



SCHOOL ADMINISTRATIVE UNIT #51

23 Oneida Street, Unit 1

Pittsfield, New Hampshire 03263

Phone: (603) 435-5526 • Fax (603) 435-5331

Bryan Lane – Superintendent of Schools

PITTSFIELD SCHOOL BOARD MEETING AGENDA

5:30 PM Thursday, November 3, 2022

PMHS Media Center

Pittsfield Middle High School

Join with Google Meet: meet.google.com/ozc-sstw-mto

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ACTION ON AMENDED AGENDA
4. APPROVAL OF MINUTES FROM October 20, 2022
5. PUBLIC INPUT
6. STUDENT REPRESENTATIVE
7. PES PRINCIPAL

Information & Discussion

- Harvest Parade
- Vision Clinic
- CDSC Cavity Prevention Program
- PTO Book Fair
- Marty Kelley Visit
- PES Conferences
- PES Food Drive
- SEL Read Alouds

8. PMHS PRINCIPAL

Information & Discussion

- End of First Quarter / Fall Conferences
- Professional Learning
- UNH Browne Center
- Weekly Newsletter

9. SUPERINTENDENT OF SCHOOLS

Information & Discussion

- Budget
- Grants
- Tax Rates
- PES Driveway Repair

- ALT
- Volunteer Teacher Committee

10. SCHOOL BOARD

Information & Discussion

- Policy Review – First Reading:
 - JICH, Drug and Alcohol Use by Students
 - ADB, Drug-Free Workplace
 - IKFA, Early Graduation

Action Items

- Policy Review – Second Reading:
 - IMAH, Daily Physical Activity
 - EHAB, Data Governance and Security
 - DN, Disposal of Material and Equipment
 - IMBA, Distance Education
- Policy Review – Third Reading
 - KDF, Drake Field Use
- Policy Review – Fifth Reading
 - JBAB, Transgender and Gender Non-Conforming Students

11. COMMITTEE ASSIGNMENTS

BUDGET COMMITTEE – SANDRA ADAMS
 DRAKE FIELD & FACILITIES – ADAM GAUTHIER
 NEGOTIATIONS –
 FOSS FAMILY SCHOLARSHIP – SARAH DUVAL

12. PLAN AGENDA FOR NEXT MEETING

13. PUBLIC INPUT

14. NON-PUBLIC SESSION - RSA 91-A 3 (a) the dismissal, promotion, or compensation of 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 the request shall be granted. (b)The hiring of any public employee. (c) Matters which, if discussed in public, would likely affect 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 a waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant. - Negotiations

15. ADJOURNMENT

ADVANCE COPY, SUBJECT TO APPROVAL BY THE PITTSFIELD SCHOOL BOARD

**STATE OF NEW HAMPSHIRE
SCHOOL ADMINISTRATIVE
UNIT #51
PITTSFIELD SCHOOL BOARD**

MINUTES

Pittsfield School Board Meeting
October 20, 2022
Pittsfield Middle High School

I. CALL TO ORDER

Members Present: Adam Gauthier, Chairperson
Sandra Adams, Vice Chairperson
Adam Cote
Sarah Duval
Molly Goggin

Others Present: Bryan Lane, Interim Superintendent
Derek Hamilton, PMHS Principal
Melissa Brown, PMHS Asst. Principal
Michael Wiley, PES Principal
Charlene Vary, Director of Student Services
Members of the Public

Chairperson Gauthier opened the meeting at 5:30 p.m.

II. PLEDGE OF ALLEGIANCE

The pledge of allegiance was led by Mr. Gauthier.

III. AGENDA REVIEW

The following items were added to the agenda:

- School Board Meeting (Mr. Gauthier)
- Student Lunch Program (Mr. Gauthier)
- Non-public, Employee Evaluation (Ms. Adams)
- Morning Meeting (Ms. Goggin)
- Boys and Girls Club (Ms. Goggin)
- Policy GD, Support Staff (Mr. Lane)
- Middle School Science (Mr. Hamilton)
- Staffing Update (Ms. Vary)

IV. ACTION ON AMENDED AGENDA

On a motion made by Ms. Adams and seconded by Ms. Goggin, the Board unanimously approved the amended agenda.

V. APPROVAL OF PREVIOUS MEETING MINUTES

The minutes of the October 6, 2022 meeting were considered.

Changes include: page 2, VI, paragraph 4, remove at, after “Jaime Koladish inquired”, paragraph 9, remove the comma after “student selected”, last sentence, correct spelling of “Lorrie O’Neill”; page 3, paragraph 2, change “their main” to “her main”, VII, C., correct Constitution: VIII, D., change Ms. Hamilton to Mr.; page 5, I, paragraph 6, change equality to equity; page 6, paragraph 7,

On a motion made by Ms. Duval and seconded by Mr. Cote, the Board approved the amended minutes.

VI. PUBLIC INPUT

Dan Schroth spoke on Policy, JBAB, and his support of student’s privacy in regard to their gender identity and does not wish to see this changed as the discussion continues on the revisions to this policy.

Mr. Schroth asked the Board to find \$50,000 in the budget for electric vehicle charging stations for the PMHS parking lot.

Erica Anthony spoke as the School Board Secretary to notify the Board that there is a lawsuit that has been filed, and the District is part of it. The documents are available for review at town hall.

