

# **NOTICE OF MEETING WASHINGTON SCHOOL DISTRICT**

## **WASHINGTON SCHOOL BOARD**

The Washington School Board will meet on **Monday, August 9, 2021 at 6:00pm** in the **Washington Elementary School, Multi-Purpose Room.**

### **MEETING AGENDA**

#### **1.0 CALL TO ORDER**

- 1.1 Pledge of Allegiance
- 1.2 Moment of Silence

#### **2.0 PRESENTATION**

- 2.1 CDC, DHHS and AAP (American Academy of Pediatrics) Guidelines for K-12 Schools (requires action)

#### **3.0 PUBLIC COMMENT**

- limited to approximately five minutes per person

#### **4.0 CORRESPONDENCE**

#### **5.0 CONSENT AGENDA (requires action)**

- 5.1 Minutes of meeting, June 14, 2021
- 5.2 Appointments, Leaves, and Resignations
  - 5.2.1 **Emily Primrose** – Library Media Specialist, 1day/week, 42 days at \$281.17/day, effective 8/25/21-6/30/22
  - 5.2.2 **Tiffany Stafford** – ESY Special Education Teacher, \$35/hour, 9 hours/week, effective 7/27/21-8/12/21
  - 5.2.3 **Sharon Oliveria** – ESY Special Education Paraeducator, \$18.07/hour, 17.5 hours/week, effective 7/27/21-8/12/21
  - 5.2.4 **Culture Team Members** – up to 8 hours, effective 6/23/21-8/20/21 (Title IV funded):
    - Ann Belanger \$25.00/hour
    - Erica Sullivan \$35.00/hour
    - Karen Reid \$35.00/hour
    - Tamara Webber \$35.00/hour
    - Tiffany Stafford \$35.00/hour
    - Yumiko Sandoe \$35.00/hour
    - Sharon Oliveria \$18.07/hour
    - Dawn Bilski \$18.78/hour

#### **6.0 INFORMATIONAL ITEMS and REPORTS**

- 6.1 Superintendent's Report
  - 6.1.1 General Information
  - 6.1.2 2021-22 School Pandemic Response Plan
  - 6.1.3 Monthly Financial Report – Mary Henry
- 6.2 Principal's Report

#### **7.0 NEW BUSINESS**

#### **8.0 NON-PUBLIC – (if needed)**

## **9.0 CALL BACK TO ORDER and ACTION AFTER NON-PUBLIC**

### **10.0 POLICIES REQUIRING ACTION**

10.1 JIC Student Conduct – First Reading

10.2 JICD Student Discipline – Revision

10.3 EB Safety Program & Joint Loss Management Committee – Revision

10.4 EBB School Safety – First Reading

10.5 JLCD Administering Medications to Students - Revision

### **11.0 ADJOURNMENT**

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Per RSA 91-A:3 II. (a) -(e), (k) and (l) only the following matters may be considered or acted upon by a school board in non-public 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/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 affect adversely 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 property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community; and
- e) consideration or negotiations of pending claims or litigation which has been threatened in writing or filed against the body or agency or any subdivision thereof, or against any member thereof, because of his/her membership in such body or agency until the claim or litigation has been fully adjudicated or otherwise settled.
- k) Consideration by a school board of entering into a student or pupil tuition contract authorized by RSA 194 or RSA 195-A, which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general public or the school district that is considering a contract, including any meeting between the school boards, or committees thereof, involved in the negotiations.
- 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.

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# Covid-19 and SAU 34:

Current Information and Guidance for the 2021-2022 School Year



Presented to the Washington School Board August 9, 2021

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## County and Local Comparative Covid-19 Data September 2, 2020 - July 30, 2021

The Rest of Hillsborough County			
Date	Level of Transmission	New Cases per 100k over 14 days	7-Day Total Test Positivity Rate %
Sept 2, 2020	Minimal	21.5	1.2
Oct 1, 2020	Minimal	32.2	1.7
Nov 1, 2020	Substantial	109.7	1.8
Dec 1, 2020	Substantial	473.9	5.1
Jan 3, 2021	Substantial	649.9	11.0
Feb 1, 2021	Substantial	598	6.2
March 1, 2021	Substantial	273.6	4.3
April 1, 2021	Substantial	396.4	6.4
May 3, 2021	Substantial	250.2	3.6
June 1, 2021	Moderate	66.3	2.2
July 1, 2021	Minimal	11.1	0.6
July 30, 2021	Minimal	46.4	3.1

Sullivan County			
Date	Level of Transmission	New Cases per 100k over 14 days	7-Day Total Test Positivity Rate %
Sept 2, 2020	Minimal	9.3	0.2
Oct 1, 2020	Minimal	18.5	0.6
Nov 1, 2020	Moderate	57.9	1.4
Dec 1, 2020	Substantial	139.1	3.0
Jan 3, 2021	Substantial	190.1	7.7
Feb 1, 2021	Substantial	586.4	7.4
March 1, 2021	Substantial	213.2	3.1
April 1, 2021	Substantial	157.6	3.7
May 3, 2021	Substantial	243.4	6.0
June 1, 2021	Moderate	97.3	2.1
July 1, 2021	Minimal	48.7	1.1
July 30, 2021	Minimal	30.1	1.8

# County and Local Comparative Covid-19 Data September 2, 2020 - July 30, 2021

Town Data												
Hillsboro Total Population: 6,046			Deering Total Population: 1,956			Washington Total Population: 1,121			Windsor Total Population: 244			
Date	Active	Overall	% Fully Vaccinated	Active	Overall	% Fully Vaccinated	Active	Overall	% Fully Vaccinated	Active	Overall	% Fully Vaccinated
Sept 2	14	16		14	14		0	5				
Oct 1	14	21		0	14		0	5				
Nov 1	8	39		14	7		0	5				
Dec 1	8	62		14	10		14	10				
Jan 2	13	127		14	24		14	20		0	14	
Feb 1	8	102		14	37		14	32		14	14	
March 1	6	225		14	41		0	37		0	5	
April 1	13	260		14	46		0	37		14	10	
May 3	7	300		14	59		14	41		0	11	
June 1	14	308		0	61		0	42		14	12	
July 1	0	306		0	62		14	44		0	12	
July 30	1	312	40.2%	0	63	38.7%	0	44	48.7%	0	12	46.4%

\* Cases(s) first reported in Windsor on December 10th.

## **American Academy of Pediatrics Updated Recommendations for Opening Schools released July 19, 2021**

- **All policy considerations for school COVID-19 plans should start with a goal of keeping students safe and physically present in school**
- **All eligible individuals should receive the COVID-19 vaccine**
- **All students older than 2 years and all school staff should wear face masks at school (unless medical or developmental conditions prohibit use)**
- **Adequate and timely COVID-19 testing resources must be available and accessible**
- **Schools must continue to take a multi-pronged, layered approach to protect students, teachers, and staff (ie, vaccination, universal mask use, ventilation, testing, quarantining, and cleaning and disinfecting)**
- **It is critically important to develop strategies that can be revised and adapted depending on the level of viral transmission and test positivity rate throughout the community and schools, recognizing the differences between school districts, including urban, suburban, and rural districts**
- **School policies should be adjusted to align with new information about the pandemic; administrators should refine approaches when specific policies are not working**

## **New Hampshire Coronavirus Disease 2019 (COVID-19) Education and Childcare Partner Call information presented July 21, 2021**

**Dr. Chan presented this information from the NH Division of Public Health Services**

[Full video recording of July 21st COVID Call with Education and Childcare Partners](#)

[Link to Presentation Slides for July 21st COVID Call with Education and Childcare Partners](#)

**The next call is scheduled for August 11th**



**New Hampshire Coronavirus Disease 2019 (COVID-19) Education and Childcare Partner Call**  
**information presented July 21, 2021**

- Provided an overview of national COVID data by age group with the key point of it affects everyone
- Explained NH DPHS is not planning to release NH-specific guidance for K-12 schools, moving away for creating situation-specific guidance in favor of general principles of COVID-19 prevention to specific situations
- Stated the purpose of the call was to help think through and operationalize existing guidance including the updated CDC recommendations and NH Universal Best Practices

## **New Hampshire Coronavirus Disease 2019 (COVID-19) Education and Childcare Partner Call information presented July 21, 2021**

- Reviewed American Academy of Pediatrics Recommendations
- Emphasized the Role of the Larger Surrounding Community in ensuring schools can remain open and safe
  - Increasing COVID-19 in the community will translate to an increase of COVID-19 in schools and childcare programs, which will have multiple potential downstream consequences
    - More children & staff out sick
    - More children & staff with viral symptoms requiring testing
    - Parents needing to take time off work
    - School and childcare staff shortages
    - Increased risk to people who are immunocompromised
    - Increased risk of adverse outcomes
- Emphasized prevention strategies are still needed
- Emphasized the importance of monitoring what is happening at the local level
- Stated communication is very important

## **New Hampshire Coronavirus Disease 2019 (COVID-19) Education and Childcare Partner Call information presented July 21, 2021**

### **CDC's Key Prevention Strategies**

1. Promote vaccination
2. Face mask use
3. Physical distancing
4. Screening testing
5. Increasing ventilation
6. Handwashing and respiratory etiquette
7. Staying home when sick and getting tested
8. Contact tracing in combination with isolation and quarantine
9. Cleaning and disinfection

**New Hampshire Coronavirus Disease 2019 (COVID-19) Education and Childcare Partner Call  
information presented July 21, 2021**

**NH DPHS Suggested Approach to Prevention Strategies**

1. Promote Vaccination
  - Achieving a high level of COVID-19 vaccination among eligible students, staff, and families (and communities) is the most important action people can take to protect their own health and end this pandemic (and end the need for mitigation measures)
  - Recommendation: schools should help communicate the importance of vaccination and help actively promote vaccination in their communities
  - Work with local healthcare partners and our Regional Public Health Networks to set up school specific clinics

## New Hampshire Coronavirus Disease 2019 (COVID-19) Education and Childcare Partner Call

### information presented July 21, 2021

#### 2. Face Mask Use

- Face masks are not necessary in most outdoor locations
- CDC recommends face masks indoors for those two and older who are not fully vaccinated\* (cannot legally implement a tethered system in NH)
- AAP recommends universal masks for everyone 2 years of age and older at school
- NH DPHS recommends face mask use based on a local assessment of risk from COVID-19 in the community (*Permissive Recommendation*) With low levels of community transmission schools can safely choose to remove face mask requirements indoors, based on an assessment of the local situation and risk/benefit of mask use

\*CDC updated their recommendation to universal masking in K-12 schools after Dr. Chan's presentation

**New Hampshire Coronavirus Disease 2019 (COVID-19) Education and Childcare Partner Call  
information presented July 21, 2021**

## **School Buses**

**CDC's order** applies to all public transportation conveyances including school buses. Regardless of the mask policy at school, passengers and drivers must wear a mask on school buses, including buses operated by public and private school systems...”

