

Posted: 12/04/2020

At: All Hudson schools, SAU building, district website



HUDSON SCHOOL DISTRICT

Hudson, New Hampshire

December 7, 2020

Hills Memorial Library – 18 Library Street

6:30 pm Regular Meeting
followed by Non-public Session

AGENDA (updated)

- A. **Call to Order:** Board Chair Dr. Orellana will call the meeting to order.
 - Pledge of Allegiance
- B. **Public Input**
- C. **Presentation to the Board**
 - 1. Rodgers Memorial Library Resources (Tanya Moesel, School Outreach/Liaison Librarian)
- D. **Old Business**
 - 1. [First Student Transportation Contract Extension](#) (JB)
 - 2. Holiday Schedule (continued - LR)
 - 3. Policies (2nd readings - KO)

| | |
|--|------------------------------------|
| a) JIHB Searches of Student Automobiles on School Property | new, NHSBA sample w/tracked change |
| b) JIHC Use of Metal Detectors | new, NHSBA sample verbatim |
| c) JIHD Student Interviews and Interrogations | new, NHSBA sample verbatim |
| d) JIJ Student Protests, Demonstration, and Strikes | new, NHSBA sample verbatim |
| e) JJA Student Activities & Organizations | new, NHSBA sample w/tracked change |
| f) JJE Student Fundraising | reviewed, no changes |

- E. **New Business**
 - 1. School District Clerk Opening (LR)
 - 2. [Budget Transfer SB #21-04](#) (JB)
 - 3. [Sample Warrant Articles](#) (JB)
 - 4. [Extracurricular Nominations](#) (LR)

Posted: 12/04/2020

At: All Hudson schools, SAU building, district website

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|--|---|
| b) JJIC Eligibility for School Athletics | new, NHSBA sample w/tracked changes |
| c) JJIF Guidelines for Proper Sportsmanship | new, NHSBA sample verbatim |
| d) JJJ Access to Public School Programs by Non-public, Charter, and Home-educated Students | reviewed, no changes |
| e) JKA Corporal Punishment | replacing outdated policy w/NHSBA verbatim |
| f) JAAA Use of Restraints and Seclusion | replacing outdated policy w/NHSBA w/tracked changes |
| g) JLC Student Health Services | new, NHSBA sample verbatim |
| h) JLCA Physical Examination of Students | new, NHSBA sample verbatim |
| i) JLCB Immunization Requirements | Revision |
| j) JLCC Head Lice/Pediculosis | replacing outdated policy w/NHSBA verbatim |

F. Recommended Action

1. Manifests – Recommended action: Make necessary corrections and sign.

G. Reports to the Board

1. Superintendent Report
2. Assistant Superintendent Report
3. Director of Special Services Report
4. Business Administrator Report

H. Legislative Updates (LR)

I. Board Member Comments

J. Upcoming Meetings

| | Meeting | Date | Time | Location | Purpose |
|----|--------------|------------|---------|------------------------|-----------------|
| K. | School Board | 12.21.2020 | 6:30 pm | Hills Memorial Library | Regular Meeting |
| | School Board | 01.04.2021 | 6:30 pm | Hills Memorial Library | Regular Meeting |

Non-Public Session

1. Student Matter

RSA 91-A:3 II provides certain conditions under which the School Board MAY enter into non-public session. These conditions are:

Posted: 12/04/2020

At: All Hudson schools, SAU building, district website

- (a) *The dismissal, promotion or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him, unless the employee (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 body or agency itself, unless such person requests an open meeting.*
- (d) *Consideration of the acquisition, sale or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community.*
- (e) *Consideration or negotiation of pending claims or litigation which has been threatened in writing or filed against the body or agency or any subdivision thereof, or against any member thereof because of his membership in such body or agency, until the claim or litigation has been fully adjudicated or otherwise settled.*
- (i) *Consideration of matters relating to the preparation for and the carrying out of emergency functions, including training to carry out such functions, developed by local or state safety officials that are directly intended to thwart a deliberate act that is intended to result in widespread or severe damage to property or widespread injury or loss of life.*

L. Adjourn

HUDSON SCHOOL DISTRICT

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Jennifer Burk
Business Administrator
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MEMO

TO: Hudson School Board

FROM: Jennifer Burk

RE: Transportation Contract Extension

DATE: November 30, 2020

This is a follow up to the presentation at the Board meeting on November 16, 2020 with regards to the contract extension proposal from First Student for regular education transportation.

As a reminder, First Student's response to a 2-year contract extension proposal was a 14.5% increase in year 1 and a 3% increase in year 2, primarily due to increased staffing costs and the maintenance on aging buses. They also offered a possible 5-year contract extension, which is the maximum allowed in the current contract, with an increase of 10.25-11.75% in year 1, and 3% each in years 2-5. The range in the first year would be based on whether Hudson continued to require 83-passenger buses for home-to-school services or went with a smaller capacity bus such as a 77-passenger, and would provide for a brand new fleet of buses with updated technology to start in year 3. The increase in the 2nd year of the current agreement was around 10%, and has been 4% in each subsequent year.

First Student provided a sample of ridership data from the fall of 2019. Most of the buses transport between 20-50 students, with an average ridership of around 36 passengers per bus. We do have 3 buses transporting between 60-70 students, covering some of the more densely populated neighborhoods.

First Student has updated the proposal for a 5-year contract extension to include 3 83-passenger buses, with the balance of 24 buses being 77-passenger. This proposal has an all new fleet of buses in the 3rd year of the contract. The first year of the contract would be a 10.65% increase, with the remaining 4 years being a 3% increase in each of those years.

My recommendation to the School Board is to consider granting a 5-year contract extension to First Student with the updated recommendation on the new fleet of buses in the 3rd year (the mix of 77- and 83-passenger buses), with the 10.65% increase in year 1 and 3% in each of the subsequent 4 years of this extension.

HUDSON SCHOOL DISTRICT

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| POLICY CODE: JIHB Searches of Student Automobiles on School Property | FIRST ADOPTION: |
| RELATED POLICIES: | LATEST REVISION: Page 1 of 1 |

Category R

Students recognize that parking their automobiles on school property is a privilege and not a right. As part of this privilege, the district may search students' automobiles while parked on school property if the district has reasonable suspicion that a violation of school rules or policy has occurred. Students consent to having their automobiles searched by parking in school parking lots.