Diane Rider appealed to the Board to repeal Policy, JBAB, and recognize that the Affirmation Model is failing.

Jamie Koladish spoke on Policy JBAB. Ms. Koladish believes that these students can be protected under other policies such as JICK, and continues to request that Policy JBAB, be repealed.

VII. SITE COUNCIL

- A. Annalissa Marcotte informed the Board that the Site Council is looking to expand participation to the district’s sixth grade students.

VIII. DIRECTOR OF STUDENT SERVICES

- A. Ms. Vary spoke about the Life Skills Programs that are offered between the middle and high school population. Ms. Vary explained that these programs are for our students with severe disabilities that are not capable of carrying out the tasks independently. Ms. Vary explained that these programs can be utilized by students up to age twenty-two.

- B. Ms. Vary gave examples to the Board of how the elementary school programs differ to be age and goal appropriate for the elementary school setting.

IX. PMHS PRINCIPAL

- A. Mr. Hamilton provided the Board with an update on the science classes currently being held at the middle high school. The current enrollment for online learning options for science studies is 79% for the 7th grade and 76% for the 8th grade.

X. SUPERINTENDENT

- A. Mr. Lane provided the Board with an update on the budget for 2023-24. Mr. Lane presented the Board with the HealthTrust insurance increase of 15% for medical and dental costs.

Mr. Lane conveyed to the Board and the public that all Budget documents are available on the SAU website, as well as the information on the Tuition Study, for the community discussion that is set to be held on October 27, 2022.

- B. Mr. Lane provided the Board with an update on the grant funds.
- C. Mr. Lane provided an enrollment report for the month of October.

XI. SCHOOL BOARD

A. Policies – First Reading

- i. MAH, Daily Physical Activity
- ii. EHAB, Data Governance and Security
- iii. DN, Disposal of Material and Equipment
- iv. IMBA, Distance Education
- v. GD, Support Staff

B. Policies – Second Reading

- i. Policy JKA, Corporal Punishment, accepted as written.
- ii. Policy KDF, Drake Field Use, tabled for third reading.

C. Policies – Third Reading

- i. IGA, Curriculum Development, accepted as written.
- ii. IGAD, Curriculum Adoption, accepted as written.
- iii. AC-E, Contact Information for Human Rights Officer, Title IX Coordinator and Civil Rights Agency, changes presented are accepted as written, on a motion made by Ms. Goggin, and seconded by Ms. Duval, the motion passed 4-0.

D. Policies – Fourth Reading

- i. Policy JBAB, Transgender and Gender Non-Conforming Students, tabled for a fifth reading, on November 3, 2022.

- E. Morning Meeting - Ms. Goggin asked the Board to revisit parent presence and participation in the morning meetings with their students at PES.
- F. Boys and Girls Club
 - i. Ms. Goggin praised the addition of the Boys and Girls club to PES for afterschool care. Ms. Goggin stated we are at risk of losing the program as they are understaffed.
- G. Mr. Wiley stated that he has reached out to paraeducators to see if there were any who would be interested in working for the boys and girls club afterschool in order to keep the program going.
- H. Recording of Meetings – Mr. Gauthier would like to request that all school board meetings be recorded through Google Meet and posted for the public.
- I. Free Meals - Mr. Gauthier would like to further investigate how much it would cost the district to fund free meals for all students in the district that are not currently on free or reduced lunch.

XII. COMMITTEE ASSIGNMENTS

- A. Budget Committee Representative – Ms. Adams
- B. Drake Field and Facilities – Mr. Gauthier
- C. Negotiating Team –
- D. Foss Family Scholarship – Sarah Duval

XIII. NEXT MEETING

The next meeting of the Board is scheduled for Thursday, November 3, 2022 at 5:30 p.m. in the Pittsfield Middle High School Media Center.

XIV. PUBLIC INPUT

Ms. Nikas spoke as an advocate for the LGBTQ+ community and the concern for children who are affected and protected by Policy JBAB. Ms. Nikas shared personal experiences with the Board of self-harming that is happening with our youth, in even the safest of homes. Ms. Nikas advocated for providing these kids with safe environments, where they can have calm and constructive conversations to continue to feel normalized and supported.

Lorrie O'Neill stated that we must have a policy in place to protect these kids. If the District can have a smoking policy in place, then the District should have a policy to protect this group of students.

Harmony DeFruscio asked the Board if they would allow the students to respond with their thoughts, feelings and experiences in regard to Policy JBAB, and how it affects and protects them.

Ms. Marcotte additionally asked the Board if it was possible for students to participate.

Superintendent Lane stated that they would be offered the opportunity to respond to an anonymous survey that will be going out to students.

Mr. Schroth asked the Board to explore having solar panels installed to assist in keeping energy costs down.

Jill Gauthier asked the Board if there was a possibility of increasing the cost share for the medical and dental benefits with employees to absorb some of the increase.

Ms. Rider read a letter from a d-transgender individual to the Board.

XV. NON-PUBLIC

At 7:54 p.m. a motion was made by Mr. Lane, seconded by Mr. Cote to enter into a non-public session under the authority of RSA 91-A:3 to discuss personnel. The Board polled and voted unanimously to enter into a non-public session. (Ms. Adams, yes; Ms. Duval, yes; Mr. Gauthier, yes; Mr. Cote, yes).

