

Posted: Thursday, February 15, 2024

At: All Hudson schools, SAU building, district website



HUDSON SCHOOL DISTRICT ♦ Hudson, New Hampshire  
Hills Memorial Library 18 Library Street

6:30 pm Regular Meeting  
followed by non-public session

## School Board Agenda February 19, 2024

Estimated  
time

- 6:30pm **A. Call to Order**  
Pledge of Allegiance
- 6:31pm **B. Public Input**  
Hudson residents are welcome and encouraged to share feedback with the board on agenda items
- 7:01pm **C. Presentations to the Board**  
**1. AFJROTC Enrollment (Information)**  
Lt. Colonel Cheetham and Colonel Cole will present enrollment information about the CTE's AFJROTC Program.  
[AFJROTC Presentation](#)
- 7:40pm **D. Old Business**  
**1. School Board Meeting Calendar – Draft (Decision)**  
A draft calendar will be presented for reconsideration after recent revisions suggested by the School Board  
[2024-2025 Draft School Board Calendar](#)
- 7:45pm **E. New Business**  
**1. Travel Request – Alvirne Farm (Decision)**  
A travel request will be presented for Alvirne Farm Manager Emery Nadeau to attend the New York Farm Show in Syracuse, NY on February 22-24, 2024.  
[Travel Request](#)  
[Farm Show Flyer](#)

**Posted:** Thursday, February 15, 2024

**At:** All Hudson schools, SAU building, district website

7:45pm **E. New Business (continued)**

**2. Travel Request - Alvirne Wrestling (Decision)**

AHS Athletes who place in the top 3 on February 24 will qualify for New England regionals in Rhode Island on March 2, 2024.

[Wrestling Memo](#)

**3. British Car Show Request (Decision)**

The British Car Show has requested use of the Hills House Grounds for July 26-27, 2024.

7:55pm **F. Policies – Withdrawal (Decision)**

GCAA Highly Qualified Teachers	<a href="#">GCAA current policy for withdrawal</a>
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7:57pm **G. Policies – Review (Decision)**

EBBB Accident Reports	<a href="#">EBBB current version</a>
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8:00pm **H. Policies – First Reading (Decision)**

DKC Expense Reimbursement	<a href="#">DKC proposed policy</a> <a href="#">DKC current policy</a>
GDB Employment of Non-Certified Personnel	<a href="#">GDB NHSBA version with revisions</a>
GDF Hiring of Non-Certified Personnel	<a href="#">GDF NHSBA version with revisions</a>

8:15pm **I. Policies - Second Reading (Decision)**

ACAC Title IX Sexual Harassment Policy and Grievance Procedure	<a href="#">ACAC-with revisions</a>
EBCA Crisis Prevention and Emergency Response Plans	<a href="#">EBCA – current</a> <a href="#">EBCA – NHSBA version - proposed</a>
EBCC False Alarms, Bomb, Active Shooter, and other Such Threats	<a href="#">EBCC – current policy with tracked changes</a>
FA Facilities Development Goals and Preparation	<a href="#">FA – current policy with revisions</a>
JEB Age of Entrance	<a href="#">JEB – current policy with revisions</a>

8:30pm **J. Recommended Action (Decision)**

1. Manifests – Recommended action: Confirm required signatures received
2. Minutes – [February 5, 2024 – Draft minutes](#)  
[February 10, 2024 - Draft Post Deliberative minutes](#)

8:35pm **K. Reports to the Board (Information)**

District administrators will share updates for the board and public

1. Superintendent Report

8:40pm **L. Committee Reports**  
Board members will share committee updates

8:45pm **M. Correspondence (Information)**  
Discipline Report – [January – Table](#)  
Discipline Report – [January 2023 – Graph](#)  
Discipline Report – [January 2024 - Graph](#)  
Finance Report – [January](#)

8:55pm **N. Board of Selectmen – Liaison Comments**

8:58pm **O. Student Representative Comments**

9:00pm **P. Board Member Comments**

9:05pm

**Q. Non-Public Session**

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

*These conditions are: (a, b)*

- a) The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted.*
- (b) The hiring of any person as a public employee.*
- (c) Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant.*
- (d) Consideration of the acquisition, sale, or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community.*
- (e) Consideration or negotiation of pending claims or litigation which has been threatened in writing or filed by or against the public body or any subdivision thereof, or by or against any member thereof because of his or her membership in such public body, until the claim or litigation has been fully adjudicated or otherwise settled. Any application filed for tax abatement, pursuant to law, with any body or board shall not constitute a threatened or filed litigation against any public body for the purposes of this subparagraph.*
- (h) Consideration of applications by the business finance authority under RSA 162-A:7-10 and 162-A:13, where consideration of an application in public session would cause harm to the applicant or would inhibit full discussion of the application.*
- (i) Consideration of matters relating to the preparation for and the carrying out of emergency functions, including training to carry out such functions, developed by local or state safety officials that are directly intended to thwart a deliberate act that is intended to result in widespread or severe damage to property or widespread injury or loss of life.*
- (j) Consideration of confidential, commercial, or financial information that is exempt from public disclosure under RSA 91-A:5, IV in an adjudicative proceeding pursuant to RSA 541 or RSA 541-A.*
- (k) Consideration by a school board of entering into a student or pupil tuition contract authorized by RSA 194 or RSA 195-A, 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. A contract negotiated by a school board shall be made public prior to its consideration for approval by a school district, together with minutes of all meetings held in nonpublic session, any proposals or records related to the contract, and any proposal or records involving a school district that did not become a party to the contract, shall be made public. Approval of a contract by a school district shall occur only at a meeting open to the public at which, or after which, the public has had an opportunity to participate.*
- (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.*
- (m) Consideration of whether to disclose minutes of a nonpublic session due to a change in circumstances under paragraph III. However, any vote on whether to disclose minutes shall take place in public session.*

9:30pm

**R. Adjourn**

**Upcoming Meetings**

Meeting	Date	Time	Location	Purpose
School Board	February 26	6:30 pm	Hills Memorial Library	Public Hearing
School Board	March 11	6:30 pm	Hills Memorial Library	Regular Meeting
School Board	March 18	6:30 pm	Hills Memorial Library	Regular Meeting



# Air Force JROTC

## Program Update (Feb 2024)

Chris Cole, Col, USAF (Ret)

*Senior Aerospace Science Instructor*

*AFJROTC Detachment NH-20031*



# Authorities & Guidance



**Congress**

**Department  
of Defense**

**Local School  
District**

10 USC Sec 2031  
(Law)



DoD Instruction  
1205.13  
(Policy)



AFJROTC Instruction  
36-2010  
(Policy)



Memorandum  
of Agreement



# Program Enrollment



- Per 10 USC Sec 2031, units must maintain participation levels equal to 10% of the institution enrollment or 100 students, whichever is less
  - No major changes to 10% or 100 language for ~40 years
  - HQ AFJROTC paused participation level enforcement during the COVID-19 pandemic

**(b)** No unit may be established or maintained at an institution unless—

**(1)** the number of physically fit students in such unit who are in a grade above the 7th grade and physically co-located with the 9th grade participating unit and are citizens or nationals of the United States, or aliens lawfully admitted to the United States for permanent residence, is not less than (A) 10 percent of the number of students enrolled in the institution who are in a grade above the 7th grade and physically co-located with the 9th grade participating unit, or (B) 100, whichever is less;





# Lines of Effort



- Federal level
- HQ AFJROTC level
- Locally
  - Hudson summer aviation camp (Jul 2023)
  - New approach to weekly uniform wear
  - In-person area school recruiting
  - More field trips (a.k.a. curriculum in action)
  - More events that bring classes together
  - Increased parent/guardian outreach
  - Scholarships







# Questions

# Hudson School BOARD Calendar 2024-2025



APRIL 2024						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MAY 2024						
S	M	T	W	Th	F	S
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
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JUNE 2024						
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23	24	25	26	27	28	29
30						

JULY 2024						
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AUGUST 2024						
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SEPTEMBER 2024						
S	M	T	W	Th	F	S
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29	30					

OCTOBER 2024						
S	M	T	W	Th	F	S
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27	28	29	30	31		

NOVEMBER 2024						
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DECEMBER 2024						
S	M	T	W	Th	F	S
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22	23	24	25	26	27	28
29	30	31				

JANUARY 2025						
S	M	T	W	Th	F	S
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

FEBRUARY 2025						
S	M	T	W	Th	F	S
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
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MARCH 2025						
S	M	T	W	Th	F	S
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2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

- School Board meeting dates
- Teacher Workshop – No School for Students
- No School/Holiday
- First Day
- Early Release for Students

## 1<sup>st</sup> Meeting – March 18, 2024 (Reorg Mtg)

### April

24 – 28 Spring Break

### May

27 Memorial Day

### June

19 Last day for students (tentative)  
(Early release for students)

20 Teacher Workshop (am only)

### August

19 – 20 New Teacher Orientation

21 – 23 Teacher Workshop

26 First Day for All Students

30 No School

### September

2 Labor Day (No school)

### October

11 Early Release for Students

Teacher Workshop PM

14 Columbus Day (No school)

### November

5 Teacher Workshop (No school)

11 Veterans Day (Observed)

27 – 29 Thanksgiving Break

### December

23 – 31 Holiday Break

### January 2025

1 New Year's Day (No school)

20 Martin Luther King/Civil Rights Day  
(No school)

### February

17 President's Day

24 – 28 Winter Break – February 24-28

### March

11 Teacher Workshop – No school for students

**Adopted XXX**



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**PALMER CTE CENTER  
HUDSON SCHOOL DISTRICT  
MEMORANDUM**

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**TO:** HUDSON SCHOOL BOARD

**FROM:** EMERY NADEAU; ERIC FRAUWIRTH

**SUBJECT:** NY FARM SHOW

**DATE:** FEBRUARY 14, 2024

**CC:**

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The Alvirne Farm Manager, Emery Nadeau, would like to attend the NY Farm Show in Syracuse February 22-24. This is a yearly farm show where Emery networks with other industry professionals and has a chance to explore advances in technology, equipment, and processes. Revolving funds will be used for hotel and mileage reimbursement of roughly \$1100.



**NEW YORK FARM SHOW.**

(/en/home.html)

**February 22-24, 2024**

([https://www.google.com/maps/place/New+York+State+Fairgrounds/@43.0732169,-76.2247431,15z/data=!4m5!3m4!1s0x0:0:76.2247431?sa=X&ved=0ahUKEwjAttvhi8bWAhXoyVQKHbadB-MQ\\_Bllgw](https://www.google.com/maps/place/New+York+State+Fairgrounds/@43.0732169,-76.2247431,15z/data=!4m5!3m4!1s0x0:0:76.2247431?sa=X&ved=0ahUKEwjAttvhi8bWAhXoyVQKHbadB-MQ_Bllgw))  
**NEW YORK STATE FAIRGROUND  
SYRACUSE, NEW YORK**

# Show Times & Admission

The New York Farm Show is the biggest technology showcase in the Northeast. Make plans now to attend this outstanding event.

### Show Hours

February 22-24, 2024  
8:30 a.m. to 4 p.m.

### Admission

\$5 at the door  
Under 18 are free.

Tickets are available to you free from your Northeast Equipment Dealers or by writing to:

*New York Farm show  
P.O. Box 3470  
Syracuse, NY 13220.*

### Parking

Free parking and shuttle buses run all day to all six of the farm show buildings.

*New York Farm Show is co-sponsored by the **Northeast Equipment Dealers Association** (<http://www.ne-equip.org/>) and **American Agriculturist** (<http://farmprogress.com/american-agriculturist>) magazine.*

**Connect with additional Farm Progress brands at Marketing.FarmProgress.com (<https://marketing.farmprogress.com/>).**

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**Jodi C. Hallas**  
Associate Principal

**Jason C. Tesini**  
Associate Principal

**Louise M. Goulet**  
Assistant Principal

**Eric C. Frauwirth**  
Career & Technical  
Education Director

**ALVIRNE HIGH SCHOOL**  
**Home of the Broncos**

**200 Derry Road**  
**Hudson, NH 03051**

**Steven J. Beals, Principal**

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

**William R. Huguen**  
District Director  
of School Counseling

**Karen E. Bonney**  
Director of Athletics

**Joyce M. Wise**  
Dean of Academics

**Robert J. Scagnelli**  
District Music Director

February 15, 2024

To Superintendent Dan Moulis:

I am requesting permission for an overnight stay for some of our wrestlers and the coaches who potentially would qualify for the New England Wrestling Tournament in Providence, Rhode Island. The dates of the event are March 1-2, 2024. One of the coaches will be driving the school van. Students will not be missing school as it is our vacation week. The plan is to go down to RI Friday night and compete on Saturday and come back Saturday night. The cost of the trip (transportation and hotel) will be paid out of my athletic account.

Thank you,

Karen Bonney

# HUDSON SCHOOL DISTRICT

**POLICY NUMBER: GCAA Highly  
Qualified Teachers**

**ADOPTED: 2/4/2013**

Page 1 of 1

First Reading: 12/17/2012

Second Reading: 2/4/2013

## HIGHLY QUALIFIED TEACHERS

Pursuant to federal law, the school district will strive to ensure that all teachers who teach core academic subjects will satisfy “Highly Qualified Teacher” requirements set forth in the No Child Left Behind Act of 2001. Core academic subjects are: English, reading or language arts, mathematics, science, foreign languages, civics and government, economics, art, history, and geography.

Because standards for satisfying Highly Qualified Teacher requirements differ between elementary school and secondary school, the Superintendent and building principals are responsible for:

1. Making sure all teachers who are required to do so meet or exceed Highly Qualified Teacher requirements;
2. Properly documenting necessary paperwork and, if necessary, providing such paperwork to the New Hampshire Department of Education; and
3. Providing notice to parents/guardians whose children are not being instructed by a teacher who satisfies Highly Qualified Teacher requirements, as required by No Child Left Behind.

Additionally, it is encouraged that all “long-term substitute” teachers meet the requirements for Highly Qualified Teachers per No Child Left Behind. For the purposes of this policy, the term “long-term substitute” is defined as it is in the District’s collective bargaining agreement/master agreement, if applicable. Per the requirements of No Child Left Behind, parents will be notified if students have received instruction for four or more consecutive weeks in a core academic subject by a teacher who is not highly qualified.

### **Legal References:**

*Pub. L. 107-110, No Child Left Behind Act of 2001*

*20 U.S.C. §7801(23), Definitions, Highly Qualified Teacher*

*34 C.F.R. §200.55, Qualifications of Teachers*

# HUDSON SCHOOL DISTRICT POLICY

## EBBB Accident Reports

Updated: For School Board Review February 19, 2024

Related Policies: JLCE

Category: Recommended

In the event of an accident on school grounds, the school district employee who witnessed or first responded to the accident must fill out an accident form within 24 hours of the accident. Such form must then be filed with the principal.

If the accident involves the services of a physician and/or is likely to result in an insurance claim, two accident reports are to be prepared: one copy filed at the school office and one copy given to the district's insurance agent. If the accident is not one involving a physician and is unlikely to be an insurance case, it will be sufficient to prepare one copy to be filed at the school.