**New Hampshire Coronavirus Disease 2019 (COVID-19) Education and Childcare Partner Call  
information presented July 21, 2021**

3. Maximize physical distancing, and continue to cohort groups that are unable to physically distance (e.g. in childcare settings)
4. Screening testing (asymptomatic testing) probably has low added benefit when community transmission is low, but can be considered by schools, especially if other prevention strategies are not being used and community transmission of COVID-19 is increasing
5. Increase ventilation
6. Frequent handwashing and teach/promote respiratory etiquette

**New Hampshire Coronavirus Disease 2019 (COVID-19) Education and Childcare Partner Call**  
**information presented July 21, 2021**

**NH DPHS Suggested Approach to Prevention Strategies**

7. Sick persons should stay home and get tested (especially if they have risk factors for exposure or are not fully vaccinated)
8. Notify NH DPHS if someone with COVID-19 was present in school:
  - The infected person will be required to isolate
  - Unvaccinated household contacts will be required to quarantine
  - All others should self-observe and monitor for symptoms
9. Routine cleaning; Disinfection if someone with COVID-19 was present



**Centers for Disease Control and Prevention Guidance for COVID-19 Prevention in K-12 Schools released July 9, 2021 and updated July 27, 2021**

## **Key Takeaways**

- Students benefit from in-person learning, and safely returning to in-person instruction in the fall 2021 is a priority.
- Vaccination is currently the leading public health prevention strategy to end the COVID-19 pandemic. Promoting vaccination can help schools safely return to in-person learning as well as extracurricular activities and sports.
- Masks should be worn indoors by all individuals (age 2 and older) who are not fully vaccinated. \* Consistent and correct mask use by people who are not fully vaccinated is especially important indoors and in crowded settings, when physical distancing cannot be maintained.
- CDC recommends schools maintain at least 3 feet of physical distance between students within classrooms, combined with indoor mask wearing by people who are not fully vaccinated, to reduce transmission risk. When it is not possible to maintain a physical distance of at least 3 feet, such as when schools cannot fully re-open while maintaining these distances, it is especially important to layer multiple other prevention strategies, such as indoor masking.

\* This was updated on July 27, 2021 to state masks should be worn by all individuals 2 or older regardless of vaccination status when community transmission is substantial

## **Centers for Disease Control and Prevention Guidance for COVID-19 Prevention in K-12 Schools released July 9, 2021 and updated July 27, 2021**

### **Key Takeaways**

- Screening testing, ventilation, handwashing and respiratory etiquette, staying home when sick and getting tested, contact tracing in combination with quarantine and isolation, and cleaning and disinfection are also important layers of prevention to keep schools safe.
- Students, teachers, and staff should stay home when they have signs of any infectious illness and be referred to their healthcare provider for testing and care.
- Many schools serve children under the age of 12 who are not eligible for vaccination at this time. Therefore, this guidance emphasizes implementing layered prevention strategies (e.g., using multiple prevention strategies together consistently) to protect people who are not fully vaccinated, including students, teachers, staff, and other members of their households.
- COVID-19 prevention strategies remain critical to protect people, including students, teachers, and staff, who are not fully vaccinated, especially in areas of moderate-to-high community transmission levels.
- Localities should monitor community transmission, vaccination coverage, screening testing, and occurrence of outbreaks to guide decisions on the level of layered prevention strategies (e.g., physical distancing, screening testing).

## Crosswalk of NH DPHS and CDC recommendations: Two Substantive Differences

### 1. How Community Transmission and Risk Levels are Reported

NH DPHS uses a three level system

		Minimal	Moderate	Substantial
Level of Community Transmission	COVID-19 total test positivity as a 7 day average	< 5%	5-10%	>10%
	Numbers of new infections per 100,000 population over prior 14 days	<50	50-100	>100

CDC uses a four level system

	Low Transmission Blue	Moderate Transmission Yellow	Substantial Transmission Orange	High Transmission Red
Total new cases per 100,00 persons in the past 7 days	0-9.99	10-49.99	50-99.99	≥ 100
Percentage of NAATs that are positive during the past 7 days	0-4.99%	5-7.99%	8-9.99%	≥ 10.0%

## **Crosswalk of NH DPHS and CDC recommendations: Two Substantive Differences**

### **2. Use of Face Masks**

NH DPHS recommends face mask use based on a local assessment of risk from COVID-19 in the community (*Permissive Recommendation*) With low levels of community transmission schools can safely choose to remove face mask requirements indoors, based on an assessment of the local situation and risk/benefit of mask use

CDC recommends universal indoor masking for all teachers, staff, students, and visitors to K-12 schools, regardless of vaccination status.

## Next Steps

The Team met to review and revise the SAU 34 School Pandemic Response Plan on August 3rd in accordance with the H-DSB vote.

The Washington School Board needs to vote to do one of the following:

1. Accept the CDC Guidance as written
2. Accept the NH DPHS Recommendations as presented by Dr. Chan July 21st
3. Accept the decision of the H-DSB regarding the plan.

If you vote to accept the NH DPHS recommendations we will need a mitigation strategy matrix that outlines the mitigation strategies in place at each level.

**WASHINGTON SCHOOL BOARD**  
**Monday, June 14, 2021**  
**6:00pm**  
**Washington Elementary School, Multi-Purpose Room**

**MINUTES**

**In Attendance:**

**Board Members:**

Linda Musmanno  
Arin Mills  
Kathy Atkins  
Cameo Mulliner  
Danielle Moore

**Administration:**

Patricia Parenteau, Superintendent  
Mary Henry, Business Manager  
Kelli Colarusso, Principal  
Stacey Vazquez, Director of Student Support Service  
Jennifer Crawford, Director of Curriculum Instruction  
and Assessment

1. **CALL TO ORDER @ 6:00pm**
  - 1.1. Pledge of Allegiance
  - 1.2. Moment of Silence
2. **2.0 BOARD NOMINATIONS**
  - 2.1. Chairperson
    - 2.1.1. Atkins nominated Musmanno. Mulliner seconds. Motion passed 5-0
  - 2.2. Vice Chairperson
    - 2.2.1. Mulliner nominated Atkins. Musmanno Seconds. Motion passed 5-0
  - 2.3. Wellness Committee
    - 2.3.1. Musmanno will be on this committee
    - 2.3.2. Atkins will be the back-up
  - 2.4. Policy
    - 2.4.1. Musmanno will be on this committee
    - 2.4.2. Atkins will be the back-up
  - 2.5. Facilities
    - 2.5.1. This is the Principal's responsibility
3. **STUDENT REPRESENTATIVE REPORT - Summer Shifflet**
  - 3.1. None
4. **PUBLIC COMMENT**
  - 4.1. None
5. **CORRESPONDENCE**
  - 5.1. None
6. **CONSENT AGENDA (requires action)**
  - 6.1. Minutes of meeting, April 12, 2021
    - 6.1.1. Mulliner moved to approve the minutes of April 12, 2021 as presented.  
Atkins seconds. Motion passed 5-0
  - 6.2. Minutes of special meeting, April 21, 2021

- 6.2.1. Mulliner moved to approve the minutes of April 21, 2021 as presented.  
Atkins seconds. Motion passed 5-0
- 6.3. Minutes of emergency meeting, May 11, 2021
  - 6.3.1. Atkins moved to change Karen Belanger to Danielle Moore.
  - 6.3.2. Mills moved to change her comment that the hours had been met, not just the days, and that Patty had verified that the hours had been met.
  - 6.3.3. Minutes of May 11, 2021 as amended. Motion passed 5-0
- 6.4. Minutes of emergency meeting, May 19, 2021
  - 6.4.1. Mills moved to approve the minutes of May 19, 2021 as presented.  
Mulliner seconds. Motion passed 5-0
- 7. APPOINTMENTS, LEAVES, and RESIGNATIONS**
  - 7.1. **Mary Jo DeBrusk** - PE Teacher, resignation effective 6/30/21
  - 7.2. **Kaitlyn Gillett** – Targeted Summer Rti Program Teacher, \$35/hour, 16 hours/week, effective 7/6/21-8/6/21 (Title I funded)
  - 7.3. **Tiffany Stafford** - Summer Jump Start Teacher, \$35/hour, 22 hours/week, effective 7/26/21-8/12/21 (Title I funded)
  - 7.4. **Sharon Oliveria** - Summer Jump Start Paraprofessional, \$20/hour, 18 hours/week, effective 7/26/21-8/12/21 (Title I funded)
  - 7.5. Atkins moved to approve the appointments, leaves and recognitions as presented.  
Mulliner seconds. Motion passed 5-0
- 8. INFORMATIONAL ITEMS and REPORTS**
  - 8.1. Enrollment Report - H/D Middle 29, H/D High 43, WES 44 (K-9, 1st-9, 2nd-8, 3rd-13, 4th-4, 5th-1)
  - 8.2. Superintendent's Report
    - 8.2.1. General Information
      - 8.2.1.1. The students had a lot of fun at their Prom two weeks ago.
      - 8.2.1.2. Graduation also went very well.
      - 8.2.1.3. The MS awards are going to be done all in house, not for parents.
      - 8.2.1.4. We are hoping things are going to change for next year.
      - 8.2.1.5. The Administrative staff who work year round will be able to work remote two days a week for the summer. (Monday/Friday) - 6 weeks
    - 8.2.2. Decision Matrix Update
      - 8.2.2.1. Sullivan County is still in the red.
      - 8.2.2.2. 2.9% positivity rate in Sullivan county.
      - 8.2.2.3. WES has been the only school that has been in the yellow for the past few weeks - we have had a staff member who has been able to step in and sub when needed.
      - 8.2.2.4. Washington is the only community in the four communities in the district that has known active cases at this time.

8.2.2.5. Changes to the matrix

8.2.2.5.1. Proposed changes

- 8.2.2.5.1.1. Would like to change the name of the matrix
- 8.2.2.5.1.2. Take out data that the state no longer provides.
- 8.2.2.5.1.3. Would like to report out the PPE per district - not the building level.
- 8.2.2.5.1.4. Take out the community impact based on hospitalizations.

8.2.2.5.2. Change to the Matrix -Vote

- 8.2.2.5.2.1. Atkins moved to approve the changes to the Matrix as presented. Mulliner seconds. Motion passed 5-0

8.2.3. Mental Health Presentation - Stacey Vazquez

8.2.3.1. This year we learned to surf

8.2.3.1.1. Spring 2020

- 8.2.3.1.1.1. Crisis response
- 8.2.3.1.1.2. On-call model to support
- 8.2.3.1.1.3. Team approach to monitoring and supporting student and staff needs.

