirements for the regular high school diploma.
2. Alternate Diplomas awarded under this policy are counted in the state graduation rate, while certificates of attendance or equivalency are not.

### **G. IMPLEMENTATION.**

The Superintendent, with the assistance of the [Director of Special Education/Student Services Director] is directed to establish and make available procedures and administrative rules to implement this policy.

**ALTERNATE DIPLOMA FOR STUDENTS WITH SIGNIFICANT  
COGNITIVE DISABILITIES**

**District Policy History:**

First reading: \_\_\_\_\_ Last revised: \_\_\_\_\_  
 Second reading/adopted: \_\_\_\_\_ Reviewed/reaffirmed: \_\_\_\_\_  
 Other district policy history: \_\_\_\_\_

**Legal References:**

- 20 U.S.C. §7801 (23) - Every Student Succeeds Act (§ 8101(a)(23))
- 34 CFR 300.102 (a)(3); 300.43; and 300.320(b)
- RSA 193-E - Adequate Public Education
- RSA 186-C:2, Definitions
- Ed 306.27(q)(4)- Minimum Standards/High School Requirements/Equivalency Diplomas
- Ed 1109.03- When and IEP is in Effect...Transition Services

***Legal References Disclaimer:** These references are not intended to be considered part of this policy, nor should they be taken as a comprehensive statement of the legal basis for the Board to enact this policy, nor as a complete recitation of related legal authority. Instead, they are provided as additional resources for those interested in the subject matter of the policy.*

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**NHSBA history:** Revised – August 2022; New policy – May 2018.

**NHSBA revision notes, August 2022,** revised to reflect 2022’s SB 394 and HB 1513 which both amend the definition in RSA 186-C:2 of “child with a disability” to include persons up to 21 years of age (inclusive). **May 2018** This is a new policy intended to adopt the provisions of the federal Every Student Succeeds Act ("ESSA") which allow the awarding of a "state-defined" Alternate Diploma to certain students with the most significant cognitive disabilities. NHSBA adoption consideration: If adopting this sample policy, language of the designated parties should be checked for consistency with District personnel (e.g., Director of Special Education, Student Services Director, etc.).

w/p-update/2022-U2 Fall/IKFC Alternate Diploma for Students w Significant Cog. Disabilities 2022-U2 (F)

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Book	E: Support Services
Section	Series E
Title	Weather-Related Emergencies
Code	EBCD
Status	Active
Adopted	May 4, 1993
Last Revised	February 5, 2013

## WEATHER RELATED CLOSINGS

The Superintendent shall establish criteria and procedures for emergency closings of the schools.

Students, parents, and staff shall be informed early in each school year of the procedures which will be used to notify them in case of an emergency closing, whether action is taken before or during school hours. When schools are closed for emergency reasons, staff members shall comply with Board policy in reporting for work.

The superintendent will provide a written procedure to each school at the beginning of each school year to be included in the student handbook.

### **Policy References:**

Policy References:

Category – Recommended

### **Policy Cross References:**

» [EBCE](#) - School Closings & Cancellations

**EMERGENCY SCHOOL & DISTRICT CLOSINGS**

Category: *Recommended*

Related Policies: *EBCF, EBCG, IC & IMBA*



**ADOPTION/REVISION NOTES –**

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- (e) **General** – **Withdrawn & earlier versions of revised policies should be maintained separately as part of the permanent records of the District.**



No school, office, or system event cancellation or delay will be made without the direct authorization of the Superintendent of Schools. In the event the Superintendent is unavailable, such decisions will be made by a senior administrator specifically designated by the Superintendent.

- A. **Announcements and Notifications.** When the Superintendent/designee decides it is necessary to delay opening or close any facility or school or cancel any school event, he/she will initiate all related communications to the public by radio, television, website, school alert system, or other available means. Students, parents, and staff shall be informed early in each school year of the procedures which will be used to notify them in case of emergency closings, whether action is taken before or during school hours. In the event of any closings, cancellations, or early dismissals, the Superintendent shall notify the Board.
- B. **Delayed Opening of Schools.** The Superintendent/designee may delay the opening of schools upon determining that weather conditions appear extremely hazardous to operate school buses at the regular early morning hours, but that travel conditions will appreciably improve later in the morning. The public announcement will report the delayed opening, including the cancellation of morning kindergarten, if necessary. Schools and offices shall close on the regular schedules. After-school activities and events will not be affected by a delayed opening.
- C. **Closing of Schools Only for the Entire Day.** When the Superintendent determines that weather or other conditions exist or will develop that would make it unwise to open one or

**EMERGENCY SCHOOL & DISTRICT CLOSINGS**

more schools any time during the day, the announcement communicated to radio and television stations shall state that the school district is closed. If school is closed for the entire day, all afternoon and evening programs shall also be canceled.

- D. Distance Education During Inclement Weather. Pursuant to Board policy {\*\*}IC, the Superintendent may approve school or district-wide instruction by way of remote instruction or other form of “distance education”. Unless the use of distance education for a specific day has previously been communicated, the Superintendent/designee will include the necessary information regarding the remote instruction/distance learning day in the announcement that school has been canceled.
- E. Emergency Early Release. In the event that weather conditions are safe for travel in the morning but become hazardous by the time of normally scheduled dismissals, the Superintendent may decide to release students early. The Superintendent will notify parents as soon as possible in order to allow for the arrangement of after-school care and transportation when necessary. The Superintendent shall develop protocols for dismissal schedules, transportation of students, and notification of stakeholders. If there is an emergency early release, all afternoon and evening programs shall also be canceled.
- F. Afternoon and Evening Program Cancellations. When schools are open to the end of the school day, but weather or other conditions deteriorate in the late afternoon, the Superintendent/designee may decide to cancel afternoon and evening programs. Schools and offices should plan and communicate alternate dates and times to hold programs or events.
- G. Weekend Closings. When weather or other conditions are predicted or develop that would make it hazardous to operate weekend programs or events, the Superintendent/designee is responsible for decisions regarding cancellations and for notifying the appropriate media.
- H. Staff Responsibilities. When schools are closed pursuant to this policy, staff members shall remain available for work as directed by the Superintendent.

**District Policy History:**

First reading: \_\_\_\_\_ Last revised: \_\_\_\_\_  
 Second reading/adopted: \_\_\_\_\_ Reviewed/reaffirmed: \_\_\_\_\_  
 Other district policy history: \_\_\_\_\_

**Legal References:**

- RSA 189:1, Days of School
- N.H. Dept. of Ed. Rule - Ed 306.18, School Year
- N.H. Dept. of Ed. Rule - Ed 306.19, School Calendar
- N.H. Dept. of Ed. Rule - Ed 306.22, Distance Education

**EMERGENCY SCHOOL & DISTRICT CLOSINGS**

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**NHSBA history:** Aug. 2022, April 2004, Nov. 1999, July 1998

**NHSBA revision notes, August 2022,** policy was revised to combine NHSBA sample policies EBCD and EBCE (School Closings, which is now withdrawn). NHSBA combined the policies in an effort to have fewer, but more comprehensive, policies where two samples have a substantial overlap. The section on distance education was added to meet the criteria of Ed. Rule 306.22. Additionally, a section on emergency early release was added.

w/p-update/2022-U2 FallEBCD School Closings 2022-U2 (F)

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Book	E: Support Services
Section	Series E
Title	School Closings & Cancellations
Code	EBCE
Status	Active
Adopted	May 4, 1993
Last Revised	January 22, 2019

## SCHOOL CLOSINGS & CANCELLATIONS

No school, office, or system event cancellation or delay will be made without the direct authorization of the Superintendent of Schools or designee.

**Announcements:** When the Superintendent or designee decides it is necessary to delay the opening of any facility or school, close any facility or school, or cancel any school event, he/she will initiate all related communications to the public by radio, television, social media, and/or other available means, including the use of a robo-calling system

Notification will be given as early as possible, as soon as the decision is made to delay or close.

Please note that any district closure due to inclement weather is a complete closure – no classes, no school or community-based meetings during the day, before or after school hours, and no extracurricular activities (e.g., school programs performances, games, practices, rehearsals, etc.). The Superintendent or designee may permit after school and/or evening activities on a case by case basis.

Under all but the most extreme conditions, school officials have a responsibility to keep school in session. **When travel is questionable in your area, but school is open, parents can make a family decision regarding attendance or late arrival for their children.** A personal contact by the parent or a written note to school officials will excuse a student's late arrival or absence during these conditions.

**Delayed Opening of Schools:** The Superintendent or designee may delay the opening of schools upon determining that weather conditions appear extremely hazardous to operate school buses at the regular early morning hours, but that travel conditions will appreciably improve later in the morning. The public announcement will report the delayed opening, including the cancellation of morning pre-school, if necessary. Unless otherwise directed by the Superintendent or designee, schools and offices shall operate on regular schedules. After-school activities and events will not be affected by a delayed opening.

**Closing of Schools Only for the Entire Day:** When the Superintendent determines that weather or other conditions exist or will develop that would make it unwise to open one or more schools any time during the day, the announcement shall state that the school district is closed. If school is closed for the entire day, all evening programs

will be canceled. The Superintendent or designee may permit after school and/or evening activities on a case by case basis.

***Afternoon and Evening Program Cancellations:*** When schools are open to the end of the school day, but weather or other conditions deteriorate in the late afternoon, the Superintendent or designee may decide to cancel afternoon and evening programs. Schools and other offices should plan and communicate alternate dates and times to hold programs or events.