In the event the an employee of the school district has reason to believe that alcohol, drugs, drug paraphernalia, or weapons are present in a student's automobile, that employee will inform the building principal, who will then conduct a search of the automobile. The principal shall fill out a vehicle search form, which will be maintained by the district.

Legal Reference:

NH Constitution, Pt.1, Art.19

HUDSON SCHOOL DISTRICT

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| POLICY CODE: JIHC Use of Metal Detectors | FIRST ADOPTION: |
| RELATED POLICIES: | LATEST REVISION: Page 1 of 1 |

Category R

The Board hereby authorizes the use of metal detectors on school grounds. Metal detectors may be used when the Superintendent has reasonable suspicion to believe that students may be possessing weapons on school grounds, when there has been a history of weapons being found on school grounds, or when violence involving weapons has or is likely to occur on school grounds.

Stationary metal detectors or mobile metal detectors may be used, in accordance with procedures approved by the Board. Any search of a student's person as a result of the activation of the metal detector will be conducted in accordance with the Board's policy on personal searches.

Students who are caught with weapons on school grounds will be subject to discipline in accordance with applicable Board policies. Students may also face criminal penalties for bringing weapons on to school grounds.

HUDSON SCHOOL DISTRICT

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|--|-------------------------|
| POLICY CODE: JIHD Student Interviews and Interrogations | FIRST ADOPTION: |
| RELATED POLICIES: JLF | LATEST REVISION: |
| | Page 1 of 1 |

Category: Optional

Related Policies: JLF

A. Interviews of Student Witnesses or Victims by School Administrators.

When a violation of Board policy or school rules occurs, the school Principal or designee may question potential student victims and witnesses without prior consent of the parent, guardian, or legal custodian. If a school official is investigating a report of child abuse regarding the student and the suspected perpetrator is a member of the student's family, no contact with the student's family will be made.

B. Interrogations of Student Suspects by School Administrators.

In situations where a student is suspected of violating Board policies or school rules, the Principal or designee may interrogate the suspected student if the school official has reasonable grounds to suspect that such a violation has occurred. The nature and extent of the questioning must be reasonably related to the objectives of the questioning. If the student denies any involvement or culpability, the student will have the opportunity to present his or her side of the story, orally or in writing to the proper school administrator.

C. Interviews of Students by Law Enforcement or DCYF Caseworkers in Certain Cases.

Under RSA 169-C:38, law enforcement personnel and trained caseworkers of the New Hampshire Division of Human Services, Division of Children, Youth and Families (DCYF) shall have the right and authority to enter any school for the purpose of conducting an interview with a child, with or without the consent or notification of the parent or parents of such child, if there is reason to believe that the child has been:

- (a) Sexually molested.
- (b) Sexually exploited.
- (c) Intentionally physically injured so as to cause serious bodily injury.
- (d) Physically injured by other than accidental means so as to cause serious bodily injury.
- (e) A victim of a crime.
- (f) Abandoned.
- (g) Neglected.

For any interview conducted pursuant to this paragraph C, school officials shall provide a private space within the school suitable for a recorded interview. (The recordings are made and retained by law enforcement/DCYF, not the school).

D. Other Interviews and Interrogations by Law Enforcement Officers.

In other instances, law enforcement officers may wish to interview students regarding their knowledge of suspected criminal activity and may wish to interrogate students who are themselves suspected of engaging in criminal activity. Except when law enforcement officers have a warrant or other court order, or when an emergency or other exigent circumstances exist, such interviews and interrogations are discouraged during the students' class time. The Principal and principal's designee have the right and the obligation to take reasonable steps to prevent disruption of school operations and the educational process, while at the same time cooperating with law enforcement efforts. Accordingly, the Principal or designee shall work together with law enforcement officers to coordinate efforts and minimize or prevent such disruption in cases of student interviews and interrogations. In the event of disagreement, the Principal or designee shall immediately contact the Superintendent or district legal counsel for assistance.

Legal References:

RSA 169-C:29-39, Child Protection Act, Reporting Law

HUDSON SCHOOL DISTRICT

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|---|--|
| POLICY CODE: JIJ Student Protests, Demonstrations, and Strikes | FIRST ADOPTION: |
| RELATED POLICIES: JIA, JIC, JICD | LATEST REVISION: Page 1 of 1 |

Category O

See also JIA, JIC, JICD

The Board recognizes the rights of students to dissent peacefully so long as the day-to-day educational focus is not disrupted or hampered.

When student protests, demonstrations or strikes include violations of the rights of other students to an education, or when such protests, demonstrations, or strikes involve force, threat of force, or actual violation of the law, those students responsible will be temporarily suspended from school pending further investigation. Students may face more severe discipline consistent with and in accordance with Board policy.

It will be the duty of teachers and administrators to see that order is maintained and that the right of the majority to pursue their education is not abridged by those who would disrupt that aim.

The Superintendent is directed to develop specific procedures for handling student protests, demonstrations and strikes. At all times, the safety of the students shall be the main priority during times of student protests, demonstrations or strikes.

HUDSON SCHOOL DISTRICT

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| POLICY CODE: JJA Student Activities & Organizations | FIRST ADOPTION: |
| RELATED POLICIES: IHBG, JJIB | LATEST REVISION: Page 1 of 1 |

Category O

It is the policy of the Board to allow opportunities for all students to participate in co-curricular activities designed to meet their needs and interests.

Such activities must supplement and enrich regular academic instruction, provide opportunities for social development, encourage participation in clubs, athletics, performing groups, or encourage service to the school and community.

Any student organization must be recommended by the Principal and approved by the Board.

Eligibility

To participate in co-curricular and extra-curricular activities, all students must meet eligibility requirements, and understand that such participation is a privilege, not a right. The superintendent is directed to establish eligibility standards and procedures for acceptable academic performance, good citizenship/sportsmanship, parental permission, fees, and physical exams/health requirements. The eligibility standards and procedures will be published in the student/parent handbooks.

In addition, students who choose to participate in interscholastic sports will be governed by Policy JJIB, Interscholastic Athletics, and by the eligibility standards of the New Hampshire Interscholastic Athletic Association (NHIAA).