Non-public to evaluate the Superintendent.

At 8:29 p.m. a motion was made by Mr. Gauthier and seconded by Ms. Adams to exit the non-public session under the authority of RSA 91-A:3 to discuss personnel. The Board polled and voted unanimously to exit into a non-public session. (Ms. Adams, yes; Ms. Duval, yes; Mr. Gauthier, yes; Mr. Cote, yes).

XVI. BUDGET DISCUSSION

- A. The Board discussed the coding program at the elementary school and possible grant funding to keep the program going.

XVII. ADJOURNMENT

A motion was made by Mr. Gauthier and seconded by Ms. Adams to adjourn the meeting. The Board voted unanimously to adjourn the meeting at 8:32 p.m.

Respectfully submitted,

Sara Zinn
Recording Secretary

Pittsfield School District

To: Pittsfield School Board

From: PES Administration, Michael Wiley

Subject: Board Report

Date: November 3rd, 2022

INFORMATION

1. **Harvest Parade:** PES held their annual Harvest Parade on Friday, October 28th. Parents and PMHS students cheered and supported the PES Students.
2. **Vision Clinic:** The Lions Club held their Vision screening on Tuesday, November 1st.
3. **CDSC Cavity Prevention Program:** The Community based Cavity Prevention Program will be visiting Pittsfield Elementary School November 7th-9th.
4. **PTO Book Fair:** The Book Fair will be held November 7th-10th. It will be open on the evenings of Tuesday, November 8th and Thursday, November 10th. During the school day students and their classrooms will visit the book fair making wish lists and purchasing books. This year the book fair will be housed in the PES Learning Commons.
5. **Marty Kelley Visit:** On Wednesday, November 9th, in Collaboration with Melissa Babcock at the Pittsfield Public Library, the PES Library Media Specialist, Melissa O'Leary, applied for a grant from CLIF(the Children's Literacy Foundation) to bring two authors to Pittsfield Elementary School. The first is Marty Kelley on Wednesday, November 9th. The second author will be determined in late Winter/early Spring. The Grant also provides PES with \$500 worth of books. It also will donate two books to each student in the spring.
6. **PES Conferences:** Conferences will be held during the week of November 7th-10th. The PTO requested the conferences correspond with the Book Fair in hopes of allowing greater access to the parents and families. The Faculty is very willing to support the PTO.
7. **PES Food Drive:** Mr. Curtin and Mrs. Rohr will be working with the 5th grade to organize a school-wide non perishable food drive to help those in need for the upcoming Thanksgiving holiday. Grade 5 students will be visiting all classrooms early next week to explain the purpose of the food drive and how we will collect items. While meeting with other classrooms the 5th Grade will focus and teach other students about compassion and empathy, two important social emotional learning skills.
8. **SEL Read Alouds:** Ms. Marcotte will be visiting classrooms beginning next week doing read alouds for our elementary students. The books she will be reading will have a strong focus on building social-emotional skills.

Pittsfield School District

To: Pittsfield School Board
From: Derek Hamilton & Melissa Brown, PMHS Administration
Subject: Board Meeting – October 28, 2022
Date: November 3, 2022

INFORMATION

1. End of First Quarter / Fall Conferences. The first quarter is closing on Friday, November 4. We are preparing our first progress report through Alma to be distributed on November 10. The following week will mark the beginning of fall conferences. The conference window will run from November 7-18. Our goal is for all students to be participate in their conference. Students in sixth, seventh, and eighth grade will share work samples and prepare to facilitate their own conference, while students at the high school level are expected to take the lead in a student-led conference. We will report student/family participation data to the Board in December.
2. Professional Learning. Our school administrators and teacher leaders continue to work together to identify our professional learning topics for the school year. We use an initiative mapping process to identify our topics of focus and the desired outcomes. This past fall our professional learning activities have been focused on the following topics:

- Alma
- Advisory
- Focus Groups
- School Culture
- School Policies and Procedures
- Student Management
- Competency-based Education

Our focus group topics are peer tutoring, school culture and climate, school communications, targeted support for middle school students, and Universal Design for Learning. At the Board meeting on Thursday, we will go into more detail about the topics above, including the work of our focus groups, and desired outcomes.

3. UNH Browne Center. For more than 20 years we have partnered with the UNH Browne Center to support social and emotional learning and community building. The Browne Center program consists of experiential activities that foster individual and team growth. Our ninth grade class spent a full day at the Browne Center on the low and high ropes elements. Also, for the first time, our sixth graders participated in the low ropes elements this year. Both classes reported positive experiences and reflected that the experience supported team communication, inclusion, and trust.
4. Weekly Newsletter. We have enclosed a copy of the most recent edition of the Panther Page. The newsletter is distributed at the beginning of each week through Alma. It highlights important information and reminders, the school calendar for the week, and the athletic calendar and updates.