***Early Release:*** In the event that weather conditions substantially deteriorate during the school day, the Superintendent or designee shall dismiss students earlier than the normal dismissal times. Notifications will be made using radio, television, social media, and/or other available means, including the use of a robo-calling system. In the event of early release due to weather or other conditions, afternoon and evening programs shall normally be cancelled. The Superintendent or designee may permit after school and/or evening activities on a case by case basis.

***Weekend Closings:*** When weather or other conditions are predicted or develop that would make it hazardous to operate weekend programs or events, the Superintendent or designee is responsible for decisions regarding cancellations making all appropriate notifications using radio, television, social media, and/or other available means, including the use of a robo-calling system. Students, parents, and staff shall be informed early in the school year of the procedures which shall be used to notify them in case of emergency closings, whether action is taken before or during school hours. When schools are closed for emergency reasons, staff members shall comply with direction provided by the Superintendent or designee and contractual agreements regarding reporting for work.

**Policy References:**

Category - Recommended

**Policy Cross References:**

» [EBCD](#) - Weather-Related Emergencies

Revision Dates: 2/5/2013



**Monadnock Regional School District (MRSD)**  
**BOND HEARING**  
**School Board Meeting Minutes**  
**January 12, 2023 (Not Yet Approved)**  
**MRMHS Auditorium, Swanzey, NH**

**Members Present:** Michelle Connor, Lisa Steadman, Nick Mosher, Scott Peters, Betty Tatro, Kristen Noonan, Colleen Toomey and Jeff Cesaitis. **Absent:** Cheryl McDaniel-Thomas, Dan LeClair, Eric Stanley, Brian Bohannon, Jennifer Strimbeck.

**Administration Present:** L. Witte, Superintendent and J. Morin, Business Administrator.

1. **CALL TO ORDER:** S. Peters called the Bond Hearing to order at 6:30 PM.
  
2. **Bond Hearing for the Elementary School Renovation Project:** S. Peters explained that the Board voted on a total project cost of \$41,000,000.00. The State will award Building Aid in the amount of \$19,385,850.00 to MRSD which will leave about \$21,000,000.00 for the bond. Hutter Construction and K. Barker feel that the total amount of the project will be \$42,000,000. The Board is looking into the idea of investing the funds which will give the project maybe \$500,000.00 more.. S. Peters explained that over the years the District has approved a number of projects which ranged from \$800,000.00 to 1.3 million or more. It took MTC years to complete. We have over 100 open projects that need to be done for the elementary schools. The cost of the proposal has increased due to inflation. Construction had an increase of 25% but now is 18%. If we continue to do only one project a year the cost will continue to increase. Bonding this project and being awarded funds from the State would be a savings. Even if the District decided to do all of the projects on the backlog it would be a cost of \$45,000,000.00 and not all would get done. If the District were to bond the project the cost to the taxpayers would be less than \$2,000,000.00 a year for 20 years. If the bond were to pass and the District were to receive the State funding the District could take a bond in June of 2023 or January of 2024. The Budget Committee has recommended to the Board to go with the Level Debt bond. The first year the payment for the bond would be an interest payment of \$537,500.00. The State awarded the MRSD the funds based on the application and that we are the 3rd most needy District in the State. S.Peters presented the potential timeline to the audience. D. Bersaw commented that the total interest over 20 years would be \$15,854,875. He asked for the interest rate. It was explained that this quote is for an interest rate of 5.5%. We will not know the rate until the purchase of the bond. D. Coffman commented that the actual spending would start and the bills would be coming in August 2023. S. Peters explained that due to inflation Hutter Construction was not able to give us a GMP. The School Board agreed on \$41,000,000.00. The question was asked if the bond rate can be refinanced. J. Morin explained that it can be done. The recommendation is to close Cutler,

move all of those students to MTC when it is complete and there are no definite ideas for Cutler. Sue Russell asked about the tax impact. It was commented that one at a time projects the tax rate will go up with the bond, it will be reliable leveling and it is still a win. M. Symzik commented that all of the models look at the cost of fixing the elementary schools but does not take into consideration the SAU projects. The State will disburse 80% of the project and the remaining 20% after the project is complete. There were no more questions.

**S. Peters CLOSED the BOND HEARING.**

**Respectfully submitted,**

**Laura L. Aivaliotis  
MRSD Recording Secretary**

**Monadnock Regional School District (MRSD)**  
**School Board Meeting Minutes**  
**January 17, 2023 (Not Yet Approved)**  
**MRMHS Library/Zoom, Swanzey, NH**

**Members Present:** Colleen Toomey, Michelle Connor, Lisa Steadman, Scott Peters, Kristen Noonan, Jeff Cesaitis and Betty Tatro. **Absent:** Cheryl McDaniel-Thomas, Brian Bohannon, Eric Stanley, Dan LeClair, Nick Mosher and Jennifer Strimbeck

**Administration Present:** L. Witte, Superintendent, J. Rathbun, Assistant Superintendent and J. Morin, Business Administrator.

1. **CALL TO ORDER:** S. Peters called the meeting to order at 7:06 PM.
  
2. **PUBLIC COMMENTS:** A. Hopkins of Swanzey and Chair of the Budget Committee thanked the School Board for listening to the Budget Committee's recommendations regarding the roof and the other 2 expendable trusts. The Budget Committee is recommending lowering the proposed budget by \$250,000.00 which is the amount of the increase for the first year of the MESSA contract. The Budget Committee felt it is a reasonable recommendation and they hope that the Board agrees. He would suggest that the Board and the Budget Committee work together to move and second the motion on the warrant articles at the Deliberative Session. This will show a partnership and that we are all working together. A. Hopkins thanked S. Peters for his leadership.
  
3. **#celebrate MRSD:** There are many things to celebrate but nothing prepared tonight.
  
4. **MATTERS FOR INFORMATION AND DISCUSSION:**
  - a. **Student Government Report:** There is no Student Government Report.
  - b. **Debrief from Bond & Budget Hearings:** S. Peters explained that the Board held the Bond Hearing, heard comments and answered questions and then closed the Bond Hearing. The Budget Committee hosted the Public Hearing, reviewed the warrant articles, heard comments and answered questions. The Budget Committee held their regular meeting after the Public Hearing and voted on all of the warrant articles except the Bond. The Bond warrant is not complete.
  - c. **Deliberative Session Prep:** The Deliberative Session will be held on February 4, 2023 at 10:00 AM. The Budget Committee, School Board, Administration and Board Attorney will meet in the teacher's room to discuss how the meeting will be run and if there are any questions. The Board and the Budget Committee will meet separately after the Deliberative Session in case there needs to be additional voting on the warrant articles.

**d. Board Member Terms Up for Renewal:** L. Steadman, B. Tatro, M. Connor, C. Toomey and J. Cesaitis terms will expire and are up for reelection if they choose. Anyone can register from January 25, 2023 until February 3, 2023.

**e. Policies for 1st Read:**

**i. EB-Joint Loss Management Committee:**

**ii. JLCB-Immunization of Students:**

**iii. JLCF-Wellness:**

**iv. IICA/IICA-E/IICA-R-Field Trip and Excursions:** K. Noonan explained that these policies being presented in the packet are for 1st read. If there are any questions please email K. Noonan prior to the next Board Meeting.

**5. MATTERS THAT REQUIRE BOARD ACTION:**

**a. March 2023 Warrant Articles: Article One:** Article One is being proposed with adjustments. The amount of the project is being proposed to change from \$41,000,000.00 to \$41,500,000.00. This increase is due to interest investment. Hutter Construction and K. Barker felt the number was closer to \$42,000,000.00. The Board will meet in the middle. J. Morin said the \$537,500.00 is the most recent bond interest quote. The NH Bond Bank is using conservative estimates on the rates. It is very unusual for the rate to be higher than that. **MOTION:** B.Tatro **MOVED** to support the revised Warrant Article One language as written. **SECOND:** K.Noonan. **DISCUSSION:** J. Morin explained that it is advisable to have J. O'Shaughnessy present for questions at the Deliberative Session. She also explained the DRA had the District swap the phrasing in the article, all of the revenue will be stated at the top of the article. J. Morin presented the revised Article One. **VOTE:** 7.566/0/0/5.434. **Motion passes. Article Two:** It was explained that the Budget Committee is recommending decreasing the proposed budget by \$250,000.00 which is the amount of the first year of the MESSA contract. It was commented that we will have to cut lines in order to find the \$250,000.00 in the proposed budget. L. Witte explained she met with J.Rathbun and J.Morin to identify lines to be cut. They identified \$42,000.00 in the insurance line and the remaining to be moved from the Special Education Tuition line. If the GMR were to come in lower we will rebuild the tuition line. **MOTION:** B. Tatro **MOVED** to support Article Two as presented. **SECOND:** M. Connor. **DISCUSSION:** K.Noonan was disappointed in the Budget Committee. The Default and the proposed are too close. The voters are not getting a choice. The average voter will not know why the \$250,000.00 cut. **VOTE:** 7.566/0/0/5.434. **Motion passes.**

**b. Authorize CRC to edit WAIBE after Deliberative:** **MOTION:** K. Noonan **MOVED** to authorize CRC to edit WAIBE after the Deliberative Session. **SECOND:** C. Toomey. **VOTE:** 7.566/0/0/5.434. **Motion passes.**