The procedures for accidents and accident reporting are to be reviewed in September by the principal in association with school district staff of each school.

REVIEWED

### Legal References

RSA 200, Health and Sanitation

N.H. Code of Administrative Rules, Section Ed 306.12, School Health Services  
N.H. Code of Administrative Rules, Section Ed 311, School Health Services

Adopted: April 16, 2014

Reviewed: January 6, 2020

Reviewed: February 19, 2024



# HUDSON SCHOOL DISTRICT POLICY

## DKC Expense Reimbursements

Updated: For First Reading February 19, 2024

Related Policies: DAF

Category: Optional

### Expense Reimbursements

Hudson School District personnel who incur expenses in carrying out their authorized duties may be reimbursed by the District upon submission of a properly filled out and approved purchase requisition, which must be completed in advance of the expense being incurred, and providing such supporting receipts as required by the Business Administrator. Such expenses may be approved and incurred in line with budgetary allocations for the specific type of expense.

Any employee wishing to be reimbursed for travel expenses incurred under this policy must complete a travel expense reimbursement form, to be submitted along with the pre-approved purchase requisition, all original, itemized receipts, and approval confirmations for all expenses, to the SAU Business Office within fifteen (15) days upon returning from the trip.

When official travel by personally owned vehicles has been authorized, mileage payment shall be made at the rate currently set by the Internal Revenue Service.

All travel outside of New Hampshire, and any in-state travel requiring an overnight stay, must have the prior approval (written or electronic) of the Superintendent or designee, and such approval shall accompany the request for reimbursement as outlined above.

All expense reimbursement forms and travel expense vouchers must be approved by the employee's supervisor and administrator, and must include all associated receipts for requested reimbursement including flights, hotel, meals and other related expenses. In the event that reimbursement is being made for multiple employees on a single receipt, the senior supervisor/administrator in the traveling party must charge that expense and submit the receipt for reimbursement in accordance with this policy. Receipts covering multiple employees must include a list of the employees covered by that expense. In no case shall an employee pay for the expenses of his/her supervisor.

All purchases for property and services made using federal funds are conducted in accordance with all applicable Federal and State laws and regulations, the Uniform Grant Guidance, and the District's written policies, such as policy DAF, and associated procedures.

~~The advance approval of the Superintendent or Assistant Superintendent is required for any out-of-district travel by a district employee if any of the following conditions occur.~~

- ~~1. Travel requires an overnight stay.~~
- ~~2. Anticipated reimbursement in excess of \$500.00 (reimbursement is inclusive of travel, room, board and meeting fees).~~

~~Any request for travel shall include all anticipated costs, reason for travel, benefit to the district.~~

~~In addition to approval by the Superintendent, advance approval by the School Board for out-of-district travel is required if any of the following conditions occur.~~

- ~~1. If air travel is required.~~
- ~~2. If travel is to a destination is in excess of 300 miles.~~
- ~~3. If travel is to a foreign country.~~

~~The superintendent shall develop procedures for employee travel reimbursement. District personnel and officials who incur expenses in carrying out their authorized duties may be reimbursed by the District upon submission of a properly filled-out and approved voucher and such supporting receipts as required.~~

~~When official travel by personally owned vehicle has been authorized, mileage payment shall be made at the current Internal Revenue Service standard mileage reimbursement rate for business travel.~~

#### **Legal References**

n/a

Initial Reading: May 17, 2004

Second Reading: June 9, 2004

First Adoption: June 9, 2024

First Reading: July 22, 2019

Second Reading: August 5, 2019

Revision: August 5, 2019

Revision: April 6, 2020

First Reading: February 19, 2024

## HUDSON SCHOOL DISTRICT

**POLICY CODE:** DKC Expense Reimbursements

**FIRST ADOPTION:** 6/9/2004

**RELATED POLICIES:** [Related Policy Codes]

**LATEST REVISION:** 4/6/2020

Page 1 of 1

### TRAVEL EXPENSE REIMBURSEMENTS

The advance approval of the Superintendent or Assistant Superintendent is required for any out-of-district travel by a district employee if any of the following conditions occur.

1. Travel requires an overnight stay.
2. Anticipated reimbursement in excess of \$500.00 (reimbursement is inclusive of travel, room, board and meeting fees).

Any request for travel shall include all anticipated costs, reason for travel, benefit to the district.

In addition to approval by the Superintendent, advance approval by the School Board for out-of-district travel is required if any of the following conditions occur.

1. If air travel is required.
2. If travel is to a destination is in excess of 300 miles.
3. If travel is to a foreign country.

The superintendent shall develop procedures for employee travel reimbursement. District personnel and officials who incur expenses in carrying out their authorized duties may be reimbursed by the District upon submission of a properly filled out and approved voucher and such supporting receipts as required.

When official travel by personally-owned vehicle has been authorized, mileage payment shall be made at the current Internal Revenue Service standard mileage reimbursement rate for business travel.

Revision: 04/06/2020  
Revision: 08/05/2019  
Second Reading 08/05/2019  
First Reading: 07/22/2019  
First Adoption: 06/09/2004  
Second Reading 06/09/2004  
Initial Reading: 05/17/2004

# HUDSON SCHOOL DISTRICT POLICY

## GDB Employment of Non-Certified Personnel

Updated: For School Board First Reading February 19, 2024

Related Policies: AC, AC-E, GDF ~~GDB, GDB~~

Category: Recommended

It is the policy of the School Board to recruit and select for employment the best qualified applicant for each position within the school district. Hiring and other employment decisions shall be made in accordance with applicable law and Board policy AC ~~{\*\*}~~ Non-Discrimination, Equal Opportunity Employment and District Anti-Discrimination Plan.

The ~~District~~ district will employ, as necessary, non-certified personnel to work in non-instructional capacities. Non-Certified personnel are those people whose employment status does not require certification in accordance with rules and regulations of the State Board of Education. Non-certified staff includes, but is not limited to, the following types of positions: ~~secretaries~~ administrative support staff, ~~technology coordinators~~ IT technicians, ~~driver~~ education instructors, ~~speech therapists~~, custodial and maintenance staff, ~~cafeteria~~ food service workers, instructional assistance, ~~transportation employees~~, etc.

### Applications

~~Written~~ Applications will be made available at the SAU office or through the school district's website and applicant tracking system for those persons seeking employment with the school district. The application will contain information concerning job experience, education, personal references, and other details as may be required. The ~~s~~ Superintendent or designee will coordinate the hiring procedures for all job applicants. Hiring will be in accordance with Policy GDF ~~{\*\*}~~, Hiring of Non-Certified Personnel.

### Definitions

Salaried Employee: personnel under written contract for a specified period ~~of time~~, whose compensation is set and determined on a per-pay-period or annualized salary basis, and whose normal workday coincides with that of the regular school day.

Hourly Wage Employee: personnel ~~not under written contract for any specified period~~, whose compensation is calculated according to time spent on the job, and whose workday may vary according to specific assignment.

### Wages

Compensation for salaried non-certified, non-collective bargaining employees will be determined on an individual basis, and ~~will be recommended~~ approved by the Superintendent ~~or designee to the Board~~ each year.

Compensation for hourly employees, not covered by a collective bargaining agreement, will be ~~according to a salary schedule approved annually by the Board~~ determined on an individual basis, and

approved by the Superintendent or designee.

### **Workday**

Each non-certified employee's supervisor will establish the employee's work schedule, including starting time, break time, lunchtime and ending time, as applicable. Non-certified employees working more than 5 consecutive hours per day~~20 hours per week~~ will be provided one 30-minute break during each regular workday.~~[no less than \_\_\_\_\_ 2 paid fifteen minute breaks]~~ during each regular workday.

### **Payroll Deductions**

Appropriate payroll deductions will be made from the compensation of all personnel. These will include, but not be limited to, federal income tax and social security. Other deductions may be made on a voluntary basis if permitted under rules of the Department of Labor.

### **Leave**

Requests for leave by non-certified personnel will be handled individually by the district Human Resources office, immediate supervisor, and/or the building principal, [\_\_\_\_\_ superintendent] and may be allowed for reasons such as illness, death of a close relative, maternity/parental leave, personal time and vacation.

### **Grievances**

All grievances should be settled with the employee's immediate superior. Appeal may be made to the Superintendent.

### **Annual Notice**

The Superintendent and/or designee will notify all educational support staff and non-certified employees by no later than the last day of each school year or fiscal year of the District's intent to continue or not continue their respective employment for the following school or fiscal year. The notification will be in writing.

The notification may state that the intent to continue or not continue the employee's employment is contingent on special circumstances, including but not limited to fiscal considerations, staffing needs, staff re-organization, student enrollment, and others etc.

### **Legal References**

RSA 189:14-h

First Reading: February 19, 2024

# HUDSON SCHOOL DISTRICT POLICY

## GDF Hiring of Non-Certified Personnel

Updated: For School Board First Reading 19, 2024

Related Policies: GDB & GBCD

Category: Recommended

The superintendent and/or designee is directed to oversee the recruitment and hiring process for non-certified personnel, and has the authority to hire non-certified employees ~~subject to approval of the School Board.~~ All new employees are subject to a criminal background check, as per Policy GBCD. This policy may be superseded by a collective bargaining agreement.

### Training

It is the responsibility of the superintendent or designee to coordinate activities and training sessions that will aid non-certified personnel in learning the requirements of their position.

Prior to assuming his/her duties, each non-certified employee will be advised of local policies relevant to their specific responsibilities.

### Probationary Period

A probationary period for non-certified personnel is defined as the first ninety work days of employment, excluding weekends and any school breaks when an employee would not be scheduled to work, for a new employee or for an employee who has been rehired following a break in service.

The probationary period will be used to allow the immediate supervisor time to closely evaluate the employee, and to encourage effective adjustment to the position. Only employees who meet acceptable standards of work during the probationary period will be retained.

The immediate supervisor must decide before the completion of the probationary period as to whether the employee has successfully passed the probationary period or should be dismissed prior to the end of the ninety days, subject to the approval of the Superintendent.

### Legal References

*NH Code of Administrative Rules, Section Ed 302.02, Substantive Duties of Superintendents*

*RSA 189:13-a, School Employee and Volunteer Background Investigations*

First Reading

Second Reading

Adopted or Reviewed

# HUDSON SCHOOL DISTRICT POLICY

## ACAC Title IX Sexual Harassment Policy & Grievance Process

Reviewed: For School Board Second Reading February 19, 2024

Related Policies: AC, AC-E, GBEAB, JICK & JLF

Category: P

The definition of "Sexual Harassment" is found in Section II.B of this Policy. Instructions for making a report or complaint of sexual harassment are found in Section II.J.1. The "Title IX Grievance Process" is Section III, and the procedure for filing a formal complaint to initiate the grievance process is found in Section III.A

### I. Restatement Of Policy Prohibiting Discrimination On The Basis Of Sex

Per Board policy AC, Title IX of the Education Amendments Act of 1972 ("Title IX"), as well as RSA 193:38, among others, the district does not discriminate on the basis of sex in its educational programs and activities, including employment and admissions. All forms of sex-based discrimination, including sexual harassment are prohibited in the district.

### II. Title IX Sexual Harassment Policy

#### A. Application of This Policy

While all forms of sex-based discrimination are prohibited in the district, the purpose of this policy is to address, and only to address, sexual harassment as defined in Title IX and Sec. II.B, below, that occurs within the educational programs and activities of the district, and to provide a grievance process for investigating and reaching a final determination of responsibility for a formal complaint of sexual harassment. The "Title IX Grievance Process" is set out in Sec. III below. While the district must respond to all "reports" it receives of sexual harassment, the Title IX Grievance Process is initiated only with the filing of a formal complaint.

~~The purpose of this policy, however, is to address, and only to address, sexual harassment as defined in Title IX that occurs within the educational programs and activities of the district. For harassing conduct which does not meet the definition of sexual harassment under Title IX and this Policy, the district's response will be governed under other applicable laws and policies per Board policy [\*\*]AC, and policies referenced therein.~~

This policy shall apply to all students, employees, and any third party who contracts with the district to provide services to district students or employees, upon district property or during any school program or activity.

Nothing in this policy will be construed to confer on any third party a right to due process or other proceedings to which student and employee respondents are entitled under this policy unless such right exists under law. Volunteers and visitors who engage in sexual harassment will be directed to leave school property and/or be reported to law



enforcement, the NH Division of Children, Youth and Families (DCYF), as appropriate. A third party under the supervision and control of the school system will be subject to termination of contracts/agreements, restricted from access to school property, and/or subject to other consequences, as appropriate.

The Superintendent shall have overall responsibility for implementing this Policy and shall annually appoint a district Title IX Coordinator as that position is described in Section II.C, below. The name and contact information for the Title IX Coordinator is set forth in Board Policy AC-E , which policy shall be updated and disseminated annually with the Title IX Coordinator's name as set forth in Board policy AC.

## **B. Definitions**

As used in this Policy and the Title IX Grievance Process, the terms below shall have the meaning ascribed.

- "Actual knowledge" occurs when the district's Title IX Coordinator or ANY employee of one of the district's schools (other than a "respondent" or alleged harasser) receives a notice, report or information or becomes aware of sexual harassment or allegations of sexual harassment.
- "Complainant" is an individual who is alleged to be the victim of conduct that could constitute sexual harassment, whether or not that person files a report or formal complaint.
- "Days" shall mean calendar days but shall exclude non-weekend days on which the SAU office is closed (e.g., holidays, office-wide vacations), or any weekday during the school year on which school is closed (e.g., snow days).
- "Decision Maker" means persons tasked with: the responsibility of making initial determinations of responsibility (at times referred to as "initial decision maker"); or the responsibility to decide any appeal (at times "appeals decision maker") with respect to formal complaints of sexual harassment in accordance with the Title IX Grievance Process.
- "Determination of Responsibility" is the formal finding by the decision-maker on each allegation of Sexual Harassment contained in a Formal Complaint that the Respondent did or did not engage in conduct constituting Sexual Harassment Under Title IX.
- "Formal Complaint" means a document filed by a complainant, the complainant's parent/guardian, or the Title IX Coordinator, alleging sexual harassment against a respondent, and requesting that the district investigate the allegation of sexual harassment.
- "Respondent" is an individual who is reported to be the individual accused of conduct that could constitute sexual harassment.

- “Sexual harassment” prohibited under Title IX and by this policy is conduct on the basis of sex (including, without limitation, gender, sexual orientation, and/or gender identity), occurring in a school system education program or activity that satisfies one or more of the following:
  1. A school district employee conditioning an aid, benefit, or service of an education program or activity on an individual’s participation or refusal to participate in sexual conduct irrespective of whether the conduct is welcomed by the student or other employee;
  2. Unwelcome sex-based/related conduct determined by a reasonable person to be so severe, pervasive, AND objectively offensive that it effectively denies a person equal access to the education program or activity (this standard requires consideration of all the facts and circumstances, including, but not limited to, the ages and disability statuses of the harasser and victim and the number of individuals involved and their authority; OR
  3. Sexual assault, dating violence, domestic violence, or stalking as defined in state or federal law.

