



**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, June 15, 2023

PMHS Media Center  
Pittsfield Middle High School  
School Board Meeting

Google Meet joining info

Video call link: [meet.google.com/ekb-odkn-dej](https://meet.google.com/ekb-odkn-dej)

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ACTION ON AMENDED AGENDA
4. APPROVAL OF MINUTES FROM May 18, 2023 & June 1, 2023
5. PUBLIC INPUT
6. STUDENT REPRESENTATIVE
7. DIRECTOR OF STUDENT SERVICES
  - a. Extended School Year Services
  - b. Staffing
  - c. Audits
8. SUPERINTENDENT OF SCHOOLS
  - a. Staffing Update
  - b. Concord Monitor Right-to-Know Inquiry
  - c. New PES Principal Communications
  - d. No Safe Experience Initiative
  - e. Behavior Interventionist
  - f. Budget Process
  - g. Enrollment
9. SCHOOL BOARD

Information & Discussion

- a. ILD, Non-Educational / Non-Academic Questionnaires, Surveys, and Research
- b. GCQ, Non-Renewal, Termination, and Dismissal of Certified Staff
- c. GCR, Non-School Employment of Professional Staff
- d. DBJ, Over-Expending Funds

Action Items

- a. IJL, Library Materials Selection and Adoption
- b. GBEBD, Employee Electronic Communication Policy
- c. EFAA, Meal Charging
- d. JICD-R, Memorandum of Understanding

e. AC, Non-Discrimination, Equal Opportunity Employment, and District

10. COMMITTEE ASSIGNMENTS

- a. BUDGET COMMITTEE – Mrs. Adams
- b. DRAKE FIELD & FACILITIES – Mr. Gauthier
- c. NEGOTIATIONS -
- d. FOSS FAMILY SCHOLARSHIP - Mrs. Adams
- e. PUBLIC RELATIONS – Mrs. Goggin

11. PLAN AGENDA FOR NEXT MEETING

12. PUBLIC INPUT

13. ADJOURNMENT

**DRAFT MINUTES BY THE PITTSFIELD SCHOOL BOARD**

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

**PITTSFIELD SCHOOL BOARD**

**MINUTES**

Pittsfield School Board Meeting  
May 18, 2023  
Pittsfield Middle High School

**I. CALL TO ORDER**

Members Present: Sandra Adams, Vice Chairperson  
Molly Goggin  
Adam Cote  
Helen Schiff

Others Present: Bryan Lane, Superintendent  
Derek Hamilton, PMHS Principal  
Melissa Brown, PMHS Assistant Principal  
Members of the Public

Vice Chairperson Adams opened the meeting at 5:30 p.m.

**II. PLEDGE OF ALLEGIANCE**

The pledge of allegiance was led by Mrs. Adams.

**III. AGENDA REVIEW**

The following items were added to the agenda:

- Teacher Celebration at 6:30 p.m. (Mrs. Adams)
- Exhibition Schedule of Events (Mr. Hamilton)

**IV. ACTION ON AMENDED AGENDA**

On a motion made by Mrs. Goggin and seconded by Mr. Cote, yes, Mrs. Schiff, yes, Mrs. Adams, yes, 4-0, the Board unanimously approved the amended agenda.

**V. APPROVAL OF PREVIOUS MEETING MINUTES**

The minutes from the previous meeting were considered and changes include: page 2, VIII, B, correct “the event *that is*”, D. correct *conferences*; page 4, C & D, correct Bachelors; XII, correct next meeting date to *May 18, 2023*.

Mrs. Schiff made a motion to accept the changes, Mr. Cote seconded, with Mrs. Goggin abstaining, 3-1.

## VI. PUBLIC INPUT

NO PUBLIC INPUT

## VII. SITE COUNCIL

Annelissa Marcotte spoke on the status of voting for site council leaders.

## VIII. SUPERINTENDENT

- A. Open Positions – Mr. Lane spoke to the Board with updated information on hiring and staffing for the 2023-24 school year.
- B. Cost Differential – Mr. Lane provided the Board with data for the cost differential for budgeted salaries versus the contracted salaries for the new hires.
- C. PES Class Sizes – Mr. Lane explained the fluctuation in class sizes from the current year to the projected next year. Mr. Lane explains the shift resulting in the reduction in classrooms that would free up money in the budget to possibly hire a behavioral specialist in addition to the existing staff.
- D. Enrollment – Mr. Lane provided the Board with an updated enrollment report.

## IX. PMHS PRINCIPAL

- A. Exhibition Schedule of Events – Mr. Hamilton provided the Board with a schedule of events for Thursday’s Exhibition Event.

## X. SCHOOL BOARD

- A. NH Fair Funding Presentation – Mrs. Goggin spoke on the NH Fair Funding guidance and benefits of hosting them to visit the District. Mrs. Goggin informed the Board of her thoughts on reaching out and gathering more information from them and providing the Board with an update at the next meeting.
- B. Policies – First Reading
  - i. DFA, Investment
  - ii. IJL, Library Materials Selection and Adoption
  - iii. CCB, Line and Staff Relations
  - iv. EEAEA, Mandatory Drug and Alcohol Testing – School Bus Drivers
- B. Policies – Second Reading

- i. IFA, Instructional Needs of Each Individual Student, accepted as written.
- ii. IF, Instructional Program, accepted as written.
- iii. IKAA, Interdisciplinary Credit, change Dean of Operations to Administration, on a motion made by Mrs. Adams and seconded by Mrs. Goggin, the changes were accepted.
- iv. IIC, Instructional Time, change Dean of Operations to Administration, on a motion made by Mrs. Goggin and seconded by Mr. Cote, the changes were accepted.

## XI. COMMITTEE ASSIGNMENTS

- A. Budget Committee Representative – Mrs. Adams
- B. Drake Field and Facilities – Mr. Gauthier
- C. Negotiating Team –
- D. Foss Family Scholarship – Mrs. Adams stated there were 17 applications for the scholarship. Mrs. Adams advised that she has reviewed the applicants and the final meeting is scheduled for May 25 at 7:00 p.m. at Town Hall.
- E. Public Relations – Mrs. Goggin spoke on the Chaos and Kindness event as well as the Lego and Girls on the Run programs that the District held. Mrs. Goggin praised the District staff for all of their hard work and efforts. Mrs. Adams additionally stated her appreciation for the District staff.

## XII. NEXT MEETING

Mrs. Goggin will provide an update from the NH Fair Funding Program.

Mr. Lane will provide information on paid memberships.

The next meeting of the Board is scheduled for June 1, 2023, 2023 at 5:30 p.m. in the Pittsfield Middle High School Media Center.

## XIII. PUBLIC INPUT

Chris Smith expressed his concern regarding the Google Meet link on the agenda that is posted on the district website that does not work for him.

Mr. Lane stated he would look into this matter.

Dan Schroth spoke to the Board regarding alternative power options for the District and possible funding sources for this.