**c. January 3, 2022 Meeting Minutes:** **MOTION:** C. Toomey **MOVED** to accept the January 3, 2023 Public Meeting Minutes as presented. **SECOND:** B.Tato **VOTE:** 7.566/0/0/5.434. **Motion passes.**

**d. Motion on the Manifest:** **MOTION:** B. Tatro **MOVED** to approve the manifest

in the amount of \$1,626,872.68 as presented by the administration. **SECOND:** C.Toomey  
**VOTE:** 7.566/0/0/5.434.

e. **Budget Transfer: MOTION:** L. Steadman **MOVED** to approve the request from Audrey Salzmann in the amount of \$14,815.00 from the health insurance lines to purchase 15 additional Phonak Soundfield systems and to approve the request from C. Woods to move \$44,897.00 from Cutler to Emerson where the greatest need is. **SECOND:** C. Toomey. **VOTE:** 7.566/0/0/5.434. **Motion passes.**

f. **MOA Proposal:** L. Witte explained she had received an email containing a MOA proposal. The MOA is asking for additional days when a staff member has COVID and is not able to work. L.Witte reached out to other Districts in the area and they do not do this. We did it for 2 years longer than most districts. It was commented that we do not see the need for a MOA. We do not give a flu or strep leave. COVID is just like other illnesses. The administration is not in favor of this MOA. It was explained that all of the Union reps. signed the MOA. C. Toomey said she appreciates what the staff does but will not agree with the MOA. J. Cesaitis said that Fall Mtn. gives 3 days. L.Witte said they did not respond. **MOTION:** L. Steadman **MOVED** to ask the Superintendent to decline the MOA proposal as written. **Motion fails for lack of a second.** S. Peters declared the Board took no action and declined it.

g. **Senior Class Trip-Virginia Beach:** L. Spencer and M. Alexander attended the Board Meeting in order to answer questions about the Senior Trip that were not included at the last Board Meeting.The Board had concerns about Spring Break for college going on at the same time, missing class time and matching with the policy regarding education. L. Spencer and M. Alexander explained that there were so many pieces as far as student involvement at the school. They tried to pick a time that students would not miss extracurricular activities. They surveyed the students and they agreed on going on the trip in March. They also chose Virginia Beach because it was the most economical price. They contacted the hotels and they said that week of March is a slower time of the year. M. Alexander explained the educational pieces of the trip. The class has raised money through fundraisers and will use \$3000.00 to help fund the trip. There are about 90-95 students in the Senior Class who are eligible to go but 40 students will attend. K. Noonan mentioned the fact that staff will attend the trip and we have an issue with getting substitutes. L. Spencer said subs are always an issue. The tickets and booking of the hotel rooms should be done soon if the Board is going to reconsider. **VOTE:** C. Toomey **MOVED** to approve the Senior Class Trip to Virginia Beach as presented. **SECOND:** J. Cesaitis. **VOTE:** 6.5/0/.995/5.434. **Motion passes.**

## 6. **Setting Next Meeting's Agenda:**

1. **Deliberative Session February 4, 2023**
2. **Listening Sessions Start February 7, 2023**
3. **Program of Studies-**J. Rathbun hopes to have the Program of Studies approved by the Board before February vacation.
4. **Policies for Second Read**

**5. Fin/Fac review potentially investment policy flexibility in regards to the bond.**

**7. CCC Update:** K. Noonan explained she had attended the CCC meeting and was served breakfast and it was very good. There was a lot of talk about the calendar. There is a legislation that the 3 attending districts cannot have more than 10 days in conflict.

**8. Public Comments:** There were no second public comments.

**9. ADJOURNMENT: MOTION:** C. Toomey **MOVED** to adjourn the meeting at 8:20 PM. **SECOND:** M. Connor **VOTE:** 7.566/0/0/5.434. **Motion passes.**

**Respectfully submitted,**

**Laura L. Aivaliotis**  
**Recording Secretary**

**VOTING KEY:**Yes/No/Abstain/Absen

**February 7, 2023 School Board Meeting  
Budget Transfers**

**Budget Transfers**

1. Requested by: Jeremy Rathbun, Assistant Superintendent
  - ◆ From: 01.2590.55210.09.00000 Workers Comp Insurance \$ 5,700
    - 01.2590.55220.09.00000 Unemployment Compensation \$ 6,000
    - 01.1115.56300.00.00000 Social Studies Textbooks \$10,000
    - 01.2310.53301.09.00000 Legal Expense \$ 1,900
  - To: 01.2310.53301.09.00000 School Board Contracted Svc \$23,600
  - ◆ Amount: \$23,600
  - ◆ Reason: To cover cost of Guilfoil PR firm
  
2. Requested by: Melissa Suarez, Principal of Mt Caesar School
  - ◆ From: 01.1200.52110.01.00000 Special Education Health Ins \$ 7,000
  - To: 01.1126.57370.01.00000 Regular Instruction Furn/Equip \$ 7,000
  - ◆ Amount: \$7,000
  - ◆ Reason: Replace chairs that are worn, damaged and broken, a drying rack for art, file cabinet, teacher's chair and desk.



1/10/23, 11:11 PM BoardDocs® LT

Book E: Support Services

Section Series E

Title Safety Program

Code EB

Status Active

Adopted May 4, 1993

Last Revised October 6, 2020

### **JOINT LOSS MANAGEMENT COMMITTEE**

The Superintendent will cause the formation of the Joint Loss Management Committee as required by RSA 281- A:64: and a Crisis Management Plan that conforms to the national Incident Command System.

The practice of safety shall also be considered a facet of the instructional plan of the District schools by incorporating educational programs in traffic and pedestrian safety, playground safety, driver education, fire prevention, emergency procedures, etc., appropriately geared to students at different grade levels.

Each Principal shall be responsible for the supervision and implementation of a safety program for his/her school. General areas of emphasis shall include, but not be limited to: in-service training; accident record keeping; plant inspection; driver and vehicle safety programs; fire prevention; catastrophe planning; and emergency procedures and traffic safety problems relevant to students, employees. The principal shall be responsible for developing student safety procedures to be used on School busses, school grounds (including playgrounds), during authorized school activities (such as field trips), and within school building(s) (including classrooms and laboratories), off school grounds during school-sanctioned activities (including, but not limited to, work-based learning and internships), and in the use of online resources. Each building's safety plan shall be on file in the associated building and also on file in the SAU office.

**Revision Dates:** 10/6/2020, 3/20/2018, 7/1/1998

**Policy References:** [EBCA](#), [ECAD](#)

**Legal References:** RSA 281-A:64, III RSA 200:40 Ed.306.10(a) (2) (d)



WORKPLACE SAFETY PROGRAM & JOINT LOSS MANAGEMENT COMMITTEE

Category: Recommended

Related Policies: EBB



**ADOPTION/REVISION NOTES –**

All text between the highlighted lines “~ ~ ~ ~” above and below, and all highlights within the policy should be removed prior to adoption.

- (a) *\*Former identical policy JLI is withdrawn with the 2020 Fall Policy Update. For additional notes see “NHSBA revision notes” below.*
- (b) *General – As with all sample policies, NHSBA recommends that each district carefully review this sample prior to adoption/revision to assure suitability with the district’s own specific circumstances, internal coding system, current policies, and organizational structures. Highlighted language or blank, underscored spaces indicate areas which Boards must change/complete to reflect local personnel titles, policy references, duty assignments etc.*
- (c) *{\*\*} indicates a reference to another NHSBA sample policy. A district should check its own current policies and codes to assure internal consistency.*
- (d) *Withdrawn and earlier versions of revised policies should be maintained separately as part of the permanent records of the District.*



A. Workplace Safety Program.

The Superintendent shall prepare and maintain a current workplace safety program as required under RSA 281-A:64, which program shall be filed with the Commissioner of the New Hampshire Department of Labor, and updated at least biennially. The workplace safety program shall meet the requirements established by the Department of Labor (see NH Code of Admin. Rules Lab 602.01-02), and, among other things, shall include a plan for responding to violent acts committed by students against employees, volunteers, and visitors.

B. Joint Loss Management Committee.

The Superintendent will cause the formation of the Joint Loss Management Committee (the “Committee”) as required by RSA 281-A:64, III. The purpose of the Committee is to bring workers and management together in a non-adversarial, cooperative effort to promote safety and health in each workplace. The Committee’s recommendations are advisory only, and are intended to assist the employer.

The composition, function and duties of the Committee shall be as provided under New Hampshire Department of Labor rules Lab 603.01, 603.02 and such other rules as the Department of Labor may, from time to time, adopt. The Committee shall also address protocols for employees to follow in relation to workplace violence, including training as required by RSA 281-A:64, III.

The Committee shall meet at least quarterly, with the first meeting each year to occur before the beginning of the student school year.

