

___ Laurie Cass
___ Jane Cote
___ Liz Cote
___ Marie Danforth
___ Adam Heath
___ Jack Finley
___ Michael Lombardo
___ Ruth MaGina
___ Kayla Morse
___ Sylas Daligcon (Student
Rep)

**Franklin School Board Meeting
Franklin Middle School – Library
September 21, 2026
5:30 PM Non-Public
6:00 PM Regular Board Meeting**

Public may view the meeting on our YouTube channel using this link: <http://bit.ly/2UXbKYi>

AGENDA:

ITEM #1 – CALL TO ORDER BY THE CHAIRPERSON

ITEM #2 - NON-PUBLIC SESSION

under the provisions of NH State Law RSA 91-A: 3 paragraph II a, b and c – regarding Personnel

ITEM #3 – PUBLIC SESSION

- Salute to Flag
- Meeting Postings

ITEM #4 – OUR STUDENTS OUR SCHOOLS- PSS Summer School Update

ITEM #5 – PUBLIC PARTICIPATION

ITEM #6 – RECOGNITIONS

ITEM #7 – FHS STUDENT REPRESENTATIVE REPORT – Sylas Daligcon

**ITEM #8 – APPROVAL OF PRIOR BOARD MINUTES –August 24, 2026 Regular;
August 24, 2026, Non-Public Both Sessions**

ITEM #9 – FINANCIAL REPORT

- Business Administrator - Jefferson Braman
 - FY 27 Adequacy Aid Update
 - FY 26 Fund Balance

ITEM #10 – COMMITTEE REPORTS

- Goals Committee
- Finance Committee
- Policy Committee
- Safety Committee
- I2 Committee (Innovation and Improvement)
- Joint Finance Committee

ITEM #11 - NEW BUSINESS

- Update from Superintendent - Daniel LeGallo
 - 1 – Nomination
 - 2 – Music Grant Acceptance

Franklin School Board Meeting
Franklin Middle School – Library
September 21, 2026
5:30 PM Non-Public
6:00 PM Regular Board Meeting

- 3 – FHS Fitness Room Donation Acceptance
- 4 – FHS Trip to Puerto Rico
- 5 – NHSBA Delegate Assembly
- 6 – School Board Goals for FY 27
- 7 – Superintendent Goals for FY 27
- 8 – NH School Funding Fairness Presentation
- 9 – Policy JICK “Pupil Safety and Violence Prevention-Bullying” Public Hearing

ITEM #12 –LEGISLATIVE UPDATE:

ITEM #13 – POLICY:

2nd Reads

*AC– Nondiscrimination, Equal Opportunity Employment, and Anti-Discrimination Plan

*ACA– Discrimination and Harassment Grievance Procedure

*DAF– Administration of Federal Grant Funds

*DFA– Investment

*EBCA– Crisis Prevention and Emergency Response Plans

*ECAF– Surveillance and Other Audio and Video Recording by the District

*EHB-R– Data/Records Retention and Destruction

*JFABD– Admission of Homeless Children and Unaccompanied Youth

*JJJ– Access to Public School Programs by Non-Enrolled Resident

*JLCD– Administering Medications to Students

Rescinds

*EEAA– Video and Audio Surveillance on School Property

ITEM #14 – LATE ITEMS/OTHER

ITEM #15 – PUBLIC PARTICIPATION

ITEM #16 - NON-PUBLIC SESSION

under the provisions of NH State Law RSA 91-A: 3 paragraph II a, b and c – regarding Personnel and Student

ITEM #17 - SEAL NON-PUBLIC: Seal Non-Public Session Minutes of September 21, 2026

Franklin School Board Meeting
Franklin Middle School – Library
September 21, 2026
5:30 PM Non-Public
6:00 PM Regular Board Meeting

ITEM #18 – ADJOURNMENT

* NB: Persons appearing before the Board are reminded, as a point of information that Board members are without authority to act independently as individuals in official matters. Thus, questions may be directed to individual Board members, but answers must be deferred pending consideration by the full Board. Furthermore, any comments and/or questions must specifically be regarding agenda items discussed at the meeting; and within approximately a three (3)-minute timeframe. Names of students, staff or members of the public are not to be used. Personnel items are required by RSA 91-A: 3 to be discussed in non-public.

INFORMATION ON NON-PUBLIC SESSIONS On occasion the Board will need to enter Non-Public Session. When a motion is made to do so, it will be done under the provisions of *NH State Law RSA 91-A: 3 II*, and one or more of the following reasons will be claimed for entering Non-Public Session:

- a. The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charge against him/her, unless the employee affected (a) has a right to a meeting; and (b) requests that the meeting be open in which case the request will be granted.
- b. The hiring of any person as a public employee.
- c. Matters, which if discussed in public, would likely, affect adversely the reputation of any person, other than a member of the body or agency itself, unless such person requests an open meeting.
- d. Consideration of the acquisition, sale, or lease of real property or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community.
- e. Consideration or negotiation of pending claims or litigation which has been threatened in writing or filed against the body or agency of any sub-division thereof, or against any member thereof because of his/her membership in such body or agency, until the claim or litigation has been fully adjudicated or otherwise settled.
- k. Consideration by a school board of entering into a student or pupil tuition contract authorized by RSA 194 or RSA 195-A, which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general public or the school district that is considering a contract, including any meeting between the school boards, or committees thereof, involved in the negotiations. A contract negotiated by a school board shall be made public prior to its consideration for approval by a school district, together with minutes of all meetings held in nonpublic session, any proposals or records related to the contract, and any proposal or records involving a school district that did not become a party to the contract, shall be made public. Approval of a contract by a school district shall occur only at a meeting open to the public at which, or after which, the public has had an opportunity to participate.
- i. Consideration of legal advice provided by legal counsel, either in writing or orally, to one or more members of the public body, even where legal counsel is not present.

Franklin School Board: Regular Meeting

Minutes

DATE/TIME/LOCATION	AUGUST 24, 2026	6:00 PM	FMS –LIBRARY
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MEETING CALLED TO ORDER BY	Liz Cote, Chairperson												
TYPE OF MEETING	Public												
MINUTES	Stacie Hubble (School Board Clerk- Pro-temp)												
PUBLIC ACCESS THROUGH U-TUBE	click Video of Meeting to view (view part II) (view part III)												
BOARD MEMBER ATTENDEES	<table><tr><td>Ward I</td><td>Ward II</td><td>Ward III</td></tr><tr><td>Marie Danforth</td><td>Liz Cote</td><td>Jane Cote</td></tr><tr><td>Kayla Morse</td><td>Laurie Cass</td><td>Michael Lombardo</td></tr><tr><td>Jack Finley</td><td>Adam Heath</td><td>Ruth MaGina</td></tr></table>	Ward I	Ward II	Ward III	Marie Danforth	Liz Cote	Jane Cote	Kayla Morse	Laurie Cass	Michael Lombardo	Jack Finley	Adam Heath	Ruth MaGina
Ward I	Ward II	Ward III											
Marie Danforth	Liz Cote	Jane Cote											
Kayla Morse	Laurie Cass	Michael Lombardo											
Jack Finley	Adam Heath	Ruth MaGina											
ABSENT BOARD MEMBERS	<table><tr><td></td><td></td><td></td></tr></table>												
STUDENT REPRESENTATIVE													

SUPERINTENDENT'S OFFICE	Daniel LeGallo, Superintendent	Jefferson Braman, Business Administrator	Jule Finley, Curriculum Director
ADMINISTRATORS			
OTHERS	Christine Dzujna		

Agenda:

ITEM #1	CALL TO ORDER	5:31 PM
ITEM #1.1	Meeting was called to Order by Liz Cote, Chairperson	

ITEM #2	NON- PUBLIC SESSION	5:32 PM
ITEM #2.1	Under the provisions of NH State Law RSA 91-A: 3 paragraph II a, b and c – regarding Personnel.	
ACTION ITEM #2.1	MOTION MADE BY	SECONDED BY
Motion to go into Non-Public Session in accordance with RSA 91-A:3 paragraph II a, b and c regarding Personnel Matters.	Michael Lombardo	Adam Heath
Motion Approved by Unanimous Roll Call Vote	Abstentions:	

Non-Public Session:

6:00 PM

ACTION ON ITEM #2.2	MOTION MADE BY	SECONDED BY
Motion to come out of Non-Public Session	Michael Lombardo	Jane Cote
Motion Approved by Unanimous Roll Call Vote	Abstentions:	

No action was taken during the Non-Public Session:

Franklin School Board: Regular Meeting

Minutes

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ITEM #3	PUBLIC SESSION	6:04 PM
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ITEM #3.1	Meeting was called back to Order by Liz Cote, Chairperson
ITEM #3.2	Those assembled stood for the Pledge of Allegiance to the American Flag.
ITEM #3.3	Stacie Hubble (Clerk), confirmed that the meeting was posted as required by law.

ITEM #4	PUBLIC PARTICIPATION	
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ITEM #4.1	Liz Cote, Chairperson, asked if there were any members of the public wishing to speak.
DISCUSSION	Christine Dzuina (Ward I) spoke about the upcoming Mom Prom event that the Peabody Place Auxiliary hosts every year. The Mom Prom will take place at the Elks Club on October 3 rd from 5-10pm.

ITEM #5	RECOGNITIONS	
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ITEM #5	Liz Cote, Chairperson asked if there were any recognitions.
DISCUSSION	Superintendent LeGallo thanked Steve Kruse from Steve Kruse Roofing for donating a lift used for window washing at each school. Ruth MaGina thanked Mike Lombardo for his donation to the PTSO at the August Farmers Market.