## XIV. ADJOURNMENT

A motion was made by Mrs. Goggin and seconded by Mrs. Schiff to adjourn the meeting. The Board voted unanimously to adjourn the meeting at 6:18 p.m.

Respectfully submitted,

Sara Zinn

Recording Secretary

**APPROVED MINUTES BY THE PITTSFIELD SCHOOL BOARD**

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

**PITTSFIELD SCHOOL BOARD  
MINUTES**

Pittsfield School Board Meeting  
June 1, 2023  
Pittsfield Middle High School

**I. CALL TO ORDER**

Members Present: Adam Gauthier, Chairperson  
Adam Cote  
Helen Schiff

Others Present: Bryan Lane, Superintendent  
Derek Hamilton, PMHS Principal  
Melissa Brown, PMHS Assistant Principal  
Michael Wiley, PES Principal  
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. APPROVAL OF PREVIOUS MEETING MINUTES**

The minutes from the previous meeting were tabled until the next meeting on June 15, 2023.

**IV. AMMENDED AGENDA**

No action taken.

**V. PUBLIC INPUT**

Kendall Kunelius expressed her desire to attend the meeting to gather more information about the district as a new resident of town and a current enrollee of the Masters of Education program at SNHU herself.

**VI. PES PRINCIPAL**

A. PES Calendar - Mr. Wiley provided the Board with an end of the year schedule of events happening at PES.

- B. PES Exhibition – The event was a success. Mr. Wiley shared stories of his experience and the students work with the Board.
- C. Building Project – Mr. Wiley summarized the various building projects at PES and their current statuses.
- D. Staffing Update – Paraeducators were given their assignments for the 2023-24 school year.

Mr. Cote inquired as to how the climate is within PES with the paraeducators as well as the retention of this year’s paraeducators staff.

Mr. Wiley explained that contracts were handed out to the support staff today. Mr. Wiley further went into the process paraeducator assignments.

- E. THANK YOU! Mr. Wiley thanked the Board for his time with the District.

## VII. PMHS PRINCIPAL

- A. End-of-Year School Events – Mr. Hamilton provided the Board with a calendar full of the end of the year events happening at PMHS.
- B. Exhibition of Learning – Mr. Hamilton gave a presentation of the different works of art from the exhibition night, as well as classroom activities and learning studios.
- C. Senior Awards Night & Commencement – Mr. Hamilton provided an overview of the awards to be distributed and asked the Board for participation at the event.
- D. Summer Programs – Mr. Hamilton outlined the Summer Programs being offered by PMHS.

## VIII. SUPERINTENDENT

- A. Staffing and Cost Differential - Mr. Lane provided the Board with the listing of all open positions within the District and the cost differentials with each position.
- B. Paid Memberships – Mr. Lane summarized all of the paid memberships by the District as Mrs. Schiff requested at the last meeting.
- C. Grants – Mr. Lane gave the Board a list of the various grants as requested by the Board.
- D. Enrollment Concerns – Mr. Lane addressed the Board in regard to a concern brought forth to him by a parent regarding the possible loss of students due to the opening of a new charter school in the area. Mr. Lane explained that there are currently four students enrolled from Pittsfield, with three of them having been previously homeschooled.

## X. SCHOOL BOARD

- A. Policies – First Reading
  - i. GBEBD, Employee Electronic Communication Policy
  - ii. EFAA, Meal Charging
  - iii. JICD-R, Memorandum of Understanding
  - iv. AC, Non-Discrimination, Equal Opportunity Employment, and District
- A. Teacher Nomination – Mr. Lane presented Mr. Daniel Mlcuch for the position of high school science teacher. Mr. Mlcuch holds a Bachelors’ degree as well as 30 credits through the University of Vermont and has 17 years of teaching experience.



On a motion made by Mr. Cote to hire Mr. Mlcuch on the longevity track at a Bachelors Step 20, for a salary of \$57,688, and seconded by Mrs. Schiff, the motion passed 3-0.

- B. Drake Field Facilities Request – Joy Church has made a request to use the Drake Field Facility on August 12 from 8am-5pm, with a rain date of the following Saturday for an open community block party.

On a motion made by Mr. Gauthier and seconded by Mrs. Schiff, the motion passed 3-0.

C. Policies – Second Reading

- i. DFA, Investment, accepted as written with formatting corrections.
- ii. IJL, Library Materials Selection and Adoption, tabled for next meeting for further details on library offerings.
- iii. CCB, Line and Staff Relations, accepted as written.
- iv. EEAEA, Mandatory Drug and Alcohol Testing – School Bus Drivers, accepted as written with formatting corrections.

XI. COMMITTEE ASSIGNMENTS

- A. Budget Committee Representative – Mrs. Adams
- B. Drake Field and Facilities – Mr. Gauthier inquired to see if the brush could be trimmed between the field and the residential area at the field.
- C. Negotiating Team –
- D. Foss Family Scholarship – Mrs. Adams
- E. Public Relations – Mrs. Goggin

XII. NEXT MEETING

The next meeting of the Board is scheduled for June 15, 2023, 2023 at 5:30 p.m. in the Pittsfield Middle High School Media Center.

XIII. PUBLIC INPUT

Dan Schroth addressed the Board about his environmental impact discussions with the Pittsfield Select Board and possible funding for these projects. Mr. Gauthier expressed his concerns regarding zoning for some of the projects that Mr. Schroth would like to see implemented.

XIV. ADJOURNMENT

A motion was made by Mr. Cote and seconded by Mrs. Schiff to adjourn the meeting. The Board voted unanimously to adjourn the meeting at 6:27 p.m.

Respectfully submitted,

Sara Zinn

Recording Secretary

Pittsfield School District

To: Pittsfield School Board  
From: Charlene Vary  
Subject: Board Meeting – June 15, 2023  
Date: June 8, 2023

**INFORMATION**

1. Extended School Year Services: Our ESY services and program will run from 8:30am to 11:30 am Monday through Thursday from July 10, 2023 to July 27, 2023. Students with special needs that need continued support during the summer in order to continue to make progress in the general education curriculum will be offered these services. High school students will also have the opportunity to complete comp recovery in order to earn credit for a class. This year because of the installment of the new boiler at PES all students will be at the middle high school.
2. Staffing: Contracts have been given to paraprofessionals, as of June 8th not all contracts have been returned. It is anticipated we will need four paras in the elementary school and nine at the middle high school. This number includes incoming kindergarten students and students who require additional support in the upcoming school year. We also will need a new middle school Special Education Teacher and an Out of District Coordinator. I have conducted interviews for both positions. I anticipate both positions will be filled by the end of the school year.
3. Audits: This school year there were 2 audits for special education, Indicator 13 and Medicaid.