**WORKPLACE SAFETY PROGRAM & JOINT LOSS MANAGEMENT COMMITTEE****District Policy History:**

First reading: \_\_\_\_\_

Second reading/adopted: \_\_\_\_\_

**District revision history:****Legal References:***RSA 281-A:64, Worker's Compensation, Safety Provisions; Administrative Penalty**NH Code of Administrative Rules, Ed 306.04(a)(2), School Safety**NH Code of Administrative Rules, Ed 306.04(d), School Safety Procedures**NH Code of Administrative Rules, Lab 602.01-02, Safety Programs**NH Code of Administrative Rules, Lab 603.01-04, Joint Loss Management Committee*

**Legal References Disclaimer:** *These references are not intended to be considered part of this policy, nor should they be taken as a comprehensive statement of the legal basis for the Board to enact this policy, nor as a complete recitation of related legal authority. Instead, they are provided as additional resources for those interested in the subject matter of the policy.*

**When adopting this sample or variation of the same, a district should not include the NHSBA history or NHSBA policy notes appearing below. The district should, to the extent possible, include its own adoption/revision history, as well as the legal references and disclaimer as indicated above.**

**NHSBA history:** Revised – November 2020, June 2013, May 2008, February 2008, October 2005

**NHSBA revision notes, November 2020** - Removed the provisions relative to general safety plans and programs which are now addressed in EBB, and also removed provisions regarding the establishment of a crisis/emergency plan (addressed in sample policy EBCA). With the removal of those policies, EB is no longer designated as a "Priority/Required by Law" policy. Rather, as the requirement of a joint loss management committee is required for all NH employers with 15 or more employees, the policy is now classified as recommended. Revisions also includes specific requirements of the Department of Labor relative to workplace safety programs, as well as the Joint Loss Management Committee. Finally, the revisions include reference to requirements imposed by 2020 Legislative amendments to RSA 281-A:64 relative to school employee safety and violence against employees. Those amendments also require the Dept. of Labor to adopt additional rules regarding that subject matter. As of November 2020, those rules have not yet been proposed.

w/p-update/2020-U3 Fall/EB - Joint Loss Management 2020-U3 (2)

**DISCLAIMER:** This sample policy is copyrighted to the New Hampshire School Boards Association and is intended for the sole and exclusive use of NHSBA Policy Service Subscribers. This sample is provided for general information only and as a resource to assist subscribing Districts with policy development. School Districts and boards of education should consult with legal counsel and revise all sample policies and regulations to address local facts and circumstances prior to adoption. NHSBA continually makes revisions based on school Districts' needs and local, state and federal laws, regulations and court decisions, and other relevant education activity.



1/10/23, 11:10 PM BoardDocs® LT

Book J: Students

Section Series J

Title Immunization of Students

Code JLCB

Status Active

Adopted May 4, 1993

Last Revised November 17, 2020

## IMMUNIZATIONS OF STUDENTS

A. Immunizations Required. Any child being admitted to the District must present written documentation of meeting the then-current New Hampshire immunization requirements unless exempted for medical reasons under RSA 141- C:20-c, or for religious reasons as provided in Paragraph D of this policy. All immunizations must meet minimum age and interval requirements for each vaccine. A 4-day grace period is allowed; however, live attenuated vaccines (e.g., MMR, Varicella, nasal influenza vaccine, etc.) that are not administered on the same day must be administered at least 28 days apart.

The District will notify parents/guardians of immunization requirements at the earliest possible date so that the necessary plans can be made with the healthcare provider or other medical resources to accomplish this standard prior to a child being admitted to school.

A. Conditional Enrollment. A child who has not met the immunizations requirements of paragraph A, above, maybe “conditionally” enrolled and allowed to attend school when the parent/guardian provides:

- 1.Documentation of at least one dose for each required vaccine; AND
- 2.The appointment date for the next dose of required but incomplete vaccine.

The appointment date referred to in B.2, above, shall serve as the exclusion date if the child does not keep the scheduled appointment. Conditional enrollment shall not be extended to the next school year for the same dose of vaccine.

A. Homeless Students and Unaccompanied Youth. Pursuant to the McKinney-Vento Act and Board Policy JFABD, homeless students and/or unaccompanied youth, may enroll and attend school while the Homeless Liaison works with the family/student to obtain examinations or documentation of the same.

B. Health and Religious Exemptions.

1. Medical Exemption. A student shall be exempted from the above immunization requirements if he/she presents written documentation in accordance with RSA 141-C:20-c, I from his/her physician that immunization will be detrimental to his/her health. An exemption under this paragraph shall apply only to the specific immunization referenced in the physician's written statement and will continue for the greater of one year or the length of time stated in the physician's statement.

2. Religious Exemption. In accordance with RSA 141-C:20-c, II, a child will be excused from immunization for religious reasons, upon receipt of a statement, signed by the child's parent/guardian, and notarized, stating that the child has not been immunized because of religious beliefs.

In the event of an outbreak, students who have been exempted from immunization requirements will be excluded from school for a period of time, to be established after consultation with the NH Dept. of Health & Human Services (NHDHHS), if such students are considered to be at risk for the disease or virus that they have not been immunized against.

1. Records. The school nurse, principal or designee trained in state immunization requirements is responsible for documenting that all students have been immunized prior to school entrance in accordance with RSA 141-C:20-a, or that one of the circumstances described in paragraphs B-D, above apply.

The Superintendent shall assure that the District maintains immunization records in accordance with NHDHHS regulations.

**Dates of Revisions:** 10/1/2001; 11/01/1999, 07/01/1998

**Legal References:**

RSA141-C:20-a, Immunization

RSA 141-C:20-c, Exemptions

RSA 141-C:20-d, Exclusion During Outbreak of Disease

RSA 200:38, Control and Prevention of Communicable Diseases: Duties of School Nurse

NH Code of Administrative Rules, Ed. 311.01, Immunization Program

NH Code of Administrative Rules, He-P 301, Communicable Diseases

42 U.S.C. § 11432(g)(3)(C)(iii) – McKinney-Vento Act

Category - Recommended



**IMMUNIZATIONS OF STUDENTS**

Category: *Recommended*

Related Policies: *EBCF, EBCG, JFABD, JFAM, JLC & JLCA*



**ADOPTION/REVISION NOTES –**

**Text between the highlighted lines “~ ~ ~ ~”, and highlights in this sample should be removed prior to FINAL adoption, but policy committee and/or board should review before removal.**

- (a) *USER SUGGESTION – Because of ADA compliance requirements, and other technological restrictions, some intended formatting does not appear on sample policies available through the NHSBA main policy database page. For MS Word versions of the samples (after 2008), we recommend accessing samples through the “Previous Policy Updates” link on the bottom of the NHSBA policy homepage. The password is the same as for the main policy database page.*
- (b) *General – As with all sample policies/procedures, NHSBA recommends that each district carefully review this sample prior to adoption/revision to assure suitability with the district’s own specific circumstances, internal coding system, current policies, and organizational structures.*
- (c) *General – **Highlighted language** or blank, underscored spaces indicate specific areas which Boards should review, change or complete to reflect local personnel titles, internal/ external policy references, duty assignments etc.*
- (d) *General – **{\*\*}** indicates a reference to another NHSBA sample policy. A district should check its own current policies and codes to assure internal consistency.*
- (e) *General – Withdrawn & earlier versions of revised policies should be maintained separately as part of the permanent records of the District.*



A. **Immunizations Required.** Any child being admitted to the District must present written documentation of meeting the then current New Hampshire immunization requirements, unless exempted for medical reasons under RSA 141-C:20-c, or for religious reasons as provided in paragraph D of this policy. All immunizations must meet minimum age and interval requirements for each vaccine. A 4-day grace period is allowed; however, live attenuated vaccines (e.g., MMR, Varicella, nasal influenza vaccine, etc.) that are not administered on the same day must be administered at least 28 days apart.

The District will notify parents/guardians of immunization requirements at the earliest possible date, so that the necessary plans can be made with the healthcare provider or other medical resources to accomplish this standard prior to a child being admitted to school.

B. **Conditional Enrollment.** A child who has not met the immunizations requirements of paragraph A, above, may be "conditionally" enrolled and allowed to attend school when the parent/guardian provides:

- 1. Documentation of at least one dose for each required vaccine; AND
- 2. The appointment date for the next dose of required but incomplete vaccine.

The appointment date referred to in B.2, above, shall serve as the exclusion date if the child does not keep the scheduled appointment. Conditional enrollment shall not be extended to the next school year for the same dose of vaccine.

**IMMUNIZATIONS OF STUDENTS**

- C. **Homeless Students and Unaccompanied Youth.** Pursuant to the McKinney-Vento Act and Board Policy {\*\*}JFABD, homeless students and/or unaccompanied youth, may enroll and attend school while the Homeless Liaison works with the family/student to obtain examinations or documentation of the same.
- D. **Military Children and Military Connected Students.** Pursuant to the Interstate Compact on Educational Opportunity for Military Children (RSA 110-D:5, III) and Board Policy {\*\*}JFAM, immunization(s) (or for a series of immunizations, the initial vaccination(s)) shall be obtained within 30 days from the date of the military child/military connected student’s enrollment, or within a time frame determined under the rules of the Interstate Commission.
- E. **Health and Religious Exemptions.**
  - 1. **Medical Exemption.** A student shall be exempted from the above immunization requirements if he/she presents written documentation in accordance with RSA 141-C:20-c, I from his/her physician that immunization will be detrimental to his/her health. An exemption under this paragraph shall apply only to the specific immunization referenced in the physician's written statement, and will continue for the greater of one year or the length of time stated in the physician's statement.
  - 2. **Religious Exemption.** In accordance with RSA 141-C:20-c, II, a child will be excused from immunization for religious reasons, upon receipt of a statement, signed by the child's parent/guardian, stating that the child has not been immunized because of religious beliefs.