Behaviors that constitute sexual harassment may include, but are not limited to:

- i. Sexually suggestive remarks or jokes;
- ii. Verbal harassment or abuse;
- iii. Displaying or distributing sexually suggestive pictures, in whatever form (e.g., drawings, photographs, videos, irrespective of format);
- iv. Sexually suggestive gesturing, including touching oneself in a sexually suggestive manner in front of others;
- v. Harassing or sexually suggestive or offensive messages that are written or electronic;
- vi. Subtle or direct propositions for sexual favors or activities;
- vii. Touching of a sexual nature or groping; and
- viii. Teasing or name-calling related to sexual characteristics or the belief or perception that an individual is not conforming to expected gender roles or conduct.

*Note: incidents of the above conduct would still need to satisfy one or more of the criteria in paragraphs 1-3 of this definition.*

Sexual harassment may be directed against a particular person or persons, or a group, whether of the opposite sex or the same sex.

The context of behavior can make a difference between conduct falling within the technical definition of Sexual Harassment Under Title IX, and conduct of a sexual nature that is offensive or hostile in itself, but which does not arise to the level within that definition. District policies prohibit both, but for purposes of its Title IX obligations the district must address reports or complaints of conduct which may constitute sexual

harassment as defined above, under this specific, limited scope Policy and Title IX Grievance Process. Except as used in other laws (e.g., Title VII) or policies (e.g., Board policy JICK[\*\*] pertaining to harassment, including of a sexual nature, other than Title IX sexual harassment, all references to “sexual harassment” in this policy mean sexual harassment that meets the above definition.

Conduct that satisfies this definition is not sexual harassment for purposes of this policy if the conduct occurred (1) outside the United States or (2) under circumstances in which the school system did not have substantial control over both the harasser/respondent and the context in which the harassment occurred.

*Note: Regarding Concurrent Enrollment and Dual Enrollment, Extended Learning Opportunities, 3rd Party Distance Learning and Other Alternative Instructional Programs: Under federal regulations, in order for the district to have jurisdiction over conduct that would otherwise meet the definition above of sexual harassment, the district must have substantial control over both the respondent and the context in which the harassment occurred. In general, this will mean that unless such learning program is occurring upon district property, conduct otherwise meeting the definition of sexual harassment within that program, may not be subject to this policy.*

- “Supportive Measures” are free, non-disciplinary, non-punitive, individualized services and shall be offered to the complainant, and may be offered to the respondent, as appropriate. These measures may include, but are not limited to, the following:
  1. Counseling;
  2. Course modifications;
  3. Schedule changes; and
  4. Increased monitoring or supervision
  5. [district may add additional types of supportive services (non-punitive/disciplinary)]

Such measures shall be designed to restore or preserve equal access to the district’s education programs and activities without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the district’s educational environment and/or deter sexual harassment. Supportive measures shall remain confidential with exclusive exceptions stated required in Sec. II.E, below.

### **C. Title IX Coordinator**

The Title IX Coordinator shall respond promptly to all general reports as well as formal complaints of sexual harassment. The Title IX Coordinator shall receive general and specific reports of sexual harassment and coordinate the district’s responses to both reports and formal complaints of sexual harassment so that the same are prompt and equitable. In addition to any other specific responsibilities assigned under this policy, or

as assigned by the Superintendent, the Title IX Coordinator will be responsible for:

1. meeting with a complainant, and informing the parent/guardian once the Title IX Coordinator becomes aware of allegations of conduct that could constitute sexual harassment as defined in this policy;
2. identification and implementation of supportive measures;
3. signing or receiving formal complaints of sexual harassment;
4. engaging with the parents/guardians of parties to any formal complaint of sexual harassment;
5. coordinating with district and school-level personnel to facilitate and assure implementation of investigations, and remedies, and helping to assure that the district otherwise meets its obligations associated with reports and complaints of sexual harassment;
6. coordinating with the Superintendent with respect to assignment of persons to fulfill the district's obligations, both general and case specific, relative to this policy (e.g., investigator, decision makers, etc.; this may involve the retention of third party personnel.);
7. coordinating with district and school-level personnel to assure appropriate training and professional development of employees and others in accordance with Sec. II.D of this Policy; and
8. helping to assure that appropriate systems are identified and maintained to centralize sexual harassment records and data.

In cases where the Title IX Coordinator is unavailable, including unavailability due to a conflict of interest or other disqualifying reason (see Sec. II.G, below), the Superintendent shall assure that another person with the appropriate training and qualifications is appointed as acting Title IX Coordinator" shall include the acting Title IX Coordinators.

#### **D. Training**

All district employees shall receive regular training relative to mandatory reporting obligations, and any other responsibilities they may have relative to this policy.

Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process, must receive training on the definition of sexual harassment, this policy, the scope of the district's education program or activity, and how to conduct an investigation (including the requirements of the reporting and the Title IX Grievance Process, including hearings, appeals, and information resolution processes). The training must also include avoiding prejudice of the facts, conflicts of interest and bias.

Decision-makers must also receive training on issues of relevance of questions and evidence, including when questions about the complainant's sexual predisposition or prior sexual behavior are not relevant.

Investigators must receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence.

Materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process, must not rely on sex stereotypes, must promote impartial investigations and adjudications of formal complaints of sexual harassment, and must be made available to the public as provided in Sec. II.H of this policy.

### **E. Confidentiality**

The district will respect the confidentiality of the complainant and the respondent as much as possible, however, some information may need to be disclosed to appropriate individuals or authorities. All disclosures shall be consistent with the district's legal obligations and the necessity to investigate allegations of harassment and take disciplinary action. Examples of required disclosure include:

1. information to either party to the extent necessary to provide the parties due process during the Title IX Grievance Process;
2. information to individuals who are responsible for handling the district's investigation and determination of responsibility to the extent necessary to complete the district's grievance process;
3. mandatory reports of child abuse or neglect to DCYF or local law enforcement (per Board policy JLF;[\*\*] )
4. information to the complainant's and the respondent's parent/guardian as required under this Policy and or the Family Educational Rights and Privacy Act ("FERPA"); and
5. reports to the New Hampshire Department of Education as required under N.H. Code of Administrative Rules Ed 510 regarding violations of the NH Code of Conduct for Education Professionals.

Additionally, any supportive measures offered to the complainant or the respondent shall remain confidential to the extent that maintaining such confidentiality would not impair the ability of the school district to provide the supportive measures.

Except as specified above, the district shall keep confidential the identity of:

1. Any individual who has made a report or complaint of sex discrimination
2. Any individual who has made a report or filed a formal complaint of sexual harassment
3. Any complainant
4. Any individual who has been reported to be the perpetrator of sex discrimination 1
5. Any respondent, and
6. Any witness

Any supportive measures provided to the complainant or respondent shall be kept confidential to the extent that maintaining such confidentiality does not impair the ability of the district to provide the supportive measures.

## F. Retaliation Prohibited

Retaliation against any person who makes a report or complaint, or against any person who assists, participates, or refuses to participate<sup>2</sup> in any investigation of an act alleged in this policy is prohibited. Actions taken in response to materially false statements made in bad faith, or to submitting materially false information in bad faith, as part of a report or during the Title IX Grievance Process do not constitute retaliation. A finding of responsibility alone is insufficient to conclude that a person made a materially false statement in bad faith. Complaints of retaliation with respect to reports or formal complaints of sexual harassment shall be filed under the district's general grievance process.

## G. Conflict of Interest

No person designated as a Title IX Coordinator, investigator, decision-maker, nor any person designated by the district to facilitate an informal resolution process, may have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.

## H. Dissemination and Notice

The district shall include in all student and employee handbooks, and shall make publicly available on the district's website] ~~{OR, BUT only if the district does not maintain a website} [available to members of the public as government records]~~ the following information:

1. The district's policy of non-discrimination on the basis of sex (included in School Board policy AC-~~\*\*\*~~)
2. the title, name, office address, email address, and telephone number of the Title IX Coordinator (to be provided pursuant to Board policy AC and its addendum, updated annually, ACE~~\*\*\*~~)
3. the complaint process; 1 34 CFR 106.71 (a). 2 34 CFR 106.71 (a). Page 7 of 19
4. how to file a complaint of sex discrimination or sexual harassment
5. how the district will respond to such a complaint; and
6. a statement that Title IX inquiries may be referred to the Title IX Coordinator or to the Assistant Secretary for Civil Rights

The same information shall be provided to all persons seeking employment with the district or seeking to enroll or participate in the district's educational programs or activities.

Additionally, the district will make this policy, as well as any materials used to train personnel as required under Sec. II.D [publicly available on the district's website.] ~~{OR, BUT only if the district does not maintain a website} [available to members of the public as government records].~~

## I. Records and Record Keeping

1. For each report or formal complaint of sexual harassment, the district, through the Title IX Coordinator, must create, and maintain for seven (7) years, record of:
  - a. Any actions, including any supportive measures,
  - b. The basis for the district's conclusion that its response was not deliberately indifferent; and
  - c. Documentation which:
    - If supportive measures were provided to the complainant, a description of the supportive measures taken designed to restore or preserve equal access to the district's education program or activity; or
    - If no supportive measures were provided to a complainant, explains the reasons why such a response was not clearly unreasonable in light of the known circumstances.
2. In addition, the district shall maintain the following records for a minimum of seven (7) years:
  - a. Records for each formal complaint of sexual harassment, including:
    - Any determination regarding responsibility, including dismissals;
    - Any disciplinary sanctions imposed on the respondent;
    - Any remedies provided to the complainant designed to restore or preserve equal access to the district's education program or activity;
    - Any appeal and the result therefrom;
    - Any informal resolution process and the result therefrom;
  - b. All materials used to train Title IX Coordinators, investigators, and decision-makers.

## J. Reports of Sexual Harassment, Formal Complaints and District Responses

### 1. Report of Sexual Harassment

*Note: A report does not initiate the formal Title IX Grievance Process. That process is begun only upon the filing of a formal complaint under the procedures set out in II.J.3, and III.A, below.*

Any person may report sexual harassment whether relating to her/himself or another person. **However, if any district employee – other than the employee harasser, or the Title IX Coordinator – receives information of conduct which may constitute sexual harassment under this Policy, s/he shall, without delay, inform the Title IX Coordinator** of the alleged sexual harassment. Failure to report will subject the employee to discipline up to and including dismissal.

A report of sexual harassment may be made at any time, in person, by mail, by telephone, electronic mail, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Additionally, while the district strongly encourages reports of sexual harassment to be made directly to the Title IX Coordinator, the report may be made to any district staff member, including,



for instance, a counselor, teacher or principal.

If the Title IX Coordinator is the alleged respondent, the report or formal complaint may be made directly to the Superintendent, who shall thereafter fulfill the functions of the Title IX Coordinator regarding that report/complaint or delegate the function to another person.

*Note: For any allegation of sexual assault on a student under the age of 18, such conduction shall be reported immediately to the DCYF per Board policy JLF. If the alleged respondent (perpetrator) is a person holding a license or credential from the New Hampshire Department of Education (i.e., "credential holder"), then a report shall also be made pursuant to Board policy GBEAB.*

## 2. District Response to Report of Sexual Harassment

The district will promptly respond when there is actual knowledge of sexual harassment, even if a formal complaint has not been filed. The district shall treat complainants and respondents equitably by providing supportive measures to the complainant<sup>3</sup> and by following the Title IX Grievance Process prior to imposing any disciplinary sanctions or other actions that are not supportive measures against a respondent. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

As soon as reasonably possible after receiving a report of alleged sexual harassment from another district employee or after receiving a report directly through any means, the Title IX Coordinator shall contact the complainant to:

- i. discuss the availability of and offer supportive measures;
- ii. consider the complainant's wishes with respect to supportive measures;
- iii. inform the complainant of the availability of supportive measures with or without the filing of a formal complaint; and
- iv. explain to the complainant the process for filing a formal complaint.

## 3. Formal Complaints

Pursuant to federal regulations, and this policy, a formal complaint that contains an allegation of sexual harassment and a request that the district investigate the allegations is required before the district may conduct a formal investigation of sexual harassment or take any action (other than supportive measures) against a person accused of sexual harassment. Once a formal complaint of sexual harassment is received by the Title IX Coordinator, s/he shall commence the Title IX Grievance Process set out in Sec. III below. The process for filing a formal complaint is set forth in Sec. III.A.

<sup>3</sup> The Title IX Coordinator may offer supportive measures to a complainant, even if the information from the complainant does not/does not appear to meet the full definition of sexual harassment under this policy. districts should consult with counsel before it "imposes" any supportive measures against a respondent. (footnote)

#### 4. Limitation on Disciplinary Action

In no case shall the district impose disciplinary consequences or sanctions against a respondent who has been accused of conduct which may constitute sexual harassment, until the Title IX Grievance Process has been completed.

#### 5. Emergency Removal and Administrative Leave

At any point after receiving a report or formal complaint of sexual harassment, the Title IX Coordinator (or other district official charged with a specific function under this policy or the Title IX Process: e.g., investigator, decision maker, etc.) may request the Superintendent to direct that an individualized safety and risk analysis be performed to determine whether a respondent student is an immediate threat to the physical health or safety of any person. In the event that the safety and risk analysis determines that the respondent student does present an immediate threat to the physical health and safety of any person, the district may remove that student, provided that such removal is in full compliance with the IDEA, a student's IEP and or 504 plan if applicable. Such emergency removal shall not be disciplinary. However, the district must provide the respondent with notice and an opportunity to challenge the decision immediately following the removal, and shall continue to offer educational programming until a final determination is made pursuant to the Title IX Grievance Process.

The Title IX Coordinator shall keep the Superintendent of Schools informed of any employee respondents so that he/she can make any necessary reports to New Hampshire Department of Education in compliance with applicable administrative rules and the New Hampshire Code of Conduct for Educational Professionals. In appropriate cases, the Superintendent may place an employee respondent on non-disciplinary administrative leave pursuant to RSA 189:31.

### III. Title IX Grievance Process

The Title IX Grievance Process is used only upon the filing of a formal complaint of sexual harassment as described in Sec. III.A, below. The provisions of Section I of the Policy are incorporated as part of the Title IX Grievance Process. Upon receipt of a formal complaint of sexual harassment, the Title IX Coordinator will coordinate the district's efforts to comply with its responsibilities related to the Title IX Grievance Process.

#### A. Process for Filing a Formal Complaint of Sexual Harassment

The Title IX Grievance Process is initiated by way of a formal complaint ("complaint" or "formal complaint") filed by the complainant, the complainant's parent/guardian, or the Title IX Coordinator. The complainant may file a complaint or choose not to file a complaint and simply receive the supportive measures. If the Complainant does not file a complaint, the Title IX Coordinator may sign a formal complaint, but only if initiating the grievance process against the respondent is not clearly unreasonable in light of the known circumstances, and in other cases where, in the exercise of good judgment and in consultation with the district's attorney as appropriate, the Title IX Coordinator

determines that a grievance process is necessary to comply with the obligation not to be deliberately indifferent to known allegations of sexual harassment (e.g., reports of sexual assault, employee on student harassment, repeat reports, or the conduct in the complainant's report has not been adequately resolved through the provision of supportive measures). If the complaint is filed by the Title IX Coordinator, he/she is not a party to the action, and the district must comply with all of the provisions of the Title IX Grievance Process relative to respondents and complainants.