Pittsfield Middle High School

Panther Page

October 24-28, 2022

Sixth Edition

PMHS NEWS & REMINDERS

- The first quarter closes on Friday, November 4. The following week is the beginning of the fall conference window (November 7-18). Please keep an eye out for more information from your student or your student's adviser about conference dates/times.
- Ninth grade advisory groups are attending the UNH Browne Center on Tuesday to participate in the low and high ropes elements. Participating students will depart at 8:15 a.m. and return to school at approximately 5:00 p.m.
- The Greater Pittsfield Chamber of Commerce is holding a Meet the Candidates Night for local representatives on Wednesday at 7:00 p.m. in the PMHS lecture hall.
- The Pittsfield School Board is hosting a Tuition Study Presentation on Thursday at 6:30 p.m. in the PMHS library. The presentation will summarize the research on high school tuition costs, facility considerations, etc. Please visit the [school district website](#) to view the presentation that will be shared with the school community on Thursday evening.
- Although Tier I pricing has closed, there is still an opportunity to sign your child up for the Ski and Snowboard Club. Please see the [enclosed letter](#) for more information. November 18 is the last day to purchase Outreach passes and any student not signed up through Gunstock by this date will not be able to participate in the program.

SCHOOL CALENDAR

- UNH College Visit, October 24, 1:51-2:46 p.m.
- Ninth Grade Browne Center Trip, October 25, 8:15-5:00 p.m.
- Advisory Council Meeting, October 26, 11:51-12:35 p.m.
- Chamber of Commerce Meet the Candidates Night, October 26, 7:00 p.m.
- National Honor Society Meeting, October 27, 1:51-2:46 p.m.
- HS Tuition Study Presentation, October 27, 6:30 p.m.
- HS Halloween Dance, October 28, 7:00-10:00 p.m.

ATHLETICS CALENDAR

- Congratulations to the Middle School Soccer Team on their third place finish in the Suncook Valley Soccer League Tournament this past weekend!
- The MS/HS Fall Sports Awards will be held on Thursday, November 10, at 6:00 p.m.



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Bryan Lane – Superintendent of Schools

SUPERINTENDENT'S REPORT

November 3, 2022

The budget and default budget for version 5 of the budget is included in tonight's board packet. The current proposed budget is \$10,409,222 an increase of \$245,138 over the current budget. This is a 2.41% increase. The current revenue proposed has an increase of \$77,416. This makes the net increase for tax purposes \$167,722. The revenue at this time does not include any funds from the reserve fund which has a balance of \$150,000. If the Board chose to use part or all of the fund, it would decrease the net dollar figure of the budget, but not the budget itself. The Default Budget is \$10,267,480 which is a decrease from the proposed budget of \$144,690.

Grant work continues for APR ESSER, Title II, Title IV and Title V. My goal is to have all of the grants approved by November 4.

The tax rates for the upcoming year have been release by the Department of Revenue Administration. The tax rate in Pittsfield will decrease from \$23.99 to \$23.78, \$.21. The breakdown is as follows:

	2021 tax rate	2022 tax rate	Variance	% Variance
Municipal	\$ 7.64	\$ 8.83	Increase of \$1.19	+ 15.5%
County	\$ 2.26	\$ 2.34	Increase of \$.08	+ 3.5%
Local Education	\$ 12.38	\$ 11.42	Decrease of \$.96	- 7.7%
State Education	\$ 1.71	\$ 1.19	Decrease of \$.52	- 30%
Total	\$23.99	\$23.78	Decrease of \$.21	

The driveway at PES was repaired and is now in great shape. A tree was removed in the process from the green in front of the school to accommodate the repair.

The Administrative Leadership team met on October 27 to discuss how to improve student achievement in reading and math. The Leadership team will be reaching out to team leaders at the building level to bring to the board the strategies that the District as a whole will take to increase student achievement in reading and math which will be assessed through NWEA and the annual state assessment.

Teacher volunteers will be meeting monthly beginning in November to select an assessment tool for reading in math to be used in grades 1-8. The purpose of this tool will be to give teachers real time feedback on reading and math levels so that PLC's can create strategies to best affect students where they are academically. This is currently being done with NWEA data which comes out twice per year. The committee will be looking for assessments that are not as cumbersome and will reduce testing fatigue in students. A presentation will be made to the Board prior to the end of the school year.

JICH

Pittsfield School District

DRUG AND ALCOHOL USE BY STUDENTS

The School Board is concerned with the health, welfare, and safety of its students. Therefore, the use, sale, transfer, distribution, possession, or being under the influence of unauthorized prescriptions drugs, alcohol, narcotics, unauthorized inhalants, controlled substances, or illegal drugs is prohibited on any school district property or in any district-approved vehicle used to transport students to and from school or district activities. This prohibition also applies to any district-sponsored or district-approved activity, event, or function. The use, sale, transfer, or possession of drug-related paraphernalia is also prohibited.

For the purposes of this policy, a controlled substance shall include any controlled substance as defined in the Controlled Substances Act, 21 U.S.C. 812(c), or RSA 318-B, Controlled Drug Act.

Students may only be in possession of medication as detailed in Board Policy JLCD. Searches of persons reasonably suspected to be in violation of this policy will be conducted in accordance with Board Policy JIH.

Any student who is found by the administration to be in violation of this policy shall be referred for prosecution and subject to disciplinary action up to and including suspension, expulsion, or other discipline in accordance with the district's disciplinary policy. Strict compliance is mandatory. The school administration shall immediately report all incidents involving a controlled substance to the appropriate local law enforcement and the superintendent. All controlled substances shall be turned over to local law enforcement.