In the event of an outbreak, students who have been exempted from immunization requirements will be excluded from school for a period of time, to be established after consultation with the NH Dept. of Health & Human Services (NHDHHS), if such students are considered to be at risk for the disease or virus that they have not been immunized against.

- F. **Records.** The school nurse, principal or designee trained in state immunization requirements is responsible for documenting that all students have been immunized prior to school entrance in accordance with RSA 141-C:20-a, or that one of the circumstances described in paragraphs B-D, above apply.

The Superintendent shall assure that the District maintains immunization records in accordance with NHDHHS regulations.

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**District Policy History:**

First reading: \_\_\_\_\_ Last revised: \_\_\_\_\_  
 Second reading/adopted: \_\_\_\_\_ Reviewed/reaffirmed: \_\_\_\_\_  
 Other district policy history: \_\_\_\_\_

**Legal References:**

- RSA 110-D:5, III, Educational Records and Enrollment
- RSA141-C:20-a, Immunization
- RSA 141-C:20-c, Exemptions
- RSA 141-C:20-d, Exclusion During Outbreak of Disease

**IMMUNIZATIONS OF STUDENTS**

RSA 200:38, Control and Prevention of Communicable Diseases: Duties of School Nurse  
 N.H. Dept. of Ed., Admin. Rule Ed 311.01, Immunization Program  
 N.H. Dept. of Health & Human Services, Admin. Rule He-P 301, Communicable Diseases  
 42 U.S.C. § 11432(g)(3)(C)(iii) - McKinney-Vento Act

***Legal References Disclaimer:** These references are not intended to be considered part of this policy, nor should they be taken as a comprehensive statement of the legal basis for the Board to enact this policy, nor as a complete recitation of related legal authority. Instead, they are provided as additional resources for those interested in the subject matter of the policy.*

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**NHSBA history:** Revised – August 2022, June 2020, February 2007, November 1999, July 1998

**NHSBA revision notes, August 2022,** NHSBA revised JLCB due to an amendment to RSA 141-C:20-c that removes the requirement that a parent’s request for a religious exemption to immunizations required for school attendance be notarized by deleting the word notarized under Section E-2. Additionally, a new paragraph D was included to reflect a 30 day window for proof of immunizations for children of military families under RSA 110-D. See also sample policy JFAM. **June 2020,** NHSBA revised JCLB to include clarification of statutory exemptions and add exceptions under the McKinney-Vento Act for homeless children or unaccompanied youth.

w/p-update/2022-U2 Fall/JLCB Immunizations of Students 2022-U2 (F)

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1/10/23, 11:09 PM BoardDocs® LT

Book J: Students

Section Series J

Title Wellness Policy

Code JLCF

Status Active

Adopted May 4, 1993

Last Revised July 9, 2019

## Monadnock Regional School District Wellness Policy

*Federal Public Law (PL 108.265 Section 204) states that by the first day of the 2006 school year beginning after June 30, 2006 all schools must develop a local wellness policy that involves parents, students, a representative from the School Food Authority, school board, school administrators and the public. The Monadnock Regional School District will establish a plan for measuring implementation of the local wellness policy. Following the creation of the policy, one or more persons will be designated by the Superintendent to oversee the implementation and evaluation of the policy recommendations.*

**More information can be located at <https://www.fns.usda.gov/tn/local-school-wellness-policy>**

### **Monadnock Nutrition and Wellness Policy Committee**

In October 2005, the policy committee was formed to develop a local wellness policy as required by Federal Public Law 108.265 Section 204. This committee was comprised of SAU #93 MRSD teachers, a student, school nurses, the district food service director, a physical education teacher, a school board member, parents, dietitians, and community representatives. The Monadnock Regional School District (MRSD) is committed to providing a school environment that enhances learning and development of lifelong wellness practices.

### **To accomplish this goal:**

Child Nutrition Programs will comply with federal, state and local requirements under proposed rule “Local Wellness Policy Implementation under the Healthy, Hunger- Free Kids Act of 2010”. Child Nutrition Programs will be accessible to all children.

Schools will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity with the goal to establish linkages between health education and school meal programs, and with related community services.

In all aspects of local wellness, the school staff will act as role models for good nutrition and physical activity behaviors. All school-sponsored activities will be consistent with local wellness policy goals.

Qualified nutrition service professionals will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students.

SAU #93 will ensure that the food service staff meets all professional development & educational requirements as outlined by the NH Department of Education, USDA and SAU #93- Monadnock Schools.

### **Nutrition Guidelines for All Foods on Campus:**

***SAU #93 schools will meet or exceed the established USDA and State standards for the school meals programs.***

<https://go.boarddocs.com/nh/mrsd/Board.nsf/Public# 1/5>

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***USDA established nutrient standards for all foods sold during the school day which is defined at 12:01am through 30***

*minutes after the last bell 7CFR 210.11(a)(5).*

*The standards apply to any food (vending, fundraisers, school/student stores, concession stands, etc. ) sold to students during the school day throughout the school campus and is required by the Healthy, Hunger-Free Kids Act of 2010. All groups selling food during the school day shall comply with those standards.*

<https://cdnlflk.pbrc.edu/pdfs/snacks/Smart%20Snacks%20Guide%202018-2019.pdf>

***Foods will not be sold in the cafeteria area of SAU # 93 schools during the school day unless the proceeds are being credited to the School Foodservice Authority and in compliance with applicable food standards.***

*Classrooms & events during the school day should follow and comply with the following NH Bureau of Nutrition guidelines:* <https://www.education.nh.gov/standards/documents/bake-sales-fundraisers.pdf>

### **Cafeteria Eating Environment**

Student Lunch periods be scheduled between 11 am and 1 PM.

Recess for elementary grades is scheduled before lunch when possible.

The National Association of State Boards of Education recommends that students should be provided adequate time to eat lunch, at least 10 minutes for breakfast and 20 minutes for lunch, from the time the students are seated.

Cafeterias will include enough serving areas so that students do not have to spend too much time waiting in line.

Dining areas shall be attractive and have enough space for seating all students.

Students will have access to hand washing or hand sanitizing before they eat meals or snacks.

Drinking water fountains or water stations will be available for students at meals.

### **Nutrition Education**

Nutrition education will be offered as part of a sequential, comprehensive, program based on state guidelines and designed to provide students with the knowledge and skills necessary to promote and protect their health.

***SAU #93 will accept Health Curriculum Committee recommendations & curriculum standards as proposed to the Policy Committee for inclusion in this policy following SAU #93 public meeting notification guidelines.***

Nutrition curriculum and promotions will include, but are not limited to the following:

***A nutrition wellness information area will be located in each cafeteria area for students, staff and the public.***

Emphasize caloric balance between food intake and energy expenditure (physical activity/exercise).

Encourage unprocessed wholesome foods such as: fruits, vegetables, whole grain products, low-fat and fat-free dairy products, healthy and safe food preparation methods, and health-enhancing nutrition practices.

Encourage students to start each day with a healthy breakfast.

Use local foods whenever available.

Nutrition education will be integrated into other areas of the curriculum such as math, science, language arts, and social studies.

Classroom curriculum will coordinate with cafeteria school meal programs and other foods offered or sold at schools to allow students to apply skills and knowledge taught in the classroom.

Nutrition education shall include information for families that encourages them to teach their children about health and nutrition and to provide nutritious meals.

Schools will provide opportunities for training of teachers and other staff responsible for student nutrition education.

The school district shall provide the means to fund updated nutritional information as it becomes available. Nutrition education will be consistent with the Dietary Guidelines for Americans.

### **Physical Activity**

The goal of MRSD is that students will receive the nationally recommended amount of daily physical activity (i.e., at least 60 minutes per day). For students to fully embrace regular physical activity as a personal behavior, students need opportunities for physical activity beyond physical education class. Toward that goal:

Classroom health education will complement physical education by reinforcing the knowledge and self-management skills needed to maintain a physically-active lifestyle and to reduce time spent on sedentary activities, such as watching television.

Integrate across curricula and throughout the school day opportunities for physical activity. Movement can be made a part of science, math, social studies and language arts.

Classroom teachers will provide short physical activity break between lessons or classes, as appropriate.

Schools will allow time for physical education and/or physical activity that strives to be consistent with research and national standards for daily physical education or the equivalent of at least 150 minutes of physical activity per week for all students during the school day.

Students will spend at least 50% of physical education class time participating in moderate to vigorous physical activity.

Physical education will include the instruction of individual activities as well as competitive and non-competitive team sports to encourage life-long physical activity.

Physical education courses will be the environment where students learn, practice and are assessed on developmentally appropriate motor skills, social skills and knowledge.

Adequate equipment will be available for all students to participate in physical education. Physical activity facilities on school grounds will be safe.

Policies shall ensure that state-certified physical education instructors teach all physical education classes.

Policies will ensure that state physical education classes have a student/teacher ratio similar to other classes.

Elementary schools will provide a daily recess period and consider planning recess before lunch since research indicates that physical activity prior to lunch can increase the nutrient intake and reduce food waste.

Whereas physical activity should be a positive aspect of each child's life, teachers and other school personnel:

Will not use physical activity as punishment.

Will not withhold opportunities for physical activity (e.g., recess, physical education) as punishment.