ITEM #6	FHS STUDENT REPRESENTATIVE REPORT	
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ITEM #6.1	There was no Student Representative Report
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ITEM #7	APPROVAL OF PRIOR BOARD MINUTES	
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ITEM #7.1	July 20, 2026, Regular School Board Meeting, and August 5, 2026 Regular; August 5, 2026 Non-Public Sessions were presented for approval.
DISCUSSION	Minutes were reviewed during non-public session with one amendment. A spelling error was caught in the August 5, 2026 minutes and fixed.
ACTION ON ITEM #7.1	
Motion to Approve July 20, 2026, Regular School Board Meeting, and August 5, 2026 Regular; August 5, 2026 Non-Public Sessions were presented for approval and August 5, 2026 Non-Public Sessions as presented and remain unsealed.	
Motion Approved by Majority Voice Vote	
MOTION MADE BY	Michael Lombardo
SECONDED BY	Jane Cote
Abstentions:	Ruth MaGina

ITEM #8	FINANCIAL REPORT	
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ITEM #8.1	Liz Cote, Chairperson, recognized Jefferson Braman, Business Administrator
DISCUSSION	Jefferson reported that the district is still in a preliminary situation with finances. The reconciliation has taken longer this year since the SAU office has lost staffing. An extension request was filed with the Department of Education for the DOE 25. Revenues have come in \$152,47.00 above the estimate in the general fund. We have at this point eliminated any deficit that we had but the amount of money that we have left at this point is not looking like we will be close to what we are budgeting for a fund balance. Jefferson is projecting approximately \$55,000 to \$60,000 of a fund balance which we have projected \$150,000 for the budget.

Franklin School Board: Regular Meeting

Minutes

DATE/TIME/LOCATION		AUGUST 24, 2026	6:00 PM	FMS –LIBRARY
		One thing Jefferson pointed out was that if the fund balance is at that level that means the district would be using some of the unanticipated revenue because everything above our budget amount, that \$152,47.00 is considered unanticipated revenue. The district will then have to go to the city and ask them if we can use that unanticipated revenue to cover the appropriation side of the budget.		
ITEM #9	COMMITTEE REPORTS			
ITEM #9	Liz Cote, Chairperson, asked for reports from committees.			
9.1 GOALS	Goals committee met on August 6th and approved the minutes from the April 14th meeting. Goals were reviewed for the past year and the committee felt they met their maintenance goal of increased School Board community engagement. The committee also feels like they met the priority goal to develop regular consistent distribution channels to get school district information out into the community. The lofty goal of increased advocacy on behalf of Franklin public schools regarding public school funding on multiple levels as measured by community per and post survey and increased communication in the form of deliverables was met but not in the way the committee had originally intended. The committee reached out at the state level to Maggie Hassan and other state legislators, inviting them to attend meetings but it was made clear that they weren't interested in discussing state level funding. The committee also talked about Goal ideas for the Board retreat which they will discuss on 8/25. Goals Committee will meet on Wednesday September 16th at 4:30 at the SAU.			
9.2 FINANCE	The Finance Committee had not met since the last School Board meeting. Finance will meet on Wednesday September 2 nd @ 5:30 at the SAU.			
9.3 POLICY	The Policy Committee met on 8/17/26 and were able to finish the priority required by law spring policy updates that the NHSBA put forth. There are several policies that are recommended that were updated in the spring but we're at the recommended or optional so the committee will be going over those at the next meeting. The committee was able to discuss two policies that were an emergency summer update, one of those will need to be fast tracked at tonight's meeting due to needing to be in place by the start of the school year. Next month the committee will work on reviewing, updating and finalizing the annual evaluation process to hopefully make things more meaningful, streamlined, and efficient. The next meeting will ne on Tuesday September 22nd @ 6:30pm at the SAU. There will be a bullying forum at 6pm on 9/22/26 @ the SAU office. The policy JICK is the one being fast tracked at tonight's meeting and will be discussed at this forum.			
9.4 SAFETY	The Safety committee met on 8/17/26 and discussed the safety handbook updates. There were some corrections/questions so the committee sent the handbook back to Jefferson and he will bring it back to the committee. They talked about NIMS training and how that will be pushed back due to budget issues. They talked about how the Homeland Security Safety Evaluation review and what kind of drills will happen throughout the year will be on the next meeting's agenda The next meeting will be September 15th @ 5:30 at the Franklin Middle School.			
9.5 I2	The I2 meeting was canceled. It has been rescheduled to September 23 rd @ 5pm at the SAU office.			

Franklin School Board: Regular Meeting

Minutes

DATE/TIME/LOCATION	AUGUST 24, 2026	6:00 PM	FMS –LIBRARY
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9.6 JOINT FINANCE	The Joint Finance Committee has not met since the last School Board meeting. The next meeting will be held on Wednesday September 16 th @ 6pm at the Franklin Public Library.
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ITEM #10	NEW BUSINESS
ITEM #10	Liz Cote, Chairperson, recognized Dan LeGallo, Superintendent

ITEM #10.1	FY 27 Budget Update:
DISCUSSION #10.1	Superintendent LeGallo updated the Board on the budget the City Council passed on Friday 8/14. The city did pass the budget for the city and the schools. The district received the tax cap budget of \$19,351,084 which included the \$52,300 that was moved over from the city budget to the school budget.