8.2.3.1.2. Preparing to Weather the water: Summer 2020 into Fall 2020

- 8.2.3.1.2.1. Re-entry team constructed and plan
- 8.2.3.1.2.2. MHT offered and attended 12 hours of Trauma Informed Training
- 8.2.3.1.2.3. SAU# 34 Wellness Resources
- 8.2.3.1.2.4. BOY PD: Daily dose of PD dedicated to Mental/Emotional well being
- 8.2.3.1.2.5. Being present and available.

8.2.3.1.3. Learning to Stand on our Board and Maintain Balance: School Year

- 8.2.3.1.3.1. Staying connected to staff, identifying stressors making necessary accommodations
- 8.2.3.1.3.2. Bi-weekly newsletters w/link to resources
- 8.2.3.1.3.3. Recreation of school wide events virtually
- 8.2.3.1.3.4. Importance of time away & personal days

8.2.3.1.4. Surf and Speak the Lingo: Looking ahead to 21-22 school year

- 8.2.3.1.4.1. Expanding concept of wellness
- 8.2.3.1.4.2. Aligned with strategic plan
- 8.2.3.1.4.3. Objective 3: Culture of Health and Wellness
- 8.2.3.1.4.4. Objective 4: promoting positive student behavior



- 8.2.3.1.4.4.1. WES Tier 1 intervention strong
- 8.2.3.1.4.4.2. WES: Area of growth/improvement - Tier 2 & 3 intervention
- 8.2.3.2. Questions/Comments
- 8.2.4. 2021-22 School Pandemic Response Plan
  - 8.2.4.1. SAU #34 School Pandemic Response Plan
  - 8.2.4.2. This plan will be submitted by June 23rd.
  - 8.2.4.3. Committee composed of teachers and staff
  - 8.2.4.4. The committee will come back in August and look at all the data - then write an updated plan at that time using the most current information.
  - 8.2.4.5. Surveys went out to parents, students, and staff.
    - 8.2.4.5.1. Majority do not want masks.
    - 8.2.4.5.2. We have been following the DHHS guidance all year. Recommends the Board continue to do so.
  - 8.2.4.6. Questions
    - 8.2.4.6.1. Atkins
      - 8.2.4.6.1.1. Is this just for the remainder of the school year?
        - 8.2.4.6.1.1.1. No, this is written as what we are going to do for next year.
  - 8.2.4.7. Vote on the Plan
    - 8.2.4.7.1. Mulliner moved to approve the SAU #34 School Pandemic Response Plan as presented. Moore seconds. Motion passed 5-0
- 8.2.5. ESSER Funds
  - 8.2.5.1. \$15,200 from the 1st round
  - 8.2.5.2. \$57,748.82 from the 2nd round
  - 8.2.5.3. 3rd round - anticipate \$129,787.00
  - 8.2.5.4. We have to wait for the state to hire someone to approve any construction project plans to use these funds.
  - 8.2.5.5. Need the Board to put together a 5-year building projects plan.
    - 8.2.5.5.1. We need to know what we are putting money away for
    - 8.2.5.5.2. Will also help the taxpayers know what the plans for any funds put into a trust is going toward.
- 8.2.6. Monthly Financial Report - Mary Henry
  - 8.2.6.1. See attached Sheet
- 8.2.7. Substitute Pay (requires action)
  - 8.2.7.1. See attached sheet
  - 8.2.7.2. Everyone is struggling to get subs.
  - 8.2.7.3. Would like the board to consider increasing substitute pay in order

to entice people to sub for WES.

8.2.7.3.1. Also consider paying a travel stipend?

8.2.8. Thoughts

8.2.8.1. Atkins

8.2.8.1.1. Feels that Washington should align with Hillsboro-Deering.

8.2.8.2. Mulliner

8.2.8.2.1. Agrees that we should go for it. We should also be consistent with the rates.

8.2.8.3. Mills

8.2.8.3.1. Aligning with Hillsboro is good and offering a travel stipend.

8.2.8.4. Vote

8.2.8.4.1. Atkins moved to approve a travel stipend. Up to \$10, one way based on the IRS travel rate for substitutes in addition to aligning the Substitute Pay rates to HDSD as presented and discussed. Mulliner seconds. Motion passed 5-0

8.2.9. General Assurances (requires action)

8.2.9.1. These are the same that we discussed in the previous year.

8.2.9.2. Without this we cannot access federal funding

8.2.9.3. Vote

8.2.9.3.1. Atkins moved to approve the General Assurances as presented. Mills seconds. Motion passed 5-0

8.2.10. Principal's Report

8.2.10.1. "Night of Celebration" will be held via Zoom.

8.2.10.1.1. We have one 5th grader

8.2.10.2. We will have a Zoom watch party for the NHDA presentations

8.2.10.3. Field day is going to be on Thursday, June 17th

8.2.10.3.1. Teachers will be rotating around the different stations with their classes.

8.2.10.4. Picnic lunch on the field - social distanced

8.2.10.5. Mrs. Webber is revitalizing the school garden.

8.2.11. Assessment

8.2.11.1. IReady Diagnostic

8.2.11.1.1. Taken 3 times a year - Fall, Winter, Spring.

8.2.11.1.2. All students K-5

8.2.11.1.3. Reading and Math

8.2.11.1.4. Used to track growth

8.2.11.2. NH SAS

8.2.11.2.1. Taken in the Spring

8.2.11.2.2. Grades 3-5 in ELA and Math

- 8.2.11.2.3. Grade 5 in Science
- 8.2.11.3. Next Steps
  - 8.2.11.3.1. More consistent face to face instruction without remote option
  - 8.2.11.3.2. More consistent attendance
  - 8.2.11.3.3. Return to multiage classrooms (K-1, 2-3, 4-5)
  - 8.2.11.3.4. Development of an RTI model
  - 8.2.11.3.5. Implementation of a new math program
    - 8.2.11.3.5.1. iReady Mathematics.

## **9. NEW BUSINESS**

- 9.1. Retreat
  - 9.1.1. 3rd Monday of July?
    - 9.1.1.1. Will confirm this date.
- 9.2. Top Ten Tips for School Board Members
  - 9.2.1. Would like to have the Washington Board go over this presentation.
  - 9.2.2. Have Matt Upton present this to the Board.

## **10. NON-PUBLIC - RSA 91-A:3 II. (C)**

- 10.1. Atkins moved to go into a non-public session citing RSA 91-A:3 II ©. Mills seconds. Motion passed 5-0 @ 7:42pm

## **11. CALL BACK TO ORDER and ACTION AFTER NON-PUBLIC**

- 11.1. Atkins moved to seal the minutes of the non-public session citing RSA 91-A:3 II . Mulliner seconds. Motion passed 5-0
- 11.2. Moore moved to grant the parent request for 2 students to attend Kindergarten at Washington Elementary School for the 2021-2022 school year with the parents providing transportation. Atkins seconds. Motion passed 5-0
- 11.3. Mulliner moved to authorize the Superintendent to act on what was discussed and decided on in non-public, Moore seconds. Motion passed 5-0

## **12. POLICIES REQUIRING ACTION**

- 12.1. JLF Reporting Child Abuse - Revision
  - 12.1.1. Mulliner moved to approve the revision to JLF Reporting Child Abuse as presented. Mills seconds. Motion passed 5-0
- 12.2. JFABD Education of Homeless Children and Unaccompanied Youth - Revision
  - 12.2.1. Atkins Moved to approve the revision to JFABD Education of Homeless Children and Unaccompanied Youth as presented. Mulliner seconds. Motion passed 5-0
- 12.3. JICD Student Discipline and Due Process – Revision
  - 12.3.1. Mills Moved to approve the revision to JICD Student Discipline and Due Process policy and to Remove JIA Student Due Process as presented. Moore seconds. Motion passed 5-0
- 12.4. JI Student Rights and Responsibilities - Revision

- 12.4.1. Atkins moved to approve the revision to JI Student Rights and Responsibilities as presented. Mills seconds. Motion passed 5-0

**13. Letter to students**

- 13.1. Musmanno will send a letter and certificate to all graduating seniors who came from Washington. (8 total).