Participation

The district allows students enrolled in other schools - including charter schools, non-public schools, and home schools - to participate on an equal basis in any activity offered by the district that is not offered at a student's school of attendance, provided they meet the eligibility requirements for participation. This applies to:

1. Students who are residents of this school district but who are being educated in a home school may participate provided they comply with all laws governing non-public home-based education.
2. Students who are residents of the district by who are being educated in an independent or parochial school if the school in which the student is enrolled does not sponsor the activity.

The superintendent is directed to establish procedures for application and appeal to implement this participation allowance.

Participation Fees

Non-enrolled students participating in district co-curricular and extra-curricular activities are subject to the same fees charged enrolled students for the activity.

Legal Reference:

NH Code of Administrative Rules, Section Ed. 306.26(d), Kindergarten-Grade 8 Curriculum

NH Code of Administrative Rules, Section Ed. 306.27(b)(5), High School Cocurricular Program

NH Code of Administrative Rules, Section Ed. 306.27(v), Reasonable accommodations for students with disabilities

See also:

http://66.223.48.174/PDFs/803/Sportsmanship_Brochure.pdf

http://66.223.48.174/PDFs/800/Brochure_-_Protecting_Your_High_School_Eligibility_.pdf

http://66.223.48.174/PDFs/809/Guidelines_for_Student_Athletic_Standing.pdf

HUDSON SCHOOL DISTRICT

**POLICY NUMBER: JJE Student
Fundraising Activities**

Page 1 of 2

ADOPTED: 9/11/2017

First Reading: 9/11/2017
Second Reading: waived

STUDENT FUNDRAISING

The Hudson School District believes in providing opportunities for students to participate through co-curricular activities in fundraising projects which contribute to their educational growth and which do not conflict with the instructional program. Since the Hudson School District mandates careful accounting of the receipt and expenditure of such funds, all fiscal operations of student groups must be in compliance with the following guidelines. All such related activities must be:

1. Conducted by a district-approved student group for the purpose of contributing to educational objectives;
2. Appropriate to the age or grade level;
3. Activities in which schools may appropriately engage;
4. Conducted under the supervision of teachers, advisors or administrators;
5. Conducted in such a manner and at such times as not to encroach upon instructional time or interfere with regularly scheduled school classes and activities;
6. Scheduled so as not to be unduly demanding on secretarial, teacher and principal time or work;
7. Evaluated annually by teachers, advisors, administrators and students;
8. Limited in number so as not to become a burden or nuisance to the community;
9. If a fundraising event is run by a 501c organization, any solicitation cannot reference the Hudson School District or related building entities as an organizer of the event; must be solicited as the 501c organization;
10. Sensitive to direct competition with fundraising efforts sponsored by recognized groups and organizations within the community.
11. All advisors must sign, acknowledge and adhere to the "Responsibilities of Faculty Advisors/Sponsor of Student Group" form before any SAF is created. The application of the above criteria for student sales and activities is supervised by the building principal and are overseen by the Business Administrator's office in accordance with audit requirements. Faculty advisor responsibilities are as follows but not limited to:
 - a. All fundraising activities will be approved in advance by the building principal.

HUDSON SCHOOL DISTRICT

**POLICY NUMBER: JJE Student
Fundraising Activities**

ADOPTED: 9/11/2017

Page 2 of 2

First Reading: 9/11/2017

Second Reading: waived

- b. Student activity money will be turned into the office daily in the same form as which it was received.
- c. At the completion of all funds raised, a reconciliation report will be completed and submitted to the principal for approval.
- d. All purchases will be made by check and approved in advance by the building principal using a check request form.
- e. Advisors must maintain a positive balance in the account at all times and will be held accountable for any discrepancies. Advisors could face possible termination by the district for any miss managed account.

Jason C. Tesini
Interim Principal

Jodi C. Hallas
Associate Principal

Sarah T. Gilliam
Assistant Principal

Steven J. Beals
Principal on
Special Assignment

ALVIRNE HIGH SCHOOL

Home of the Broncos

200 Derry Road

Hudson, NH 03051

Phone: (603) 886-1260 Fax: (603) 816-3513

William R. Huguen
District Director
of School Counseling

Karen E. Bonney
Director of Athletics

Susan E. Bureau
Dean of Academics

Sherri L. Lavoie
Assistant Principal for
Special Services

Memo

To: Hudson School District School Board

From: Steve Beals

Date: October 28, 2020

Re: Budget Transfer Request SB # 21-04

As anticipated, in opening the new restaurant and through moving the old, we created a strong inventory of our equipment. Based on this survey, we decided that purchasing some new pans and equipment would allow for better teaching and learning and prevent some possible safety issues with dated materials. That is the reason for the attached budget transfer.

| | | |
|--|-----------------------|-------------------------------|
| School Board Reading <u>12/07/2020</u> (Date) | Under \$5,000 # _____ | Over \$5,000 SB# <u>21-04</u> |
|--|-----------------------|-------------------------------|

**HUDSON SCHOOL DISTRICT
BUDGET TRANSFER FORM**

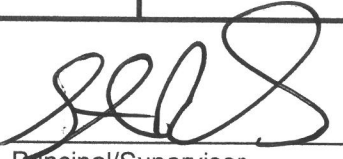
This form should be used any time that you are making a request for purchase that will cause a budget line to be over expended. For such a purchase to be approved, you must show the purpose of purchase, the amount you expect to spend, and in what other sections of your budget you propose to find the funds to pay for the purchase. No purchase that requires a budget transfer will be made without approval from the Business Office.