If no formal complaint is filed by the complainant or the Title IX Coordinator no disciplinary action may be taken against the respondent based upon conduct that would constitute sexual harassment under this policy.

Although there is no time limit per se to filing a formal complaint, for complaints initiated by the complainant or his/her parent/guardian, the complainant must be employed by the district or participating in or attempting to participate in the education program or activities of the district at the time of filing. Additionally, although the district will initiate the Title IX Grievance Process regardless of when the formal complaint is submitted, delays in reporting may significantly impair the ability of school officials to investigate and respond to the allegations.

At a minimum, a formal complaint must:

1. contain the name and address of the complainant and the student's parent or guardian if the complainant is a minor student
2. describe the alleged sexual harassment
3. request an investigation of the matter, and
4. be signed by the complainant or otherwise indicate that the complainant is the person filing the complaint

The complaint may be filed with the Title IX coordinator in person, by mail, or by email. Complaint forms may be obtained from the Title IX Coordinator ~~[or on the district and school websites]~~.

## **B. Initial Steps and Notice of Formal Complaint**

1. The Title IX Coordinator will provide notice to the complainant and the complainant's parent/guardian (if the complainant is a non-eligible student under FERPA), and to the respondent (if known) and the respondent's parent/guardian (if the respondent is a non-eligible student under FERPA), as well as to any other known parties, of the following:
  - a. this Title IX Grievance Process, including any informal resolution process;
  - b. the allegations of sexual harassment potentially constituting sexual harassment, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview; "sufficient details" shall include to the extent known identities of persons involved, the conduct allegedly constituting sexual harassment, and the date and location of the incident;

- c. a statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility will be made at the conclusion of the grievance process;
  - d. that each party may have an advisor of their choice, who may be, but is not required to be, an attorney;
  - e. that each party is entitled to inspect and review evidence; and
  - f. a reference to any provision in the district's code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.
2. The Title IX Coordinator will contact the complainant to discuss and offer supportive measures.
  3. The Title IX Coordinator may contact the respondent to discuss, and or impose, non-disciplinary supportive measures.
  4. The Title IX Coordinator will examine the allegations in the formal complaint, to determine whether even if assumed true, the allegations are sufficient to sustain a finding of sexual harassment under this Policy. If the Title IX Coordinator was not involved with preparing the formal complaint, the Title IX Coordinator will contact the complainant to discuss the complaint and whether amendment is appropriate, in which case the process of Sec. III.C.4 will apply.
  5. If the formal complaint fails to satisfy the definition of sexual harassment in this Policy, the complaint shall be dismissed as provided in Sec. III.G, below.
  6. If the complaint is not dismissed, then Title IX Coordinator will consult with the Superintendent as to whether the Title IX Coordinator should act as the investigator or whether a different district or other employee shall act in that capacity. At the same time, the Title IX Coordinator and the Superintendent shall appoint the person who shall make the initial determination of responsibility (initial decision maker). ~~*[The district's policy contains additional language regarding appointment of decision maker. Can be optional language, e.g., ["Ordinarily the building principal shall serve as the initial decision maker..." or "The Superintendent, in consultation with the Title IX Coordinator, shall appoint an initial decision maker on a case bycase basis. ...."]*~~ In all cases, the investigator and the initial decision maker must be properly trained and otherwise qualified (see Sec. II.D "Training", and Section II.G "Conflict of Interest").
  7. If the report alleges sexual harassment by the Superintendent, the Title IX Coordinator will inform the School Board Chair and the ~~*[state title of alternate]*~~ **Assistant Superintendent/BA/BM**, the latter of whom shall have authority to seek guidance from the district's general counsel, but shall not delay the district's response to the report as outlined in this Policy.

## C. General Provisions and Additional Definitions Relative to Title IX Grievance Process

### 1. Copies and Notices

Except as specifically stated elsewhere in this policy, for any document, information or material required to be delivered to a party or to a person assigned with responsibility under the Title IX Grievance Process, the manner of transmittal may be by electronic mail, regular mail or such other manner reasonably calculated to assure prompt delivery with evidence thereof (such as a commercial carrier or other receipted delivery). Hand delivery will only be permitted if made to the district official charged with the specific function under this Policy (e.g., Title IX Coordinator, Superintendent, investigator, decision maker(s), etc.). Any document required to be delivered to a minor or other non-eligible student, must also be delivered to the minor's parent/guardian. Copies should also be sent to a party's advisor if the information for the advisor has been previously communicated to the sending party. (Under federal regulations, copies of the investigative evidence, as well as the investigative report, must be forwarded to a party's advisor. See Sections III.E.3, and III.E.4).

### 2. Risk Analysis and Emergency Removal

At any point during the Title IX Grievance Process, the Title IX Coordinator may arrange for an individualized safety and risk analysis as described in Sec. II.J.5, following which a student may be removed.

### 3. Administrative Leave

At any point during the Title IX Grievance Process, the Superintendent, and at his/her own discretion, and with or without consulting the Title IX Coordinator, may place an employee on administrative leave pursuant to RSA 189:31.

### 4. Additional Allegations

If, in the course of an investigation, the district decides to investigate allegations about the complainant or respondent that were not included in the previous notice, the district shall simultaneously provide notice of the additional allegations to the parties whose identities are known.

### 5. No Interference with Legal Privileges

At no point in process will the Title IX Coordinator, the investigator, any decision maker, or any other person participating on behalf of the district, require, allow, rely upon, or otherwise use questions or evidence that constitutes, or seeks disclosure of, information protected under a legally recognized privilege (e.g., doctor/patient, attorney/client, clergy, etc.), unless the person holding such privilege (parent/guardian for minor student) has waived the privilege in writing to use the information with respect to the Title IX Grievance Process.

### 6. Consolidation of Complaints. The district may consolidate formal complaints of allegations of sexual harassment where the allegations of sexual harassment arise out of the same facts or circumstances and the formal complaints are against more than one respondent; or by more than one complainant against one or more respondents; or by one party against the other party. When the district has consolidated formal

complaints so that the grievance process involves more than one complainant or more than one respondent, references to the singular “party”, “complainant”, or “respondent” include the plural, as applicable.

7. Remedies: Range of Disciplinary Sanctions and Remedial Actions Upon Final Determination of Responsibility.

- a. “Disciplinary sanctions” are consequences imposed on a respondent when s/he is found responsible for sexual harassment under this Policy. Remedial actions are actions intended to restore or preserve a complainant’s equal access to the educational programs and activities of the district.
- b. “Disciplinary sanctions” against an employee respondent may include any available sanction available for the discipline of employees, up to and including dismissal or nonrenewal for any other violation of Board policy, NH Code of Conduct for Educational Professionals, applicable individual or collective bargaining contract, or state or federal laws or regulations.
- c. “Disciplinary sanctions” against a student may include any available discipline or sanction, up to and including expulsion, under the policies, rules and procedures that establish the district’s comprehensive student code of conduct.
- d. “Remedial actions” as to a respondent after a final finding of responsibility, whether employee or student, may include the imposition upon a responsible respondent of any additional non-disciplinary measures appropriate to effecting a remedy for sexual harassment, and may include such measures as no-contact requirements, scheduling adjustments, removal or exclusion from extracurricular activities, class reassignments, limits on future class registrations, restrictions on access to various spaces in the school buildings, reassignment of attendance, and similar measures fine-tuned to respond appropriately to the circumstances surrounding a successful complainant’s right to access the district’s program and activity.  
Additional remedial actions may include recommendations that a school-wide or system-wide response is needed in order to respond to the sexual harassment in a way that is not clearly unreasonable under the circumstances. In such cases, the Superintendent shall provide additional staff training, harassment prevention programs, or such other measures as determined appropriate to protect the safety of the educational environment and/or to deter sexual harassment.

**D. Timeframe of Grievance Process**

The district shall make a good faith effort to conduct a fair, impartial grievance process in a timely manner designed to provide all parties with a prompt and equitable resolution. It is expected that in most cases, the grievance process will be concluded through at least the determination of responsibility decision within 80 days after filing the formal complaint. In more complex cases, the time necessary to complete a fair and thorough investigation or other circumstances mean that a determination of responsibility cannot reasonably be made within that timeframe.

1. Summary of Grievance Process Timeline. [With the exception of paras b&c, the below

~~are timeframes recommended by NHSBA. Both para. b & c, however, are minimum timeframes mandated under the federal regulations.]~~

- a. Investigation 20 +/- days as the complexity of the case demands (Sec. III.E.1)
- b. 10 days for reviewing information prior to conclusion of investigation
- c. 10 days after receiving report to respond to report
- d. 10 days for decision maker to allow initial questions
- e. 10 days for responses to questions
- f. 10 days for questions and responses to follow-up questions.
- g. 10 days for determination of responsibility decision
- h. 10 days for appeal (6 additional days for administrative steps)
- i. 10 days for argument/statement challenging or supporting determination
- j. 10 days for decision on appeal

## 2. Delays and Extensions of Time

At any stage of the grievance process, the district (through the Superintendent, or if the Superintendent is the respondent, the Title IX Coordinator or designee) may for good cause allow for temporary delays or extensions of time upon request of either party, or on his/her own initiative. Examples of good cause may include such things as availability of parties or witnesses, school or school administrative office holidays or vacations, referral back to an earlier stage of the grievance process, concurrent law enforcement or other agency activity, or need to obtain interpreters or accommodation of disabilities. For any such delay or extension of time, the Superintendent or the Title IX Coordinator will provide written notice to the parties of the delay/extension and the reason(s)

## E. Investigation

The Title IX Coordinator will coordinate the investigation. The investigator shall be as appointed pursuant to Sec. III.B.5.

1. The Title IX Coordinator may conduct the investigation, or, in consultation with the Superintendent, designate another qualified person to investigate. The investigation and investigator must:
  - a. Include objective evaluation of all relevant evidence, including inculpatory and exculpatory evidence. (Evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such evidence about the complainant's prior sexual behavior is offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the evidence concerns specific incidents of the complainant's prior sexual behavior with respect to the respondent and is offered to prove consent.)
  - b. Ensure that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rests on the district and not on either of the parties;
  - c. Provide an equal opportunity for the parties to present witnesses, and other inculpatory and exculpatory evidence;

- d. Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence;
  - e. Provide the parties with the same opportunities to have others present during any interview or other part of the investigation, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice. The investigator may restrict any others from participating, as long as the restrictions apply equally to both parties;
  - f. Provide, to a party (e.g., respondent or complainant – and parent/guardian as appropriate) whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate within the timeframes established in Sec. III.D, below.
  - g. Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint;
2. Prior to completion of the investigative report, the district, through the Title IX Coordinator, must send to each party and party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties must have at least 10 days to submit a written response, which the investigator will consider prior to completion of the investigative report;
  3. The investigator must prepare a written investigative report that fairly summarizes relevant evidence, including, without limitation, witness credibility, discrepancies, inculpatory and exculpatory information, and relevant district policies, rules and regulations, and the manner in which the same were made known to the pertinent school populations or specific parties. The investigative report shall include a description of the procedural steps taken, starting with the receipt of the formal complaint, and continuing through the preparation of the investigative report, including any notifications to the parties, interview with parties and witnesses, site visit, and methods used to gather evidence.
  4. The investigator shall provide the investigative report in hard copy or electronic format to the Title IX Coordinator, to each party and each party's advisor, if any. Each party will have 10 days from receipt to provide the Title IX Coordinator a written response to the investigative report.
  5. It serves all parties when investigations proceed diligently and conclude within a reasonable time, which may vary case by case. In most cases, it is expected that the investigator will conclude the initial investigation, and provide the parties the evidence and other information required under Sec. III.E.2. Not more frequently than every other week, any party may request the Title IX Coordinator to obtain and provide the parties with a basic status report on the investigator's progress toward completion. In most cases, the investigator should conclude the investigation within 10-20 days[NHSBA recommends] after receiving a Formal Complaint.



## F. Determination of Responsibility and Initial Decision Maker

The determination of responsibility of the respondent shall be made by the initial decision maker as appointed pursuant to Section III.B.5.

1. Prior to making a determination of responsibility, the initial decision maker will afford each party 10 days [NHSBA recommends] to submit written, relevant questions to the initial decision maker that the party wants asked of any party or witness.
2. The initial decision-maker must explain to the party proposing the questions any decision to exclude a question as not relevant. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the question and evidence concern specific incidents of the complainants prior sexual behavior with respect to the respondent and are offered to prove consent.
3. The initial decision maker will provide the questions to the party/witness, with copies to each party, and provide no less than 10 days [NHSBA recommends] for written responses, likewise to be provided to each party.
4. The initial decision maker will provide 5 days [NHSBA recommends] each for supplementary, limited follow-up questions and 5 days [NHSBA recommends] for answers, and may provide for additional rounds of follow-up questions, as long as the provision is extended to both parties equally.
5. The initial decision maker may not make any credibility determinations based on the person's status as a complainant, respondent or witness.
6. The respondent must be deemed to be not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.
7. The initial decision maker may impose disciplinary sanctions and remedies as described in Section III.C7, above.
8. The standard to be used for formal complaints in determining whether a violation has occurred and/or that the respondent is responsible is the preponderance of the evidence standard, which is only met when the party with the burden convinces the fact finder (the initial decision maker) that there is a greater than 50% chance that the claim is true (i.e., more likely than not)
9. The initial decision-maker must issue a written determination/decision within 10 days [NHSBA recommends] after the close of the period for responses to the last round of follow-up questions. The written "Initial Determination of Responsibility" must include:
  - a. Identification of the allegations potentially constituting sexual harassment;
  - b. A description of the procedural steps taken from the receipt of the formal complaint through the Initial Determination of Responsibility, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather evidence, and hearings held;
  - c. Findings of fact supporting the determination;
  - d. Conclusions regarding the application of the district's applicable codes of conduct,

policies, administrative regulations or rules to the facts;  
e. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility (i.e., whether or not the respondent is responsible for sexual harassment), and any disciplinary sanctions or remedies; and  
f. The district's procedures and permissible bases for the complainant and respondent to appeal (as set forth in Section III.H, below). 10. The decision maker shall provide the Initial Determination of Responsibility to the Title IX Coordinator, the Superintendent and the parties simultaneously.

### **G. Dismissal of a Formal Complaint**

1. The district must dismiss a formal complaint with regard to Title IX sexual harassment if the alleged conduct:
  - a. Would not constitute sexual harassment, even if proved;
  - b. Did not occur in the district's education program or activity; or
  - c. Did not occur against a person in the United States.
2. The district may dismiss a formal complaint with regard to Title IX sexual harassment if at any time during the investigation or determination of responsibility stage(s):
  - a. A complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein;
  - b. The respondent is no longer enrolled or employed by the district; or
  - c. Specific circumstances prevent the recipient from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.
3. Prior to dismissal of a complaint, the person responsible at that stage shall consult with the Superintendent.
4. Upon dismissal of a formal complaint, the district must promptly send written notice of the dismissal and the reason(s) therefor simultaneously to the parties.