**14. ADJOURNMENT**

- 14.1. Atkins Moved to adjourn. Moore seconds. Motion passed 5-0 @ 8:15pm

Respectfully Submitted,  
Megan Fleagle

## WASHINGTON SCHOOL DISTRICT

## FINANCIAL REPORT YTD BY OBJECT

Fiscal Year: 2020-2021

☐ Include pre encumbrance  
☐ Exclude inactive accounts with zero balance

From Date: 6/1/2021

To Date: 6/30/2021

☐ Print accounts with zero balance  
☒ Filter Encumbrance Detail by Date Range

Account Number	Description	Budget	Adjustments	GL Budget	Current	YTD	Balance	Encumbrance	Budget Bal	% Rem
10.0000.000.110.0	TEACHERS	\$401,137.00	\$0.00	\$401,137.00	\$10,845.01	\$307,770.69	\$70,368.31	\$50,289.15	\$20,077.16	5.01%
10.0000.000.111.0	SUPPORT STAFF	\$53,477.00	(\$15,000.00)	\$38,477.00	\$1,904.85	\$33,055.59	\$5,421.41	\$2,306.75	\$3,120.66	8.11%
10.0000.000.112.0	PRINCIPAL OFFICE SALARY	\$43,512.00	\$0.00	\$43,512.00	\$1,141.50	\$41,123.00	\$2,389.00	\$1,572.35	\$818.65	1.88%
10.0000.000.120.0	SUMMER SALARY	\$6,200.00	\$0.00	\$6,200.00	\$0.00	\$3,500.00	\$2,700.00	\$0.00	\$2,700.00	43.65%
10.0000.000.125.0	SUBSTITUTES	\$2,500.00	\$0.00	\$2,500.00	\$221.25	\$3,046.58	(\$546.58)	\$0.00	(\$546.58)	-21.86%
10.0000.000.210.0	HEALTH INSURANCE	\$109,760.00	\$0.00	\$109,760.00	\$3,899.14	\$80,884.61	\$28,075.39	\$14,487.48	\$14,607.91	13.31%
10.0000.000.212.0	DENTAL INSURANCE	\$7,740.00	\$0.00	\$7,740.00	\$264.82	\$5,530.53	\$2,209.47	\$1,068.53	\$1,140.94	14.74%
10.0000.000.213.0	LIFE INSURANCE	\$625.00	\$0.00	\$625.00	\$18.98	\$406.66	\$188.34	\$65.74	\$122.60	19.62%
10.0000.000.214.0	LONG TERM DISABILITY	\$965.00	\$0.00	\$965.00	\$29.85	\$580.21	\$284.79	\$107.14	\$177.65	18.41%
10.0000.000.220.0	FICA	\$38,772.00	\$0.00	\$38,772.00	\$1,401.96	\$31,324.09	\$7,447.91	\$4,055.98	\$3,390.93	8.75%
10.0000.000.230.0	NHRS	\$67,805.00	\$0.00	\$67,805.00	\$2,322.91	\$52,744.51	\$15,060.49	\$8,466.82	\$6,593.67	9.77%
10.0000.000.240.0	TRAINING AND TUITION	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$1,285.00	\$3,735.00	\$0.00	\$3,735.00	74.10%
10.0000.000.250.0	REIMBURSEMENT	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00	100.00%
10.0000.000.260.0	UNEMPLOYMENT	\$2,638.00	\$0.00	\$2,638.00	\$0.00	\$2,182.03	\$473.97	\$0.00	\$473.97	77.88%
10.0000.000.280.0	WORKERS COMPENSATION	\$200.00	\$0.00	\$200.00	\$48.25	\$48.25	\$151.76	\$0.00	\$151.76	75.88%
10.0000.000.310.0	BENEFITS	\$162,130.00	\$0.00	\$162,130.00	\$0.00	\$182,172.00	(\$42.00)	\$0.00	(\$42.00)	-0.03%
10.0000.000.330.0	PROFESSIONAL SERVICES	\$35,450.00	\$15,000.00	\$50,450.00	\$2,871.30	\$21,358.89	\$29,091.11	\$2,134.47	\$26,956.64	53.43%
10.0000.000.340.0	LEGAL AND AUDIT FEES	\$15,000.00	\$0.00	\$15,000.00	\$7,407.82	\$9,807.82	\$5,192.18	\$5,192.18	\$0.00	0.00%
10.0000.000.420.0	SNOW PLOWING	\$33,750.00	\$0.00	\$33,750.00	\$0.00	\$23,599.20	\$10,150.80	\$2,865.00	\$7,281.80	21.59%
10.0000.000.430.0	REPAIRS & MAINTENANCE	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$4,208.72	\$793.28	\$275.54	\$517.74	10.35%
10.0000.000.440.0	RENTAL OF EQUIPMENT	\$184,300.00	\$0.00	\$184,300.00	\$16,508.46	\$165,084.74	\$19,235.26	\$0.00	\$19,235.26	10.41%
10.0000.000.510.0	TRANSPORTATION	\$3,002.00	\$0.00	\$3,002.00	\$0.00	\$3,002.00	\$0.00	\$0.00	\$0.00	0.00%
10.0000.000.520.0	INSURANCE PROPERTY	\$3,500.00	\$0.00	\$3,500.00	\$0.00	\$3,128.26	\$370.41	\$613.48	(\$243.07)	-6.94%
10.0000.000.530.0	TELEPHONE	\$250.00	\$0.00	\$250.00	\$0.00	\$152.85	\$97.35	\$47.35	\$50.00	20.00%
10.0000.000.540.0	POSTAGE	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$974.77	\$125.23	\$125.23	\$0.00	0.00%
10.0000.000.550.0	ADVERTISING	\$150.00	\$0.00	\$150.00	\$0.00	\$50.00	\$100.00	\$0.00	\$100.00	66.67%
10.0000.000.560.0	PRINTING	\$1,894,314.00	\$0.00	\$1,894,314.00	\$802,584.26	\$920,143.76	\$874,170.24	\$876,010.91	(\$1,840.67)	-0.11%
10.0000.000.580.0	TUITION	\$1,250.00	\$0.00	\$1,250.00	\$0.00	\$0.00	\$1,250.00	\$0.00	\$1,250.00	100.00%
10.0000.000.590.0	TRAVEL	\$14,700.00	\$0.00	\$14,700.00	\$533.26	\$5,126.22	\$9,573.78	\$1,348.92	\$8,223.86	56.84%
10.0000.000.610.0	SUPPLIES	\$17,500.00	\$0.00	\$17,500.00	\$1,587.57	\$16,237.43	\$1,262.57	\$1,762.57	(\$500.00)	-2.86%
10.0000.000.620.0	ELECTRICITY	\$17,000.00	\$0.00	\$17,000.00	\$0.00	\$10,411.72	\$6,588.28	\$2,708.93	\$3,879.35	22.82%
10.0000.000.630.0	GAS UTILITY	\$3,200.00	\$0.00	\$3,200.00	\$156.79	\$2,138.35	\$1,060.65	\$0.00	\$1,060.65	33.15%
10.0000.000.640.0	BOOKS	\$7,000.00	\$0.00	\$7,000.00	\$216.00	\$4,617.00	\$2,383.00	\$299.00	\$2,084.00	29.75%
10.0000.000.641.0	SOFTWARE									

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# WASHINGTON SCHOOL DISTRICT

## FINANCIAL REPORT YTD BY OBJECT

Fiscal Year: 2020-2021

From Date: 6/1/2021 To Date: 6/30/2021

☐ Include pre encumbrance ☐ Print accounts with zero balance ☒ Filter Encumbrance Detail by Date Range

☐ Exclude inactive accounts with zero balance

Account Number	Description	Budget	Adjustments	GL Budget	Current	YTD	Balance	Encumbrance	Budget Bal	% Rem
10.0000.000.730.0	EQUIPMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$488.00	\$2,851.00	\$0.00	\$2,851.00	85.10%
10.0000.000.810.0	DUES & FEES	\$4,800.00	\$0.00	\$4,800.00	\$0.00	\$3,080.74	\$1,719.26	\$0.00	\$1,719.26	35.82%
10.0000.000.890.0	MISC. LANEIOUS	\$3,700.00	\$0.00	\$3,700.00	\$0.00	\$253.29	\$3,446.71	\$0.00	\$3,446.71	93.15%
10.0000.000.930.0	FUND TRANSFER	\$32,000.00	\$0.00	\$32,000.00	\$0.00	\$0.00	\$32,000.00	\$32,000.00	\$0.00	0.00%
<b>Grand Total:</b>		\$2,984,675.00	\$0.00	\$2,984,675.00	\$853,742.98	\$1,842,298.64	\$1,142,376.36	\$1,007,783.52	\$134,592.84	4.51%

End of Report

District	Teacher Substitutes			Staff Substitutes		
	Not-Certified	Certified	School Nurse Substitute - RN	Paraeducator	Food Service	Cafeteria Recess Monitor
Washington current pay rates	\$65-\$70/day	\$75-\$85/day	\$125/day	\$10.00/hr	\$9.00/hr	\$8.50/hr
Hillsboro-Deering approved increase 11/02/2020	\$85/day	\$95/day	\$150/day	\$12.00/hr	\$10.50/hr	\$10.00/hr
***Non-Teacher employees subbing outside their regular position will be paid the sub-rate or current hourly rate of pay, whichever is higher.						

SAU 24 Henniker	\$75-\$85/day	\$80-\$90/day	N/A
Hopkinton	\$75/day		N/A
ConVal	Based on number of days a substitute has worked - starts at \$75/day up to \$90/day after 76+ days		\$180/day
Bedford	First 20 days as substitute \$75/day - days beyond 20 paid at \$90/day		\$150/day

## WASHINGTON SCHOOL DISTRICT

## FINANCIAL REPORT YTD BY OBJECT

Fiscal Year: 2021-2022

☐ Include pre encumbrance  
☐ Exclude inactive accounts with zero balance☐ Print accounts with zero balance☒ Filter Encumbrance Detail by Date Range

From Date: 8/1/2021 To Date: 8/31/2021

Account Number	Description	Budget	Adjustments	GL Budget	Current	YTD	Balance	Encumbrance	Budget Bal	% Rem
10.0000.000.110.0	TEACHERS	\$402,289.88	\$0.00	\$402,289.88	\$0.00	\$7,304.73	\$394,985.15	\$360,993.77	\$33,991.38	8.45%
10.0000.000.111.0	SUPPORT STAFF	\$53,941.08	\$0.00	\$53,941.08	\$0.00	\$0.00	\$53,941.08	\$37,500.10	\$16,440.98	30.48%
10.0000.000.113.0	PRINCIPAL OFFICE SALARY	\$44,817.36	\$0.00	\$44,817.36	\$0.00	\$5,020.62	\$39,796.74	\$38,491.39	\$1,305.35	2.91%
10.0000.000.116.0	SUMMER SALARY	\$6,200.00	\$0.00	\$6,200.00	\$0.00	\$0.00	\$6,200.00	\$1,351.58	\$4,848.42	78.20%
10.0000.000.120.0	SUBSTITUTES	\$7,500.00	\$0.00	\$7,500.00	\$0.00	\$0.00	\$7,500.00	\$0.00	\$7,500.00	100.00%
10.0000.000.211.0	HEALTH INSURANCE	\$103,100.99	\$0.00	\$103,100.99	\$0.00	\$2,700.69	\$100,400.30	\$97,358.99	\$3,041.31	2.95%
10.0000.000.212.0	DENTAL INSURANCE	\$6,309.72	\$0.00	\$6,309.72	\$0.00	\$110.55	\$6,199.17	\$6,773.85	(\$574.68)	-9.11%
10.0000.000.213.0	LIFE INSURANCE	\$518.40	\$0.00	\$518.40	\$0.00	\$14.06	\$504.34	\$504.34	\$0.00	0.00%
10.0000.000.214.0	LONG TERM DISABILITY	\$809.52	\$0.00	\$809.52	\$0.00	\$25.90	\$783.62	\$783.59	\$0.03	0.00%
10.0000.000.220.0	FICA	\$38,804.65	\$0.00	\$38,804.65	\$0.00	\$924.18	\$37,880.47	\$32,934.67	\$4,945.80	12.75%
10.0000.000.230.0	NHRS	\$85,505.55	\$0.00	\$85,505.55	\$0.00	\$2,329.20	\$83,176.35	\$72,620.82	\$10,555.53	12.34%
10.0000.000.240.0	TRAINING AND TUITION	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	\$0.00	\$5,000.00	100.00%
10.0000.000.250.0	REIMBURSEMENT UNEMPLOYMENT COMPENSATION	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00	100.00%
10.0000.000.260.0	WORKERS COMPENSATION	\$2,636.00	\$0.00	\$2,636.00	\$0.00	\$1,418.10	\$1,217.90	\$0.00	\$1,217.90	46.20%
10.0000.000.290.0	BENEFITS	\$400.00	\$0.00	\$400.00	\$0.00	\$0.00	\$400.00	\$0.00	\$400.00	100.00%
10.0000.000.310.0	PROFESSIONAL SERVICES	\$174,478.00	\$0.00	\$174,478.00	\$0.00	\$0.00	\$174,478.00	\$163,885.00	\$10,593.00	6.07%
10.0000.000.330.0	PROFESSIONAL SERVICES	\$58,675.00	\$0.00	\$58,675.00	\$0.00	\$0.00	\$58,675.00	\$9,500.00	\$49,175.00	33.81%
10.0000.000.380.0	LEGAL AND AUDIT FEES	\$15,000.00	\$0.00	\$15,000.00	\$0.00	\$0.00	\$15,000.00	\$0.00	\$15,000.00	100.00%
10.0000.000.422.0	SNOW PLOWING	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$0.00	\$1,500.00	\$0.00	\$1,500.00	100.00%
10.0000.000.430.0	REPAIRS & MAINTENANCE	\$35,918.50	\$0.00	\$35,918.50	\$0.00	\$515.00	\$35,403.50	\$8,736.73	\$26,666.77	74.24%
10.0000.000.442.0	RENTAL OF EQUIPMENT	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$1,180.99	\$3,819.01	\$3,296.86	\$522.15	10.44%
10.0000.000.510.0	TRANSPORTATION	\$197,420.00	\$0.00	\$197,420.00	\$0.00	\$0.00	\$197,420.00	\$171,667.10	\$25,752.90	13.04%
10.0000.000.520.0	INSURANCE PROPERTY	\$3,002.00	\$0.00	\$3,002.00	\$0.00	\$2,275.68	\$726.32	\$0.00	\$726.32	24.19%
10.0000.000.531.0	TELEPHONE	\$3,500.00	\$0.00	\$3,500.00	\$0.00	\$0.00	\$3,500.00	\$0.00	\$3,500.00	100.00%
10.0000.000.534.0	POSTAGE	\$250.00	\$0.00	\$250.00	\$0.00	\$5.69	\$244.31	\$144.31	\$100.00	40.00%
10.0000.000.540.0	ADVERTISING	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	100.00%
10.0000.000.550.0	PRINTING	\$150.00	\$0.00	\$150.00	\$0.00	\$0.00	\$150.00	\$0.00	\$150.00	100.00%
10.0000.000.551.0	TUITION	\$1,650,819.00	\$0.00	\$1,650,819.00	\$0.00	\$0.00	\$1,650,819.00	\$0.00	\$1,650,819.00	100.00%
10.0000.000.580.0	TRAVEL	\$1,250.00	\$0.00	\$1,250.00	\$0.00	\$0.00	\$1,250.00	\$0.00	\$1,250.00	100.00%
10.0000.000.610.0	SUPPLIES	\$14,700.00	\$0.00	\$14,700.00	\$0.00	\$531.12	\$14,168.88	\$2,637.98	\$11,530.90	78.44%
10.0000.000.622.0	ELECTRICITY	\$17,500.00	\$0.00	\$17,500.00	\$0.00	\$1,251.29	\$16,248.71	\$15,748.71	\$500.00	2.86%
10.0000.000.623.0	GAS UTILITY	\$17,000.00	\$0.00	\$17,000.00	\$0.00	\$0.00	\$17,000.00	\$0.00	\$17,000.00	100.00%
10.0000.000.640.0	BOOKS	\$4,200.00	\$0.00	\$4,200.00	\$0.00	\$710.00	\$3,490.00	\$0.00	\$3,490.00	83.10%
10.0000.000.641.0	SOFTWARE	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	\$0.00	\$5,000.00	100.00%