In the fall the Department of Education selected 5 students for the Indicator 13 (transition) audit. The district scored 25% on the initial finding. After a second desk audit the district was 100% compliant. Because of the findings we have changed our policy when inviting students who are 16 years and older to their IEP meeting. In the past we included the student and parent on the same invitation. Going forward the student will have a separate invitation.

A Medicaid audit was conducted in February 2023. Nine students were selected from the 2021-22 school year. The initial findings showed additional documentation was required. MSB is the provider who Pittsfield uses to submit Medicaid to Schools reimbursements. We have had weekly meetings with our representative from MSB. They told us it could be up to 6 months to get everything submitted. And a final document of findings from Medicaid to schools.



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**SUPERINTENDENT'S REPORT**

June 15, 2023

The Administration continues to work toward filling open positions. The following are the current open positions:

2- 6<sup>th</sup> Grade Teacher  
 PES School Nurse

Middle School Special Education Case Manager  
 Behavior Interventionist

We continue to review applications as they come in and interview to determine the best candidate to bring to the Board.

Cost Differential to date:

Position	Budgeted Salary/Benefits	Contracted Salary/Benefits	Variance
PES Principal	\$ 124,759	\$123,408	\$ 1,351
PES SPED Teacher	\$ 48,309	\$ 59,776	(\$11,736)
PMHS Library/Media	\$ 68,413	\$ 56,581	\$ 11,732
PES Music	\$ 68,722	\$ 47,402	\$ 21,370
PES 5 <sup>th</sup> Grade	\$ 58,332	\$ 47,856	\$ 10,476
MS Science**	\$ 87,074	\$56,032	\$ 31,042
HS Science	\$ 58,953	\$84,306	(\$25,353)
HS Math	\$ 87,074	\$ 0	\$ 87,074
6 <sup>th</sup> Grade	\$ 67,972		
6 <sup>th</sup> Grade	\$ 61,457		
MS SPED Teacher	\$ 76,716		
PES School Nurse	\$ 68,492		
		<b>Total</b>	<b>\$ 125,956</b>

The open math position at the high school will be filled with two teachers adding one section of Algebra 1 for the 2023-24 school year. Both teachers are certified to teach the class. This is possible in the coming year because of course requests made by students. Primarily only running two sections of Algebra 1, not needing an intermediary class for students rising from grade 8, and upper level science classes not having enough enrollment to run them effectively. Next year the administration chose to run two large sections, 23 per class, of Earth Science to accommodate this. We do not expect this to be the case in the coming school year and this position will remain in the budget for the 2024-25 school year.

There are interviews in process for a sixth grade teacher, the nurse at PES and the Special Education teacher for the middle school.

The District received a Right to Know request from the Concord Monitor for all information about Right to Know request from the beginning of the 2021 school year to now. A letter was sent to the Monitor clarifying that the Pittsfield School District did not have any Right to Know requests during the time period in question.

A Board member inquired as to communicating with Kristen White about the decision to run two sections per grade level. In communications with Ms. White, she inquired as to the possible concern about negative interactions between the students in the current fourth grade. A list of student management infractions for the fourth grade was generated and it showed that 78% of the incidents considered “major” involved the same eight students. The majority of those were for failure to cooperate. Mrs. White indicated that she wanted to reach out to the families of these students in advance of the school year to create strategies to help them find a positive way to interact within the school environment. With this in mind, she felt that the increased class sizes could be handled with the level of experience with the teachers who will be working with fifth grade students next year.

The District has received 300 wrist bands with the statement “No Safe Experience” from the Governor’s Office, the New Hampshire State Police, the Department of Education and other agencies as an effort to inform students about the dangers of taking non-prescribed pills and the fentanyl crisis being experienced in our state and throughout the country. For more information, go to “nosafeexperience.org”. We will be working with the Pittsfield Police Department in distributing these to our students.

At PES, we are looking to change the job responsibilities of one of the grade level teachers to a behavior interventionist. The position works under the direction of the building principal and is responsible for assisting classroom teachers in providing instruction to individual students, small groups of at-risk students with behavioral challenges. The purpose of working with at-risk populations is to reduce the size of this population as well as to provide focused intervention prior to referring for special education. This position is also responsible for creating and administering intensive behavior intervention programs, collecting data and monitoring student progress. This will be a position with a starting hourly rate of \$23.00 per hour and will be eligible for health/dental benefits.

The budget process for the 2024-25 school year is in full swing with staff being asked to inform the administration of requests prior to the last day of school.

	September	October	November	December	January	February	March	April	May	June
Pres School	9	10	11	11	11	11	11	11	10	10
Kindergarten	32	32	32	30	30	30	30	30	30	30
First Grade	27	28	28	28	29	29	29	29	29	29
Second Grade	41	40	40	39	39	40	41	41	41	41
Third Grade	33	32	32	31	32	33	33	32	32	32
Fourth Grade	45	45	45	46	46	46	45	45	45	45
Fifth Grade	33	32	32	32	32	32	32	33	33	33
Sixth grade	45	41	42	42	42	41	41	42	41	41
Seventh Grade	47	43	42	42	42	41	41	42	42	42
Eighth Grade	61	55	55	54	53	52	50	51	50	50
Ninth Grade	60	53	52	52	50	50	48	43	43	43
Tenth Grade	43	53	49	49	49	48	47	47	47	47
Eleventh Grade	42	37	38	38	36	34	35	35	34	33
Twelfth Grade	24	20	20	20	20	20	20	24	24	25
Total	542	521	518	514	511	507	503	504	501	501
PES	220	219	220	217	219	221	221	220	220	220
MS	153	139	139	138	137	134	132	135	133	133
HS	169	163	159	159	155	152	150	149	148	148
Total	542	521	518	514	511	507	503	504	501	501

## ILD

### Pittsfield School District

#### **NON-EDUCATIONAL / NON-ACADEMIC QUESTIONNAIRES, SURVEYS, AND RESEARCH**

Separate federal and state laws require that written consent be obtained from a parent or guardian before a student participates in a non-educational survey or questionnaire that asks about information not directly related to a student's academics. While similar, the two laws are not co-extensive, with slightly different scope, procedures and exceptions.

##### A. General Provisions

1. For the purpose of this policy, "non-academic survey" shall include a survey, questionnaire, analysis, evaluation, or any other document which seeks any information in the categories listed in Sections B (as to state law) or C (as to federal law) below. However, non-academic surveys should not be deemed to include questions directed to an individual student by a school counselor, nurse, or appropriate personnel under circumstances indicating such questions are reasonably necessary for such person's compliance with applicable laws or regulations, and the discharge of his or her duties.
2. All non-academic surveys must have the prior approval of the superintendent of schools.
3. Non-academic surveys conducted for other agencies, organizations, or individuals must have both the recommendation of the superintendent and the approval of the School Board as to content and purpose. The results of such approved non-academic surveys must be shared with the School Board.
4. No non-academic survey requesting sexual information will be administered to any student in kindergarten through grade six unless required by federal or state law or regulation. School personnel administering any such questionnaire or survey will not disclose personally identifiable information.
5. As used below, the consent and notification provisions apply to a child's parent / legal guardian(s), unless the student is an adult or an emancipated minor who consents.