**The dismissal of a formal complaint under Title IX does not preclude the district from continuing any investigation or taking action under other district policies, code of conduct or administrative rules/regulations. In some cases, the district may have an obligation to continue an investigation and proceed under a different policy or mandated process.**

### **H. Appeals Process**

1. Either party may appeal the Initial Determination of Responsibility or the dismissal of a formal complaint or any allegation in a formal complaint by notifying the Superintendent in writing ("written appeal"), with a copy to the Title IX Coordinator. If there are multiple determinations of responsibility, the written appeal shall specify which ones are included in the appeal. The written appeal must be received by the Superintendent within 10 days [NHSBA recommends] of the Initial Determination of Responsibility or written notice of dismissal being communicated to the parties.
2. An appeal under this Policy may only be based upon one or more of the following bases, which must be stated specifically in the party's written appeal:

- i. Procedural irregularity that affected the outcome of the matter;
- ii. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; or
- iii. The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.
- iv. ~~[Additional bases may be added by a district if made available equally to both parties].~~

Appeals for any other reason or upon any determination of responsibility not included in the written appeal will not be heard. Appeals pertain only to the determination of responsibility and non-disciplinary remedies. Once a determination of responsibility is final per Sec. III.I, below, appeals of disciplinary sanctions may be made pursuant to the district's ordinary review process for discipline, or, to the extent applicable, any statutory or other processes provided under collective bargaining agreements or individual contracts.

3. Within 3 days ~~[NHSBA recommends]~~ of receipt of the written appeal, the Superintendent shall appoint a decision maker for appeal ("appeals decision maker"),<sup>4</sup> who must have adequate training as provided in Section II.D, be free from conflict of interest as provided in Section II.G, and may not be the same person as the initial decision maker, the person who ordered dismissal, the investigator(s), or the Title IX Coordinator. Upon the appointment of the appeals decision maker, the Superintendent shall provide a Notice of Appeal to each party and to the Title IX Coordinator, with a copy of the written appeal. The Notice of Appeal must include information about all deadlines and timeframes in the appeal stage.

<sup>4</sup> Although the school board is not precluded from serving as a decision maker with respect to appeals, before it may do so, each member of the board must meet both the training and conflict of interest requirements described in Sections II.D and II.G. Such training may be provided on an as-needed basis, but because of necessary timelines, the framework will need to be in place long before a case is appealed. (Footnote)

4. Each party shall have 10 days ~~[NHSBA recommends]~~ from the date the Notice of Appeal is delivered to the parties to submit to the appeals decision maker a written statement, with copies to the Superintendent, Title IX Coordinator, and other party a statement ("appeal statement") in support of, or challenging, the determination of responsibility or dismissal.
5. Each party shall provide copies of the appeal statement to the other party, the Superintendent, and the Title IX Coordinator at the same time the appeal statement is given to the appeals decision maker. If the basis of the appeal is newly available evidence affecting the outcome, the party shall submit such evidence or a summary of such evidence along with the party's appeal statement.

6. The appeals decision maker may refer an appealed issue back to a prior point in the

grievance process, with written notice to the parties, the Superintendent and the Title IX Coordinator.

6. The appeals decision maker shall provide a written appeals decision after considering the record and the parties' appeal statements. The appeals decision maker will only overturn the Initial Determination of Responsibility upon a conclusion that it was clearly erroneous (i.e., either made on unreasonable grounds, or without any proper consideration of the circumstances). If the basis or one of the bases for the appeal was new evidence, the appeals decision maker may either make a determination of responsibility regarding that evidence, or refer it back to the appropriate stage of the Title IX Grievance Process. The written appeals decision will describe the result(s) of the appeal and the rationale, with copies provided to the parties, Superintendent and Title IX Coordinator, no more than 10 days [NHSBA recommends] after receiving the last of the parties' written statements per Section III.H.5.

#### **I. Finality of Determination of Responsibility**

The determination regarding responsibility becomes final either on the date that the recipient, through the Superintendent, provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal of the Initial Determination of Responsibility would no longer be considered timely. The final determination shall be identified as the Title IX Decision.

Once the Title IX Decision is final, the district may implement remedies and disciplinary sanctions. The Title IX Coordinator is responsible for effective implementation of any non-disciplinary remedies, with the assistance of building and district administrative personnel, while disciplinary sanctions will be imposed by persons charged with such responsibilities under other Board policies, regulations or administrative procedures. The district may also proceed against the respondent or complainant pursuant to the district's applicable code of conduct or other Board policies, collective bargaining agreement, individual contract or administrative rules/regulations/procedures. The issue of responsibility for the conduct at issue shall not be subject to further review or appeal within the district.

#### **J. Informal Resolution**

At any time prior to reaching a determination regarding responsibility (but only after the filing of a formal complaint), the district may offer an optional informal resolution process (e.g., mediation, arbitration), provided that the district:

1. Provides written notice to the parties disclosing:
  - a. The allegations of the formal complaint;
  - b. The requirements of the information resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations, provided, however, that at any time prior to agreeing to an informal final resolution, any party has the right to withdraw from the informal

- resolution process and resume the grievance process with respect to the formal complaint; and
- c. Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared. 2. Obtains the parties' voluntary written consent to the informal resolution process; and

**In no event may the district offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.**

### **Legal References**

Title IX of the Education Amendments of 1972, 20 U.S.C 1681, et seq 20 U.S.C. §1232g, Family Educational Rights and Privacy Act

34 CFR. Part 99, Family Educational Rights and Privacy Act Regulations

34 CFR 106.8, Designation of responsible employee and adoption of grievance procedures.

34 CFR 106.30, Definitions

34 CFR 106.44, Recipient's response to sexual harassment

34 CFR 106.4, Grievance process for formal complaints of sexual harassment

34 CFR 106.71, Retaliation

RSA 193:38, Discrimination in Public Schools

NH Dept of Ed. Rules Ed 303.01 (i), School Board Substantive Duties

Ed 303.01(j), Substantive Duties of School Boards; Sexual Harassment Policy

Adopted: September 28, 2020

First Reading: February 5, 2024

Second Reading: February 19, 2024

## HUDSON SCHOOL DISTRICT

<b>POLICY CODE: EBCA Crisis Prevention &amp; Emergency Response Plans</b>	<b>FIRST ADOPTION: 08/11/2003</b>
<b>RELATED POLICIES: EB, JICK</b>	<b>LATEST REVISION: 01/06/2020</b>
	Page 1 of 1

*Category: Recommended*

The Board recognizes that schools are subject to a number of potentially dangerous events, such as natural disasters, industrial accidents, acts of terrorism, and other violent events. No school is immune from these events no matter the size or location. The Board is committed to the prevention of these events, to the extent possible, in the schools and at school-sponsored activities.

The Superintendent is responsible for ensuring that at least two times per year, the District conducts emergency response drills. The Superintendent will establish a relationship with local and state emergency (e.g., police, fire, ambulance, etc.). The Superintendent, or his/her designee, will serve as a coordinator/liason with these authorities.

The Superintendent, in consultation with appropriate personnel, and in coordination with local emergency authorities, shall develop a District-wide Crisis Prevention and Response Plan, which must, at a minimum, include a site-specific Emergency Response Plan for each school.

The Superintendent is responsible for ensuring that each Emergency Response Plan conforms with the requirements of RSA 189:64, as the same may be amended or replaced, and that each Emergency Response Plan addresses hazards including, but not limited to: acts of violence, threats, natural disasters, fire, hazardous materials, medical emergencies, and other hazards deemed necessary by the School Board or local emergency authorities. The emergency response plans will be based on and conform to the Incident Command System and the National Incident Management System.

The School Board directs the Superintendent to assure that each Emergency Response Plan is reviewed annually (in consultation with appropriate personnel, and in coordination with local emergency authorities), and is updated as necessary. If, after such review, the plan remains unchanged, then the Superintendent shall notify the Department of Education by September 1 that the plan is unchanged. If an Emergency Response Plan is update/revised, the Superintendent shall submit the updated Emergency Response Plan to the New Hampshire Department of Education no later than September 1.

The District Crisis and Response Plan will be updated annually to include each site-specific Emergency Response Plan as updated, and any other changes as deemed appropriate by the Superintendent.

The Superintendent will develop an administrative regulation that ensures the effective development and implementation of the district's plan.

### **Legal References:**

- *RSA 189:64, Emergency Response Plans*
- *RSA 193-D, Safe School Zones*
- *RSA 193-F, Pupil Safety and Violence Prevention*
- *NH Code of Admin. Rule. Section Ed. 306.04(a)(2), Promoting School Safety*

# HUDSON SCHOOL DISTRICT POLICY

## EBCA Crisis Prevention and Emergency Response Plans

Updated: For School Board Second Reading February 19, 2024

Related Policies: ADD, EB, EBB, EBCB, EBCD, EG, JICK, JLCJA

Category: Recommended

The Board recognizes that schools are subject to a number of potentially dangerous events, such as natural disasters, industrial accidents, acts of terrorism, and other violent events. No school is immune from these events no matter the size or location. The Board is committed to the prevention of these events, to the extent possible, in schools and at school-sponsored activities.

### A. Site-specific Emergency Operations Plan (RSA 189:64)

Each school shall develop a site-specific school emergency operations plan ("EOP") based on and conforming with the Incident Command System and the National Incident Management System and pursuant to RSA 189:64.

Each Emergency Operations Plan will address hazards as including, but not limited to acts of violence, threats, natural disasters, fire, hazardous materials, medical emergencies, and other hazards deemed necessary by the Superintendent the School Board or local emergency authorities. School building principals, or their designee, shall annually review their site-specific Their EOP will be updated (or report of no changes) to the Superintendent for review before submitting the Emergency Operations Plan to the Department of Homeland Security by the date determined by the agency. (see footnote)

If, after such review, the plan remains unchanged, then the Superintendent/Principal shall notify the New Hampshire Department of Safety by October 15 that the plan is unchanged. On an annual basis, if an the Emergency Operations Plan will be updated/revised, the Superintendent/Principal shall submit the updated Emergency Operations Plan to the Director of Homeland Security through the Emergency Management of the Department of Safety by whatever date is determined as designated by the agency

All-hazard and fire evacuation drills shall be conducted annually pursuant to RSA 189:64 Board policy EBCB.

### B. District-wide Crisis Prevention and Response Plan

The Superintendent, in consultation with appropriate personnel, and in coordination with local emergency authorities, shall develop a District-wide Crisis Prevention and Response Plan (the "District Crisis Plan"). The District Crisis Plan shall serve as a compilation of each site-specific Emergency Operations Plan for each District school and shall include the current Sports Injury Emergency Action Plan as required under Board policy JLCJA and RSA 200:40-c.

The District-wide Crisis (EOPs) will include provisions addressing coordination of crisis prevention and responses between and among the different schools, grounds, school buses, and other facilities of the district. Additionally, the District Crisis Plan (EOPs) should address:

~~[Insert other provisions or issues the Board wishes such plan to address.]~~

In order to avoid plan/policy conflicts, the District Crisis Plan (EOPs) will reference applicable sections of other pertinent plans rather than restate (e.g., crisis communications should be addressed in the District Communication Plan (EOPs), EG-R).

The District Crisis Plan shall be updated and provided to the Board for review ~~by October 31 each year~~ (i.e., after the site-specific EOP's are submitted to the state).

### C. Coordination

The Superintendent will establish a relationship with local and state emergency services (e.g., police, fire, ambulance, etc.). Unless otherwise provided in a site-specific EOP, the District-wide Crisis Prevention and Response Plan or the District Communication Plan, the Superintendent, or his/her designee, will serve as the coordinator/liason with these authorities. Additionally, the Superintendent should designate personnel to explore the availability of any training or support provided by the New Hampshire Departments of Education and/or Safety associated with risk assessment, crisis management, and other matters related to this policy.

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<sup>1</sup> ~~[Delete fn.] This date should be early enough to allow the Superintendent/facilities director sufficient time for review before the October 15 deadline to submit to the state.~~

### Legal References

RSA 189:64  
RSA 193-D  
RSA 193-F  
RSA 200:40-c  
NH Code of Admin Rules, Ed 306.04(a)(2)

Adopted: August 11, 2003  
Reviewed: January 6, 2020  
First Reading: February 5, 2024  
Second Reading: February 19, 2024



# HUDSON SCHOOL DISTRICT POLICY

## EBCC False Alarms, Bomb, Active Shooter and Other Such Threats

Updated: For School Board Second Reading February 19, 2024

Related Policies: EBB,

Category: Recommended

The Board recognizes that bomb, active shooter or other such violent threats are a significant concern to the schools. Whether the threat is real or a hoax, it represents a likely substantial disruption to the educational mission of the school, as well as potential danger to the safety and welfare of students, staff, and school property.

No person shall make or communicate, by any means, a threat stating the current or future presence of a fire, an explosion, an active shooter, an explosive device, a biological or chemical substance, or other catastrophic emergency on school premises. This prohibition extends to activating any alarm on school property intended to warn of the presence of one or more such threats or conditions when the person activating the alarm knows the threat or condition is not present, or there is no reasonable basis presence of such threat or condition. Making such threats or false alarms will be deemed a violation of the applicable code of conduct, with potential disciplinary action, and will be referred to law enforcement for potential criminal prosecution.

~~Any such false threat or alarm will be regarded as a serious matter and will be treated accordingly.~~ In the event a violent threat is made, or alarm activated, the building Principals/Supervisor shall follow the pertinent procedures set forth in the District Crisis Prevention and Response Plan (see policy EBCA ), and the schools' specific Emergency Operations Plan (EOP). ~~At a minimum:~~

- ~~1. The Superintendent or his/her designee shall make a determination as to whether an immediate evacuation of school buildings is required in accordance with the District Crisis Prevention and response Plan.~~
- ~~2. Simultaneously, local law enforcement authorities shall be notified.~~
- ~~3. An investigation of the threat should be made by local law enforcement authorities or applicable state department.~~
- ~~4. Any decision to re-enter the school or buildings after an evacuation will be made by the Superintendent or designee, and only after such clearance has been given by the appropriate law enforcement agency.~~
- ~~5. The Superintendent or his/her designee will communicate the occurrence of any threat under this policy to the parents of any students in the affected building, whether or not a full evacuation occurred EITHER in accordance with the District Crisis Prevention and response Plan OR the District Communication Plan OR as soon as deemed appropriate under the circumstances.~~

Any decision to re-enter the school or buildings will be made by the Superintendent, or designee, and only after such clearance has been given by the appropriate law enforcement agency.