## WASHINGTON SCHOOL DISTRICT

## FINANCIAL REPORT YTD BY OBJECT

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☐ Include pre encumbrance☐ Print accounts with zero balance

From Date: 8/1/2021

To Date: 8/31/2021

☒ Filter Encumbrance Detail by Date Range☐ Exclude inactive accounts with zero balance

Account Number	Description	Budget	Adjustments	GL Budget	Current	YTD	Balance	Encumbrance	Budget Bal	% Rem
10.0000.000.730.0	EQUIPMENT	\$3,350.00	\$0.00	\$3,350.00	\$0.00	\$0.00	\$3,350.00	\$0.00	\$3,350.00	100.00%
10.0000.000.810.0	DUES & FEES	\$4,644.00	\$0.00	\$4,644.00	\$0.00	\$2,325.74	\$2,318.26	\$844.00	\$1,474.26	31.75%
10.0000.000.890.0	MISCELLANEOUS	\$2,975.00	\$0.00	\$2,975.00	\$0.00	\$0.00	\$2,975.00	\$23.59	\$2,951.41	99.21%
10.0000.000.930.0	FUND TRANSFER	\$67,000.00	\$0.00	\$67,000.00	\$0.00	\$0.00	\$67,000.00	\$0.00	\$67,000.00	100.00%
<b>Grand Total:</b>		<b>\$3,042,664.65</b>	<b>\$0.00</b>	<b>\$3,042,664.65</b>	<b>\$0.00</b>	<b>\$28,643.54</b>	<b>\$3,014,021.11</b>	<b>\$1,025,797.38</b>	<b>\$1,988,223.73</b>	<b>65.34%</b>

End of Report

STUDENT CONDUCT**A. General Policy.**

The School Board is committed to promoting a safe, healthy, orderly and supportive school and learning environment. To achieve that for all, it is important for students to conduct themselves in a manner fitting to their age level and maturity, and with respect and consideration other students, District personnel and other members of the community. Students are expected and required to maintain appropriate behavior that allows teachers and staff to perform their professional duties effectively and without disruption while on School District property or on property within the jurisdiction of the School District (including vehicles); and/or while attending or engaged in school activities.

Expectations for student conduct and standards of behavior shall be communicated through written Board policies, as well as District and/or school rules. Those policies and rules should be included in a Code of Conduct or its equivalency for each school.

Student conduct that causes material or substantial disruption to the school environment, interferes with the rights of others, presents a threat to the health and safety of students, employees, or visitors, and/or violates the Code of Conduct or its equivalency, or classroom rules is prohibited. Response to violations of the Code of Conduct or its equivalency, however, should be designed to maximize student academic, emotional and social success, while at the same time assuring safety of all students, staff and school visitors. With this objective, the Board endorses adoption of a Multi-Tiered System of Support for Behavioral Health and Wellness ("MTSS-B") as the framework for the Code of Conduct or its equivalency. District personnel who interact with students are expected to utilize progressive disciplinary measures, and to place emphasis on educating students so they may grow in self-discipline. Suspensions and expulsions shall be administered consistent with the applicable Code of Conduct or its equivalency and Board policy JICD.

**B. Student Code of Conduct (or its equivalency)**

The School Board delegates to the Superintendent, in consultation with the appropriate building Principal and counselors, the responsibility of adopting and implementing a Student Code of Conduct with such age-appropriate rules and regulations for each school as he/she deems necessary to implement the objectives of this policy, and reflects the three-tiered support prevention of framework of MTSS-B: school-wide approaches; targeted supports for at-risk students; and individualized services for highest-needs students.

The Code of Conduct or its equivalency for each school shall be submitted to the School Board for review each year, either separately or with the applicable student handbook. Consistent with the Board's statutory authority, and other Board policies regarding review of administrative rules, regulations and procedures, the School Board retains the authority to modify, supersede, or suspend any provision of the Code of Conduct or its equivalency.

The Code of Conduct or its equivalency shall include:

1. A graduated and age-appropriate system of supports and intervention strategies, such as:

- parent conferences,
- counseling,
- peer mediation,
- instruction in conflict resolution and anger management,
- parent counseling and training,

- community service, and
  - rearranging class schedules.
2. Graduated and age-appropriate disciplinary consequences such as:
- restriction from extra-curricular activities,
  - temporary (same day) removal from class or activity,
  - detention,
  - temporary reassignment/in-school suspension,
  - out-of-school suspension, and
  - expulsion.
3. Provisions describing how and when short term suspensions of up to 5 days, short term suspensions up to 10 days, long term suspensions up to 20 days, and/or expulsion should be imposed. These standards shall make reference to and reflect:
- the nature and degree of disruption caused to the school environment;
  - the threat to the health and safety of pupils and school personnel, volunteers or visitors;
  - whether the conduct or behavior is isolated or repeated.

All temporary (same day) removal from classrooms or activities, restriction from activities, detentions, suspensions and expulsions shall comport with applicable laws, regulations and Board policy JICD.

4. Information regarding RSA 193:13, 193-D, this policy, Board policy JICD, and other Board policies or District/school rules regulating student conduct on and off-campus. Except where the complete text of a statute, regulation or policy is required, the Code of Conduct or its equivalency should include age appropriate language. E.g., summaries for elementary grade levels.

### **C. Implementation and Notice**

The Superintendent shall assure that the Code of Conduct, complete with the information set out in section B.4, above, shall be printed in full in each student handbook, made available to parents at the beginning of the school year, publicly available on the school, District and/or SAU district website [or in some other manner to assure parental notification if neither the school district nor SAU maintain a website].

Additionally, building Principal(s) shall assure student awareness of the Code of Conduct and other District policies and building rules through print, postings and periodic announcements.

The Superintendent should also designate personnel to explore the availability of and pursue any State or Federal grants, technical assistance and professional development opportunities available to facilitate implementation of MTSS-B per RSA 135-F:5, I(c) and (d).

### **D. Parental Notification of Simple Assaults**

Pursuant to RSA 193-D:4, I (b), the Superintendent is directed to adopt and implement procedures requiring parents/guardians of each student involved in a simple assault (victim and perpetrator) occurring during the school day, when such assault causes: any form of bodily injury, including bruising or discoloration, or would otherwise constitute a disciplinable offense

under the Code of Conduct or its equivalency. For purposes of this policy, "simple assault" shall have the same meaning as that provided in RSA 631:2-a (a simple assault occurs when one purposefully or knowingly causes bodily injury or unprivileged physical contact to another; or recklessly causes bodily injury to another or negligently causes bodily injury to another by means of a deadly weapon).

#### **E. Disciplinary Removal of Students with Disabilities**

If a student is disabled under the Individuals with Disabilities Act (IDEA), the New Hampshire RSA 186-C, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, or any other law providing special rights to disabled students, those laws shall govern and shall supersede these local policies to the extent these local policies are inconsistent with those laws. Accordingly, any class or activity removal, suspension or expulsion of a child with a disability as defined in Ed 1102.01(t) shall be in accordance with Ed 1124.01.

#### **Legal Reference:**

*RSA 135-F:5, System of Care for Children/Duties of Commissioner of Dept. of Education*

*RSA 193:13, Suspension and Expulsion of Pupils*

*RSA 193-D:4, Written Report Required*

*RSA 631:2-a, Simple Assault*

*NH Code of Administrative Rules, Section Ed. 306.04(f)(4), Student Discipline*

*NH Code of Administrative Rules, Section Ed. 306.04(g), Suspension & Expulsion*

*NH Code of Administrative Rules, Section Ed. 306.06, Culture and Climate*

*NH Code of Administrative Rules, Section Ed. 317.04(b), Disciplinary Procedures*

#### **Policy Adoption & Revision History:**

First Reading:

Board Approval:

STUDENT DISCIPLINE AND DUE PROCESS

~~At all times, students are required to conduct themselves in accordance with behavioral standards set forth in Policy JIC and all other applicable Board policies and all District or school rules. Failure to comply can lead to disciplinary consequences as set forth in this policy and applicable law.~~

**A. Policy Statement.**

This policy establishes the substantive parameters, procedures and due process that shall apply before a student may be subject to temporary (same day) removal from classrooms or activities, restriction from activities, detentions, suspensions and/or expulsion. Pursuant to Board policy JIC, response to misconduct, including disciplinary measures and consequences should be designed to maximize student academic, emotional and social success, while at the same time assuring safety of all students, staff and school visitors. Administration of any of the consequences described in this policy shall be consistent with the system of supports and graduated sanctions established pursuant to Policy JIC and the applicable Code of Conduct or its equivalency.