##### B. New Hampshire Law

Under the provisions of RSA 186:11, IX-d, prior notice and prior consent (opt-in) is required for any non-academic survey designed to elicit information about a student's:

1. Social behavior;

## ILD

2. Family life;
3. Religion;
4. Politics;
5. Sexual orientation;
6. Sexual activity;
7. Drug use;
8. Or any other information not related to a student's academics.

### C. Federal Law

1. Protection of Pupil Rights Amendment. Under the federal Protection of Pupil Rights Amendment, prior written consent is required only if the non-academic survey, analysis, or evaluation, or its administration is paid for or in any way uses federal funds from the federal Department of Education and reveals information concerning any of the following:
  - a. Political affiliations;
  - b. Mental and psychological problems potentially embarrassing to the student or the family;
  - c. Sexual behavior and attitudes;
  - d. Illegal, anti-social, self-incriminating, and demeaning behavior;
  - e. Critical appraisals of other individuals with whom respondents have close family relationships;
  - f. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
  - g. Religious practices, affiliations, or beliefs of the student or student's parent / guardian(s); or
  - h. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

## ILD

2. Federal Exception. Non-academic surveys do not require consent and notice under New Hampshire law (section B), but might otherwise require notice and consent under federal law (section C). However, the federal requirement exempts the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as the following:
  - a. College or post-secondary education recruitment or military recruitment;
  - b. Book clubs, magazines, and programs providing access to low-cost literary products;
  - c. Curriculum and instructional materials used by schools;
  - d. Tests and assessments used by schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students, or to generate other statistical data for educational purposes;
  - e. The sale of products or services to raise funds for school-related or education-related activities; and
  - f. Student recognition programs.

This exception only applies if the non-academic survey is otherwise exempt under New Hampshire law (section B).

### D. Notification and Inspection.

When school personnel intend to administer a non-academic survey, the school shall provide a ten-day notice to parents/guardians. Included in the notice will be information regarding the purpose of the non-academic survey; how the survey will be administered; how the survey will be utilized; and the persons or entities that will have access to the results of the completed survey.

Parents or guardians wishing to inspect a non-academic survey will be able to do so in the school's administrative office. Parents / guardians may refuse to give consent for their student to participate, with or without first reviewing the non-academic survey. The school will not penalize students whose parents / guardians decline to provide written consent.

The school will take reasonable precautions to protect student privacy during their participation in any non-academic survey.



## ILD

### E. Consent Exception for Youth Risk Behavior Survey Developed by the Centers for Disease Control and Prevention.

Neither state nor federal law requires prior written consent for administration of the Youth Risk Behavior Survey developed by the Centers for Disease Control and Prevention. Guidance issued by the Centers for Disease Control, United States Department of Health and Human Services, concludes that federal law, including the Protection of Pupil Rights Amendment, also does not require prior written consent from parents or guardians because students are not required to participate, and the survey is not paid for by the United States Department of Education.

However, New Hampshire law nonetheless requires the district to provide parents / guardians with notice of at least ten days before the Youth Risk Behavior Survey is administered. Parents may inspect the Youth Risk Behavior Survey at the school's administrative office. Parents or guardians may opt their student out of participating in the Youth Risk Behavior Survey by providing the dean of operations with written notice. District staff administering the Youth Risk Behavior Survey shall insure that students understand that participation is voluntary and that students who opt-out will not be penalized.

Adopted: September 18, 2015  
Amended: October 18, 2018

## GCQ

### Pittsfield School District

#### **NON-RENEWAL, TERMINATION, AND DISMISSAL OF CERTIFIED STAFF**

This policy is intended to provide guidance for School Boards and superintendents in matters pertaining to the non-renewal, termination, and/or dismissal of certified staff. For purposes of this policy, the term “teacher” means all certified staff members, including but not limited to teachers, administrators, and other professional staff members, such as librarians, nurses, and guidance counselors. This policy is not intended to provide statutory dismissal and/or non-renewal rights to any employee who is not entitled to such rights.

The School Board may non-renew a teacher’s contract, terminate a teacher’s contract, and/or dismiss a teacher from employment if such teacher engages in immoral acts, fails to maintain competency standards established by the School Board or school administration, does not conform to or abide by district policies, rules, or directives, or engages in any other action that the School Board and superintendent believe disqualifies the teacher for employment within the district.

For purposes of this policy, “immorality” is defined as:

- Conviction of a crime;
- Actions that might place students in potential physical or emotional jeopardy;
- Misconduct or unprofessional conduct, on or off duty;
- Other situations where the nature or circumstances of the conduct so detract from the teacher’s professional standing as to render the teacher unfit for continued certification based on the teacher’s inability to perform assigned duties.

For purposes of this policy, “failure to maintain competency standards” means:

- Lack of requisite ability or sustained failure to perform assigned duties;
- Lack of knowledge of subject area;
- Inability or failure to convey the teacher’s knowledge of the subject area;
- Inability or failure to effectively plan and present an organized lesson plan;
- Inability or failure to maintain a safe, organized, and orderly learning environment;
- Inability or failure to properly store or secure potentially dangerous materials or personal belongings;
- Inability to maintain control in the classroom;
- Neglect of duties;
- Misconduct;
- Poor performance evaluations.

For purposes of this policy, “failure to conform to... policies, rules, or directives” means:

- Failure to conform to state regulations,

- Failure to conform with School Board policies and administrative rules,
- Insubordination,
- Failure to follow directives.

The School Board recognizes that the definitions of “immorality”, “failure to maintain competency standards”, and “failure to conform to... policies, rules, or directives” included herein are not intended to be exhaustive and are not intended to limit the Board or administration from taking such employment action as may be warranted in any given circumstance with any given set of facts. Teachers may be non-renewed, dismissed, and/or terminated for other reasons that fall outside of this policy.

Due Process. Teachers will be afforded all the due process as they may be entitled to receive.

Mandatory Dismissal. Employees of the district who have been convicted of homicide, child pornography, aggravated felonious sexual assault, or kidnapping, in New Hampshire or under any statute prohibiting the same, will have their employment terminated by the district after it receives notice of the conviction. Teachers who fall under this category are not entitled to a hearing, per state law.

Adopted: September 6, 2018

## **GCQR**

Pittsfield School District

### **NON-SCHOOL EMPLOYMENT BY PROFESSIONAL STAFF**

When a person is hired on a regular, full-time basis, the Board considers that it has given him/her full-time employment. The Board expects employees to give the responsibilities of their positions in the district precedence over any type of outside part-time work.

The outside work done by a staff member is of concern to the Board insofar as it may:

- Prevent the employee from performing his/her responsibilities in an effective manner,
- Be prejudicial to his/her effectiveness in the position or might compromise or embarrass the district,
- Raise a question of conflict of interest.