School: AHS CTE Date: 10/23/2020
Purpose: Purchase commercial grade equipment for the Culinary Arts Program

| Org/Object | Description | Current Available | Amount Reduced | New Balance |
|----------------------|----------------------------|-------------------|----------------|-------------|
| 13531139 430 | Culinary Arts Repair/Maint | 3,737.00 | 2500.00 | 1237.00 |
| 13531139 610 | Culinary Arts Supplies | 8,382.01 | 7066.00 | 1316.01 |
| | | | | 0.00 |
| | | | | 0.00 |
| | | | | 0.00 |
| | | | | 0.00 |
| | | | | 0.00 |
| | | | | 0.00 |
| Total Reduced | | | 9566.00 | |

USES OF FUNDS

| Org/Object | Description | Current Available | Amount Added | New Balance |
|--------------------|------------------------------------|-------------------|----------------|-------------|
| 13531139 734 | Culinary Arts Equipment Additional | 0.00 | 9566.00 | 9,566.00 |
| | | | | 0.00 |
| | | | | 0.00 |
| | | | | 0.00 |
| | | | | 0.00 |
| | | | | 0.00 |
| | | | | 0.00 |
| Total Added | | | 9566.00 | |

Approved:  Lise Tucker Jen Burk
Principal/Supervisor Finance Director Business Administrator
Lawrence Russell Darcy Orellana
Purchases over \$1,500: _____ Purchases over \$5,000: _____
Superintendent of Schools Hudson School Board

SAMPLE WARRANT ARTICLES FOR DISCUSSION

PROPOSED WARRANT ARTICLES 2021-2022

Warrant Article 1 Alvirne High School Renovation

Shall the Hudson School District raise and appropriate the sum of \$13,000,000 for the design, construction, and equipping of additions and renovations to Alvirne High School; and further authorize the School Board to issue not more than \$13,000,000 in bonds or notes for the balance of the project costs in accordance with the Municipal Finance Act, (RSA Chapter 33) [no more than this bond may be issued for the project without further authorization of the voters of the Hudson School District] and authorize the School Board to issue, negotiate, sell, and deliver such bonds and notes and to determine the rate of interest thereon and the maturity and other terms thereof; and further raise and appropriate the additional sum of \$325,000 for the first year payment on the bond and authorize the School Board to take any other action necessary to carry out this vote or pass any other vote relative thereto?

(3/5 ballot vote required)
Estimated tax rate impact: \$.10

Recommended by the Hudson School Board _____
Recommended by the Budget Committee _____

Warrant Article 2 Operating Budget

Shall the Hudson School District vote to raise and appropriate as an operating budget, not including appropriations by special warrant article and other appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by the vote at the first session for the purposes set forth therein, totaling \$58,260,827? Should this article be defeated, the operating budget will be \$57,449,171 which is the same as last year with certain adjustments required by previous action of the Hudson School District or by law; or the governing body may hold one special meeting under RSA 40:13X and XVI to take up a revised operating budget only.

Estimated tax rate: \$.22
Default tax rate: \$.00

Recommended by the Hudson School Board _____
Recommended by the Budget Committee _____

Warrant Article 3 Collective Bargaining Agreement between the Hudson School Board and the Hudson Federation of Teachers

Shall the Hudson School District vote to approve the cost items in the collective bargaining agreement between the Hudson Federation of Teachers, Local 2263 AFT-NH, AFL-CIO and the Hudson School Board which calls for the following increases in salaries and benefits at the current staffing levels over the amount paid in the prior fiscal year:

2021-22 \$
2022-23 \$

SAMPLE WARRANT ARTICLES FOR DISCUSSION

and to further raise and appropriate \$_____ for the upcoming fiscal year, such sum representing the additional costs attributable to the increase in salaries and benefits required by the new agreement that would be paid under current staffing levels.

Estimated tax impact: \$_____

Recommended by the Hudson School Board _____

Recommended by the Budget Committee _____

Warrant Article 4

Partial Roof Replacement at Hudson Memorial School

Shall the Hudson School District vote to raise and appropriate a sum of \$355,000 to replace a section of the roof at Hudson Memorial School?

Estimated tax rate impact: \$.11

Recommended by the Hudson School Board _____

Recommended by the Budget Committee _____

Warrant Article 5

Partial Roof Replacement at Hills Garrison School

Shall the Hudson School District vote to raise and appropriate a sum of \$345,000 to replace a section of the roof at the Hills Garrison School?

Estimated tax rate impact: \$.11

Recommended by the Hudson School Board _____

Recommended by the Budget Committee _____

HUDSON SCHOOL DISTRICT

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MEMORANDUM

TO: Hudson School Board
FROM: Karen Bonney
RE: Winter Coaches
DATE: December 2, 2020

The following nominations are being submitted for the 2020-2021 school year.

Alvirne High School

| | | |
|----------------|------------------------------------|--------|
| William Morrow | Assistant Ice Hockey Coach | \$2700 |
| Tarek Rothe | Assistant Boys' Indoor Track Coach | \$2450 |
| Tom Hanson | Boys' Freshmen Basketball Coach | \$3410 |

HUDSON SCHOOL DISTRICT

**POLICY NUMBER: JJF Student
Activities Fund Management**

ADOPTED: 7/16/2017

Page 1 of 3

First Reading: 6/18/2017
Second Reading: 7/17/2017

STUDENT ACTIVITY FUND

PURPOSE

The Hudson School District recognizes that during the process of education various school and school related groups will be organized. Further, these groups will, at various times, perform fund raising events and hold activities which require the expenditure of funds raised by the group. To facilitate and monitor these student groups, the Board sets forth this Student Activity Fund Policy to govern the purpose, authority, establishment, safeguards, and other areas to ensure proper accountability and accounting of these funds.

DEFINITION

A Student Activity Fund, also referred to as an SAF, is an account under the day-to-day control of the Building Administrator for the sole purpose of benefiting students. The sources of the funds are raised by the school for student purposes and does not include organizations for which the site administrator or school district does not have a fiduciary responsibility or day-to-day control, unless such organizer chooses to utilize the Student Activity Fund.

The Student Activity Fund, hereinafter referred to as "SAF" is primarily the result of the formation of student groups for various educational and related purposes. The basic source of revenues for the SAFs are through fund-raising events. The primary expenditure of the SAFs are for activity-related purposes.

SAFs can receive an appropriation from the School District. In such cases, the purpose of the appropriation is to be consistent with the purpose of the student group.

AUTHORITY

The School District authorizes the school principal to act as custodian for the SAFs. SAFs shall be established in such a manner as to maintain a strong internal control system. The system established shall ensure proper and diligent safeguards for the SAFs. Within the SAF, the principal shall maintain separate records for each school group organized. The Board shall, at the beginning of each fiscal year, review and authorize the SAFs and the school groups contained within the SAF. Additional periodic reporting may be required as deemed necessary or appropriate by the District, but shall be no less than quarterly.