**A. Disciplinary Measures – "Definitions"**

~~Disciplinary measures include, but are not limited to, removal from the classroom, detention, in-school suspension, out-of-school suspension, restriction from activities, probation, and expulsion.~~

**B. Standards and Procedures Relative to Disciplinary Consequences.**

1. **"Removal from the classroom"** means a student is sent to a supervised location to be determined by the building Principal or designee the building Principal's office or other designated area during the same school day. It is within the discretion of the person in charge of the classroom to remove the student.

Students may be removed from the classroom at the classroom teacher's discretion if the student refuses to obey the teacher's directives, becomes disruptive, fails to abide by school or District rules, or the Code of Conduct, or otherwise impedes the educational purpose of the class. Before ordering the removal, the staff member ordering the removal shall warn the student of the infraction and allow the student to respond.

2. **"Restriction from school activities"** means a student will attend school, classes, but will not participate in other school extra-curricular activities, including such things as competitions, field trips, and performances. A student who has been restricted from school activities may participate in practices at the discretion of the person imposing the restriction.

Before ordering the restriction, the supervising employee (e.g., teacher, coach, director, Principal, etc.) ordering the restriction shall warn the student of the infraction and allow the student to respond. If the restriction is immediate and outside of school hours, provision must be made to assure the student is not left unsupervised. The terms of the restriction shall be communicated to the Principal and the student's parent/guardian.

**Restrictions under this policy are not appealable.**

3. **“Detention”** means the student's presence is required for disciplinary purposes before or after the hours when the student is assigned to be in class **and may occur on one or more Saturdays**. ~~The building Principal or designee is authorized to establish guidelines or protocol for when detention shall be served (either before school or after school). Whether a student will serve detention, and the length of the detention, is within the discretion of the licensed employee disciplining the student or the building Principal.~~

**Students may be assigned classroom detention at the classroom teacher's discretion, and building detention at the Principal's discretion, if the student refuses to obey the teacher/employee's directives, becomes disruptive, fails to abide by printed classroom, school or District rules, or the Code of Conduct, or otherwise impedes the educational purpose of the class. Before ordering the detention, the staff member ordering the detention shall warn the student of the infraction and allow the student to respond.**

**Parents/guardians shall be notified at least 24 hours prior to a student serving detention unless otherwise agreed upon with the parent(s)/guardian(s).**

**Detentions before or after school shall not exceed one hour and Saturday detentions shall not exceed three hours. The building Principal is authorized to establish, announce and post additional guidelines and rules regarding detention, supervision, building access, etc.. The length and timing of the detention, is within the discretion of the licensed employee disciplining the student or the building Principal, pursuant to the posted rules of the school.**

**Detentions are not appealable.**

4. **“Temporary Reassignment” or “In-school suspension”** means the student will attend school but will be temporarily isolated from one or more classes while under supervision. An in-school suspension will not exceed ~~ten (10)~~ **five (5)** consecutive school days. **Parents/guardians shall be notified prior to the administration of a temporary reassignment.**

**The building Principal is authorized to issue reassignment, restrictions from activities, or place a student on probation for repeated failure to conform to the Code of Conduct, classroom rules, or for any conduct that causes material or substantial disruption to the school/class environment, interferes with the rights of others, presents a threat to the health and safety of students, employees, and visitors, is otherwise inappropriate, or is prohibited by law.**

5. **“Probation”** means a student is given a conditional suspension of a penalty for a definite period of time in addition to being reprimanded. The conditional suspension will mean the student must meet the conditions and terms for the suspension of the penalty. Failure of the student to meet these conditions and terms will result in reinstatement of the penalty. Notwithstanding the assignment of probation, no imposition of the

suspended consequence may be administered unless and until all of the provisions of this policy applicable to the suspended consequence (i.e., long-term suspension, expulsion, etc.) are satisfied.

6. **“Out-of-school suspension”** means the temporary denial of a student's attendance at school for a specific period of time. ~~for gross misconduct, for neglect, or refusal to conform to school rules or policies.~~ It includes short-term and long-term out of school suspensions.
- a. **“Short-term suspension”** ~~means a suspension of ten (10) school days or fewer. Ed 317.04(a)(1).~~ A **“short-term suspension”** means an out-of-school suspension of ten (10) consecutive school days or less. RSA 193:13, I (a).

The Superintendent or his/her written designee is authorized to suspend a student for ten (10) school days or less.

A short term suspension may be imposed only for:

- i. Behavior that is detrimental to the health, safety, or welfare of pupils or school personnel (including, but not limited to, and act of theft, destruction or violence, as defined in RSA 193-D:1); or
- ii. Repeated and willful disregard of the reasonable rules of the school that is not remediated through imposition of the district's graduated sanctions described in JIC and the Code of Conduct or its equivalency.

Pursuant to RSA 193:13, XI(b) and Board policy JIC, a short-suspension over 5 days must conform to the standards included in the Code of Conduct or its equivalency.

Before any short-term suspension may be imposed, a student is entitled to the minimum due process (notice before meeting of the charge and explanation of evidence, notice of the possibility of suspension, opportunity for the student to respond, and a written decision explaining the disciplinary taken). See New Hampshire Department of Education Rule Ed 317.04(f)(1).

- b. **“Long-term suspension”** ~~means the continuation of a short term suspension under RSA 193:13, I (b) (c), and also means a suspension in excess of ten (10) school days under Ed 317.04(a)(2).~~ A **“long-term suspension”** is the extension or continuation of a short-term suspension for a period not to exceed an additional 10 days beyond the duration of the short-term suspension.

The Superintendent is authorized to continue the suspension and issue a long-term suspension of a pupil for a period in excess of ten (10) school days, provided only that if the Superintendent issued the original short-term suspension, then the School Board may designate another person to continue the short-term suspension and issue the long-term suspension.

A long-term suspension may only be imposed for:

- i. an act that constitutes an act of theft, destruction or violence, as defined in RSA 193-D;
- ii. bullying pursuant to Board policy JICK when the pupil has not responded to targeted interventions and poses an ongoing threat to the safety or welfare of another student; or
- iii. possession of a firearm, BB gun, or paintball gun.

Prior to a long-term suspension, the student will be afforded a hearing on the matter. The informal hearing need not rise to the level and protocol of a formal hearing, but the process must comply with the requirements of Ed 317.04 (f)(2), and (f)(3)(g), including, without limitation, the requirements for advance notice and a written decision.

- c. **Appeal of long-term suspension.** Any long-term suspension issued other than by the School Board under this policy, is appealable to the School Board, provided the Superintendent or School Board chair receives the appeal in writing within ten (10) days after the issuance of the Superintendent's (or other person designated under B.6.b, above) hearing and written decision required under N.H. Dept. of Education Rule Ed. 317.04 (f)(2)c, and sub-paragraph B.6.b, above. The Board shall hold a hearing on the appeal, but will rely upon the record of the decision being appealed from.

Any suspension in excess of ten (10) school days shall remain in effect while this appeal is pending unless the School Board stays the suspension while the appeal is pending. Any request to stay a long-term suspension should be included in the original appeal.

- d. **Educational Assignments.** As required by RSA 193:13, V, educational assignments shall be made available to students during both short and long term suspensions.
- e. **Alternative Educational Services.** The school shall provide alternative educational services to a suspended pupil whenever the pupil is suspended in excess of 20 cumulative days within any school year. The alternative educational services shall be designed to enable the pupil to advance from grade to grade.
- f. **Re-entry Meetings and Intervention Plans.** Prior to returning to regular classes, a suspended student, and parent/guardian (when available) shall meet with the building Principal or his/her designee to assist the student in smoothly returning to the school setting.

Any time a pupil is suspended more than 10 school days in any school year, upon the pupil's return to school the school district shall develop an intervention plan designed to proactively address the pupil's problematic behaviors by reviewing the problem behavior, re-teaching expectations, and identifying any necessary supports.



- g. **Attendance Safe Harbor.** A student may not be penalized academically solely by virtue of missing class due to a suspension.
7. ~~“Restriction from school activities” means a student will attend school, classes, and practice but will not participate in school extra-curricular activities, including competitions.~~
8. ~~“Probation” means a student is given a conditional suspension of a penalty for a definite period of time in addition to being reprimanded. The conditional suspension will mean the student must meet the conditions and terms for the suspension of the penalty. Failure of the student to meet these conditions and terms will result in immediate reinstatement of the penalty.~~
7. **“Expulsion”** means the permanent complete denial of a pupil's attendance at school for any of the reasons listed in RSA 193:13, II and III. IV. An expulsion may be for either a stated duration or permanent.
- a. **Grounds for Expulsion.** Any pupil may only be expelled by the School Board, and only for the following grounds:
- i. A repetition of an act that warranted long term suspension under section B.6.b, above;
  - ii. Any act of physical or sexual assault that would be a felony if committed by an adult;
  - iii. Any act of violence pursuant to RSA 651:5, XIII;
  - iv. Criminal threatening pursuant to RSA 631:4, II(a); or
  - v. For bringing or possessing a firearm as defined in Section 921 U.S.C. Title 18 within a safe school zone as prohibited under RSA 193-D:1, or under the Gun Free School Zones Act, unless such pupil has written authorization from the Superintendent.

Before expelling a pupil, the Board shall consider each of the following factors:

- (1) The pupil's age.
- (2) The pupil's disciplinary history.
- (3) Whether the pupil is a student with a disability.
- (4) The seriousness of the violation or behavior committed by the pupil.
- (5) Whether the school district or chartered public school has implemented positive behavioral interventions under paragraph V.
- (6) Whether a lesser intervention would properly address the violation or behavior committed by the pupil.

- b. **Due Process to Be Afforded Prior to Expulsion.** Prior to any expulsion, the District will ensure that the due process standards set forth in Ed 317.04(f)(3) through 317.04 (m) are followed.
- c. **Duration of Expulsion.** An expulsion will run for the duration stated in the written decision or until the School Board or Superintendent restores the student's permission to attend school as provided in this policy. An expulsion relating to a firearm in a safe school zone per B.7.a.v, shall be for a period of not less than 12 months.
- d. **Educational Services.** The Superintendent is authorized, but not required, to arrange for educational services to be provided to any student residing in the District who has been expelled by the District or by any other school.