ITEM #10.2	NOMINATION
#10.2 DISCUSSION	Superintendent LeGallo nominated Kate Lefebvre, as the new Occupational Therapist and Maura Veilleux, as the new Science Teacher at Franklin High School for Board approval.
ACTION ON ITEM #10.2	
MOTION MADE BY	
SECONDDED BY	
Motion to Approve Kate Lefebvre, as the new Occupational Therapist and Maura Veilleux, as the new Science Teacher at Franklin High School	
Michael Lombardo	
Laurie Cass	
Motion Approved by Unanimous Voice Vote	
Abstentions:	

ITEM #10.3	FALL COACH NOMINATIONS
#10.3 DISCUSSION	Superintendent LeGallo nominated the coaches for the fall season for Franklin High School and Franklin Middle School
ACTION ON ITEM #10.3	
MOTION MADE BY	
SECONDDED BY	
Motion to Approve Fall Coach Nominations for FHS	
Laurie Cass	
Jane Cote	
Motion Approved by Majority Voice Vote	
Abstentions:	
Adam Heath	
ACTION ON ITEM #10.3	
MOTION MADE BY	
SECONDDED BY	
Motion to Approve Fall Coach Nominations for FMS	
Laurie Cass	
Michael Lombardo	
Motion Approved by Majority Voice Vote	
Abstentions:	

ITEM #10.4	STUDENT HANDBOOK APPROVAL 26-27
#10.4 DISCUSSION	Superintendent LeGallo asked the Board to approve the updated student handbooks for each school.
ACTION ON ITEM #10.4	
MOTION MADE BY	
SECONDDED BY	
Motion to approve the updated student handbooks for each school.	
Michael Lombardo	
Ruth MaGina	
Motion Approved as by Unanimous Voice Vote	
Abstentions:	

ITEM #10.5	FACULTY HANDBOOK APPROVAL 26-27
#10.5 DISCUSSION	Superintendent LeGallo asked the Board to approve the updated faculty handbooks for each school
ACTION ON ITEM #10.5	
MOTION MADE BY	
SECONDDED BY	

Franklin School Board: Regular Meeting

Minutes

DATE/TIME/LOCATION	AUGUST 24, 2026	6:00 PM	FMS –LIBRARY
Motion to approve the updated faculty handbooks for each school.		Jane Cote	Marie Danforth
Motion Approved as by Unanimous Voice Vote		Abstentions:	
ITEM #10.6	TEE SHIRT DONATION		
#10.6 DISCUSSION	Superintendent LeGallo asked the Board to accept a \$1,500 anonymous donation for the district to purchase opening day t-shirts for the staff.		
ACTION ON ITEM #10.6		MOTION MADE BY	SECONDED BY
Motion to accept the anonymous donation for the district to purchase opening day t-shirts for all staff		Michael Lombardo	Ruth MaGina
Motion Approved as by Unanimous Voice Vote		Abstentions:	
ITEM #10.7	SNHU DONATION ACCEPTANCE		
#10.7 DISCUSSION	Superintendent LeGallo asked to accept a \$10,000 donation from Southern New Hampshire University to the high school to use for College and Career Readiness initiatives.		
ACTION ON ITEM #10.7		MOTION MADE BY	SECONDED BY
Motion to accept a \$10,000 donation from Southern New Hampshire University to the high school to use for College and Career Readiness initiatives.		Marie Danforth	Jane Cote
Motion Approved as by Majority Voice Vote		Abstentions:	Liz Cote/Laurie Cass
ITEM #10.8	WEIGHT ROOM EXPANSION PROJECT/DONATION		
#10.8 DISCUSSION	Principal Levesque discussed the weight room expansion project, the donor willing to fund the project and the dedication/naming of the new space.		
ACTION ON ITEM #10.8		MOTION MADE BY	SECONDED BY
Motion to dedicate the weight room to Bill Hayte.		Michael Lombardo	Adam Heath
Motion Approved as by Unanimous Voice Vote		Abstentions:	
ITEM #10.9	BULLYING POLICY PUBLIC FORUM		
#10.9 DISCUSSION	The district will be hosting a public forum on the new Bullying policy with the public on September 22 at 6:00 in the high school cafeteria to receive public input on the bullying policy. This is required by new state law, HB131, that went into effect this legislative session.		
ITEM #10.10	SAU RETREAT		
#10.10 DISCUSSION	The SAU retreat will be held on August 25th from 4-8 in the Middle School Library.		
ITEM #11	LEGISLATIVE UPDATE		
ITEM #11.1	Liz Cote, Chairperson, regarding legislative updates.		
DISCUSSION	Liz spoke about two education-related bills that were part of the veto override. They have implications for education but are not directly threatening our district. House bill 1817 allows students who are receiving EFA's to also have access to district curricular programs and co-extracurricular activities at no cost.		