~~Making a bomb threat is a crime. As such, any person found to have made a bomb threat will be subject to arrest and prosecution according to law. Any student suspected of making a bomb threat will be reported to law enforcement authorities for investigation and possible prosecution. Apart from any penalty imposed by law, and without regard to the existence or status of criminal charges, a student who makes a bomb threat shall be subject to disciplinary action, in accordance with applicable Board policy.~~

### **Legal References**

RSA 158:9, Possession of Explosives

RSA 644-a False Fire Alarms

RSA 644:3 False Public Alarms

Adopted: January 6, 2020

First Reading: February 5, 2024

Second Reading: February 19, 2024

Propose

## HUDSON SCHOOL DISTRICT POLICY

### FA Facilities Development Goals/Priority Objectives

Updated: For School Board Second Reading February 19, 2024

Related Policies: FAA

Category: Optional

#### A. Policy Statement

As the Board seeks to incorporate the most appropriate and cost-effective risk management techniques for loss prevention and control, and to overcome deficiencies in its physical plant, it strives to provide new and remodeled facilities that will offer the best possible physical environment for learning and teaching. The Board specifically recognizes the need and importance of regular and substantial capital maintenance, renovation, improvement and expansion consistent with realistic fiscal constraints.

#### B. Facility Considerations, Goals and Objectives. In establishing specific facility plans, the Board will use the following considerations, goals and objectives among others:

1. Facilities, including buildings, ground, and playing fields, that will accommodate organization and instructional patterns that support the district's educational philosophy and instructional goals.
2. Meeting all safety requirements through the remodeling and renovation of older structures.
3. Providing building renovations to meet requirements on the availability of public school facilities to handicapped persons whenever possible.
4. Building design, construction, and renovation that will lend themselves to low maintenance costs and the conservation of energy.
5. Facilities that will also lend themselves to community use in ways consistent with the district's overall goals.
6. Keeping the community informed about the condition of district facilities as well as the perceived needs in the areas of capital improvement expansion and acquisition.

Decisions pertaining to education specifications of new buildings and those undergoing extensive remodeling will be developed with the input of teachers, students, parents, and the community.

#### C. Capital Improvement Program. The Facilities Director~~[insert person or committee responsible for facilities planning, e.g., board facilities committee, superintendent, etc.]~~~~[[See Adoption note a- in heading of sample.]~~ will prepare and update a long-range capital improvement program, to be reviewed at least every 2 years with **Capital Improvement Committee**, that identifies District school facility goals, provides projected expenditures, and outlines procedures and guidelines to be followed to accomplish Board and District goals. This program will be provided to the Department of Education pursuant to RSA 198:15-a, so that the state can project funds needed for building projects occurring in the District and elsewhere.

**Legal References**

RSA 198:15-a

Adopted: March 16, 2020

First Reading: February 5, 2024

Second Reading: February 19, 2024

Proposed

# HUDSON SCHOOL DISTRICT POLICY

## JEB Age of Entrance

Updated: School Board – Second Reading February 19, 2024

Related Policies: BAAA

Category: Required

Annual Review

The policy of the Hudson School Board is to admit students to first grade whose sixth birthday occurs on or before September 30, in accordance with RSA 193:1 Duty of Parent; Compulsory Attendance by Pupil:

A parent/guardian of any child at least 6 years of age and under 18 years of age shall cause such child to attend the public school to which the child is assigned in the child's resident district. Such a child shall attend full time when such school is in session.

### A. Statement of Policy

A pupil may enter kindergarten if the chronological age will be five on or before September 30 of the year of entering school.

A pupil shall be required to enter grade one if the chronological age will be six on or before September 30 of the year of entering school. See RSA 193:1.

A birth certificate must be presented upon registration as proof of the date of birth.

### B. Incoming Students Transferring from Another District

Incoming transfer students in grades 2-8, inclusive, will be placed in accordance with the data forwarded by the sending District. Such placement is tentative and subject to reassignment by the Superintendent of Schools or his/her designee.

Incoming transfer students in grade 1 will be admitted to grade 1 if their chronological age will be six before December 31 of the year of entering school or if previously enrolled in grade 1 in another community and attending local schools only on a temporary basis (10 months or less). Such placement is tentative and subject to reassignment by the Superintendent.

### C. Waivers

Waivers covered by this policy for early admittance shall only be granted for a three-month probationary period. Before the end of the probationary period, the District will assess whether the waiver/placement is appropriate. If the District determines that the waiver/placement is not appropriate, the student will be subject to reassignment by the Superintendent of Schools or his/her designee. For a waiver of early admittance into kindergarten, reassignment shall mean withdrawal from school. Parents requesting a waiver for early admittance to kindergarten must agree in writing to withdraw their child if the waiver/placement as determined by the District is not appropriate. Likewise, parents requesting any other waiver under this policy must agree to reassignment in the event that the placement is not appropriate. Likewise, parents requesting any other waiver under this policy must agree in writing to reassignment if the placement is not appropriate. Such agreement to potential reassignment/withdrawal shall be made at the time of application for waiver to age of entrance requirements.

## **D.D. Requesting a Waiver**

Parents/guardians may request a waiver for delayed entry or early admittance.

### **Waiver Timeline**

1. March ~~15~~ - A parent or guardian submits the waiver request form by March 15, prior to the school year in question.

All students applying for a waiver will need to take the appropriate grade-level screener in the spring.

2. May 1 – Screener results with recommendation from the screening team will be delivered to the Superintendent.

3. May 15 – Superintendent or designee will inform parents/guardians in writing of the decision relative to the request.

- ~~4. All decisions and appeals will be concluded by June 1-30. The Superintendent's decision shall be final. If the parent/guardian is not satisfied with the decision of the Superintendent, the parent/guardian may appeal to the School Board. A letter requesting appeal must be received by June 1.~~

- ~~5. June 30 – The School Board shall make every reasonable effort to schedule a hearing no later than June 30 in order to receive oral testimony from the parent/guardian.~~

- ~~6. The School Board shall issue its written decision within 15 days of hearing evidence.~~

- ~~7.4. If the parent/guardian is not satisfied with the decision of the School Board, he or she will have the right to appeal to the New Hampshire State Board of Education pursuant to RSA 193:3.~~

## **D.E. Information Considered**

A waiver of the school entrance age policy will be granted in those cases judged to be appropriate in all assessed areas. All reviews relative to waiver requests are confidential.

A parent/guardian who wishes to request a waiver should be aware that considerations may include, but are not limited to, the following information:

1. The school entrance age policy, as stated in Section A above
2. Any hardship other than space or staffing which may result to the School District if the child is granted a waiver to the school entrance age policy
3. Enrollment, class sizes and space
4. Information regarding the child's intellectual abilities
5. Information regarding the child's social and emotional development
6. Information regarding the child's physical abilities
7. Written recommendation(s) of a kindergarten teacher(s), preschool teacher(s), daycare provider(s), or other individuals with specific knowledge of the child's intellectual, social, and physical abilities
8. Information regarding the academic and/or social success of children who are admitted to school at a young age
9. Evidence of whether the child will be harmed if he or she is not granted a waiver, and evidence of what kind of harm may result

10. Any behavioral or developmental issues which the child may face as a result of early admittance to school, and the resources available to help prevent and/or address such issues if they arise
11. Options, other than early admission to school, which are available to the child
12. Issues relating to the credibility of the evidence presented

### **Legal References**

*RSA 193:1, Duty of Parent; Compulsory Attendance by Pupil*

Approved: April 17, 2017

Reviewed: July 20, 2020

Updated: January 30, 2023

First Reading: February 20, 2023

Second Reading: March 13, 2023

Updated: March 13, 2023

First Reading: November 6, 2023

Second Reading: November 20, 2023

Updated: November 20, 2023

First Reading: February 5, 2024

Second Reading: February 19, 2024

Proposed



**HUDSON SCHOOL DISTRICT** ♦ Hudson, New Hampshire  
Hills Memorial Library 18 Library Street

**6:30 pm Budget Meeting  
Non-Public Session**

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## **School Board Meeting Minutes – February 5, 2024 - Draft**

### **In Attendance**

#### **Board Members**

Gretchen Whiting, Chair  
Maureen Dionne, Vice Chair  
Ethan Beals  
Mike Campbell  
Gary Gasdia

#### **SAU Staff**

Dan Moulis, Superintendent of Schools  
Kimberly Organek, Assistant Superintendent  
Of Curriculum & Instruction  
Rachel Borge, Director Special Services  
Jen Burk, Business Administrator

#### **A. Call to Order [0:00:10]**

Chair Gretchen Whiting called the meeting to order at 6:30 pm. Maureen Dionne led the Pledge of Allegiance.

#### **B. Public Input [0:00:34]**

School District Moderator Paul Inderbitzen of 2 Timothy Lane reviewed the upcoming Deliberative Session on February 10, 2024.

#### **C. Good News Update (Informational) [0:03:02]**

Alvirne High School student Liam McNeil is commended for his accomplishments at Alvirne High School including running track and cross country and playing unified soccer, volleyball, and basketball. As an athlete in the Special Olympics, he has won various awards and medals in such sports as skiing, track, and golf, as well as a purple belt in karate. He is working in the HiSet program, will run the Boston Marathon, and will attend Leslie University next year. He is wished the best of luck.



## D. Presentation to the Board [0:12:47]

### 1. Alvirne High School Senior Capstones

Dean of Academics Joyce Wise and English Department Head Lauren Denis introduced the concept of Capstone Projects. This year, there is focus on relating the Capstone to the Portrait of a Graduate. PLC groups have worked on this. Competencies are based on the Portrait of a Graduate (e.g. creation of inquiry and research). Rising to the challenge is an important aspect and students worked on this. Some highlights on how the program grew from last year include: 100 seniors presented projects in-school; over 200 juniors attended presentations; and 86 students presented after school. All Capstone students worked with an outside mentor/expert; teachers supported Capstone projects; Capstone classes became more inclusive; an educationally themed Capstone class is being piloted; and a Capstone internship was established in the Hills Garrison art classroom. Community members can reach out to Ms. Wise, Ms. Denis or Mr. Beals if they are interested in being a mentor. An idea of a high school - middle school leadership program was suggested. All involved were commended. Presentations were given by three Seniors:

Brady Monk - Spot Micro Capstone

The project was to code a mini version (B.R.A.D.) of Spot the robot dog made by Boston Dynamics. He is interested in this field of work after high school. The project helped him with responsibility, communication, curiosity, citizenship and social/emotional behavior.

Rachel Allard - Conflict Resolution with 6<sup>th</sup> Graders

The project was to teach HMS 6<sup>th</sup> graders about the best ways to implement conflict resolution strategies (friendships, peer pressure, competition). She wanted to make an impact and help them be more successful. It helped her public speaking skills.

Makenzie Thompson - Veteran Charity Motorcycle Ride

The project was to organize a veteran charity motorcycle ride. She wanted to create a fun community event that would raise money for veterans - Hero Pups support dogs. She learned how to raise money for a charity, devise a safe route, and this project helped her work on public speaking.

## E. New Business [1:00:41]

### 1. State FFA Convention Request (Decision)

On behalf of the Alvirne FFA, Superintendent Moulis presented a request to attend the State FFA Conference from March 27-29, 2024. Approximately 25 students will attend. Awards will be given at the event.

***Ethan Beals made a motion to approve the State FFA Conference from March 27-29, 2024, as presented. Mike Campbell seconded the motion. Motion passed 5-0.***

## 2. Nominations (Decision)

Nominations were presented for Alvirne High School for ACE Instructors and Spring Sports Nominations.

***Maureen Dionne made a motion to approve the AHS ACE instructor and spring coach nominations as presented. Mike Campbell seconded the motion. Motion passed 5-0.***

## 3. School Board Meeting Calendar - Draft (Decision)

The School Board Meeting Calendar for 2024-2025 was reviewed, with a March 18, 2024, School Board organizational meeting instead of March 25, 2024.

September 9 and 23 and July 15 dates were proposed.

February 27 and March 3 were suggested.

March 24, 2025, would be highlighted. A suggestion was to have meetings on January 6, 2025, and 21, 2025, vs. January 13, 2025 and January 27, 2025, followed by February 3, 2025 and February 17, 2025; then March 10, 2025 and March 24, 2025. Ms. Borge explained the dates in January had been selected because of the holidays and deadlines for materials needed. An updated version will be reviewed at the next meeting.

## F. Old Business [1:10:02]

### 1. Assignment of Warrant Articles (Decision)

There was a review of which Board members would present which Warrant Articles at the upcoming deliberative session.

Warrant Article	Presenter
1	Ms. Whiting
2	Mr. Campbell
3	Mr. Gasdia
4	Ms. Dionne
5	Ms. Dionne
6	Ms. Whiting
7	Mr. Gasdia
8	Mr. Campbell
9	Ms. Whiting

## G. Policies - First Reading (Decision)

**ACAC - Title IX Sexual Harassment Policy and Grievance Procedure**

ACAC - with revisions, cleaning up an updated policy

## **EBCA - Crisis Prevention and Emergency Response Plans**

EBCA - NHSBA version-proposed -timelines updated

## **EBCC - False Alarms, Bomb, Active Shooter and Other Such Threats**

EBCC - current policy with tracked changes - from September 23, 2023, revisions re. HB44 passage including false reports of threats

## **FA - Facilities Development Goals and Preparation**

FA- current policy with revisions, re. Capital Improvement Plan/Committee

## **JEB - Age of Entrance**

JEB - current policy with revisions

Mr. Beals suggested edits:

Waivers

- “Waivers covered by this policy shall ~~only~~ be granted for a...”
- “Parents requesting a waiver ~~for early admittance to~~ to kindergarten must agree in writing to reassignment, including withdrawal if appropriate, if the waiver/placement as determined by the district is deemed appropriate.” The timeline (probation) was discussed for clarification.
- Ms. Dionne suggested an edit under #4: “All decisions and appeals will be concluded by June 30.”
- A reference to policy BAAA (appeals) should be made.

A new waiver form deadline will be announced once the policy has had its final revision.

This policy is set to be reviewed annually.

## **H. Recommended Action [1:32:58]**

1. **Manifests** – all set

2. **Minutes: January 22, 2024**

*Maureen Dionne made a motion to approve the minutes of January 22, 2024, as presented. Mike Campbell seconded the motion. Motion passed 5-0.*

## **I. Reports to the Board (Information) [1:33:22]**

1. **Superintendent Report - Dan Moulis**

- Kindergarten through Grade 8 students finished the mid-year iReady assessments.
- The CTE Open House at Alvirne High School took place last week and was very successful.
- The first Strategic Planning Forum occurred last week and a topic was Portrait of a Graduate. The next meetings will be on February 6 and February 14.
- The Evaluation Committee met last week to update the process for next year.

- The hiring update includes a Math Interventionist at Nottingham West; a PreK ABA teacher in process; and William LeBlond is the new Communications Coordinator for the district.
- The Winter Stroll at Hills Garrison last week was well attended.

## **2. Assistant Superintendent Report - Kimberly Organek**

- The Evaluation Committee met to determine changes to be made to the teacher evaluation process for next year.
- The Professional Development Committee is working on updating the master plan to submit to the state this spring.
- In the summer, teachers will be working on science units for K-5 for science instruction in SY25, as well as professional development for teaching math.
- STEM Camp will return for K - Grade 5.
- Returning college students are encouraged to apply to substitute.

## **3. Director of Special Services Report - Rachel Borge**

Individual student transitions in upcoming years are being reviewed. 2024 ESY is being reviewed. State testing (SAS) will be in March and the SAT will be March 25 - April 5, 2024. Participation is important. The Federal government requires a 95% participation rate; NH provides for test opt-outs. Students not taking the test count as zero which impacts proficiency scores.