The school shall provide a physical and social environment that encourages safe and enjoyable activity for all students, including those who are not athletically gifted as well as those with special needs.

Information will be provided to families to help them incorporate physical activity into their student's lives including community resources for active recreation.

Schools will provide community access to and encourage students and community members to use the school's physical activity facilities outside of the normal school day, in accordance with district policies.

Schools will encourage families and community members to institute programs that support physical activity, such as a walk to school program.

The school district will assess and, if necessary and to the extent possible, make needed improvements to make it safer and easier for students to walk and bike to school. When appropriate, MRSD will work together with local public works, public safety and or police departments in those efforts. MRSD will explore the availability of federal "safe routes to school" funds, administered by the NH Department of Transportation to finance such improvements.

### **Other School-Based Activities**

After-school programs should encourage physical activity and healthy habit formation.

School Wellness Policy goals shall be considered in planning all school-based activities (such as school events, field trips, dances, and assemblies).

**At all non-school-sponsored events that take place on school property: organizations shall be encouraged to follow the Monadnock Nutrition & Wellness Policy.**

Support for the health of all students will be demonstrated by hosting health clinics, health screenings, and helping to enroll eligible children in Medicaid and other state children's health insurance programs.

The district will support the schools' initiatives to establish a school environment that encourages wellness and improves nutrition and physical activity choices by teachers, staff, administration, students, and families. This may include but not be limited to:

Forming of school and/or staff wellness committees

Publicizing employee benefits promoting wellness and healthy lifestyle choices

Supporting proposals for grant funding of school initiatives for wellness activities

### **Child Nutrition Operations**

The child nutrition program will aim to be financially self-supporting. However, the program is an essential educational support activity. Budget neutrality or profit generation will not take precedence over the nutritional needs of the students. If subsidy of the child nutrition fund is needed, it will not be from the sale of foods that have minimal nutritional value and/or compete nutritionally with program meals.

The child nutrition program will ensure that all students have affordable access to the varied and nutritious foods they need to stay healthy and learn well.

The school will strive to increase awareness of ability to participate in the available federal Child Nutrition programs (e.g. school lunch and school breakfast).

The SAU #93 MRSD will employ a food service director, who is properly qualified, certified and/or credentialed according to applicable USDA- NH DOE professional standards, to administer the school food service program and satisfy reporting requirements.

**All food service personnel shall have meet Professional standards / training in child food service operations under applicable State or Federal training requirements.**

### **Food Safety/Food Security**

All foods made available by the SFA will comply with the state and local food safety and sanitation regulations. Hazard Analysis and Critical Control Points (HACCP) plans and guidelines will be implemented to prevent food illness in schools.

For the safety and security of the food and facility access to the food service, operations will be limited to Child Nutrition staff and authorized personnel. For further guidance, see the US Department of Agriculture food security guidelines.

### **Wellness Policy Implementation, Monitoring, Accountability and Community Engagement**

#### **Monitoring**

The superintendent or designee will ensure compliance with established district-wide nutrition and physical activity wellness policies as outlined in the [USDA's Local Wellness Policy Implementation under the Healthy, Hunger- Free Kids Act of 2010](#) 7CFR Parts 210 and 220.

Additionally in each school, the principal or designee will ensure compliance with those policies in their school.

#### **School Wellness Committee/Policy Implementation, Monitoring and Accountability**

To help with the initial development of the district's wellness policies, a Principal or other designee will conduct a baseline assessment of the each school's existing nutrition and physical activity environments and policies. The results of those school by-school assessments will be compiled at the district level to identify and prioritize needs.

The Monadnock Nutrition and Wellness Policy Committee will meet three times per school year on the fourth Monday of September, January and May, or as necessary to evaluate new food products and recommendations, and to review and propose revisions to the MRSD Wellness Policy.

**Notice of these meetings will be included [Monadnock Education Matters](#) a District news flyer that is distributed to the entire community of the Monadnock Regional School District, an active link at SAU website, [www.mrsd.org](http://www.mrsd.org) , follow applicable public meeting posting requirements and included/updated on Wellness information areas at each school site.** Yearly and every three years a triennial review and assessment of this policy will be completed and recommended updates brought to the School Board for approval.

The public will be notified and encouraged for review and involvement in the policy.

The wellness policy and progress reports can be found on the District's website.

The building principal will be responsible for oversight of this policy.

**Monadnock Nutrition & Wellness Committee Members:**

**NAME Affiliation TITLE**

*Janel Swanson SAU #93 Monadnock Regional Business Administrator/ Parent*

*Thomas Walsh SAU #93 Director of Nutrition Services Cecilia Smith Cutler Elementary School Kitchen Manager Carrie Frederiksen, RN Mt Caesar School School Nurse Barbara Arguin Troy Elementary School Teacher Jody Bates RN Gilsum STEAM Academy School Nurse Linda Ouellette Mt. Caesar School Kitchen Manager*

*Karen Wheeler MRSD Monadnock School Board/ Parent*

*Amy Adams RN Troy Elementary School Nurse Amy Fisk Mt. Caesar School Administrative Assistant Debra Wilson Troy Elementary Kitchen Manager Cooper Huot Monadnock Regional MS-HS Student Representative Frannie Ashworth SAU #93 Aces 93 Program Director*

*Linda Heath SAU #93 Aces 93 Assistant Program Director*

**UPDATED MEMBERS 8/26/19**

Revision Dates: 7/9/2019, 9/4/2012

WELLNESS

Category: Priority/Required by Law

Related Policies: EF, IMAH, JLC & JLCI



**ADOPTION/REVISION NOTES –**

**Text between the highlighted lines “~ ~ ~ ~”, and highlights in this sample should be removed prior to FINAL adoption, but policy committee and/or board should review before removal.**

- (a) *USER SUGGESTION* – Because of ADA compliance requirements, and other technological restrictions, some intended formatting does not appear on sample policies available through the NHSBA main policy database page. For MS Word versions of the samples (after 2008), we recommend accessing samples through the “Previous Policy Updates” link on the bottom of the NHSBA policy homepage. The password is the same as for the main policy database page.
- (b) *General* – As with all sample policies/procedures, NHSBA recommends that each district carefully review this sample prior to adoption/revision to assure suitability with the district’s own specific circumstances, internal coding system, current policies, and organizational structures.
- (c) *General* – **Highlighted language** or blank, underscored spaces indicate specific areas which Boards should review, change or complete to reflect local personnel titles, internal/ external policy references, duty assignments etc.
- (d) *General* – **{\*\*}** indicates a reference to another NHSBA sample policy. A district should check its own current policies and codes to assure internal consistency.
- (e) *General* – Withdrawn & earlier versions of revised policies should be maintained separately as part of the permanent records of the District.



The Board recognizes the importance of proper nutrition and developmentally appropriate physical activity as ways of promoting healthy lifestyles, minimizing childhood obesity, and preventing other diet-related chronic diseases. The Board also recognizes that health and student success are inter-related. It is, therefore, the goal of the Board that the learning environment positively influences a student's understanding, beliefs, and habits as they relate to good nutrition and physical activity.

This policy outlines the District’s approach to ensuring environments and opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day while minimizing commercial distractions. This policy applies to all students, staff and schools in the District.

**I. DISTRICT WELLNESS COMMITTEE.**

The Superintendent, in consultation with **[the Director of Food Services, other \_\_\_\_\_]**, will facilitate development of updates to the District Wellness Policy, subject to School Board approval, and will oversee compliance with the policy. In addition, the Superintendent shall designate a Building Wellness Coordinator for each school to help ensure compliance with this policy at the building level.

The Superintendent shall convene a representative “District Wellness Committee” (or “Wellness Committee”), whose functions will include review and recommendations regarding implementation

## WELLNESS

of and updates to this policy, and establishment of specific goals for nutrition promotion, education and physical activity.<sup>1</sup>

The Superintendent or his/her designee shall serve as the Chairperson of the District Wellness Committee, and shall maintain an updated roster of Building Wellness Coordinators and other persons serving on the Committee.

The District Wellness Committee shall meet no less than three times per school year.

The District Wellness Committee should represent each school and the diversity of the community, and to the extent feasible include the Superintendent or her/his designee, *[the Food Services Director/Director of School Nutrition]*, each Building Wellness Coordinator, parents, students, physical education teachers, health education teachers, school counselors, school administrators, a school board member, outside health professionals, individual school building representatives, and members of the public.

Staff appointments to the Wellness Committee will be made by the Superintendent. The School Board Chair shall appoint the School Board member. Remaining members, other than those who are ex officio, shall be appointed and approved by the Wellness Committee.

As a statutory committee, the Wellness Committee shall comply with the requirements of RSA 91-A regarding meetings.

### II. WELLNESS POLICY IMPLEMENTATION, MONITORING, ACCOUNTABILITY AND COMMUNITY ENGAGEMENT.

#### A. Implementation Plan.

Each Building Wellness Coordinator, with the assistance of the Wellness Committee, will conduct a school level assessment based on the Centers for Disease Control and Prevention's School Health Index, using tools available through such programs as the Alliance for a Healthier Generation *Healthy Schools Program*, and to create an action plan and generate an annual progress report. The school-level assessment/report should be completed by September 30<sup>th</sup> of each school year and provided to the Superintendent.