Franklin School Board: Regular Meeting

Minutes

DATE/TIME/LOCATION	AUGUST 24, 2026	6:00 PM	FMS –LIBRARY
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ITEM #12	POLICY	
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ACTION ITEM #12.1	MOTION MADE BY	SECONDED BY
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ITEM #12.1	Liz Cote, Chairperson, presented the following policies for 1 st read:	
	EBCA	Crisis Prevention and Emergency Response Plans
	EHB	Data/Records Retention and Destruction
	ECFA	Surveillance and Other Audio and Video Recording by the District
	JLCD	Administering Medications to Students
	JICK	Bullying Prevention-Pupil Safety and Violence Prevention
	JJJ	Access to Public School Programs by Non-Enrolled Resident
	AC	Nondiscrimination, Equal Opportunity, and Anti-Discrimination Plan
	ACA	Discrimination and Harassment Grievance Procedure
	DAF	Administration of Federal Grant Funds
	DFA	Investment
	JFABD	Admission of Homeless Children and Unaccompanied Youth

ACTION ON ITEM #12.1	MOTION MADE BY	SECONDED BY
Motion to move from first read to second read.	Kayla Morse	Jane Cote
Motion Approved by Unanimous Voice Vote	Abstentions:	

ACTION ON ITEM #12.1	MOTION MADE BY	SECONDED BY
Motion to fast-track policy JICK	Kayla Morse	Mike Lombardo
Motion Approved by Unanimous Voice Vote	Abstentions:	

ITEM #12.3	Liz Cote, Chairperson, presented the following policies for Rescinds:	
	EEAA	Video and Audio Surveillance on School Property
Motion to rescind the policies as listed.		Jane Cote Marie Danforth
Motion Approved by Unanimous Voice Vote		Abstentions:

ITEM #13	LATE ITEMS/OTHER	
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ITEM #13.1	LATE ITEMS / OTHER	
DISCUSSION	Superintendent LeGallo recognized a donation from the Congregational Church in Franklin. The church donated \$2,149.83 to pay off some of the lunch debt.	
Action item #13.1	Motion made by	seconded by
Motion to acknowledge the donation from the Congregational Church	Laurie Cass	Ruth Magina
Motion Approved by Majority Voice Vote	Abstentions:	Jane Cote
ITEM #13.2	LATE ITEMS / OTHER	

Franklin School Board: Regular Meeting

Minutes

DATE/TIME/LOCATION	AUGUST 24, 2026	6:00 PM	FMS –LIBRARY
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DISCUSSION	Superintendent LeGallo spoke about the resignation he received from Paul Child's Alternative Education Coordinator at Franklin High School.
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ACTION ON ITEM #13.2	MOTION MADE BY	SECONDED BY
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Motion to accept the resignation of Paul Child's Alternative Education Coordinator at Franklin High School with regret.	Michael Lombardo	Jane Cote
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Motion Approved by Unanimous Voice Vote Abstentions:

ITEM #13.3	LATE ITEMS / OTHER
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DISCUSSION	Liz Cote spoke about an invitation to partner with the New Hampshire School Funding Fairness Project. Their entire focus is on New Hampshire public school funding, and they are doing a county tour where they will listen and learn from the community about funding issues. They would like Franklin to be the host site for Merrimack County.
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Action item #13.3	Motion made by	seconded by
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Motion to allow the New Hampshire School Funding Fairness Project to use the district facilities for a one-night informational session for the Merrimack County community.	Michael Lombardo	Kayla Morse
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Motion Approved by Majority Voice Vote Abstentions: Jane Cote

ITEM #14	PUBLIC PARTICIPATION
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ITEM #14.1	Liz Cote, Chairperson, asked if anyone present wished to address the Board.
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DISCUSSION	Kaityln Nash (Ward I) announced that they are putting together podcast telethon fundraiser. A team will put together a series of videos called challenge week. The team will be hosting several interviews and celebrating all the members of the community in relation to the school. The goal is to raise \$100,000.00.
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ITEM #15	SEAL NON-PUBLIC
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ACTION ON ITEM #15.1	MOTION MADE BY	SECONDED BY
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Motion to Seal August 24, 2026, Non-Public minutes.	Jane Cote	Michael Lombardo
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Motion Approved by Unanimous Voice Vote Abstentions:

ITEM #16	ADJOURNMENT	7:23 PM
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ITEM #17	Liz Cote, Chairperson, accepted a motion for adjournment.
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ACTION ON ITEM #17	MOTION MADE BY	SECONDED BY
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Motion to adjourn	Kayla Morse	Michael Lombardo
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Motion Approved by Unanimous Voice Vote Abstentions:

NEXT MEETING	LOCATION	TIME
Monday, September 21, 2026	FMS Library	6:00 pm

RESPECTFULLY SUBMITTED: STACIE HUBBLER, BOARD CLERK PRO-TEMP

Superintendent's Update
9/21/26

1. **Our Students, Our Schools:** Principal Lewis will be joining us with some summer school staff to discuss the success of the summer school program at the elementary school this past summer.
2. **Nomination:** I will be nominating Dewitt Lightsey to the Board for approval as the Alternative Education Coordinator at Franklin High School.
3. **FYI 27 Revenue Update:** As you are aware, we received our final adequacy number from the State and it is \$426,255.03 less than the estimate we received and used for budgeting purposes. Additionally, Jefferson has determined the fund balance for FY26 to be \$90,991.73. This is \$59,008.27 less than the \$150,000 we have budgeted for in the FY27 budget. Combined this leaves us with a revenue shortfall of \$485,263.30.
4. **Music Grant Acceptance:** I will be asking the Board to accept a grant totaling \$44,200 from the NH Charitable Foundation that we applied for and received.
5. **FHS Fitness Room Donation Acceptance:** I will be asking the Board to accept a \$7,500 donation from Matt Kaplan to complete the fitness room expansion at Franklin High School
6. **FHS Trip to Puerto Rico:** Jen Schongalla and Kevin Delange will be with us to discuss a high school student trip to Puerto Rico being planned for later in the year.
7. **NHSBA Delegate Assembly:** The NHSBA delegate assembly is scheduled for Saturday, October 17th. Jane Cote is your representative and we will be discussing the Board's thoughts on the resolutions for her consideration at the assembly.
8. **School Board Goals for FY 27:** At our retreat on August 25th, the Board determined 3 goals for the 26-27 school year. Goal 1 is a maintenance goal to determine sustainable ways to continue our communications including the District Digest, Facebook and Website. Goal 2 is to work with the Joint Finance Committee to research options and efficiencies to ensure each child in Franklin has access to a high quality education. Goal 3 is to explore alternative

sustainable funding solutions such as trusts, foundations and legacy donors to ensure that the School District has enough funds to provide a quality education.

9. Superintendent Goals for FY 27: At the School Board Retreat on August 25th, the Board developed 4 goals for the Superintendent for School year 26-27. Goal number 1 is to facilitate and support the School Board on their research for School Board goal number 2. Goal number 2 was to continue working with the middle school on Portrait implementation and administrative systems. Goal number 3 was to continue working on finding efficiencies to reduce special education costs. Goal number 4 was to develop a marketing campaign for our schools to attract students to the district.

10. NH School Funding Fairness Presentation: The Fair Funding presentation will be held on Thursday, October 22nd at 6:00 in the Middle School cafeteria.

11. Policy JICK “Pupil Safety and Violence Prevention-Bullying” Public Hearing: We will be hosting a required public hearing on policy JICK on Tuesday, September 22 at 6:00 in the high school cafeteria prior to the 6:30 policy meeting to solicit input on the policy from parents staff and community members.

SAU 18 SCHOOL BOARD GOALS 2026-2027



Maintenance Goal

By January 2027, we will have found sustainable ways to continue our communications including the District Digest, Facebook and Website.



Funding Goal

By June 2027, we will work through the Joint Finance Committee to explore solutions to ensure each child in Franklin has access to a high quality education.



Stretch Goal

By June 2027, we will have explored alternative sustainable funding solutions such as trusts, foundations, and legacy donors to help ensure that each Franklin School District has enough funds to provide a quality education.

SAU 18 Franklin School Board
IMPACT REPORT
Goals August 2025-2026



Board Goal Setting

In August 2025, the Franklin School Board created a set of goals for themselves based on the previous year. They moved some accomplishments to a maintenance goal to ensure accomplishments made in the previous year continued to be supported. They developed a communications goal and an advocacy goal. At the 2026 Board Retreat, they reflected on what they accomplished.

On Our Maintenance Goal

“We were able to continue some good things we started last year like the volunteer breakfast and showing up at events for students and the community. We want people to know that Franklin School Board is never waiting and always advocating.”

On Our Communications Goal

“The school board disseminated important information to the community through a variety of avenues which helped showcase what our students know and can do. We hope to continue to redefine the measurement of academic success beyond test scores by sharing more student learning stories about our amazing students.”

On Our Advocacy Goal

“We decided to break the status quo and chose to advocate for staff, students and schools. We are determined to continue educating the community and building on momentum we’ve created to re-pave a clear road forward for Franklin Schools.

GOALS ACCOMPLISHED



Goal #1

By June 2026, we will have continued to support, implement and improve instituted efforts including volunteer breakfast, onboarding guide, and attendance at school and community events.

Maintenance Goal

The School Board was able to maintain its momentum and continue to make previous goals part of the culture at Franklin Schools.

- The Volunteer Breakfast was changed to an afternoon celebration before a school board meeting which was well received.
- The Onboarding Guide was used to support new board members and continues to be updated as needed.
- School Board Members regularly attended school and community events as Board Members.

Goal #2

By November 2025, develop regular and consistent distribution channels to get school district messages out to the public including at storefronts, on social media and in public spaces.

Communication Goal

The Goals Committee found multiple ways to share District Communications including distributing a printed version of the District Digest to various locations around the city, reposting and sharing social media stories.

Each month the Digest was published, over 1,000 people engaged with the publication either digitally or in print.

Goal #3

By August 2026, increase advocacy on behalf of Franklin Public Schools regarding public school funding at multiple levels (community, city, state), as measured by a community pre- and post- survey and increased communication in the form of meetings and deliverables.

Advocacy Goal

While the School Board did not gather metrics on how far their advocacy efforts were, Franklin Schools received significant attention regarding the funding of its public schools and programs supporting the schools, especially from elected officials including Congressperson Maggie Goodlander and Senator Jeanne Shaheen.