Therefore, an employee will not perform any duties related to an outside job during his/her regular working hours or during the additional time that he/she needs to fulfill the responsibilities of the position; nor will an employee use any district facilities, equipment, or materials in performing outside work.

Adopted:        September 6, 2018

**DBJ**

Pittsfield School District

**OVER-EXPENDING FUNDS**

It is the intent of the Board to limit spending to the amount specified in each line item for the budget. To enable the Board to provide proper oversight of the district's finances, the Board charges the superintendent with providing to the Board a quarterly expenditure report in a timely manner.

The Board recognizes that occasion may arise when circumstances require over-expending funds in a certain function. On occasion when such over-expending exceeds \$10,000 for a function, the superintendent will inform the Board in a timely manner. In addition, a note will be included in the quarterly expenditure report that states and explains the over-expenditure as well as identifying the source of funds to address the over-expenditure.

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

The superintendent is authorized to develop administrative rules or regulations to accompany this policy.

Adopted: November 2, 1983 (as Policy DBK)  
Amended: January 25, 1990  
Reviewed: September 24, 1992  
Reviewed: October 21, 1996  
Reconsidered: June 18, 2009  
Adopted: July 16, 2009  
Reconsidered: December 10, 2009  
Amended: January 7, 2010  
Amended: January 18, 2018

**IJL**

Pittsfield School District

**LIBRARY MATERIALS SELECTION AND ADOPTION**

Materials for school classrooms and school libraries shall be recommended by the appropriate professional personnel. The final decision on purchases shall rest with the school administration.

Adopted: November 2, 1983

Amended: November 6, 2014

Reviewed: October 4, 2018

**Pittsfield School District**

**EMPLOYEE ELECTRONIC COMMUNICATION POLICY**

All School District employees are professionals who serve as role models for students and should therefore refrain from any communication, electronic or otherwise, which undermines their effectiveness as employees of an education enterprise. School District employees must maintain appropriate boundaries between students and themselves even when they are off duty. School District employees who violate this policy may face discipline and/or dismissal, in accordance with other district policies and/or collective bargaining agreements.

All School District employees, faculty, and staff who use social networking websites, chatrooms, blogs, email, instant message, text message or other electronic means are prohibited from the following:

- Engaging in any electronic communication that violates the law, collective bargaining agreements, school board policies, or other standards of professional conduct
- Posting, using, or sharing any school district data, documents, photographs, student information, or other district owned or created material on any website or in any electronic document.
- Posting or communication of any private or confidential School District material by any electronic means.
- Engaging in sexually explicit or suggestive messages, sexual banter, jokes or innuendos with students.

The School District prohibits its employees from engaging in the following problematic conduct as such conduct may demonstrate lack of appropriate boundaries:

- Inviting students to be “friends” through an Internet site or accepting such invitations from students.
- Socializing with students outside of school on social networking websites, chatrooms, blogs gaming and other websites.
- Communicating with students via email, instant message, text message, or other electronic means in an overly casual, unprofessional, inappropriate, or offensive manner.
- Creating, possessing, managing, or having a website that contains obscene or pornographic or other immoral pictures, video, or text, or other information or links to such information.
- Using the internet, email, instant message, text message or other electronic means to criticize, disparage or ridicule students, staff, or the School District in a manner that is disruptive to the operation of the school or is defamatory.

The District recognizes that there may be long time familial and community relationships that may exist among some employees with members of the Pittsfield community. Those relationships and communications should remain between adults and not with students in the school district.

All School District employees are reminded that personal information posted on the internet is not truly private as it creates a permanent record that may be retrieved and retained, and thus any expectation of privacy may be unwarranted. Information posted on the internet is routinely reviewed by potential employers and may impact future employment opportunities.

Nothing in this policy prohibits employees, faculty, staff or students from the use of educational websites or blogs if such sites are used solely for educational purposes.

## **EFAA**

Pittsfield School District

### **MEAL CHARGING**

The District encourages all parents and guardians (hereinafter "parents") to provide a healthy breakfast and lunch for their student(s). Parents are welcome to send students to school with a "brown bag/lunch box" meal. The District provides the opportunity to purchase breakfast and lunch from the school cafeteria. Each meal meets or exceeds the federal nutrition standards. Payment is expected no later than when the meal is served. Payment may be in cash, check, or as a debit against funds deposited into an established student lunch account.

The school lunch program is required by federal law to operate as a non-profit which must end each fiscal year without a negative balance. Uncollected debt must be paid to the school lunch program from other funds. Therefore, parents of students required to pay the full or reduced price for meals must ensure that the school lunch program is paid for their student's meals. The district's policy is to quickly escalate efforts to bring student meal accounts into positive balance, to avoid circumstances where these accounts build significant debt.

The District uses a point-of-sale computerized meal payment system which has an account for all students. Parents of students who will be purchasing meals using this system are required to establish and maintain a positive balance in the student's meal account.

Funds may be deposited into a student lunch account by cash, check, or on-line payment. Cash or checks made out to Café Services should be presented to the cashier at the cafeteria or school office. A check may also be mailed to the school. The use of checks or on-line payments is encouraged, as each provides a record. Parents are responsible for any fees charged by the on-line service. In accordance with United States Department of Agriculture ("USDA") guidance SP 02-2015, there will be no processing fee for deposits to a student meal account made by cash or check.

Bank fees incurred on any check returned for insufficient funds will be charged to the parent. In accordance with RSA 358-C:5, notice of the fee charged for a check that is returned for insufficient funds shall be included in any letter sent to a parent seeking payment because the student meal account has a negative balance.

Each notice to parents will include information on how to verify a student meal account balance, to resolve concerns regarding the accuracy of the account balance, or to obtain information on the school meal program, including the name, title, hours when available, phone number, and e-mail address of an appropriate member of the food service contractor and district staff.



Parents who establish a meal account for their student are responsible for establishing with their student any restrictions the parent chooses to place on use of the account. Unless restricted by the parent, a student may purchase a la carte items in addition to the regular meal choices. Some students purchase more than one meal at one sitting. Setting and ensuring compliance with limitations on the use of the student's meal account afford families an opportunity to develop their student's understanding of the responsible use of credit and debit accounts, which will benefit the student throughout life. Parents must monitor the student's use of the meal account to ensure that a sufficient balance is available at all times for their student to charge meals.

The district's policy is to ensure that students have access to healthy meals and that no student will be subject to different treatment from the standard school meal or school cafeteria procedures. Therefore, the district will allow students to purchase a meal, even if the student's meal account has insufficient funds. This policy applies to all meal offerings generally available at the cafeteria, both breakfast and lunch.

The district works proactively with parents to maintain a positive balance in their student's meal account. The dean of operations shall establish a procedure at each school requiring that a low balance statement be sent to parents whenever the balance in a student's meal account falls to or below a set amount that approximates the amount typically necessary to pay for one week of meals.