The principal shall be authorized to accept funds raised, disburse funds for events or make purchases on behalf of the student group so long as funds raised and disbursements made:

1. Are not inconsistent with established School Board policy
2. Do not increase liability of the School District or School Board

When questions are raised about the acceptance or distribution of funds, or about liability issues, the principal shall:

HUDSON SCHOOL DISTRICT

**POLICY NUMBER: JJF Student
Activities Fund Management**

ADOPTED: 7/16/2017

Page 2 of 3

First Reading: 6/18/2017
Second Reading: 7/17/2017

1. Seek Business office review and/or approval
2. Seek District review and/or approval upon recommendation of the Business Administrator.

The District directs the Business Administrator to name the Finance Director to act in the capacity of Student Activity Fund Facilitator. This person shall, under the direction of the Business Administrator:

1. Work with the principal, upon request, in the establishment of the SAF with regards to
 - selecting a financial institution
 - establishing SAFs accounting records
 - establishing a strong internal control system
2. Provide training and assistance to the SAF Bookkeeper selected by the principal
3. Provide back-up services, as needed
4. Collect and coordinate all SAF records for the annual audit
5. Perform periodic reviews of SAFs

ESTABLISHMENT

The Finance Director will establish each school's SAF account in a sound financial institution. The SAF shall be in the depository name of the school, with "Student Activity Fund" as part of the account title. Two signatures will be required on all check disbursements and on a disbursement voucher for cash payment. The principal shall be the primary signatory authority for the account, and shall name an alternate authority to act on behalf of the principal for the account should the need arise. The principal shall name a person to act in the capacity of SAF Bookkeeper, who will be responsible for the accounting and reporting of all funds directly to the principal. The principal shall name an advisor to each student activity group within the SAF. The advisor shall work in conjunction with a student treasurer for the group to count and submit receipts, and request disbursement of funds for events or for purchases to be made on behalf of the group.

SAFEGUARDS

The principal in conjunction with the Student Activity Fund Facilitator, shall establish a system of internal controls to ensure proper accounting of all funds within the SAF. Such controls shall include but not be limited to:

1. Forms for establishing record of receipts
2. Forms for establishing record of disbursement
3. Separation of duties with regard to deposits made at the bank and the issuance of checks
4. Outline of student activity group advisor responsibilities
5. System for deposits so no cash is left on hand at the school overnight
6. System for the security of an inventory of blank checks within the school
7. Monthly reports will be submitted to the Finance Director.

HUDSON SCHOOL DISTRICT

**POLICY NUMBER: JJF Student
Activities Fund Management**

ADOPTED: 7/16/2017

Page 3 of 3

First Reading: 6/18/2017
Second Reading: 7/17/2017

8. All SAF records are to be submitted to the Finance Office to be included in the annual financial audit of the district.

MISCELLANEOUS

The principal shall submit monthly activity reports to the Finance Director as well as submitting quarterly to the Business office for submission to the School Board. The principal shall be responsible for submitting monthly reports utilizing the common format approved by the Finance Director. The principal shall be responsible for reporting to the Board and student activity groups which accounts are in a deficit position and the reason for the over-expenditure. Additionally, the principal shall outline any plan that is under consideration for dealing with the deficit and report on any change in status to the Board.

SAF's shall not be used as an alternative to the customary purchasing procedure, especially where consolidated procurement allows more economical purchasing.

The principal shall be allowed to accrue interest earned on the SAF in an account set up in the name of "Principal's Account" or "Interest Account." The principal is authorized to utilize money from this account for the benefit of a student or group of students within the school for a school related activity, based on need and the discretion of the principal. Purchases made on behalf of employees or for the comfort of employees cannot be construed as a benefit for a student or group of students and are not allowed. Additionally, no purchase shall be made for any physical plant improvement of the school building itself.

The Superintendent authorizes the Business office to make immediate resolution to any question which may arise in the operation of the SAFs. Such resolution action will be binding until such time as the District may review information and make a vote which will then update the Student Activity Fund policy.

HUDSON SCHOOL DISTRICT

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| POLICY CODE: JJIC Eligibility for School Athletics | FIRST ADOPTION: |
| RELATED POLICIES: | LATEST REVISION: Page 1 of 1 |

Category R

The School Board encourages all students to achieve to their fullest academic potential. While school athletics provide an opportunity for students to develop other skills and knowledge outside the classroom, the School Board expects students to study and learn to the best of their ability in the classroom and in other instructional environments. The Board, therefore, hereby establishes academic standards that will guide students by directly influencing their eligibility to participate in designated school athletics.

High school students will be required to meet academic standards established by this policy for participation in school athletics. Eligibility requirements are as follows:

1. All student-athletes are required to maintain ~~at least a 2.0 grade point average (GPA.)~~academic progress as outlined in student handbook.
2. Eligibility for each marking period is determined by grades received in the previous grading period. Semester and/or yearly grades have no effect on eligibility.
3. Student-athletes ~~must have received passing grades in a minimum of four (4) classes per grading period, who are failing more than one (1) course per grading period cannot participate.~~
4. ~~Summer school grades will be averaged in accordance with current School Board policy.~~
- 5.4. Students who lose their academic eligibility while participating in an athletic activity in which the season extends beyond the semester will not be allowed to continue participating. Students participating in athletic activities who do not meet academic requirements will lose eligibility at the time that the report card is issued.
- 6.5. Transfer students' academic eligibility for participation in an athletic activity will be determined initially by their incoming GPA. These eligibility criteria will apply through and include the student's first semester of attendance in the school district. Transfer students whose incoming GPA does not meet the academic requirements will be denied academic eligibility during their first semester in the school district. After their first semester as a student in the school district, the GPA requirements in item No. 1 shall apply.
- 7.6. A special education student who is working toward a special diploma/certificate must make standard progress in those courses taken as determined by the student's Individualized Educational Program (IEP). A special education student who is working toward a standard diploma must meet the same academic standards for participation in athletic activities.

The Superintendent or his/her designee to monitor the academic performance of student-athletes will evaluate the eligibility process annually.