At their retreat Franklin School Board members reflected that even though the surveys were never completed, there is a lot of evidence through media stories about how Franklin advocates for schools with lawmakers at the local, state and federal levels.



September 2026

PD/ Curriculum Report

I. Communication/ Social Media- FB Data

A. Facebook Followers- (August) 885- (September) 890

- 1. Highest post reached people - (September) Kindergarten Registration**

B. Website

- 1. Views- (September)**
- 2. Users- (September)**
- 3. Highest Activity of posts:**
 - 1. SAU 18 Homepage (3,059 views)- *Same* (4,016)**
 - 2. SAU 18 Documents (2,335)- *Same* (1,976)**
 - 3. SAU 18 Staff (874)- *changed to* Calendar SAU (1,340)**
 - 4. FMS Staff (500)- *changed to* SAU 18 Staff (1,111)**
 - 5. FMS Staff (345)- *changed to* PSS Staff (663)**
 - 6. FMS Staff (294)- *Same* (659)**
 - 7. FHS Home (195)- *changed to* PSS Home (648)**

C. Mobile App-

- 1. Android: (June) 1,449- (September) 1,510**
- 2. IOS: (June) 937- (September) 866**
- 3. Total: (June) 2,386- (September) 2,376**

II. Professional Development Opportunities

A. CIA Corner

- 1. Each week, I am sending the CIA Corner out to all staff with PD opportunities and reminders and deadlines associated with their licensing and recertifications- I have added a folder for you to see those weekly fliers**

B. Constitution Day is just around the corner on Sept. 17. The [Constitution Day Hub](#) offers school districts a one-stop shop for Constitution-specific lessons created by 28 civics education organizations throughout the country.

C. NHED and Cambium Assessment will be hosting an Item Writer Workshop Meeting for NH SAS on October 14-15 at the Doubletree by Hilton Manchester Downtown. We are specifically looking for classroom-level teachers with content area expertise. ELA and math teachers will meet on both days; science teachers will only meet on October 14. Participants will receive a stipend as well as mileage reimbursement, and overnight accommodations will be provided for participants driving more than 50 miles one way. For more information and to register, visit our [registration form](#).

D. Discovery Education Experience brings standards-aligned resources supporting your core programs, career-connected learning, as well as future-ready skills and financial literacy. Renewing schools will receive notices in the next several days. You can rely on DE Experience to provide high-quality resources to help with important observations such as the [25th Anniversary of 9/11](#) and [Constitution Day](#) (login required). [Join them for a 30-minute overview](#) of the new design.

E. Are you looking for some hands-on engaging professional development or looking for a way to bring your class back to the basics? Join the New Hampshire Science Teachers' Association (NHSTA) on October 8 at the Edward Cross Training Center in Pembroke, NH, for its annual conference; Back to the Basics: STEM in the Classroom. Registration is now open. Learn more at [NHSTA](#). Do you work at a school that has been identified as a Comprehensive Support and Improvement program? [Scholarships are now available](#) through September 21.

F. The New Hampshire Council of Teachers of English will be hosting its annual Fall Gathering on October 15 from 11:30–3:30 at the UNH Browne Center in Durham. The focus of this professional learning opportunity will be the instruction of rhetoric, and it is geared for ELA teachers and others teaching Logic & Rhetoric at their school. The \$25 registration fee includes lunch, a keynote, and interactive roundtables on speechwriting, rhetoric in pop culture and social media, and nature journaling. Visit the [NHCTE website](#) for additional details and registration information.

G. The New England Fall Astronomy Festival will be held on Oct. 16 and 17, hosted by the UNH Department of Physics and Astronomy. Science teachers are invited to participate or volunteer to help with this two-day immersion into Astronomy and Space Science for the entire family. There is no admission fee and no registration is necessary. More details available at [NEFAF](#). Email John.Gianforte@unh.edu with questions.

H. Bring STEM into your classroom at no cost by receiving up to 20 free robots. XRP Robot is a free STEM resource for middle and high school students, developed with FIRST, DEKA, Raspberry Pi, and WPI. This hands-on kit enhances robotics programming, and STEM learning. [Learn more](#).

I. The [Concord Community Concert Association](#) is excited to announce its 2026-2027 season. The nonprofit offers free admissions to students under 18 when accompanied by a paying adult. In addition, school administrators may reach out to CCCA President, Lorrie Carey, if they are willing to host a student concert by one of this season's artists. She may be reached at 603-860-2613.

III. Curriculum

A. CKLA Training- September 8

- a. Pre K- 8 including paras and Case Managers**
- b. Inventory taken at PSS and FMS**

B. Focus on Science Curriculum this year

III. Drama Program

A. Beginning a new production: Brothers Grimm Spectaculathon

- a. Auditions and casting soon**

FRANKLIN HIGH SCHOOL

Home of the Golden Tornadoes

119 CENTRAL STREET, FRANKLIN, NH 03235

Phone (603) 934-5441 · Fax (603) 934-7445 · Web saul8.org

Franklin School Board Report

September 21, 2026

Commitment to Community

- ❖ We are beginning to collect and update students' community service hours. To earn privileges, students must complete a set number of hours.
- ❖ Mr. Pollak's class, "Workforce Development and Community," began patching holes in the renovated area of the Fitness Center. They also started patching holes in other areas of the building. They will begin painting the room in the coming days.
- ❖ FHS Open House will be on Tuesday, September 22, from 5:00 - 6:00. Participants will earn points towards Homecoming.
- ❖ Paul Smith School and Franklin Middle School will be joining FHS in our "Homecoming Scarecrow" competition. This is our first time including other schools in our celebration.