The notices will be sent by e-mail when practical, otherwise by a note, sealed in an envelope, sent home with the student. Only those District staff who have received training on the confidentiality requirements of federal and state law, including the United States Department of Agriculture's (USDA) guidance for school meal programs, and who have a need to access a child's account balance and eligibility information may communicate with parents regarding unpaid meal charges. Volunteers, including parent volunteers, will not be used to communicate with parents regarding unpaid meal charges. 42 U.S.C. 1758(b)(6).

Notice prior to the account reaching zero is intended to reinforce the requirement that a positive balance be maintained in the student meal account. If a student meal account falls into debt, the initial focus will be on resuming payments for meals being consumed to stop the growth of the debt. The secondary focus will be on restoring the account to routinely having a positive balance.

The district recognizes that unexpected financial hardships occur and will work with parents in this circumstance to limit the amount of accumulated debt. To do so, it is essential that parents respond to notices and cooperate with district staff efforts. Fairness and equal treatment requires that those able to pay, but who fall behind, must promptly bring their students meal account into a positive balance. The district's proactive approach is intended to help ensure students have healthy meals and that parents do not accumulate significant debt to the school meal program.

The district participates in the federally supported program to provide free or reduced price meals to students from families whose economic circumstances make paying for meals difficult. Income guidelines for eligibility are based on family size and are updated each year by the USDA. The district ensures that parents are informed of the eligibility requirements and application procedures for free or reduced cost meals as well as the requirements of this policy.

Parents shall be provided with a copy of this policy and an application for free or reduced cost meals annually at the start of the school year or in the parents' handbook, upon enrollment of a transfer student during the school year, and as a component of all notices sent to parents seeking payment to correct a negative balance in the student meal account. The communication explaining the availability of the free or reduced price meals shall include all the elements required by federal regulation, 7 C.F.R. 245.5. Each notice shall also identify a member of the food service contractor and district staff, with contact information, who is available to answer questions or assist the parents with applying for free or reduced price meals.

As required by the Civil Rights Act of 1964 and USDA guidance, parents with Limited English Proficiency (LEP) will be provided with information on this policy and the free and reduced price meal program in a language the parents can understand. The district will utilize USDA and community resources to fulfill this requirement. This policy and links to application materials for the free or reduced price meal program will be posted on the school web site and made available to parents at each school.

The district will proactively enroll students found to be categorically eligible into the free or reduced price meal program. The district will seek to enroll eligible students in the free or reduced price meal program upon learning from any source of the student's potential eligibility. When eligibility is established, the district will apply the earliest effective date permitted by federal and state law.

The district will provide a copy of this policy and application materials for free or reduced price meals to town welfare offices/human services offices and other local social service agencies who may have contact with parents who are confronting layoffs or other financial hardship.

Regardless of whether a student has money to pay for a meal or has a negative balance in the student meal account, a student requesting a meal shall be provided with a meal from among the choices available to all students. The only exception will be where the student's parents have provided the district with specific written direction that the student not be provided with a school lunch program meal, the student has a meal sent from home, or otherwise has access to an appropriate meal. Under no circumstances will a student's selected meal be discarded because of the status of the student's meal account.

It is the parents' responsibility to provide their student with a meal from home or to pay for school prepared meals. Therefore, the district's policy is to direct communications to parents about student meal debt. When parents chose to provide meals sent from home, it

is the parents' responsibility to explain to their student the necessity of the student not using the school meal program.

Initial efforts to contact parents will be by e-mail or phone, however if those efforts are unsuccessful, letters to parents may be sent home in sealed envelopes with the student. Where the District has not received a response from the parents or the parents do not cooperate in resolving negative student meal account balances and the student continues to use the school meal program, for students in grade seven or higher, the dean of operations or designee may communicate directly with the student in a manner that is private and which does not publicly identify or stigmatize the student. Resolution of the problem should seek to ensure the student has ongoing access to an appropriate meal.

Should the student's meal account balance fall below zero, a balance statement requesting immediate payment shall be sent to parents no less than once each week.

If the student's meal account balance debt grows to \$15.00 or more, a letter demanding immediate payment shall be sent by US Mail to the parent or the parent shall be contacted by the Principal or designee by phone or in person. Where warranted, the dean of operations may arrange a payment schedule to address current meal consumption and arrearages while the school continues to provide the student with meals.

If the student's meal account debt grows to \$30.00 or more, the parents will be requested to meet with the dean of operations. When appropriate, the dean of operations should explore with the parents whether an application for free or reduced cost meals is warranted. Where extenuating circumstances of financial hardship exist and the family is not eligible for free or reduced cost meals, the district will work with the parents to identify and engage governmental and private charitable resources which are available to assist the family.

If a student with a negative balance in his or her meal account seeks to purchase a meal with cash or check, the student will be allowed to do so. There is no requirement that the funds be applied first to the debt.

If the dean of operations determines that the best available information is that the parents are able to pay the expenses of the student's meals and the parents decline to cooperate with resolving the debt in a timely manner, the dean of operations shall send a letter to the parents directing them to have their student bring meals from home and cease utilizing the school meal program. The student may resume using the school meal program when a positive account balance is restored in the student's meal account.

If the student continues to use the school meal program, a second letter shall be sent to the parents using certified mail, return receipt requested.

If parents continue to fail to provide the student with a meal sent from home, continue to fail to provide funds for their student to use the school lunch program, continue to refuse to cooperate with reasonable requests by food service contractor and district staff to

address the overdue debt, and the parent is believed to have the ability to pay, the superintendent may pursue payment through civil legal action, including filing a claim in small claims court pursuant to RSA Chapter 503. The superintendent is delegated authority to assess the likelihood that civil action will lead to payment, the resources required to pursue collection, and to pursue such action only when doing so is in the best interest of the district.

The superintendent shall try to identify non-profit charities that are willing to contribute funds to the district to assist in keeping a positive balance in the meal account of students whose parents do not qualify for free meals and who due to financial hardship are unable to consistently keep the student meal account in a positive balance. If at the end of the fiscal year uncollected debt in student meal accounts must, as a last resort to fulfill federal requirements, be paid to the school meal program from other district funds, the parents' debt for unpaid meal charges shall be owed to the district.

Applying the policy set forth above, the superintendent shall determine if further collection efforts are in the best interest of the district. Any payments collected on debt that has been offset with district funds, shall be credited to the district. All debt collection efforts shall comply with RSA Chapter 358-C, New Hampshire's Unfair, Deceptive, or Unreasonable Collection Practices Act.

A copy of this policy and refresher training shall be provided annually to all food service contractor and school staff responsible for serving student meals or enforcing this policy. New staff with these responsibilities shall be provided with a written copy of the policy and training on the policy during their initial training or orientation. In accordance with federal requirements, a record shall be maintained documenting that new staff receive the policy and training. The record must also document that all applicable staff receive a copy of the policy and refresher training annually.