HUDSON SCHOOL DISTRICT

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| POLICY CODE: JJIF Guidelines for Proper Sportsmanship | FIRST ADOPTION: |
| RELATED POLICIES: | LATEST REVISION: Page 1 of 1 |

Category R

To promote sportsmanship and foster the development of good character, sports programs must be conducted in a manner that enhances the academic, emotional, social, physical, and ethical development of student-athletes. Participation in athletic programs is a privilege, not a right. To earn that privilege, student-athletes and coaches must abide by the following rules of good sportsmanship:

Coaches

1. Shall abide by the rules of the game in letter and in spirit.
2. Shall respect the integrity and judgment of the officials/referees.
3. Sets the tone of conduct for student-athletes, spectators, team members and citizens.
4. Must visibly show that s/he values fair, honest rivalries, courteous relations and graceful acceptance of the results.
5. Shall take corrective action on any student-athlete who violates the code of conduct found within this policy.

Student-Athletes/Participants

1. Maintain academic eligibility standards as determined by the Board.
2. Be respectful and courteous of opposing teams and officials
3. Refrain from disrespectfully addressing officials and opposing teams, antics to intimidate, taunting, fighting, or using profanity.
4. Respect the integrity and judgment of officials and accept their decisions without question.
5. Be modest when successful and gracious in defeat.

Any student athlete found to have violated this policy may be subject to appropriate discipline to be administered by either the coach or school administrators. Such discipline may range from temporary to permanent suspension of the student-athlete's participation on the athletic team. Disciplinary measures will be considered on a case-by-case basis.

HUDSON SCHOOL DISTRICT

POLICY CODE: JJJ Access to Public School Programs by Non-Public, Charter School and Home Educated Students

RELATED POLICIES: [Related Policy Codes]

FIRST ADOPTION: 9/11/2017

LATEST REVISION: 9/11/2017
Page 1 of 2

Pupils enrolled in nonpublic, public charter, or approved home education programs who reside in the Hudson School District shall have access to curricular courses and cocurricular programs offered by the Hudson School District.

In the event participation in a curricular course or cocurricular program is limited to a specific number of pupils, the Hudson School District will permit pupils who meet the qualification(s) required of the resident pupils attending the Hudson School District or who are otherwise qualified for the course or program, to access the course or program on a first come, first served basis. This practice shall apply equally to pupils enrolled in the school district, nonpublic, public charter, and home-educated pupils. The principal shall determine, in his/her sole discretion, whether a pupil has satisfied the district's prerequisite(s), if any, and is qualified to participate in the curricular course or cocurricular program.

If there is a charge to participate in any curricular course or cocurricular program, pupils enrolled in the district, nonpublic, public charter, and home-educated pupils will be required to pay the charge prior to participating.

No special transportation shall be provided to nonpublic, public charter, or home-educated pupils who are participating in any curricular course or cocurricular program offered by the district.

All pupils who are participating in curricular courses and cocurricular programs offered by the district shall comply, at all times, with the instructions of Hudson School District personnel and all district rules and policies. Prior to participation, all pupils must have any immunizations required by the district and any applicable laws or regulations pertaining to school registration.

If a Hudson School District resident is attending a nonpublic or public charter school and the pupil has access to a curricular or cocurricular program at the nonpublic or public charter school that is the same as, or substantially similar to, a curricular or cocurricular program offered by the Hudson School District, the student may be denied access to the Hudson School District curricular or cocurricular program.

For the purposes of this policy, "cocurricular" shall include those activities which are designed to supplement and enrich regular academic programs of study, provide opportunities for social development, and encourage participation in clubs, athletics, performing groups, and service to school and community.

For the purposes of this policy, "home-educated pupil" shall not include any pupil who has graduated from a high school level program of home education, or its equivalent, or has attained the age of 21.

As authorized by RSA 193:1-c.

Reviewed by Policy Committee 11/30/2020; no changes.

HUDSON SCHOOL DISTRICT

POLICY CODE: JJJ Access to Public School Programs by Non-Public, Charter School and Home Educated Students

RELATED POLICIES: [Related Policy Codes]

FIRST ADOPTION: 9/11/2017

LATEST REVISION: 9/11/2017
Page 2 of 2

HUDSON SCHOOL DISTRICT

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| POLICY CODE: JKA Corporal Punishment | FIRST ADOPTION: |
| RELATED POLICIES: | LATEST REVISION: Page 1 of 1 |

Category: Recommended

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

Provisions for the use of physical restraint, medical restraint and/or mechanical restraint are established Board Policy JKAA.

Legal References:

RSA 627:6, II, Physical Force by Persons with Special Responsibilities

HUDSON SCHOOL DISTRICT

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| POLICY CODE: JKAA Use of Restraints and Seclusion | FIRST ADOPTION: |
| RELATED POLICIES: | LATEST REVISION: Page 1 of 1 |

Category: Priority/Required by Law

Definitions:

1. (a) "**Restraint**" means bodily physical restriction, mechanical devices, or any device that immobilizes a person or restricts the freedom of movement of the torso, head, arms, or legs. It includes mechanical restraint, physical restraint, and medication restraint used to control behavior in an emergency or any involuntary medication. It is limited to actions taken by persons who are school or facility staff members, contractors, or otherwise under the control or direction of a school or facility.
 - (b) "Restraint" shall not include:
 - (1) Brief touching or holding to calm, comfort, encourage, or guide a child, so long as limitation of freedom of movement of the child does not occur.
 - (2) The temporary holding of the hand, wrist, arm, shoulder, or back for the purpose of inducing a child to stand, if necessary, and then walk to a safe location, so long as the child is in an upright position and moving toward a safe location.
 - (3) Physical devices, such as orthopedically prescribed appliances, surgical dressings and bandages, and supportive body bands, or other physical holding when necessary for routine physical examinations and tests or for orthopedic, surgical, and other similar medical treatment purposes, or when used to provide support for the achievement of functional body position or proper balance or to protect a person from falling out of bed, or to permit a child to participate in activities without the risk of physical harm.
 - (4) The use of seat belts, safety belts, or similar passenger restraints during the transportation of a child in a motor vehicle.
 - (5) The use of force by a person to defend himself or herself or a third person from what the actor reasonably believes to be the imminent use of unlawful force by a child, when the actor uses a degree of such force which he or she reasonably believes to be necessary for such purpose and the actor does not immobilize a child or restrict the freedom of movement of the torso, head, arms, or legs of any child.
2. "**Medication restraint**" occurs when a child is given medication involuntarily for the purpose of immediate control of the child's behavior.
3. "**Mechanical restraint**" occurs when a physical device or devices are used to restrict the movement of a child or the movement or normal function of a portion of his or her body.