**B. ~~Standards for Removal from Classroom and Detention~~**

~~Students may be removed from the classroom at the classroom teacher's discretion if the student refuses to obey the teacher's directives, becomes disruptive, fails to abide by school rules or policies, or otherwise impedes the educational purpose of the class.~~

~~Likewise, classroom teachers may assign students to detention for similar conduct.~~

~~The building Principal or designee may assign students to detention under the same standard.~~

**C. ~~Standards for In-School Suspension, Restriction of Activities, and Probation~~**

~~The building Principal or designee is authorized to issue in-school suspensions, restrictions of activities, or place a student on probation for any failure to conform to school or School District policies or rules, or for any conduct that causes material or substantial disruption to the school environment, interferes with the rights of others, presents a threat to the health and safety of students, employees, and visitors, is otherwise inappropriate, or is prohibited by law.~~

~~Restriction of activities may also be issued pursuant to rules or policies pertaining to specific clubs or teams.~~

**D. ~~Process for Out-of-School Suspension~~**

~~The power of suspension is authorized for gross misconduct, for neglect, or refusal to conform to School District policies and rules as follows:~~

- ~~1. **Short-term Suspensions.** In each building, the Superintendent's authorized designee may suspend a student for ten (10) school days or fewer. The authorized designee shall consult with the Superintendent prior to issuing any suspension.~~

~~As required by RSA 193:13(a), educational assignments shall be made available to the suspended pupil during the period of suspension.~~

~~Due process standards for short-term suspensions (ten (10) days or less) will adhere to the requirements of Ed 317.04(f)(1).~~

- ~~2. **Long-term Suspensions.** The Superintendent is authorized to continue the suspension and issue a long-term suspension of a pupil for a period in excess of ten (10) school days, provided only that if the Superintendent issued the original short-term suspension, then the School Board may designate another~~

~~person to continue the short-term suspension and issue the long-term suspension.~~

~~Prior to a long-term suspension, the student will be afforded an informal hearing on the matter. The informal hearing need not rise to the level and protocol of a formal hearing before the School Board, but the process must comply with the requirements of Ed 317.04 (f)(2) and Ed 317.04 (f)(3)(g), including, without limitation, the requirements for advance notice and a written decision.~~

~~Any suspension in excess of ten (10) school days, as described in Paragraph 2 of this Section, is appealable to the School Board, provided the Superintendent receives the appeal in writing within ten (10) days after the issuance of the Superintendent's decision described in Paragraph 2. Any suspension in excess of ten (10) school days shall remain in effect while this appeal is pending.~~

#### **E. Process for Expulsion**

1. ~~Any pupil may be expelled by the School Board for (a) an act of theft, destruction, or violence as defined in RSA Chapter 193-D, (b) for possession of a pellet paint ball gun or BB gun or rifle as provided by RSA 193:13, II, or (c) for gross misconduct, or for neglect or refusal to conform to the reasonable rules of the school. An expulsion under this paragraph will run until the School Board restores the student's permission to attend school. A student seeking restoration of permission to attend school shall file a written request with the Superintendent which details the basis for the request. The Board will determine whether and in what manner it will consider any such request. Additionally, any pupil may be expelled by the School Board for bringing or possessing a firearm as defined in Section 921 U.S.C. Title 18 in a safe school zone, as defined in RSA 193-D:1, unless such pupil has written authorization from the Superintendent. Any expulsion under this provision shall be for a period of not less than twelve (12) months.~~
2. ~~Prior to any expulsion, the District will ensure that the due process standards set forth in Ed 317.04(f)(3) are followed.~~
3. ~~Any decision by the Board to expel a student may be appealed to the State Board of Education. The Superintendent of Schools is authorized to modify the expulsion or suspension requirements of Sections E.1 and E.2 above on a case-by-case basis.~~

#### **C. Modification or Reinstatement After Suspension or Expulsion.**

**Expelled or suspended students may request a modification of, or reinstatement from, an expulsion or suspension as provided below. Except for students establishing residency from out-of-state, requests for modification or reinstatement from expulsion/suspension shall be submitted in writing to the Superintendent no later than August 15. The request should set forth the reasons for the request, and include additional information to establish that it is in the best interest of the student and school community to reinstate the student. Such additional information may include such things as work history, letters of reference, medical information, etc. All reinstatements shall include an Intervention Plan as described in paragraph**

**B.6.f, above, including such conditions as the reinstating authority (Superintendent or Board) deem appropriate.**

1. **Modification by Superintendent.** Subject to all other applicable laws, regulations and Board policies, and paragraph C.3, below (relating to firearms), the Superintendent is authorized to reinstate any student who has been suspended or expelled from a school in this District, and or enroll a student suspended or expelled from another school or district, on a case-by-case basis.
2. **Review and reinstatement by Board.** A student may request the School Board (of the district of attendance) to review an expulsion decision prior to the start of each school year by filing a written request with the Superintendent detailing the basis of the request. The Board will determine whether and in what manner it will consider any such request after consultation with the Superintendent.
3. **Modification of Expulsion for Firearms.** A student who has been expelled from this District or any other public or private school for bringing or possessing a firearm in a safe school zone as prohibited under RSA 193-D1, or under the Gun Free Schools Act, may only be reinstated or enrolled if the Superintendent first determines: possession of the firearm was inadvertent and unknowing; the firearm was for sporting purposes and the student did not intend to display the firearm to any other person while within the safe schools zone; the student is/was in the fifth or lower grade when the incident occurred; or the Superintendent determines that the firearm was not loaded; and that no ammunition was reasonably available; and that the pupil had no intention to display the firearm to other students.

Additionally, the School Board may enroll a student expelled from a school outside of New Hampshire for a violation of the Gun Free Schools Act upon the student establishing residency.

- D. **Appeals to State Board of Education.** Any decision by the Board (i) to expel a student, (ii) not to reinstate a student upon request, or (iii) enroll a student from another state who had been expelled for a violation of the Gun Free Schools Act, may be appealed to the State Board of Education at any time that the expulsion remains in effect, subject to the rules of the State Board of Education.
- E. **Sub-committee of Board.** For purposes of sections ~~D and E~~ B.6 and B.7 of this policy, "Board" or "School Board" may either be a quorum of the full Board, or a subcommittee of the Board duly authorized by the School Board.
- F. **Superintendent and Principal Designees.** Except where otherwise stated in this policy, the Superintendent may delegate any authority s/he has under this policy, and a principal may delegate any authority s/he has under this policy, to other appropriate personnel
- G. **Disciplinary Removal of Students with Disabilities.** If a student is disabled under the Individuals with Disabilities Act (IDEA), the New Hampshire RSA 186-C, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, or any other law providing special rights to disabled students, those laws shall govern and shall supersede these local policies to the extent these local policies are inconsistent with those laws. Accordingly, any suspension or expulsion of a child with a disability as defined in Ed

1102.01(t) shall be in accordance with Ed 1124.01.

- H. Notice and Dissemination.** This policy shall be made available to families, students and staff as provided in Board policy JIC. ~~This policy and school rules which inform the student body of the content of RSA 193:13 shall be printed in the student handbook and made available on the District's website to students, parents, and guardians. The Principal or designated building administrator shall also inform the student body concerning this policy and school rules which address the content of RSA 193:13 through appropriate means, which may include posting and announcements. See: Ed. 317.04(d).~~
- I. Conflict in Law or State Regulation.** If any provision of this policy shall conflict with State or Federal law, or regulation of the New Hampshire Department of Education, then such law or regulation shall apply, and the remainder of the policy shall be read and interpreted to be consistent with the law or regulation. School administrators and families are strongly encouraged to review the links for pertinent statutes and laws as referenced in this policy.

**Legal Reference:**

*18 U.S.C. § 921, Et seq., Firearms*  
*20 U.S.C. § 7151, Gun-Free Schools Act*  
*RSA 189:15, Regulations*  
*RSA 193:13, Suspension & Expulsion of Pupils*  
*RSA Chapter 193-D, Safe Schools Zones*  
*RSA 631:4, Criminal Threatening*  
*RSA 651:5, XIII "Act of Violence"*  
*NH Code of Administrative Rules, Section Ed 306.04(a)(3), Discipline*  
*NH Code of Administrative Rules, Section Ed 306.04(f), Student Discipline Policy*  
*NH Code of Administrative Rules, Section Ed. 306.04(g), Suspension & Expulsion*  
*NH Code of Administrative Rules, Section Ed 317.04, Suspension and Expulsion of Pupils Assuring Due Process Disciplinary Procedures*  
*In re Keelin B., 162 N.H. 38, 27 A.3d 689 (2011)*

**Appendix: JICD-R**

**Policy Adoption & Revision History:**

Replaces JICD Student Conduct, Discipline and Due Process approved on 2/13/07

First Reading: 1/13/09

Board Approval: 2/10/09

Board Approval of Revision: 01/09/18

Board Approval of Revision: 11/14/18

Board Approval of Revision:

**SAFETY PROGRAM & JOINT LOSS MANAGEMENT COMMITTEE****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.

~~The Superintendent will cause the formation of the Joint Loss Management Committee as required by RSA 281-A:64 III 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, driver education, fire prevention, emergency procedures and others, 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 recordkeeping; plant inspection; driver and vehicle safety programs; fire prevention; catastrophe planning; and emergency procedures and traffic safety problems relevant to students and employees. The principal shall be responsible for developing student safety procedures to be used on school buses, 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. The building's safety plan shall be on file in each district building and in the SAU office.~~

***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*

**Policy Adoption and Revision History:**

First Reading: 03/28/06

Final Board Approval: 04/25/06

Board Review and Approval of Revision: 12/09/08

Board Review: 4/14/09

Approval of Revision: 5/13/09

Board Approval of Revision:

**SCHOOL SAFETY**

The Board recognizes that effective learning and teaching takes place in a safe, secure and welcoming environment and that safe schools contribute to improved attendance, increased student achievement and community support. The practice of safety shall be considered a facet of the instructional programming of the District schools by incorporating concepts of safety appropriately geared to students at different grade levels.

The Superintendent shall be responsible for developing and maintaining a comprehensive safety plan for the District, taking into account applicable laws, regulations, Board policies, and best practices. The general safety plan will include the District-wide Crisis Prevention and Response Plan, and site-specific Emergency Response Plan for each school required under Board policy EBCA. General areas of emphasis shall include, but not be limited to: in-service training; accident recordkeeping; plant inspection; driver and vehicle safety programs; fire prevention; catastrophe planning; and emergency procedures and traffic safety problems relevant to students and employees.

Each Principal shall be responsible for the supervision and implementation of safety programs in his/her school, inclusive of school busses, school grounds (including playgrounds), during authorized school activities (such as field trips), 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.