Nothing in this policy prohibits providing an appropriate meal to a student with special dietary needs such as, but not limited to, diabetes, provided these needs have been documented in a health plan, Sec 504, or IEP. If the meal is medically required, and the student has a negative student meal account balance, or does not have cash to purchase the meal, the necessary dietary needs will be met.

To request meal accommodations for students whose dietary needs qualify them for accommodation under law or to file a school meal program complaint with the District, contact the dean of operations.

To file a program complaint of discrimination with the USDA, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html) and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture; Office of the Assistant Secretary for Civil Rights; 1400 Independence Avenue, SW; Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or

(3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This district is an equal opportunity provider.

It is the district's policy that in the operation of child feeding programs, no child will be discriminated against because of race, sex, color, national origin, age, or disability, 7 C.F.R. 245.5(a)(1)(viii). Students will not be denied meals due to the existence of other unpaid charges at the school or for disciplinary reasons.

If a student who has been determined to be ineligible for free or reduced cost meals or whose parents have refused to cooperate with filing an application for free or reduced cost meals is consistently not provided with meals, either through a meal sent from home or the payment for a meal through the school meal program, the dean of operations will assess whether a report of child neglect is warranted to the New Hampshire Department of Health and Human Services, Division for Children, Youth, & Families, as required by RSA 169-C:29-31.

If a student's meal account has a negative balance of \$30.00 or more, the student will be allowed to charge only an alternative meal. In accordance with state law, the alternative meal will be one of the meal choices generally available to all students, but which has the lowest cost to the lunch program to produce. The purpose of limiting students with negative balance meal accounts to the alternative meal is to mitigate the losses to the district from providing uncompensated meals, while ensuring that the student has access to a healthy meal. These students will also not be allowed to charge a la carte or extra items. It is the parents' responsibility to explain to the student that only alternative meals may be charged.

A notice which directs the parent to have their student select only the alternative meal and not to charge a la carte or extra items, until the student's meal account is brought into positive balance, will be included with the communication demanding payment of the negative balance. The notice will include the information necessary for the parent to explain to the student how to select the alternative meal. For students in grade seven and above, if the student continues to select other meal choices, the student may be spoken with privately and advised that in accordance with the notice provided to the parents, the student may only select the alternative meal and may not charge a la carte or extra items until the meal account is brought into a positive balance.

Adopted: April 19, 2018

Pittsfield School District

**MEMORANDUM OF UNDERSTANDING**

For administering the Provisions of RSA 193-D, Safe School Zones

1. General Principles

The Pittsfield School Board and the Pittsfield Police Department agree to work in a cooperative effort to provide a safe and healthy environment for students, staffs, and visitors. In furtherance of that effort, this Memorandum of Understanding is intended to comply with the provisions of RSA 193-D, Safe School Zones. The Board and the Police Department further agree to respond effectively to incidents on school delinquency or criminal behavior in school, on school grounds, and at school sponsored events.

This Memorandum deals with the law enforcement response to any incident involving the possession, use, sale, or distribution of alcohol and other drugs in a school setting or during any school sponsored activity. This Memorandum also addresses the efforts by the school and police to respond to incidents of violence; weapons possession; or acts of theft, violence, or destruction, on school property and at school functions, under the provisions of and in concert with the implementation of the Safe Schools Act, RSA 193-D. This Memorandum applies to reportable behavior of adults as well as children.

The Pittsfield School Board and the Pittsfield Police Department agree to coordinate these efforts with the local prosecuting attorney's office and the New Hampshire Department of Education.

The School Board recognizes that in cases of an emergency situation or imminent danger to students, staff, or the community, the Police Department and the School District may act without regard to this Memorandum. Nothing contained in this Memorandum is intended to limit the events that may be reported to the Police Department or limit school employees when requesting police assistance on matters not referred to in this Memorandum.

In the event either the Pittsfield School Board or the Pittsfield Police Department desires to amend this Memorandum, the agency seeking changes will arrange for meeting with the other.

2. Definitions

The following terms, as defined in RSA 193:D-1 apply to this Memorandum:

- "Safe School Zone" means an area inclusive of any school property or school buses.

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- “School” means any public or private elementary, secondary, or secondary vocational-technical school in New Hampshire. It shall not include home schools.
- “School Employee” means any school administrator, teacher, or other employee of any public or private school, school district, school department, or school administrative unit, or any person providing or performing continuing contract services for any public or private school, school district, school department, or school administrative unit.
- “School Property” means all real property, physical plant, and equipment used for school purposes, including but not limited to school playgrounds and buses, whether public or private.
- “School Purposes” means school-sponsored programs, including but not limited to educational or extracurricular activities.

### 3. School / Police Liaisons

In order to facilitate prompt and clear communication of incidents, the School Board and Police Department will designate individuals to serve as primary contact liaisons. The superintendent of schools shall designate the dean of operations as the school district’s reporting official. He/she shall be responsible for handling all reportable incidents of: (1) drug/alcohol use, possession, sale, and/or distribution; (2) assault or violence; (3) possession of weapons; and/or (4) theft or destruction of property. The school district liaison will communicate information on such incidents to the Police Department.

The chief of police shall designate a police officer(s) who shall be responsible for handling all reportable incidents brought to the attention of the Police Department by the school’s reporting officials. In addition to communication between the reporting official and the police officer on specific incidents mentioned above, it is recommended that official and officer meet regularly to discuss the scope of these problems and to identify strategies aimed at reducing them.

### 4. Reportable Acts

#### A. School Reports to the Police Department

1. Mandatory: Notwithstanding the provisions of RSA 193-D, the Safe School Zone Act, the following incidents must be reported to the Police Department by the designated school employee:
  - a. Possession of alcohol by a minor or if it appears that a student is under the influence of alcohol or drugs on school property or at school functions;

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- b. Possession, selling, or distribution of any controlled substance (including drug paraphernalia) as defined in RSA 318-B by an individual on school property or at school functions;
- c. Any incident in which any individual who is responsible for, suspected of, or determined to be selling or distributing drugs or alcohol on school property or at school functions;
- d. Unlawful possession, sale, or use of firearms or other dangerous or prohibited weapons, fireworks, or explosives, as defined in RSA's 208, 644, and 159, on school property or at school functions;
- e. Arson under RSA 634:1: any person who knowingly starts any fire or causes any explosion which results in injury, damage to property of another, or is done with intentional disregard for the safety of others;
- f. Burglary under RSA 635: any person who enters a building or separately secured section of a building with a purpose to commit a crime;
- g. Robbery under RSA 636: including theft that is accomplished by physical force or the threat of imminent use of force;
- h. Thefts of property where the value is more than \$50 or repeated occurrences of theft by one student (thefts by students who are in the third grade or lower are generally not reported to the Policy);
- i. Homicides under RSA 630: any death shall immediately be reported to the Police Department regardless of suspected cause;
- j. First or second degree assault under RSA 631: whereby an injury occurs to a person, requiring medical treatment beyond basic first aid or requiring outside medical follow up, caused by another person. Investigation may reveal that not all of these incidents constitute an actual crime. Reporting will allow an investigation to be conducted.
- k. Sexual assault under RSA 632-A: any sexual contact with a person who is under thirteen years of age will be reported;
- l. Criminal Mischief under RSA 634:2: purposely or recklessly damaging the property of another, resulting in a value of \$50 or more of damage. This includes vandalism to school property.