4. **"Physical restraint"** occurs when a manual method is used to restrict a child's freedom of movement or normal access to his or her body.

5. **"Seclusion"** means the involuntary placement of a child alone in a place where no other person is present and from which the particular child is unable to exit, either due to physical manipulation by a person, a lock, or other mechanical device or barrier. The term shall not include the voluntary separation of a child from a stressful environment for the purpose of allowing the child to regain self-control, when such separation is to an area which a child is able to leave. Seclusion does not include circumstances in which there is no physical barrier between the child and any other person or the child is physically able to leave the place. A circumstance may be considered seclusion even if a window or other device for visual observation is present if the other elements of this definition are satisfied.

Procedures for Managing the Behavior of Students:

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

Circumstances in Which Restraint May Be Used:

Restraint will only be used to ensure the immediate physical safety of any person when there is a substantial and imminent risk of serious bodily harm to the student or others.

Restraint will only be used by trained school staff.

Restraint will not be as punishment for the behavior of a student.

Restraint will not be imposed for longer than is necessary to protect the student or others from the substantial and imminent risk of serious bodily harm.

No period of restraint of a student may exceed 15 minutes without the approval of a supervisory employee designated by the director to provide such approval. No period of restraint of a student may exceed 30 minutes unless an assessment of the mental, emotional, and physical well-being of the student is conducted by a trained and authorized employee.

Circumstances in Which Seclusion May Be Used:

The School Board recognizes the statutorily imposed conditions of seclusions and hereby adopts those conditions, as defined by RSA 126-U:5-b.

Seclusion may only be used when a student's behavior poses a substantial and imminent risk of physical harm to the student or others.

Seclusion will be used only by trained school staff.

Seclusion will not be used as a form of punishment for the behavior of a student.

Prohibition of Dangerous Restraint Techniques:

The School Board recognizes and hereby prohibits the use of "dangerous restraint techniques" as defined in RSA 126-U:4.

Reporting Requirements and Parental Notification:

In the event restraint or seclusion is used on a student, the building principal will, within 24 hours, verbally notify the student's parents/guardian of the occurrence.

The building principal will, within 5 business days after the occurrence, submit a written notification/report to the Superintendent's designee. The notification shall contain all the requirements and information as mandated by RSA 126-U:7, II. The Superintendent's designee may develop a reporting form or other documents necessary to satisfy these reporting requirements.

Unless prohibited by court order, the Superintendent's designee will, within 2 business days of receipt of the notification required in the above paragraph, send by first class mail to the child's parent or guardian the information contained in the notification/report. Each notification/report prepared under this section shall be retained by the school for review in accordance with state board of education rules and the department of health and human services rules.

If a school employee has intentional physical contact with a student in response to a student's aggressive misconduct or disruptive behavior, the building principal will make reasonable efforts to inform the student's parent or guardian as soon as possible, but no later than the end of the school day. The building principal will also prepare a written report of the incident within five (5) business days of the incident. The report will include information required under RSA 126-U:7, V.

Transportation: (RSA 126-U:12)

The school district will not use mechanical restraints during the transportation of children unless case-specific circumstances dictate that such methods are necessary.

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

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

Whenever a student is transported using mechanical restraints, the Superintendent or designee will document in writing the reasons for the use of the mechanical restraints.

Legal References:

RSA 126-U, Limiting the Use of Child Restraint Practices

HUDSON SCHOOL DISTRICT

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| POLICY CODE: JLC Student Health Services | FIRST ADOPTION: |
| RELATED POLICIES: EBBC, JLCE | LATEST REVISION: Page 1 of 1 |

Category P

The Board may appoint a school nurse to function in the school health program and to provide school health services. A school nurse shall be a registered professional nurse licensed in New Hampshire. The Board may employ or contract with a Licensed Practical Nurse (LPN) or a Licensed Nursing Assistant (LNA) to work under the direct supervision of the school Registered Nurse (RN).

Responsibilities of the school nurse include, but are not limited to: providing direct health care to students and staff; providing leadership for the provision of health services; promoting a healthy school environment; promoting health; serving in a leadership role for health policies and programs; and serving as a liaison between school personnel, family, community, and health care providers. Additionally, the school nurse is responsible for developing procedures to address and meet special physical health needs of students. Such procedures may be developed and implemented on a case-by-case basis.

All injuries or illnesses occurring during the school day are to be reported to the school nurse or the building principal. Students attending school during the extended day, night, or summer school programs, or any other time when the school nurse is not in the building, are to report to the supervising adult. The school nurse, principal or designee will notify parents/guardians before a student who is injured or ill is permitted to go home. Students will not be allowed to leave school without first notifying either the school nurse or principal of his/her injury or illness. Additionally, parent/guardian notification and authorization is necessary before any student will be released from school due to injury or illness.

Emergency medical care will be provided pursuant to the guidelines of Board Policy EBBC/JLCE.

Any pupil who is required to take prescribed medication during the school day will do so consistent with the provisions of Department of Education Rule 311.02. Clarification of these provisions are in Board Policy JLCD and Appendix JLCD-R.

In addition to the provisions of this policy, the school nurse is responsible for the oversight of other school services, including but not limited to: assessing and responding to student health needs, maintaining accurate health records, screening for vision, hearing and BMI according to national recommendations, participating on 504 and IEP teams (if requested), health promotion, disease and injury prevention initiatives, student wellness, and other responsibilities and services as dictated by law or Board policy.

Legal References:

RSA 200:27, School Health Services

RSA 200:29, School Nurse

RSA 200:31, School Health Personnel

RSA 326-B, Nurse Practice Act

NH Code of Administrative Rules, Section Ed 306.12(b), School Health Services

NH Code of Administrative Rules, Section Ed 311, School Health Services

HUDSON SCHOOL DISTRICT

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| POLICY CODE: JLCA Physical Examination of Students | FIRST ADOPTION: |
| RELATED POLICIES: | LATEST REVISION: Page 1 of 1 |

Category R

Each child must have a complete physical examination within one year preceding first entry to school. The Board recommends that physical exams also be completed before entry into middle school and again before high school. No medical examination shall be required of a child whose parent or guardian objects thereto in writing on the grounds such medical examination is contrary to his/her religious tenets and teachings.