#### B. Annual Notification of Policy.

The District will annually inform families and the public of basic information about this policy, including its content, any updates to the policy, and implementation status. The District will make this information available via the district website. This information will include the contact information of the District official(s) chairing the Wellness Committee (i.e., the Superintendent or his/her designee) and any Building Wellness Coordinator(s), in addition to on how the public can get involved with the District Wellness Committee.

#### C. Triennial Progress Assessments.

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<sup>1</sup> *Districts with more than 1-2 schools might also consider building level wellness committees, to assist the district committee in the assessment & implementation functions. [Remove entire footnote before finalizing]*

## WELLNESS

Every three years, the Food Services Director/Director of School Nutrition will assess:

- The extent to which each of the District's schools are in compliance with the wellness policy;
- The extent to which the District Wellness Policy compares to model wellness policies; and
- A description of the progress made in attaining the goals of the District's Wellness Policy.

The Wellness Committee will make recommendations to update the District Wellness Policy based on the results of the annual School Health Index and triennial assessments and/or as District priorities change; community needs change; wellness goals are met; new health science, information, and technology emerges; and new Federal or state guidance or standards are issued. The Board will review and act upon such assessments as required or as the Board deems appropriate.

**D. Recordkeeping.**

The Superintendent will retain records related to this Policy, to include at least the following:

- The District Wellness Policy;
- The most recent assessment on the implementation of the local school wellness policy;
- Documentation on how the District Wellness Policy and Policy assessments are/were made available to the public;
- Documentation confirming annual compliance with the requirement that District Wellness Policy, including updates, and the most recent assessment on the implementation of the Policy have been made available to the public; and
- Documentation of efforts to review and update the District Wellness Policy; including who is/was involved in each update and methods the District uses to make stakeholders aware of opportunities to participate on the District Wellness Committee.

**E. Community Involvement, Outreach and Communications.**

The District will communicate ways in which representatives of DWC and others can participate in the development, implementation and periodic review and update of the wellness policy through a variety of means appropriate for that district. The District will also inform parents/guardians of the improvements that have been made to school meals and compliance with school meal standards, availability of child nutrition programs and how to apply, and a description of and compliance with Smart Snacks in School nutrition standards.

**III. NUTRITION.**

**A. School Meals.**

All schools within the District participate in USDA child nutrition programs, including the National School Lunch Program (NSLP) and the School Breakfast Program (SBP). District schools are committed to offering school meals that:

- Are accessible to all students;
- Are appealing and attractive to children;
- Are served in clean and pleasant settings;
- Promote healthy food and beverage choices; and



## WELLNESS

Meet or exceed current nutrition requirements established by local, state, and Federal statutes and regulations. The District offers reimbursable school meals that meet USDA nutrition standards, which may be found at:

*<https://www.fns.usda.gov/school-meals/nutrition-standards-school-meals>*

**B. Staff Qualifications and Professional Development.**

All school nutrition program directors, managers and staff will meet or exceed hiring and annual continuing education/training requirements in the USDA professional standards for school nutrition professionals, which may be found at:

*<https://www.fns.usda.gov/school-meals/professional-standards>*

**C. Water.**

To promote hydration, free, safe, unflavored drinking water will be available to all students at every school [throughout the school day, including mealtimes,] {OR}[at all places and times that school meals are served mealtimes, at every school].<sup>2</sup>

Students shall be permitted to bring water bottles to school that:

- (1) Are made of material that is not easily breakable;
- (2) Have lids to prevent spills; and
- (3) Are filled exclusively with water

School Principals may discipline students for the misuse of water bottles, consistent with Board policy {\*\*} JICD.

**D. Competitive Foods and Beverages and Marketing of Same in Schools.**

“Competitive foods and beverages” (i.e., foods and beverages sold and served or marketed during the school day, but outside of the school meal programs) must meet the USDA Smart Snacks in School nutrition standards, which may be accessed at:

*<https://www.fns.usda.gov/school-meals/smart-snacks-school>*

These standards will apply in all locations and through all services where foods and beverages are sold, which may include, but are not limited to, à la carte options in cafeterias and vending machines.

Except as may be provided elsewhere in this Policy, any foods and beverages marketed or promoted to students on the school campus during the school day will meet or exceed the USDA Smart Snacks in School nutrition standards. Food and beverage marketing is defined as advertising and other promotions in schools, including, but is not limited to:

<sup>2</sup> The Healthy Hunger-Free Kids Act of 2010 requires that schools participating in the NSLP make potable (i.e. drinkable) water available at no charge to students in the places and times that school meals are served. Alliance for a Healthier Generation advocates that such water be available at all times during the school day. Districts are required only to meet the free water during meal time standard, but may adopt a more liberal one.

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- Brand names, trademarks, logos or tags, except when placed on a physically present food or beverage product or its container.
- Displays, such as on vending machine exteriors.
- Corporate brand, logo, name or trademark on school equipment, such as marquees, message boards, scoreboards or backboards (*note*: immediate replacement of these items are not required; however, districts will replace or update scoreboards or other durable equipment when existing contracts are up for renewal or to the extent that is in financially possible over time so that items are in compliance with the marketing policy.).
- Corporate brand, logo, name or trademark on cups used for beverage dispensing, menu boards, coolers, trash cans and other food service equipment; as well as on posters, book covers, pupil assignment books or school supplies displayed, distributed, offered or sold by the District.
- Advertisements in school publications or school mailings.
- Free product samples, taste tests or coupons of a product, or free samples displaying advertising of a product.

Corporate brand names, logos, and trademarks for companies that market products that comply with the USDA Smart Snacks in School nutrition standards will not be prohibited because they offer some non-compliant food or beverage items in their product line. Likewise, the marketing restrictions do not apply to clothing or other examples of expression which include brand information for non-compliant food or beverage items.

As the District, school athletic department, and parent teacher associations review existing contracts and consider new contracts, equipment and product purchasing (and replacement) decisions should reflect the applicable marketing guidelines established by the District wellness policy.

### **E. Celebrations and Rewards.**

All foods offered during the school day on the school campus will meet or exceed the USDA Smart Snacks in School nutrition standards.<sup>3</sup> Foods and beverages will not be used as a reward or withheld as punishment for any reason. The District's School Nutrition Services will make available a list of healthy party ideas to parents and teachers, including non-food celebration ideas, and a list of foods and beverages which meet Smart Snack nutrition standards.

### **F. Food Sale Fundraising.**

Foods and beverages that meet or exceed the USDA Smart Snacks in Schools nutrition standards may be sold through fundraisers on the school campus during the school day. Fundraising groups are encouraged to choose non-food fundraisers, and to consider healthy fundraising ideas. Notwithstanding this provision, each school may allow up to nine<sup>4</sup> bake sales or other

<sup>3</sup> Federal law encourages, but does not require, Smart Snack standards to apply to foods or snacks that are NOT promoted or offered for sale during the school day. Individual districts may use alternative standards that are "more or less stringent" than the Smart Snack standards, but the Policy must include the guidelines for those snacks. Accordingly, if the district chooses to loosen the restrictions on food for such things as class celebrations or snacks, the policy should clearly articulate the alternative standards.

<sup>4</sup> The nine bake sale exemption is found in a N.H. Dept. of Education Technical Advisory dated September 13, 2017. Districts may adopt more stringent limitations.

## WELLNESS

fundraising food sales of non-compliant foods (i.e., that do not meet Smart Snack standards), which are no more than one day in duration each.

**G. Nutrition Promotion.**

The District will promote healthy food and beverage choices for all students throughout the school campus, as well as encourage participation in school meal programs. This promotion will include.<sup>5</sup>

- Implementation of at least \_\_\_\_ or more evidence-based healthy food promotion techniques in the school meal programs using methods included in the Smarter Lunchroom Movement, which may be found at:

*<https://www.smarterlunchrooms.org/scorecard-tools/smarter-lunchrooms-strategies>*

- Ensuring 100% of foods and beverages promoted to students during the school day meet the USDA Smart Snacks in School nutrition standards. Additional promotion techniques that the District and individual schools may use are available through the Smart Food Planner of the Alliance for a Healthier Generation, available at:

*<https://www.healthiergeneration.org/our-work/business-sector-engagement/improving-access-to-address-health-equity/smart-food-planner>*

**H. Nutrition Education.**

The District will teach, model, encourage and support healthy eating by all students.<sup>6</sup>

- Nutrition education shall be included in the health curriculum so that instruction is sequential and standards-based and provides students with the knowledge, attitudes, and skills necessary to lead healthy lives.
- Nutrition education posters will be displayed in [each school cafeteria] **{OR if no cafeteria}** [each room in which students regularly eat their lunches].
- Consistent nutrition messages shall be disseminated throughout the school.

Schools should provide additional nutrition education that<sup>7</sup>:

- Is designed to provide students with the knowledge and skills necessary to promote and protect their health;
- To the extent practicable is integrated into other classroom instruction through subjects such as math, science, language arts, social sciences and elective subjects;
- May include enjoyable, developmentally-appropriate, culturally-relevant and participatory activities, such as cooking demonstrations or lessons, promotions, taste-testing, farm visits and school gardens;

<sup>5</sup> The policy is required to have at least one “measurable goal for nutrition promotion in the school”. The second bullet in this Section G articulates one such goal.

<sup>6</sup> The policy is required to have at least one “measurable goal for nutrition education”. Included in the policy text above are examples.

<sup>7</sup> These bulleted items may be refashioned into measurable goals and included immediately above.