Students with disabilities who violate this policy will be disciplined in accordance with the student's Individual Education Plan (IEP).

Adopted:	August 5, 1996
Amended:	May 14, 1998
Amended:	May 9, 2013
Reviewed:	January 15, 2015
Reviewed:	May 7, 2015
Reviewed:	December 6, 2018

Pittsfield School District

DRUG-FREE WORKPLACE

Drug-Free Workplace

- A. All district workplaces are drug- and alcohol-free. All employees and contracted personnel are prohibited from:
 - 1. Unlawfully manufacturing, dispensing, distributing, possessing, using, or being under the influence of any controlled substance or drug while on or in the workplace, including employees possessing a medical marijuana card;
 - 2. Distributing, consuming, using, possessing, or being under the influence of alcohol while on or in the workplace.
- B. For purposes of this policy, a “controlled substance or drug” means and includes any controlled substance or drug defined in the Controlled Substances Act, 21 U.S.C. 812(c), or the New Hampshire Controlled Drug Act, RSA 318-B
- C. For purposes of this policy, “workplace” shall mean the site for the performance of work and will include at a minimum any district building or grounds owned or operated by the district, any school-owned vehicle, and any other school-approved vehicle used to transport students to and from school or school activities. It shall also include off-school property during any school-sponsored event or school-approved activity, event, or function, such as a field trip or athletic event where students are under the jurisdiction, care, or control of the district.
- D. As a condition of employment, each employee and all contracted personnel will:
 - 1. Abide by the terms of this policy respecting a drug- and alcohol-free workplace, including any administrative rules, regulations, or procedures implementing this policy; and
 - 2. Notify his or her supervisor of his or her conviction under any criminal drug statute for a violation occurring on district premises or while performing work for the district no later than five days after such conviction.
- E. In order to make employees aware of dangers of drug and alcohol abuse, the district will endeavor to:
 - 1. Provide each employee with a copy of the district drug- and alcohol-free workplace policy;

ADB

2. Post notice of the district drug- and alcohol-free workplace policy in a place where other information for employees is posted;
3. Establish a drug-free awareness program to educate employees about the dangers of drug abuse and drug use in the workplace, the specifics of this policy, including the consequences for violating the policy and any information about available drug and alcohol counseling, rehabilitation, re-entry, or other employee assistance programs.

District Action Upon Violation of Policy

An employee who violates this policy may be subject to disciplinary action up to and including termination of employment. Alternatively, the Board may require an employee to successfully complete an appropriate drug- or alcohol-abuse employee-assistance rehabilitation program.

The Board will take disciplinary action, with respect to an employee convicted of a drug offense in the workplace, within thirty days of receiving notice of the conviction. Should district employees or contracted personnel be engaged in the performance of work under a federal contract or grant or under a state contract or grant, the superintendent will notify the appropriate state or federal agency from which the district receives contract or grant funds of an employee / contracted personnel's conviction within ten days of the conviction.

The processes for disciplinary action shall be those provided generally to other misconduct for employee / contractor personnel as may be found in applicable collective bargaining agreements, individual contracts, School Board policies, contractor agreements, and/or governing law. Disciplinary action should be applied consistently and fairly with respect to employees of the district and/or contractor personnel as the case may be.

Drug-Free School Zone

Pursuant to New Hampshire's Drug-Free School Zone law (RSA Chapter 193-B), it is unlawful for any person to manufacture, sell, prescribe, administer, dispense, or possess with intent to sell, or compound any controlled drug or its analog, within a "drug-free school zone." The superintendent is directed to assure that the district is and remains in compliance with the requirements of RSA 193-B, I, and the New Hampshire Education Rules Part 316 with respect to establishment, mapping, and signage of the drug-free zone around each school in the district.

Implementation and Review

ADB

1. The superintendent is directed to promulgate administrative procedures and rules necessary and appropriate to implement the provisions of this policy
2. In order to maintain a drug-free workplace, the superintendent will perform a biennial review of the implementation of this policy. The review shall be designed to:
 - a. Determine and assure compliance with the notification requirements of Sections E1 and E2;
 - b. Determine the effectiveness of programs established under Section E2;
 - c. Ensure that disciplinary sanctions are consistently and fairly enforced; and
 - d. Identify any changes required.

Reading: April 2, 1992 (as Policy AHA)
Adopted: April 16, 1992
Reviewed: September 24, 1992
August 5, 1996
January 8, 2009
Amended: January 22, 2009
October 19, 2017
April 18, 2019

IKFA

Pittsfield School District

EARLY GRADUATION

The Board supports early graduation as a means to earn a high school diploma. Parental involvement for students under the age of eighteen is required. The dean of instruction shall approve such requests if he / she determines that all state and local graduation requirements will be met and that early graduation is related to career and / or educational plans of the student making the request. Upon approval by the dean of instruction, the minimum four-unit requirement per year for enrolled students shall be waived and the student shall be awarded a high school diploma.