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- m. Threatening Behavior under RSA 631:4: which purposely places or attempts to place another in fear of imminent bodily injury or physical contact.
2. Discretionary reporting events that are up to the discretion of the building Principal:
- a. Refusal or neglect to conform to reasonable rules of the school or to clear non-injurious directions given by a staff member;
  - b. Simple assault incidents (which don't meet the criteria as stated in j above), depending on the nature of the incident, as determined by the school administration;
  - c. Theft under RSA 637: of property valued at under \$49;
  - d. Criminal mischief under RSA 634:2: purposely or recklessly damaging the property of another resulting in a value of \$49 or less of damage; this includes vandalism to school property.

### B. Police Department Reports to the School

- 1. The following information shall be reported by the Police Department to the dean of operations:
  - a. An arrest made by the Police Department of a student, when such information is relevant to the safety of that student or of others students in the school, where the law allows.
- 2. The following information shall be shared with the school administration by the Police Department, subject to applicable statues and regulations governing confidentiality:
  - a. The arrest and filing of a delinquency complaint against any student under the age of seventeen years;
  - b. Other non-criminal activity that the Police Department deems pertinent to one or more students' well-being, including but not limited to threatening to attempt suicide or victimization of a student by a parent, caretaker, or other individual.

### 5. Procedures for Reporting

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- A. It is agreed that every school employee who has witnessed or has information from the victim of an act of theft, destruction, or violence in a safe school zone shall report such act immediately to a supervisor. A supervisor receiving such report shall immediately forward such information to the dean of operations. The dean of operations shall then contact the Police Department by telephone and report the incident. The Principal shall also provide the Police Department with a written report within forty-eight hours of the incident.
  
- B. The report required shall include:
  - 1. Identification of the act of theft, destruction, or violence that was alleged;
  - 2. The name and address of witnesses to the alleged act;
  - 3. The name and home address of any person suspected of committing the act.
  
- C. The written report required above shall be waived when there is a law enforcement response at the time of the incident which results in a written police report.
  
- D. School response:
  - 1. A teacher or other school employee who has reasonable grounds to believe that a student has committed a reportable act shall:
    - a. Confront the student with the nature of the offense;
    - b. Take the student to the dean of operations office or other designated location;
    - c. Retrieve and turn over any physical evidence to the dean of operations or designated employee.
  - 2. For mandatory reportable acts, the dean of operations shall:
    - a. Notify the police and the student's parent/guardian, and inform them of the nature of the incident;
    - b. Turn over any physical evidence seized and a written fact summary to the Police Department;
    - c. Initiate disciplinary action in accordance with Board policies.
  - 3. For discretionary reportable acts, the dean of operations shall:

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- a. Determine if the police and parent/guardian should be notified and, if so, make the calls as soon as reasonably possible; any incident reported to the Police shall also be reported to the student's parent/guardian;
- b. Initiate disciplinary action in accordance with Board policies.

E. Police response:

- 1. The police officer will make contact with the school as soon as possible after receiving a report from the dean of operations to investigate the incident or take any other appropriate action;
  - 2. During the investigation, the police officer may meet with the dean of operations, the student, the student's parent/guardian, and appropriate persons with knowledge of pertinent facts, if required;
  - 3. If at the conclusion of the investigation, the student is found to have committed the alleged offense, the police officer may initiate a formal complaint process;
  - 4. When the police officer is called to the school in response to offenses involving the sale and/or distribution of drugs or alcohol, violent behavior, or the possession of a weapon, and where probable cause exists for arrest, the officer shall take the appropriate action to initiate the formal complaint process.
6. To the extent possible, precautions will be taken by both police and school officials at all times to ensure that the educational process is not disrupted.

\_\_\_\_\_  
Chief of Police

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Board Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent of Schools

\_\_\_\_\_  
Date

Reading: May 7, 2009

Adopted: May 21, 2009  
Reviewed: December 6, 2018

Pittsfield School District

**NON-DISCRIMINATION**

It is the policy of the School Board that there will be no discrimination on the basis of age, gender, race, creed, religion, marital status, sexual orientation, national ethnic origin, economic status, or disability for employment in, participation in, admission/access to, or operation and administration of any educational program or activity in the School District. The district will not discriminate against any employee who is a victim of domestic violence, sexual assault, or stalking.

The Superintendent or his/her designee will receive all inquiries, complaints, and other communications relative to this policy and the applicable laws and regulations concerned with non-discrimination.

The policy of non-discrimination is applicable to all persons employed or served by the district. Any complaints or alleged infractions of the policy, law, or applicable regulations will be processed through the grievance procedure. This policy implements PL 94-142, Section of The Rehabilitation act of 1973, Title II of The American with Disabilities Act, Title VI or VII of The Civil Rights Act of 1964, Title IX of The Education Amendments of 1972, and the laws of New Hampshire pertaining to non-discrimination.

Inquiries or complaints regarding compliance with Title IX may be directed to the office of the Superintendent of Schools. Grievances will be processed as follows:

1. Any complaint from or on behalf of any person employed or served by the schools shall be submitted in writing to the office of the Superintendent of Schools. The Superintendent shall, without delay, forward it to the person immediately responsible (i.e., department head, coach, supervisor, etc.).
2. The immediately responsible person will investigate the complaint and report his/her findings and recommend remediation in writing to the grievant within five (5) school days. A copy of the report shall be sent to the Superintendent who will maintain a file on all grievances.
3. If the grievance has not been remedied to the satisfaction of the grievant, he/she may then submit the complaint, with all previous communications attached, to the following parties, in the order given. Each party will have the time indicated in which to investigate and report its findings and recommended remediation:
  - a) Responsible Building Principal (5 school days);
  - b) Superintendent of Schools (10 school days);

c) School Board (20 school days).

4. If all else fails, the grievant may appeal to the Federal Office for Civil Rights, Department of Education, Washington, D.C. 20201.

All reports submitted throughout the grievance procedure must be made out in duplicate, with all previous correspondence attached, one copy going to the grievant and one to the designated employee who shall maintain a file on all grievances.

Adopted: June 1, 1995  
Reviewed: June 17, 1996  
January 8, 2009  
Amended: January 22, 2009  
Reading: May 7, 2009  
Amended: May 21, 2009  
October 19, 2017