## **4. Business Administrator Report - Jen Burk**

The School District Deliberative Session is in preparation, including the town mailer and election information posted online.

## **J. Committee Reports [1:43:25]**

Ms. Whiting mentioned that after the Town Deliberative Session, the Budget Committee met and took a vote on the circumferential highway.

## **K. Board of Selectmen - Liaison Comments [1:44:06] - N/A**

## **L. Student Representative Comments [1:44:07] - N/A**

## **M. Board Member Comments [1:44:08]**

Mr. Campbell mentioned that the Winter Stroll was a wonderful event. He hopes people will attend the School District Deliberative Session on Saturday, February 10.

Mr. Gasdia also encourages people to attend the Deliberative Session. He is happy that a Communications Director was hired, and he commended the person running the Alvirne Social Media page.

Ms. Dionne mentioned upcoming forums for the Strategic Planning Committee, noting it is an opportunity for community input. An online survey will be going out.

Ms. Whiting mentioned that the Deliberative Session is an important way to allow for community input and she encourages attendance.

**N. Non-Public Session per RSA 91-A:3 II a, b, and I. [1:48:53]**

*At 8:20ppm, Ethan Beals made a motion to enter into a non-public session per RSA 91-A:3 II a, b and I. Mike Campbell seconded the motion. Motion passed 5-0. Roll call vote.*

AFSCME proposal discussed  
CTE Regional agreement discussed  
Legal advice  
SAU Staff was dismissed at 9:00pm

**O. Return to General Session and Adjourn**

*At 10:31pm Ethan Beals made a motion to return to general session. Mike Campbell seconded the motion. Motion passed 5-0. Roll call vote.*

Submitted by

Susan DeFelice

Non-Public submitted by Dan Moulis, Kim Organek and Gretchen Whiting

**Hudson School Board Post-Deliberative Meeting  
Hudson Community Center  
12 Lions Avenue  
Hudson, New Hampshire  
February 10, 2024**

**A. Call to Order:**

Chairman Gretchen Whiting opened meeting at 12:24pm

In attendance: Gretchen Whiting, Chair; Maureen Dionne, Vice-chair; Gary Gasdia, member; Michael Campbell, member. Excused: Ethan Beals, member

**B. Deliberative Session Warrant Article Review**

Motion made by Gary Gasdia, seconded by Michael Campbell to reconsider vote on Warrant Article 1. Vote taken: 4-0.

Motion made by Gary Gasdia, seconded by Michael Campbell to change Warrant Article 1 Operating Budget amount from \$67,009,020 to \$67,509,020 as amended at Deliberative Session. Vote taken:4-0

No other warrant Articles were reconsidered; votes remained the same.

**C. Adjourn**

Motion to adjourn by Gary Gasdia, seconded by Michael Campbell. Vote taken: 4-0 Meeting adjourned at 12:26pm.

Minutes submitted by: Diane Cannava, School District Clerk

Submitted by: Diane Cannava, School District Clerk

## Discipline Report – February 19, 2024

### January 2024

School	# Student	Detentions			In-School Suspensions			Out-of-School Suspensions			Reported Incidents of Bullying	Incidents of Bullying Being "Found"	Note
		#	1x	2x +	Total	1 day	2 days +	Total	1 day	2 days +			
ELC - Library Street	201	0	0	0	1	1	0	0	0	0	0	0	
ELC - Dr. H.O. Smith	197	0	0	0	0	0	0	1	1	0	0	0	
Hills Garrison	369	0	0	0	4	3	1	1	1	0	0	0	
Nottingham West	562	10	7	3	0	0	0	1	1	0	0	0	
Hudson Memorial	698	16	12	4	20	19	1	9	8	1	7	1	There are 3 still being investigated
Alvirne High School	1008	32	23	9	6	6	0	5	5	0	0	0	

### January 2023

School	# Student	Detentions			In-School Suspensions			Out-of-School Suspensions			Reported Incidents of Bullying	Incidents of Bullying Being "Found"	Note
		#	1x	2x +	Total	1 day	2 days +	Total	1 day	2 days +			
ELC - Library Street	195	0	0	0	0	0	0	0	0	0	0	0	
ELC - Dr. H.O. Smith	215	0	0	0	0	0	0	1	1	0	0	0	
Hills Garrison	384	0	0	0	2	2	0	0	0	0	0	0	
Nottingham West	543	8	7	1	0	0	0	0	0	0	0	0	
Hudson Memorial	689	21	16	5	12	9	3	3	3	0	4	2	
Alvirne High School	1034	18	12	6	18	16	2	12	7	5	0	0	

**Detentions**    # = total number of students serving detentions    1x = single incidents    2x+ = number of students receiving detention more than once in the month

**ISS/OSS**    Total = total number of incidents in category    1 day = number of students receiving ISS/OSS for one day    2 days+ = number of students receiving ISS/OSS for multiple days

The Hudson School District has *Student Behavior Standards for PreK-12*, which are included in the student handbook at each school. Detailed expectations and the response to disruptive behaviors, by grade span, are included.

**Detention** – a student is given detention for purposeful or repeated behaviors that interrupt the school day such as skipping class, repeated tardies, disruptions to the learning environment. Teachers and administrators can assign detention, which is used to rectify the behavior.

**In-School Suspension (ISS)** – a student is given in-school suspension for significant violations of accepted behavioral standards and require the intervention of a building administrator. Behaviors include significant noncompliance, cheating/plagiarism and bullying. A principal can assign ISS for \*one to 10 days.

**Out-of-School Suspension (OSS)** – a student is given out-of-school suspension for significant violations of safety for students, teachers, staff and other members of the school community. OSS is avoided at the elementary level. Behaviors include bullying, aggressive physical conduct, threats of violence and possession or use of drugs. A principal can assign OSS for one to 10 days and it can be extended by the superintendent for an additional 10 days.

**Bullying** – a single significant incident or a pattern of incidents involving a written, verbal, or electronic communication, or a physical act or gesture, or any combination thereof, directed at another student which:

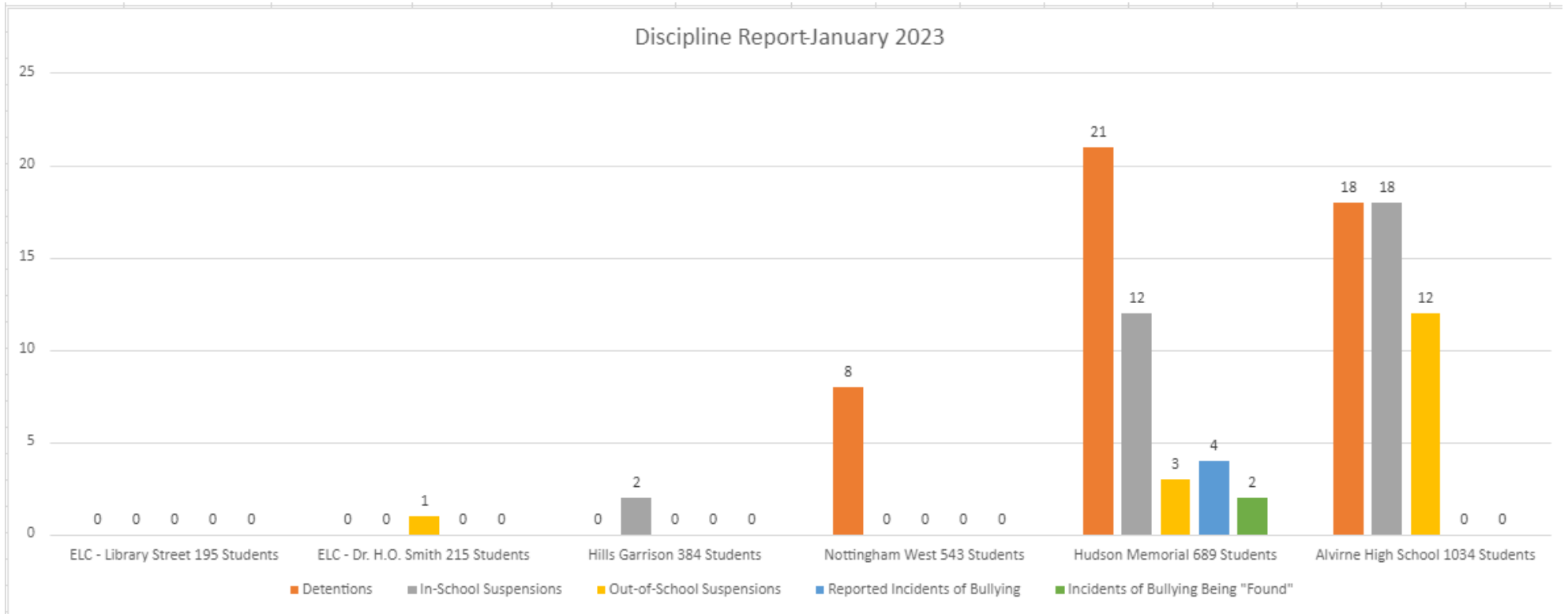
- (a) physically harms a student or damages the student's property;
- (b) causes emotional distress to a student;
- (c) interferes with a student's educational opportunities;
- (d) creates a hostile educational environment; or
- (e) substantially disrupts the orderly operation of the school

"Bullying" includes actions motivated by an imbalance of power based on a student's actual or perceived personal characteristics, behaviors, or beliefs, or motivated by the student's association with another person and based on the other person's characteristics, behaviors or beliefs



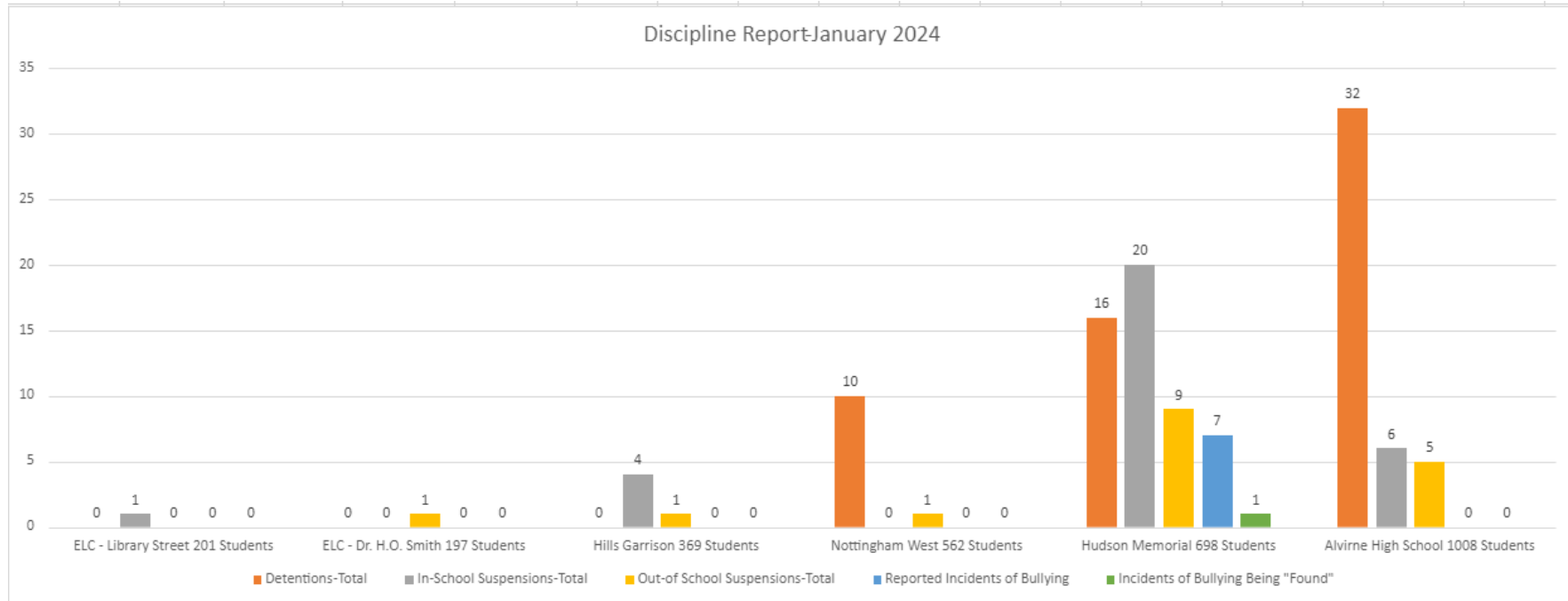
DISCIPLINE GRAPH JANUARY 2023

School	# Student	Detentions	In-School Suspensions	Out-of-School Suspensions	Reported Incidents of Bullying	Incidents of Bullying Being "Found"
ELC - Library Street	195 Students	0	0	0	0	0
ELC - Dr. H.O. Smith	215 Students	0	0	1	0	0
Hills Garrison	384 Students	0	2	0	0	0
Nottingham West	543 Students	8	0	0	0	0
Hudson Memorial	689 Students	21	12	3	4	2
Alvirne High School	1034 Students	18	18	12	0	0



## DISCIPLINE GRAPH JANUARY 2024

School	# Student	Detentions	In-School Suspensions	Out-of-School Suspensions	Reported Incidents of Bullying	Incidents of Bullying Being "Found"
		Total	Total	Total	#	#
ELC - Library Street	201 Students	0	1	0	0	0
ELC - Dr. H.O. Smith	197 Students	0	0	1	0	0
Hills Garrison	369 Students	0	4	1	0	0
Nottingham West	562 Students	10	0	1	0	0
Hudson Memorial	698 Students	16	20	9	7	1
Alvirne High School	1008 Students	32	6	5	0	0



**FY2024 FINANCIAL STATEMENT**

as of: **1/31/2024**

<u>REVENUE</u>	REVENUE 2024	ACTUAL YTD REVENUE	ANTICIPATED REVENUE	TOTAL ANTICIPATED REVENUE	EXCESS/ (SHORTFALL)
10 1121 CURRENT TAX APPROP	<b>43,296,398</b>	29,075,800	14,220,598	43,296,398	-
10 1320 TUITION FROM OTHER LEA'S	<b>240,000</b>	-	240,000	240,000	-
10 1340 PRE-SCHOOL TUITION	<b>80,000</b>	51,875	28,125	80,000	-
10 1510 INTEREST ON INVESTMENTS	<b>15,000</b>	133,249	-	133,249	118,249
10 1710 ATHLETIC FEES	<b>9,000</b>	-	9,000	9,000	-
10 1730 1:1 COMPUTER INSURANCE	<b>25,000</b>	28,505	-	28,505	3,505
10 1900 OTHER LOCAL REVENUE	<b>20,000</b>	11,830	8,170	20,000	(0)
10 1901 ERATE	<b>18,000</b>	30,693	-	30,693	12,693
10 1910 RENTALS	<b>15,000</b>	7,774	7,226	15,000	(0)
10 1921 ROTC PROGRAM CONTRIBUTIONS	<b>96,097</b>	37,016	59,081	96,097	0
10 3110 STATEWIDE EDUCATION TAX (SWEPT)	<b>6,136,479</b>	4,084,490	2,051,989	6,136,479	-
10 3190 OTHER STATE AID	-	27,642	-	27,642	27,642
10 3241 SPECIAL EDUCATION AID	<b>394,267</b>	607,493	-	607,493	213,226
10 3242 VOCATIONAL TUITION AID	<b>650,000</b>	562,728	87,272	650,000	0
10 3800 EDUCATION GRANT	<b>8,178,027</b>	5,724,618	2,453,409	8,178,027	-
10 4580 MEDICAID	<b>42,000</b>	-	42,000	42,000	-
10 5220 INDIRECT COSTS	<b>55,000</b>	23,192	31,808	55,000	0
<i>FUND BALANCE FROM FY23</i>	<b>2,140,295</b>	2,140,295		2,140,295	-
<b>TOTAL GENERAL FUND REVENUE</b>	<b>61,410,563</b>	<b>42,547,200</b>	<b>19,238,678</b>	<b>61,785,878</b>	<b>375,315</b>