Reading:	October 3, 2005
Reading:	November 17, 2005
Adopted:	November 17, 2005
Amended:	November 20, 2014
Reviewed:	October 18, 2018

IMAH

Pittsfield School District

DAILY PHYSICAL ACTIVITY

The Board recognizes that developmentally appropriate daily physical activity, exercise, and physical education are ways to minimize health risks created by chronic inactivity, childhood obesity, and other related health problems. The Board recommends that students and staff participate in developmentally appropriate physical activity and exercise each day as a way to minimize these health risks. The Board recommends the following practices:

- Encourage parents / guardians to support their children's participation in enjoyable physical activities, and recognize that parents / guardians act as role models for active lifestyles;
- Support special programs, such as student and staff walking programs, family fitness events, and events that emphasize lifelong physical activity;
- Integrate health and physical activity across the school curriculum;
- Encourage student-initiated activities that promote inclusive physical activity on a school-wide basis;
- Commit adequate resources that include program funding, personnel, safe equipment, and facilities;
- Provide professional development opportunities for school staff that will assist them to effectively promote enjoyable and lifelong physical activity among youth and that will assist school staff to recognize their influence as role models for active lifestyles;
- Establish relationships with community recreation and youth sports programs and agencies to coordinate and complement physical activity programs; and
- Encourage physically active recess periods.

Reading: November 9, 2010
Adopted: November 30, 2010
Reviewed: December 4, 2014
Reviewed: October 18, 2018

Pittsfield School District

DATA GOVERNANCE AND SECURITY

To accomplish the district's mission and comply with the law, the district must collect, create, and store information. Accurately maintaining and protecting this data is important for efficient district operations, compliance with laws mandating confidentiality, and maintaining the trust of the district's stakeholders. All persons who have access to district data are required to follow state and federal law, district policies and procedures, and other rules created to protect information.

The provisions of this policy shall supersede and take precedence over any contrary provisions of any other policy not adopted prior to the date of this policy.

A. Definitions

Confidential Data / Information. Information that the district is prohibited by law, policy, or contract from disclosing or that the district may disclose only in limited circumstances. Confidential data includes, but is not limited to, personally identifiable information regarding students and employees

Critical Data / Information. Information that is determined to be essential to district operations and that must be accurately and securely maintained to avoid disruption to district operations. Critical data is not necessarily confidential.

B. Data and Privacy Governance Plan – Administrative Procedures

1. **Data Governance Plan.** The superintendent, in consultation with the dean of operations and the information technology director, shall create a data and privacy governance plan to be presented to the Board no later than June 30, 2019. Thereafter, the superintendent, in consultation with the dean of operations and the information technology director, shall update the data governance plan for presentation to the Board no later than June 30 of each year.

The data governance plan shall include:

- a. An inventory of all software applications, digital tools, and extensions. The inventory shall include users of the applications, the provider, purpose, publisher, privacy statement, and terms of use;
- b. A review of all software applications, digital tools, and extensions and an assurance that they meet or exceed minimum standards set by the New Hampshire Department of Education;

EHAB

- c. Policies and procedures for access to data and protection of privacy for students and staff including acceptable use policy for applications, digital tools, and extensions used on district hardware, servers, or through district networks;
 - d. A response plan for any breach of information; and
 - e. A requirement for a service provider to meet or exceed standards for data protection and privacy.
2. Policies and Administrative Procedures. The superintendent, in consultation with the dean of operations and information technology director, is directed to review, modify, and recommend policies and develop procedures where necessary relative to collecting, securing, and correctly disposing of district data including, but not limited to, confidential and critical data / information, and as otherwise necessary to implement this policy and the data governance plan. Such policies and/or procedures will may or may not be included in the annual data governance plan.

C. Information Security Officer

The information technology director is hereby designated as the district's information security officer (ISO) and reports to the dean of operations. The ISO is responsible for implementing and enforcing the district's security policies and administrative procedures applicable to digital and other electronic data and suggesting changes to these policies, the data governance plan, and procedures to better protect the confidentiality and security of district data. The ISO will work with both district and building level administrators and data managers (see E below) to advocate for resources, including training, to best secure the district's data.

D. Responsibility and Data Stewardship

All district employees, volunteers, and agents are responsible for accurately collecting, maintaining, and securing district data including, but not limited to, confidential and/or critical data / information.

E. Data Managers

All district administrators are data managers for all data collected, maintained, used, and disseminated under their supervision as well as data they have been assigned to manage in the district's data inventory. Data managers will monitor employee access to the information to provide services to the district and that confidential and critical information is modified only by authorized employees. Data managers will assist the ISO in enforcing district policies and procedures regarding data management.

F. Confidential and Critical Information

The district will collect, create, or store confidential information only when the superintendent or designee determines it is necessary, and in accordance with applicable law. The district will provide access to confidential information to appropriately trained district employees and volunteers only when the district determines that such access is necessary for the performance of their duties. The district will disclose confidential information only to authorized district contractors or agents who need access to the information to provide services to the district and who agree not to disclose the information to any other party except as allowed by law and authorized by the district.

District employees, contractors, and agents will notify the ISO or designee immediately if there is a reason to believe confidential information has been disclosed to an unauthorized person or any information has been compromised, whether intentionally or otherwise. The ISO or designee will investigate immediately and take any action necessary to secure the information, issue all required legal notices, and prevent future incidents. When necessary, the superintendent or designee is authorized to secure resources to assist the district in promptly and appropriately addressing a security breach.

Likewise, the district will take steps to ensure that critical information is secure and is not inappropriately altered, deleted, destroyed, or rendered inaccessible. Access to critical information will only be provided to authorized individuals in a manner that keeps the information secure.