The Board directs the Superintendent to develop a safe schools plan consistent with applicable law and school board policies. While the plan need not be a single consolidated document, it should include:

1. Procedures that address the supervision and security of school buildings and grounds.
2. Procedures that address the safety and supervision of students during school hours and school-sponsored activities.
3. Procedures that address persons visiting school buildings and attending school-sponsored activities.
4. Training programs for staff and students in crisis prevention and management.
5. Training programs for staff and students in emergency response procedures that include practice fire and all hazard drills as required by law.
6. Training programs for staff and students in how to recognize and respond to behavior or other information that may indicate impending violence or other safety problems.
7. Procedures and training to implement employee and work-place safety per Board policy EB.



8. Training and support for students that aims to relieve the fear, embarrassment and peer pressure associated with reporting behavior that may indicate impending violence or other safety problems.
9. Procedures for safe, confidential reporting of security and safety concerns at each school building.
10. Procedures for regular assessments by school security/safety professionals and law enforcement officers to evaluate the security needs of each school building and to provide recommendations for improvements if necessary.
11. Procedures for periodic assessments by school climate professionals to determine whether students feel safe and to provide recommendations for improvements in school climate at each district building.
12. Procedures for managing the behavior of children, including, proper training and protocols relative to restraint and seclusions consistent with RSA 126-U and Board policy JKAA.
13. Procedures to provide for regular communications between district officials, law enforcement officers, fire department officials, city and county officials and local medical personnel to discuss crisis prevention and management strategies, including involvement by these parties in the development and revision of the District Crisis Prevention and Response Plan, and site-specific Emergency Response Plans.
14. Training programs for staff and students in safety precautions and procedures related to fire prevention, natural disaster response, accident prevention, public health, traffic, bicycle and pedestrian safety, environmental hazards, civil defense, classroom and occupational safety, and special hazards associated with athletics and other extracurricular activities.

District and building level procedures to assure timely safe schools reporting to law enforcement the N.H. Department. of Education and the School Board as required under RSA 193-D:4

**Legal References:**

*RSA 193-D, Safe School Zones*

*RSA 193-F, Pupil Safety and Violence Prevention*

*RSA 281-A:64, Safety Provisions*

*N.H. Dept. of Education Administrative Rule – Ed. 306.04(a)(2), and 306.04(d), Promoting School Safety*

**Policy Adoption & Revision History:**

First Reading:

Board Approval:

ADMINISTERING MEDICATIONS TO STUDENTS**A. General Provisions for Administration of Medication.**

Medication whether prescription or over-the-counter (“OTC”), shall only be administered to or taken by students during the school day in accordance with this policy, and the corresponding administrative procedures record-keeping found in JLCD-R.

This policy shall extend to any school-sponsored activity, event, or program.

Medication is to be administered by the school nurse, as defined in RSA 200:29 (“the school nurse”). The school nurse may delegate the administration of medication to others only as permitted under the New Hampshire Nurse Practice Act, and N.H. Code of Administrative Regulations Nur 404. If no such person is available, the building principal or the principal’s designee is permitted to assist students in taking required medications by making such medications available to the student as needed;

- i. observing the student as he/she takes or does not take his/her medication; and
- ii. recording whether the student did or did not take his/her medication.

Whenever possible, medications, should not be taken during the school day. Upon receiving a request from the parent, guardian, or physician relative to a particular student's need for medication during school hours, the school nurse may contact the parent, or guardian to discuss whether the student should remain at home, or whether the medication should be taken before, during, and/or after school. The nurse may also inquire about any other medical conditions requiring medications and any special side effects, contraindications, and adverse reactions to be observed.

1. Prescription Medication will be only be administered in school only after receiving and filing in the student's health record the following:
  - a. A written statement from the licensed prescriber conforming to the requirements of N.H. Department of Education Rule 311.02 (i)(1) (included in District procedures JLCD-R).
  - b. A written authorization from the parent/guardian as provided in N.H. Department of Education Rule 311.02 (i)(2) & (3) (included in District procedures JLCD-R).
2. Over-the-Counter Medication may be administered to a student with previous written authorization from the parent/guardian. The school nurse may, however, require a licensed prescriber’s order, or further information/direction from a licensed health care provider (i.e., physician, advanced registered nurse practitioner, licensed physician’s assistant or

dentist), before administering an OTC medication to a student. The authorization shall contain the same information, with the same access, as is required relative to prescription medications.

To the extent consistent with New Hampshire's Nurse Practices Act, RSA 326-B, the school nurse may at his/her discretion accept verbal instructions from a licensed health care provider relative to administration of a prescription medication, and verbal instructions from a parent/guardian with respect to an OTC medication. In both instances, the verbal instructions shall be followed by written statements as provided above.

**B. Emergency Administration of Medication.**

The school nurse or other properly designated personnel may administer other medications to students in emergency situations provided such personnel has all training as is required by law, and is consistent with the provisions of Board policy JLCE.

**C. Field Trips and School Sponsored Activities**

A single dose of medication may be transferred by the school nurse from the original container to a newly labeled container for the purposes of field trips or school sponsored activities. For trips or activities necessitating more than one dose, special arrangements for administering medication must be approved by the school nurse or, in the school nurse's absence, the Principal.

**D. Other Uses/Administration Prohibited.**

No person shall share or otherwise administer any prescription or over-the-counter medication with any student except as provided in this policy. Notice of this prohibition will be provided in student handbooks. Students acting in violation of this prohibition will be subject to discipline consistent with applicable Board policies.

**E. Delivery, Storage and Disposal of Medication.**

Medications provided by the student's parent/guardian may only be delivered to the school nurse or principal/principal's designee. All such medication should be delivered in its original container. The school nurse is directed to keep such medications in a locked cabinet or refrigerator. No more than a 30-day supply will be kept and maintained by the school. The school nurse will contact the parent/guardian regarding any unused medication. Such medication shall be picked up by parent/guardian within ten days after its use is discontinued. If the parent/guardian does not pick up the medication within ten days, the school nurse may dispose of the unused medication and record as such in the student's health record file.

The school nurse may maintain a supply of asthma related rescue medication and the emergency medication epinephrine.

**F. Administration and Self-Administration of Epinephrine Auto-Injectors and Inhalers.**

Students may possess and self-administer an epinephrine auto-injector and/or inhaler if the student suffers from potentially life-threatening allergies. Both the student's parent/guardian and physician must authorize such self-possession and self-administration. If a student finds it necessary to use his/her auto-injector, s/he shall immediately report to nearest supervising adult. The school nurse or building principal may maintain at least one epinephrine auto-injector, provided by the student, in the nurse's office or other suitable location. Additionally, students may possess and self-administer a metered dose inhaler or a dry powder inhaler to alleviate or prevent asthmatic symptoms, auto-injectors for severe allergic reactions, and other injectable medications necessary to treat life-threatening allergies. Both the student's parent/guardian and physician must authorize such self-possession and self-administration. Such authorization must include the same information required under A.1 of this policy.

Other emergency medications, such as insulin, may be carried and self-administered by the student only with prior approval by the school nurse and written statements from a licensed health care provider and a parent/guardian and in the same manner as described in A.1 of this Policy, and subject to other conditions as the school nurse may require.

**G. Medication Records.**

The school nurse is responsible for keeping accurate records regarding the administration of medication to students. Such records shall be retained as required under Board policy EHB, Data/Records Retention.

**H. Implementation: Procedures and Protocols.**

The Superintendent, in consultation with the school nurse(s), shall be responsible for establishing specific procedures necessary and appropriate to control (e.g., delivery, storage, authorization, record-keeping, reporting, etc.) medications in the schools. Such procedures shall be in writing, and coded as JLCD-R. The procedures should be reviewed no less than every two years.

Additionally, and pursuant to N.H. Administrative Rule Ed. 311.02(k), each school nurse shall also develop and implement building specific protocols regarding receipt and safe storage of prescription medications.

~~The Superintendent shall be responsible for establishing specific procedures to protect and control medications administered in schools. Such procedures are found in Appendix JLCD-R.~~

~~In a case where medication must be taken during school hours, medication is to be administered by the School Nurse. In the School Nurse's absence, the building principal or designee is permitted to assist students in taking medication by:~~

- ~~1. Making such medications available to the student as needed; and~~

~~2. Observing the student as s/he takes his/her medication.~~

~~A pupil may possess and self-administer an epinephrine auto-injector if s/he suffers from potentially life-threatening allergies. Both the pupil's parent/legal guardian and physician must authorize such self-possession and administration. If a pupil finds it necessary to use his/her auto-injector, that pupil shall immediately report to the School Nurse or Principal for appropriate follow-up care. The school nurse or building principal shall maintain for a pupil's use at least one epinephrine auto-injector, provided by the pupil, in the nurse's office or other suitable location.~~

~~A pupil may possess and self-administer a metered dose inhaler or a dry powder inhaler to alleviate or prevent asthmatic symptoms, auto-injectors for severe allergic reactions, and other injectable medications necessary to treat life-threatening allergies. Both the pupil's parent/legal guardian and physician must authorize such self-possession and administration.~~

~~Parents/legal guardians will be required to provide written proof of the pupil's diagnosis, and verification that the student has the knowledge and skill to safely self-administer the pupil's medication.~~

~~The school will obtain written information from the pupil's physician as described in Appendix JLCD-R.~~

~~Students shall not share any prescription or over-the-counter medication with another student. Notice of this prohibition will be provided in student handbooks. Students acting in violation of this prohibition will be subject to discipline consistent with applicable Board policies.~~

~~This policy shall extend to any school-sponsored activity, event, or program.~~

~~A plan for recording medication administered to students will be established. Student health records will be kept and will conform to Policy GBJ – Health Insurance Portability and Accountability Act (HIPAA).~~

**Legal References:**

*RSA 200:40-b, Glucagon Injections*

*RSA 200:42, Possession and Use of Epinephrine Auto-Injectors Permitted*

*RSA 200:43, Use of Epinephrine Auto-Injector*

*RSA 200:44, Availability of Epinephrine Auto-Injector*

*RSA 200:44-a, Anaphylaxis Training Required*

*RSA 200:45, Pupil Use of Epinephrine Auto-Injectors - Immunity*

*RSA 200:46, Possession and Self-Administration of Asthma Inhalers Permitted*

*RSA 200:47, Use of Asthma Medications by Pupils - Immunity*

*RSA 200:54, Supply of Bronchodilators, Spacers or Nebulizers*

*RSA 200:55, Administration of Bronchodilator, Space or Nebulizer*

*N.H. Code of Administrative Rules - Section Ed. 306.12(b)(2), Special Physical Health Needs of Students*

*N.H. Code of Administrative Rules – Section Ed. 311.02(d); Medication During School Day*

*N.H. Code of Administrative Rules, Nur 404; Ongoing Requirements*

**Appendix JLCD-R**

**Policy Adoption & Revision History:**

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