<u>REVENUE</u>	REVENUE BUDGET	ACTUAL YTD REVENUE	ANTICIPATED REVENUE	TOTAL ANTICIPATED REVENUE	EXCESS/ (SHORTFALL)
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<b>TOTAL GENERAL FUND REVENUE</b> (From Page 1)	<b>61,410,563</b>	<b>42,547,200</b>	<b>19,238,678</b>	<b>61,785,878</b>	<b>375,315</b>
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<u>EXPENDITURES</u>	APPROPRIATION BUDGET	ACTUAL YTD EXPENDITURES	ANTICIPATED EXPENDITURES	TOTAL ANTICIPATED EXPENDITURES	(EXCESS)/ SHORTFALL
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**FY23 PRIOR YEAR ENCUMBRANCES**

Prior Year Encumbrances (FY23)	<b>1,261,042</b>				
Prior Year Encumbrances Paid to Date		382,364			
Anticipated Prior Year Encumbrance Payments			73,669		
<b>EXCESS/SHORTFALL</b>					<b>805,009</b>

**FY24 GENERAL FUND APPROPRIATION BUDGET**

<b>FY24 GENERAL FUND APPROPRIATION BUDGET</b>	<b>61,875,947</b>				
Expenditures		30,882,519			
Current Year Encumbrances			18,350,546		
Anticipated Expenditures			11,599,966		
End of Year Funds - Approved not encumbered					
<b>TOTAL ANTICIPATED EXPENDITURES</b>				<b>60,833,030</b>	

<b>EXCESS/SHORTFALL</b>					<b>1,042,917</b>
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<b>TOTAL EXPENDITURES</b>					<b>1,847,926</b>
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<b><u>ANTICIPATED FUND BALANCE w/ ANTICIPATED EXPENDITURES</u></b>					<b><u>2,223,241</u></b>
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**FY2024 FINANCIAL STATEMENT  
FUNCTION SUMMARY REPORT**

**GENERAL FUND**

1/31/2024

<b>FUNCTION</b>	<b>DESCRIPTION</b>	<b>BUDGET</b>	<b>TRANSFERS / ADJUSTMENTS</b>	<b>REVISED BUDGET</b>	<b>YTD EXPENDED</b>	<b>ENCUMBERED</b>	<b>ANTICIPATED EXPENDITURE</b>	<b>AVAILABLE BUDGET</b>
1100	Regular Programs	23,969,868	41,415	24,011,283	10,366,379	7,217,097	5,823,364	604,443
1200	Special Education	9,417,623	680,728	10,098,351	4,529,396	3,428,849	1,897,104	243,002
1300	Vocational	2,507,607	25	2,507,632	1,092,363	701,312	308,236	405,721
1400	Student Activities	822,288	32,953	855,240	415,258	57,082	323,233	59,667
2100	Student Services	5,612,961	16,766	5,629,727	2,329,316	1,714,607	1,169,677	416,127
2200	Student Support (Instruction)	2,383,458	4,465	2,387,922	1,222,498	395,100	644,766	125,558
2300	Student Support (Administration)	1,147,632	4,847	1,152,479	791,872	448,851	22,531	(110,774)
2400	School Administration	3,661,606	3,259	3,664,865	2,094,300	1,170,759	329,462	70,343
2500	School Resources	1,180,255	1,867	1,182,121	698,634	354,010	68,213	61,265
2600	Operations/Maint. Of Plant	6,155,068	249,680	6,404,748	3,716,921	1,968,267	657,438	62,122
2700	Student Transportation	2,844,363	119,572	2,963,935	1,913,408	896,052	73,436	81,039
2800	Information Mgt Services	657,303	25,465	682,768	440,529	72,228	182,506	(12,495)
4000	Facilities	780,005	80,000	860,005	1,019,296	-	-	(159,291)
5100/5200	Principal/Interest/Fund Transfers	735,912	-	735,912	634,712	-	100,000	1,200
<b>TOTAL</b>		<b>61,875,947</b>	<b>1,261,042</b>	<b>63,136,989</b>	<b>31,264,882</b>	<b>18,424,215</b>	<b>11,599,966</b>	<b>1,847,926</b>

**FY2024 FINANCIAL STATEMENT  
OBJECT SUMMARY REPORT**

**GENERAL FUND**

as of: **1/31/2024**

<b>FUNCTION</b>	<b>DESCRIPTION</b>	<b>BUDGET</b>	<b>TRANSFERS / ADJUSTMENTS</b>	<b>REVISED BUDGET</b>	<b>YTD EXPENDED</b>	<b>ENCUMBERED</b>	<b>ANTICIPATED EXPENDITURE</b>	<b>AVAILABLE BUDGET</b>
100	Salaries	30,546,892	2,699	30,549,591	14,062,061	13,479,209	1,712,989	1,295,332
200	Benefits	17,734,353	(775)	17,733,578	7,884,000	1,052,026	7,296,593	1,500,959
300-500	Purchased Services	8,954,887	1,150,777	10,105,663	6,381,649	2,971,811	1,714,546	(962,343)
600	Supplies	3,050,672	50,294	3,100,966	1,695,571	870,794	511,621	22,980
700	Property	753,924	58,009	811,933	556,575	36,201	237,217	(18,060)
800	Other	485,507	39	485,546	435,315	14,174	27,000	9,058
900	Principal/Interest/Fund Transfers	349,712	-	349,712	249,712	-	100,000	-
<b>TOTAL</b>		<b>61,875,947</b>	<b>1,261,042</b>	<b>63,136,989</b>	<b>31,264,883</b>	<b>18,424,215</b>	<b>11,599,966</b>	<b>1,847,926</b>

FY2024 FINANCIAL STATEMENT

as of: 1/31/2024

GENERAL FUND	ORIGINAL BUDGET	TRANSFERS IN	TRANSFERS OUT	DOLLAR CHANGE	% OF CHANGE
110 SALARIES	19,264,693	54,852	(54,000)	852	
111 DEPARTMENT HEAD SALARIES	1,981,923	-	-	-	
112 SALARIES	1,591,792	-	(2,153)	(2,153)	
113 TUTORS SALARIES	85,880	-	-	-	
114 SALARIES	2,403,115	-	-	-	
115 SPED MONITORS	2,200	-	-	-	
116 BEHAVIOR SPECIALISTS	156,909	-	-	-	
117 CLERICAL SALARIES	1,403,182	-	-	-	
118 MANAGERS SALARIES	431,567	-	-	-	
120 SUBSTITUTE SALARIES	329,500	-	-	-	
121 LONG TERM SUBSTITUTE SALARIES	140,000	-	-	-	
122 GROUNDSKEEPER SALARIES	140,704	-	-	-	
123 ELECTRICIAN SALARIES	74,642	-	-	-	
124 HVAC SALARIES	74,642	-	-	-	
125 MAINTENANCE SALARIES	138,379	-	-	-	
126 MAINTENANCE OVERTIME	5,000	-	-	-	
128 ELECTRICAN O/T	5,000	-	-	-	
129 HVAC OVERTIME	7,000	-	-	-	
130 OVERTIME	101,500	-	-	-	
<b>TOTAL SALARY TRANSFERS</b>	<b>28,337,627</b>	<b>54,852</b>	<b>(56,153)</b>	<b>(1,301)</b>	<b>0.00%</b>
211 HEALTH INSURANCE	8,565,441	-	(1,000)	(1,000)	
212 DENTAL INSURANCE	516,694	1,822	(1,822)	-	
213 LIFE INSURANCE	14,306	88	(88)	-	
214 DISABILITY INSURANCE	21,839	154	(154)	-	
220 SOCIAL SECURITY	2,041,340	3,825	(3,825)	-	
231 NON TEACHER RETIREMENT	764,797	-	-	-	
232 TEACHER RETIREMENT	4,104,077	9,820	(9,820)	-	
250 UNEMPLOYMENT	25,000	-	-	-	
260 WORKERS COMPENSATION	205,195	-	-	-	
270 LEADERSHIP COURSE REIMB	36,400	-	(1,000)	(1,000)	
271 BARGAINING COURSE REIMB	90,000	-	-	-	
272 COURSE REIMBURSEMENT/SECRETRET.	7,500	-	-	-	
275 COURSE REIMBURSE/TECHNOLOGY	-	-	-	-	
276 COURSE REIMBURSEMENT DW	7,500	-	-	-	
279 NEW HIRE PHYSICALS	4,000	-	-	-	
280 VOLUNTEER FINGERPRINTING	2,000	-	-	-	
<b>TOTAL BENEFIT TRANSFERS</b>	<b>16,406,089</b>	<b>15,709</b>	<b>(17,709)</b>	<b>(2,000)</b>	<b>-0.01%</b>
319 CONTRACTED SERV/TECH SUPPORT	59,317	-	(8,066)	(8,066)	
320 WORKSHOPS	146,535	3,058	(2,699)	359	
321 CONTRACTED SERVICES	527,336	-	-	-	
323 SAFETY TRAINING	4,000	-	-	-	
330 PROFESSIONAL SERVICES	461,844	-	-	-	
331 SERVICES	88,560	1,000	-	1,000	
332 SERVICES	45,400	-	-	-	
333 CONSULTANT - TUTORS	26,500	-	-	-	

FY2024 FINANCIAL STATEMENT

as of: 1/31/2024

GENERAL FUND	ORIGINAL BUDGET	TRANSFERS IN	TRANSFERS OUT	DOLLAR CHANGE	% OF CHANGE
335 LEGAL SERVICES	25,000	-	-	-	
391 GAME OFFICIALS	75,475	-	(559)	(559)	
411 UTILITIES WATER	44,185	-	-	-	
412 UTILITIES-SEWER	14,525	-	-	-	
421 UTILITIES-DISPOSAL	71,100	-	-	-	
430 REPAIRS	963,260	11,056	(747)	10,309	
431 PAINTING	13,150	-	-	-	
432 BOILER REPAIR & MAINT	52,443	-	-	-	
433 CONTRACTOR REPAIR & MAINT	152,091	-	-	-	
434 COMPUTER MAINTENANCE	51,074	-	-	-	
440 RENTAL/LEASING OF INST EQUIP	174,776	-	-	-	
450 SITE DEVELOPMENT	550,000	-	-	-	
519 TRANSPORTATION	2,880,717	-	(1,658)	(1,658)	
521 INSURANCE/PROPERTY	129,860	-	-	-	
531 TELEPHONE	34,466	-	-	-	
532 DATA COMMUNICATIONS	27,396	-	-	-	
534 POSTAGE / GENERAL EXPENSE	30,554	-	-	-	
540 ADVERTISING	4,500	-	-	-	
550 PRINTING AND BINDING	3,600	-	-	-	
561 TUITION	35,000	-	-	-	
569 TUITION	1,731,890	-	-	-	
580 TRAVEL	21,100	-	-	-	
581 MILEAGE	3,800	-	-	-	
<b>TOTAL PURCHASED SERVICES TRANSFERS</b>	<b>8,449,454</b>	<b>15,114</b>	<b>(13,729)</b>	<b>1,385</b>	<b>0.02%</b>
610 SUPPLIES	799,970	15,695	(27,680)	(11,985)	
611 CUSTODIAL UNIFORMS	10,000	-	-	-	
612 SAFETY LENSES/SHOES	3,700	-	-	-	
613 CHEMICALS	53,100	-	-	-	
614 CO-CURRICULAR CLUB SUPPLIES	9,100	-	-	-	
615 REPORT CARDS/RECORDS	4,533	42	-	42	
619 PROGRAMS	4,600	-	-	-	
621 UTILITIES-NATURAL GAS	364,850	-	-	-	
622 UTILITIES-ELECTRIC	623,150	-	-	-	
626 FUEL	10,000	-	-	-	
630 FOOD	-	-	-	-	
635 PUBLICATIONS/CONFERENCES	42,285	-	-	-	
640 TEXTBOOK REPLACEMENT	158,422	2,575	(3,584)	(1,010)	
641 NEW PROGRAMS/TEXTBOOKS	28,195	7,876	(3,725)	4,151	
642 TEXTBOOK ADOPTION	2,000	-	-	-	
645 TESTING MATERIALS	21,048	-	(350)	(350)	
648 MAPS, CHARTS, GLOBES	-	-	-	-	
649 CD'S & RECORDS	509	-	-	-	
650 SOFTWARE	458,829	7,444	(2,037)	5,406	
<b>TOTAL SUPPLIES TRANSFERS</b>	<b>2,594,289</b>	<b>33,631</b>	<b>(37,376)</b>	<b>(3,745)</b>	<b>-0.14%</b>



FY2024 FINANCIAL STATEMENT

as of: 1/31/2024

GENERAL FUND	ORIGINAL BUDGET	TRANSFERS IN	TRANSFERS OUT	DOLLAR CHANGE	% OF CHANGE
732 VEHICLE-NEW	-	-	-	-	
733 FURNITURE-ADDITIONAL	11,802	700	-	700	
734 EQUIPMENT-ADDITIONAL	33,403	6,576	-	6,576	
737 FURNITURE-REPLACEMENT	92,743	304	(7,460)	(7,156)	
738 EQUIPMENT-REPLACEMENT	50,792	5,547	(446)	5,101	
739 NEW FURNITURE- EQUIPMENT	-	-	-	-	
744 TECHNOLOGY EQUIP ADDL	311,875	450	-	450	
748 TECH EQUIP REPLACEMENT	196,250	-	-	-	
<b>TOTAL PROPERTY TRANSFERS</b>	<b>696,866</b>	<b>13,577</b>	<b>(7,906)</b>	<b>5,671</b>	<b>0.81%</b>
810 PROFESSIONAL MEMBERSHIP	87,100	190	(200)	(10)	
830 PRINCIPAL PAYMENTS	385,000	-	-	-	
890 MISCELLANEOUS	19,600	-	-	-	
910 INTEREST PAYMENTS	269,347	-	-	-	
930 FUND TRANSFERS	425,000	-	-	-	
<b>TOTAL PROPERTY TRANSFERS</b>	<b>1,186,047</b>	<b>190</b>	<b>(200)</b>	<b>(10)</b>	<b>0.00%</b>
<b>TOTAL GENERAL FUND</b>	<b>57,670,373</b>	<b>133,073</b>	<b>(133,073)</b>	<b>0</b>	<b>0.00%</b>