All district staff, volunteers, contractors, and agents who are granted access to critical or confidential information / data are required to keep the information secure and are prohibited from disclosing or assisting in the unauthorized disclosure of such confidential or critical data / information. All individuals using confidential and critical data / information will strictly observe all administrative procedures, policies, and other protections put into place by the district including, but not limited to, maintaining information in locked rooms or drawers, limiting access to electronic files, updating and maintaining the confidentiality of password protections, encrypting and redacting information, and disposing of information no longer needed in a confidential and secure manner.

G. Using Online Services and Applications

District staff members are encouraged to research and utilize online services or application to engage students and further the district's educational mission. District employees, however, are prohibited from installing or using applications, programs, or other software, or online system / website, that either stores, collects, or shares confidential or critical data / information, until the dean of operations approves the

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vendor and the software or service used. Before approving the use or purchase of any such software or online service, the dean of operations or designee shall verify that it meets the requirements of the law, Board policy, and the Data Governance Plan, and that it appropriately protects confidential and critical data / information. This prior approval is also required whether or not the software or online service is obtained or used without charge.

H. Training

The director of information technology will provide appropriate training to employees who have access to confidential or critical information to prevent unauthorized disclosures or breaches in security. All school employees will receive annual training in the confidentiality of student records and the requirements of this policy as well as related procedures and rules.

I. Data Retention and Deletion

The director of information technology shall establish a retention schedule for the regular archiving and deletion of data stored on district technology resources. The retention schedule will comply with, and be incorporated into the data / record retention schedule established under Policy EHB and administrative procedure EHB-R, including but not limited to, provisions relating to litigation and right-to-know holds as described in Policy EHB.

J. Consequences

Employees who fail to follow the law or district policies or procedures regarding data governance and security (including failure to report) may be disciplined, up to and including termination. Volunteers may be excluded from providing services to the district. The district will end business relationships with any contractor who fails to follow the law, district policies or procedures, or the confidentiality provisions of any contract. In addition, the district reserves the right to seek all other legal remedies, including criminal and civil action and seeking discipline of an employee's teaching certificate.

The district may suspend all access to data or use of district technology resources pending an investigation. Violations may result in temporary, long-term, or permanent investigation suspension of user privileges. The district will cooperate with law enforcement in investigating any unlawful actions. The superintendent or designee has the authority to sign any criminal complaint on behalf of the district.

Any attempted violation of district policies, procedures, or other rules will result in the same consequences, regardless of the success of the attempt.

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Adopted: June 20, 2019

Pittsfield School District

DISPOSAL OF MATERIAL AND EQUIPMENT

It will be the policy of the Pittsfield School District to annually review the condition and usage of the schools' materials and equipment. Should the building administrators for the school district determine that - due to age, condition, or discontinuation of a program - material or equipment is no longer suitable for continued use by the schools, disposal will take place in the following manner:

- A. Material containing hazardous waste will be discarded in compliance with federal, county, and state guidelines and/or statutes;
- B. Non-hazardous material determined to be entirely unusable will be discarded along with other non-hazardous refuse generated by the school;
- C. Material and/or equipment determined to be too old or too outdated to be used by the school system and of little or no salable value, but usable for students, parents, or community organizations, may be donated to interested party(ies). Such material and/or equipment will be made available by first-come, first-serve pickup by interested party(ies).
- D. Material and/or equipment determined to have salable value shall be disposed of by sale to the highest bidder or other business arrangement that the School Board determines to be in the best interest of the district.

Reading: October 6, 1997
Adopted: November 3, 1997
Reviewed: November 5, 2009
Reviewed: February 1, 2018
Amended: September 19, 2019

IMBA

Pittsfield School District

DISTANCE EDUCATION

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

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

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

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

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

The dean of instruction will assign a teacher to monitor student progress, grading of assignments, and testing.

Approved distance education courses must comply with all federal and state statutes pertaining to student privacy and to public broadcasting of audio and video. Confidentiality of student record information will be maintained throughout the process. This includes information shared between school district representatives and the virtual school or online teacher, information shared between the school district or online teacher with students and parents, and information shared between school district representatives, the virtual school, or online teacher and others.

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

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

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

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

Reading: July 16, 2009
Adopted: August 20, 2009
Amended: December 4, 2014
Reviewed: October 18, 2018

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Pittsfield School District

DRAKE FIELD USE

The Pittsfield School Board encourages public access and enjoyment of Drake Field.

Recognizing that Drake Field is a property of the Pittsfield School District, the Board designated Drake Field as both a “Safe School Zone” (NH RSA 193D) and a “Drug Free School Zone” (NH RSA 193-B). The Board intends that all regulations under these statutes will be applied, and that all violations of these statutes will be addressed as determined by applicable statute.

The Board believes that the enjoyment of Drake Field, as well as its use as a recreational facility, is enhanced by prohibiting the following:

- Littering,
- Smoking,
- Vandalism,
- Dog fouling.

Drake Field is open to public access from dawn until dusk.

Reading: November 18, 2004

Adopted: December 9, 2004

Reviewed: August 20, 2015

Reviewed: January 17, 2019

Pittsfield School District

TRANSGENDER AND GENDER NON-CONFORMING STUDENTS

I. Purpose

District policy requires that all programs, activities, and employment practices be free from discrimination based on sex, sexual orientation, or gender identity. This policy is designed in keeping with these mandates to create a safe learning environment for all students and to ensure that every student has equal access to all school programs and activities.