Parents of students transferring to the District must present proof of meeting the physical examination requirement prior to or upon first entry into the District's schools. Failure to comply with this provision may result in exclusion from school for the child.

Prior to participation on a school athletic team, students must provide written documentation that they have passed a physical. Such exam must be completed at least once every school year. This requirement does not apply to students participating in intramural athletics. The school may schedule physical exams; any student who misses the scheduled physicals must present evidence of a physical exam from his/her own licensed health care provider.

No child shall be excused from regular physical education except on the written notice of a duly licensed health care provider or on the written request of the parents, subject to the Superintendent's approval, in which case an alternative program shall be provided. The physical education teacher, school nurse, or principal, upon the request of the parents, may grant temporary excuses on a day-to-day basis.

Parent Notification - Certain Circumstances

Pursuant to No Child Left Behind and the Protection of Pupil Rights Amendment, if the District utilizes federal money to perform physical exams or screenings on students, the District will notify parent(s) of such physical exam or screening and will allow the parent's to "opt out" their child of any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent and scheduled by the school, and not necessary to protect the immediate health and safety of a student or of another student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law.

Legal Reference:

RSA 141-C:20-c, Exemptions

RSA 200:32, Physical Examination of Pupils

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

NH Code of Administrative Rules, Section Ed. 311.03, Physical Examination of Students

No Child Left Behind, Title II, Sec 1061

Protection of Pupil Rights Amendment, 20 U.S.C. §1232h; 34 C.F.R. Part 98

HUDSON SCHOOL DISTRICT

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| POLICY NUMBER: JLCB Immunizations of Students | ADOPTED: 12/19/2004 |
| Page 1 of 1 | First Reading: 12/5/2004 Second Reading: 12/20/2004 |

IMMUNIZATION REQUIREMENTS

The parent or guardian of any child being admitted to the District must present proof of meeting the physical examination and immunization requirements in accordance with RSA 141-C:20-a at the time the child is registering at the school. Failure to comply with this provision may result in exclusion from school for the child.

Principal, nurse or designee will notify parents of this requirement at the earliest possible date, so that the necessary plans can be made with the family physician or other medical resources to accomplish this standard prior to a child being admitted to school.

A child shall be exempted from the above immunization requirements if he/she presents evidence from his/her physician that immunization will be detrimental to his/her health in accordance with RSA 141-C:20-c. A child shall be excused from immunization for religious reason, upon the signing of a notarized form by the parent or guardian stating that the child has not been immunized because of religious beliefs.

Immunization requirements for students defined as homeless shall be implemented in accordance with McKinney-Vento and in accordance with School Board policy ~~3.4(1)~~JFABD Education of Homeless Students.

Statutory & Statutory References:

RSA 141-C:20-a

RSA 141-C:20-c

RSA 200:38

Ed. 311:01

Regulatory Reference:

Ed/311.02(d), (m)

HUDSON SCHOOL DISTRICT

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| POLICY CODE: JLCC Head Lice / Pediculosis | FIRST ADOPTION: |
| RELATED POLICIES: | LATEST REVISION: |
| | Page 1 of 1 |

Category: Recommended

This policy is adopted to carry out the provisions of RSA 200:32, RSA 200:38, and RSA 200:39.

Pediculosis: Screening. Based on recommendations from the American Academy of Pediatrics, the Board recognizes that school-wide screening for nits alone is not an accurate way of predicting which children will become infested with head lice, and screening for live lice has not been proven to have a significant decrease on the incidence of head lice in a school community.

The school nurse will periodically provide information to families of all children on the diagnosis, treatment, and prevention of head lice. Parents are encouraged to check their children's heads for lice if the child is symptomatic.

Management on the Day of Diagnosis. The Board recognizes that head lice infestation poses little risk to others and does not result in additional health problems. The management of pediculosis should proceed so as to not disrupt the education process. Nonetheless, any staff member who suspects a student has head lice will report this to the school nurse or Principal. Students known to have head lice will remain in class provided the student is comfortable. If a student is not comfortable, he/she may report to the school nurse or principal's office. Such students will be discouraged from close direct head contact with others and from sharing personal items with other students.

To avoid embarrassment and to contain the infestation, whole classrooms will be checked for head lice upon the report of possible infestation by a classroom teacher. The administrator, his/her designee, school nurse or another qualified professional will examine the child in question and the child's classmates. Siblings of students found with lice and their classmates will also be checked if there is suspicion that infestation may exist. Based upon the school nurse's recommendation, other children who were most likely to have had direct head-to-head contact with the assessed child may be checked or screened for head lice.

The Principal or school nurse will notify the parent/guardian by telephone or other available means if their child is found to have head lice. Verbal and written instructions for treatment will be given to the family of each identified student. Instructions will include recommendations for treatment that are consistent with New Hampshire Department of Health and Human Services recommendations.

Criteria for Return to School. Once a student with "live lice" has left the school, he/she will not be allowed until after treatment with an anti-parasitic drug or other proper treatment as

recommended by the school nurse has begun. The Board recognizes that The American Academy of Pediatrics and the National Association of School Nurses discourage "no nit" policies. In alignment with these recommendations, no student will be excluded from attendance solely based on grounds that nits may be present. The school nurse may recheck a child's head for live infestation. In addition, the school nurse may offer extra help or information to families of children who are repeatedly or chronically infested.

Legal Reference:

RSA 200:32, Physical Examination of Pupils

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

RSA 200:39, Exclusion from School

American Academy of Pediatrics, Clinical Report on Head Lice Infestation, September 2002
<http://aappolicy.aappublications.org/cgi/content/full/pediatrics;110/3/638>

Legal References:

RSA 189:15, Regulations

RSA 200:32, Physical Examination of Pupils

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

RSA 200:39, Exclusion from School

American Academy of Pediatrics, Clinical Report on Head Lice Infestation, September 2002