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- Promotes fruits, vegetables, whole-grain products, low-fat and fat-free dairy products and healthy food preparation methods;
- Emphasizes caloric balance between food intake and energy expenditure (promotes physical activity/exercise);
- Links with school meal programs, cafeteria nutrition promotion activities, school gardens, Farm to School programs, other school foods and nutrition-related community services;
- Teaches media literacy with an emphasis on food and beverage marketing; and
- Includes nutrition education training for teachers and other staff.

IV. PHYSICAL ACTIVITY.

The District will provide physical education consistent with national and state standards. Physical activity<sup>8</sup> during the school day (including but not limited to recess, classroom physical activity breaks or physical education) **will not be withheld** as punishment for any reason.

A. Classroom Physical Activity Breaks.

In addition to any recess periods provided in the ordinary daily schedule, students will be offered **periodic opportunities** to be active or to stretch throughout the day. The District recommends teachers provide short ([\_\_\_\_\_] 3-5]-minute) physical activity breaks to students during and between classroom time at least three days per week. These physical activity breaks will complement, not substitute, for physical education class, recess, and class transition periods.

B. Before and After School Activities.

The District offers opportunities for students to participate in physical activity after school through interscholastic and intramural sports and clubs.

C. Walking and Biking to School.

The District will support walking or biking to school by students or faculty only if determined safe by the building principal.

V. OTHER ACTIVITIES TO PROMOTE STUDENT WELLNESS.

The District will endeavor to integrate wellness activities across the entire school setting, not just in the cafeteria or physical education and athletic facilities.<sup>9</sup> In furtherance of this objective, each school

<sup>8</sup> The policy is required to have at least one "measurable goal for physical activity". Classroom physical activity breaks are one such example. Before and after school activities are more likely to meet the "measurable goal" requirement if the provision includes specific activities. Other examples include such things as community use of school athletic facilities and equipment, "walk to school" days. Further suggestions, as well as more comprehensive and coordinated physical activity programs, may be found in materials on the Alliance for a Healthier Generation site: <https://www.healthiergeneration.org/resources/physical-activity>

<sup>9</sup> The policy is required to include at least one measurable goal for "other school-based wellness activities". The range of options here is extremely broad, but the policy must state at least one measurable goal. Examples include information dissemination, family engagement, farm-to-table, health fairs, school gardens, partnerships

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in the District will [identify at least one activity or list of options with a requirement to engage in one or more] each school year.

VI. PROFESSIONAL LEARNING.

When feasible, the District will offer annual professional learning opportunities and resources for staff to increase knowledge and skills about promoting healthy behaviors in the classroom and school (e.g., increasing the use of kinesthetic teaching approaches or incorporating nutrition lessons into math class).

**District Policy History:**

First reading: \_\_\_\_\_ Last revised: \_\_\_\_\_  
Second reading/adopted: \_\_\_\_\_ Reviewed/reaffirmed: \_\_\_\_\_  
Other district policy history: \_\_\_\_\_

**Legal References:**

- 42 U.S.C. 1751, Richard B. Russell National School Lunch Act
- 42 U.S.C. 1771, Child Nutrition Act of 1966
- Section 204 of Public Law 108-265, Child Nutrition and WIC Reauthorization Act of 2004
- The Healthy Hunger-Free Kids Act of 2010
- 7 C.F.R 210, National School Lunch Program
- 7 C.F.R 220, School Breakfast Program
- RSA 189:11-a, Food and Nutrition Programs
- N.H. Dept. of Education Administrative Rule - Ed 306.04 (a)(20), Wellness
- N.H. Dept. of Education Administrative Rule - Ed 306.11 (g), Food and Nutrition Services
- N.H. Dept. of Education Administrative Rule - Ed 306.38 (b)(1)b, Family and Consumer Science Education Program (middle schools)
- N.H. Dept of Education Administrative Rule - Ed 306.40, Health Education Program

***Legal References Disclaimer:*** These references are not intended to be considered part of this policy, nor should they be taken as a comprehensive statement of the legal basis for the Board to enact this policy, nor as a complete recitation of related legal authority. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

**When adopting this sample or variation of the same, a district should not include the NHSBA history or**

**with community health/nutrition organizations. Again, additional resources are available through the Alliance for a Healthier Generation site.**

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***NHSBA policy notes appearing below. The district should, to the extent possible, include its own adoption/revision history, as well as the legal references and disclaimer as indicated above.***

**NHSBA history:** Revised – August 2022, June 2020, May 2014, September 2009, February 2006

**NHSBA revision notes, August 2022,** revised JLCF §III-C (“Water”) to reflect SB 233 (2022 N.H. Laws Ch. 149) which amended RSA 200:11-b, by (1) adding that students shall be permitted to bring certain types of water bottles to schools, (2) stating that Principals may enact discipline for misuse of water bottles; and (3) requiring all renovated or newly constructed public school buildings to have water bottle filling stations. **June 2020,** JLCF was completely revised to conform to current federal regulations pertaining to school lunch and school breakfast programs, and N.H. Department of Education guidelines.

w/p-update/working/1//JLCF Wellness 2022-U2 (F)

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Book	I: Instruction
Section	Series I
Title	Request for Educational Study Trip
Code	IICA-E
Status	Active
Adopted	May 4, 1993

### **REQUEST FOR EDUCATIONAL STUDY TRIP**

At least two weeks before the proposed day of any study trip if transportation is involved, the teacher shall supply the following information to the principal in duplicate.

Grade

Date

Trip

Date of Trip

Estimated Miles

Departure Time

Return by

Number of pupils

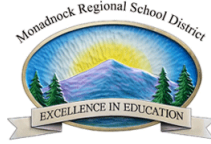
Adults

Teacher

Bus Driver

Names of Chaperones

Comments



Book	I: Instruction
Section	Series I
Title	Field Trips & Excursions
Code	IICA
Status	Active
Adopted	May 4, 1993
Last Revised	September 18, 2012

## FIELD TRIPS & EXCURSIONS

Field trips designed to stimulate student interest and inquiry and provide opportunities for social growth and development are considered appropriate extensions of the classroom. To the extent that they provide the most effective means for accomplishing general curriculum objectives of the school, field trips may be authorized by the building principal.

To be educationally beneficial, a field trip requires thoughtful selection, careful advance preparation of the class, and opportunities for pupils to assimilate the experience during and at the conclusion of the trip. To this end, teachers and principals will be expected to consider the following factors in selection of field trips: (a) value of the activity to the particular class group or class groups; (b) relationship of the field trip activity to a particular aspect of curriculum and classroom instruction; (c) suitability of the activity and distance traveled in terms of the age level; (d) mode and availability of transportation; and (e) cost.

The teacher, in requesting permission to take his/her class away from school grounds, should submit the details of such a trip to the principal. A permission slip should be sent to the parents of each child, which they will sign and return. This is to be done after the study trip has been authorized. No child may leave the school ground on a study trip unless a permission slip has been signed by the parents.

Adequate supervision is also necessary to ensure protection for everyone concerned. Permission slips of those attending should be filed with the principal before the trip. One chaperone should be present for each ten pupils.

Arrangements for financing all study trips must be made prior to the trip. If student contributions are involved, the necessary funds must be in the hands of the principal before the trip will be taken. No one under eighteen years of age will transport pupils on a school sponsored activity.



Any exception to this policy must be approved by the Superintendent's Office.

**Policy References:**

Recommended



Book	I: Instruction
Section	Series I
Title	Field Trips and Excursions
Code	IICA-R
Status	Active
Adopted	May 4, 1993
Last Revised	August 8, 2017

## **FIELD TRIPS AND EXCURSIONS**

Private car field trips are discouraged. When a small group goes on a trip in private cars, each car must be driven by an adult. Prior approval to use private cars must be obtained from the principal. School insurance does not cover or protect anyone driving their own automobile on a field trip; consequently, a written statement from the driver's insurance company indicating the vehicle is properly insured must be presented to the Building Principal.

Bicycle trips cannot be scheduled as the school insurance policies do not cover this mode of transportation.

It is expected that appropriate dress will be enforced as determined by the teacher in charge, and the school's discipline code applies to student behavior on field trips. Students are not to be given un-chaperoned "free time" while on a field trip.

When appropriate, a first aid kit or a qualified first aid person should be present.

Transportation costs to individual students are to be kept to a minimum and/or covered through approved fundraising activities. All students must attend a field trip when their class is scheduled except in the case of emergency or absence. Students who do not go on field trips will do pre-arranged alternative learning assignments at school during that class period(s).

There shall be at least one chaperone for every 10 students, with the appropriate number determined by age of students, type of activity, and location of activity. Parents should be called upon as extra chaperones. Employees, teachers, Para-educators, and administrators should not chaperone field trips if their normal job responsibility will necessitate a substitute to cover their assignment at District cost.\*

Student permission slips must be completed and signed before students will be allowed on these trips. The slip will contain a consent and indemnity agreement to be executed by the parent (IICA-E)

Bus transportation arrangements are to be made with the school district's contractor. All overnight and those outside the states of NH, ME, VT, MA, CT or RI must be approved by the School Board, including class trips.

Walking trips are permissible providing slips are signed; principal's permission has to be granted and a written note left with the secretary.

\*Personal leave may be used to attend field trips for children of employees.

DATES OF REVISIONS: 9/18/2012, 8/8/2017

**Policy References:**

Recommended