This policy sets out guidelines for schools and district staff to address the needs of transgender and gender non-conforming students and clarifies how state law should be implemented in situations where questions may arise about how to protect the legal rights or safety of such students.

This policy does not anticipate every situation that might occur with respect to transgender or gender nonconforming students, and the needs of each transgender or gender non-conforming student must be addressed on a case-by-case basis. In all cases, the goal is to ensure the safety, comfort, and healthy development of the transgender or gender non-conforming student while maximizing the student's social integration and minimizing stigmatization of the student.

II. Definitions

The definitions provided here are not intended to label students but rather are intended to assist in understanding this policy and the legal obligations of district staff. Students might or might not use these terms to describe themselves.

“Gender identity” is a person’s deeply held sense or psychological knowledge of their own gender, regardless of the gender they were assigned at birth. Everyone has a gender identity.

“Transgender” describes people whose gender identity is different from their gender assigned at birth.

“Gender expression” refers to the way a person expresses gender, such as clothing, hairstyles, activities, or mannerisms.

“Gender non-conforming” describes people whose gender expression differs from stereotypical expectations, such as “feminine” boys, “masculine” girls, and those who are perceived as androgynous.

III. Guidance

- A. Privacy. The Board recognizes a student's right to keep private one's transgender status or gender non-conforming presentation at school. Information about a student's transgender status, legal name, or gender assigned at birth also may constitute confidential information.

School personnel should not disclose information that may reveal a student's transgender status or gender non-conforming presentation to others, including parents and other school personnel, unless legally required to do so or unless the student has authorized such disclosure. Transgender and gender non-conforming students have the right to discuss and express their gender identity and expression openly and to decide when, with whom, and how much to share private information.

When contacting the parent or guardian of a transgender or gender non-conforming student, school personnel should use the student's legal name and the pronoun corresponding to the student's gender assigned at birth unless the student, parent, or guardian has specified otherwise.

- B. Official Records. The district is required to maintain a mandatory permanent pupil record ("official record") that includes a student's legal name and legal gender. However, the district is not required to use a student's legal name and gender on other school records or documents.

The district will change a student's official record to reflect a change in legal name or legal gender upon receipt of documentation that such change has been made pursuant to a court order. In situations where school staff is required by law to use or to report a transgender student's legal name or gender, such as for purposes of standardized testing, school staff shall adopt practices to avoid inadvertent disclosure of such confidential information.

- C. Names / Pronouns. A student has the right to be addressed by a name or pronoun that corresponds to the student's gender identity. A court-ordered name or gender change is not required, and the student need not change his or her official records. The intentional or persistent refusal to respect a student's gender identity (for example, intentionally referring to a student by a name or pronoun that does not correspond to the student's gender identity) is a violation of this policy.
- D. Gender-Segregated Activities. To the extent possible, schools should reduce or eliminate the practice of segregating students by gender. In situations where students are segregated by gender, such as for health education classes, students should be included in the group that corresponds to their gender identity.

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- E. Restroom Accessibility. Students shall have access to the restroom that corresponds to their gender identity consistently asserted at school. Any student who has a need or desire for increased privacy, regardless of the underlying reason, should be provided access to a single stall restroom, but no student shall be required to use such a restroom.
- F. Locker Room Accessibility. The use of locker rooms by transgender students shall be assessed on a case-by-case basis with the goals of maximizing the student's social integration and equal opportunity to participate in physical education classes and sports, ensuring the student's safety and comfort, and minimizing stigmatization of the student. In most cases, transgender students should have access to the locker room that corresponds to their gender identity consistently asserted at school.

Any student who has a need or desire for increased privacy, regardless of the underlying reason, should be provided with a reasonable alternative changing area such as a curtain, a physical education instructor's office in the gym, or a health office restroom), or with a separate changing schedule (e.g., using the locker room that corresponds to their gender identity before or after other students). Any alternative arrangement should be provided in a way that protects the student's ability to keep his or her transgender status confidential. In no case shall a transgender student be required to use a locker room that conflicts with the student's gender identity.

- G. Physical Education Classes and Intramural Sports. Transgender and gender non-conforming students shall be permitted to participate in physical education classes and intramural sports in a manner consistent with their gender identity.
- H. Interscholastic Competitive Sports Teams. Transgender and gender non-conforming students shall be permitted to participate in interscholastic athletics in a manner consistent with their gender identity.
- I. Dress Codes. Transgender and gender non-conforming students have the right to dress in a manner consistent with their gender identity or gender expression. In general, schools may not adopt dress codes that restrict students' clothing or appearance on the basis of gender.
- J. Discrimination / Harassment. It is the responsibility of each school and the district to ensure that transgender and gender non-conforming students have a safe school environment. This includes ensuring that any incident of discrimination, harassment, or violence is given immediate attention, including investigating the incident, taking appropriate corrective action, and providing students and staff with appropriate resources.

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Complaints alleging discrimination or harassment based on a person's actual or perceived transgender status or gender non-conformity are to be handled in the same manner as other discrimination or harassment complaints.

Adopted: November 1, 2018