Commitment to Humanity

- ❖ Mr. Levesque met with the student body to review the Student Handbook. He shared the changes and updates with the students.
- ❖ Mrs. Smith and Mrs. Dore-Chapman began meeting with students about our new program, "Xello." This program will track our PoG commitments, community service hours, and more.

Commitment to Learning

- ❖ As part of our Professional Development Day(s), the faculty and staff worked on our Theory of Change goal connected to student feedback. The team worked with Jenny Wellington and began establishing feedback-related goals.
- ❖ The students have their schedules in place and will begin their first full week of classes on September 14th.

Commitment to Responsibility

- ❖ The faculty has been working on the final draft of our New England Association of Schools and Colleges Commission on Public Schools Self-Reflection Report. The report is over 70 pages in length and will be sent to the visiting committee chair by October 9, 2026.
- ❖ Mrs. Wolff visited every classroom to teach students how to use our new electronic pass system, Securly.

Commitment to Resourcefulness

- ❖ When teachers are out due to illness or personal reasons, FHS covers their classes internally if a substitute is not available.
- ❖ The IT Department has been very supportive in providing visitors with guest passwords so they can access our Wi-Fi.

Commitment to Wellness

Be Focused • Be Honest • Be Safe

FRANKLIN HIGH SCHOOL

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- ❖ The Soccer team celebrated their first win as a Varsity team on September 3rd with a 4-0 victory over Mt. Royal Academy.

Be **Focused** • Be **Honest** • Be **Safe**



To: Franklin School District School Board Members
From: Jay Lewis, Principal Paul Smith Elementary School
Date: September 15, 2026
RE: September PSS Board Report

PSS is enjoying a wonderful start to the school year. The students and staff ‘hit the ground running’ to develop the routines and expectations that will make the school year successful for everyone.

Recognitions and Thank You

Mary E. Kelleher and Gary G. Jodoin of Englewood, Florida donated \$500.00 to PSS in memory of Mary Jo Gaff. You may recall from previous Board reports that Mary Jo Gaff and her husband have been donating winter clothes to PSS for kids in need for many, many years. When Mary Jo passed away in the summer of 2025 the family asked that others continue to donate winter clothes or funds to purchase these items for kids in need at PSS. Ms. Kelleher and Mr. Jodoin donated \$500.00 to PSS in memory of Mary Jo Gaff.

Amanda Alves is a PSS parent. Mrs. Alves has been working hard to gather donations from Franklin Savings Bank, Walmart, and the Salvation Army. Her efforts have been amazing! It can not be stated strongly enough how much the work she has done and continues to do is appreciated. The items donated include general school supplies, and backpacks. A ‘thank you’ is also extended to Franklin Savings Bank, Walmart and the Salvation Army for their generous donations to PSS.

Jessica Anderson, PSS Paraprofessional, is also given a big “thank you” for her efforts in obtaining an additional donation from Walmart that included paper, classroom cleaning supplies and general school supplies.

In the spirit of community, Kathy Fuller organized community members to collect donations for the purposes of purchasing Scholastic Magazine for all students and all grade levels at PSS. Scholastic Magazine has been and will continue to be, very helpful in providing instruction in social studies and current events for students at PSS. The purchase of Scholastic Magazine carries a cost of \$2000.00. The efforts of Mrs. Fuller raised the needed \$2000.00 for the purposes of obtaining this educational resource. PSS extends a huge ‘thank you’ to Mrs. Fuller and the many Franklin community members who contributed.

Contributors include:

Greivior Furniture - \$100.00

Benson Auto - \$100.00

Franklin Savings Bank - \$150.00

Katharine and David Fuller - \$30.00
Frank M and Charlotte F Edmunds Trust - \$200.00
Veterans of Foreign Wars Auxiliary - \$200.00
Boy Scouts of America Troop 61 - \$500.00
Kathy Morang - \$200.00
Carolyn Morrill - \$20.00
Ali Brown - \$50.00
Dennis and Bob Montambeault - \$200.00
Lori Seog - \$100.00
The Thrift Clothes Closet - \$150.00
Michelle Iller - \$100.0
Erica Russell and Dave Pollack - \$50.00

Our Students Our School

Mrs. Weaver and Mrs. Beaudet will be present for the September “Our Students, Our Schools” for the School Board. The title of their presentation is “The Discovery Society; A summer of learning, adventure, and mystery!” At the time of the writing of this report, it is my understanding that this will be interactive with the Board. This is a slightly different approach to previous “Our Students Our Schools” presentations.

SAS Testing Data

SAS testing data is still being calculated and as such the data is embargoed. It is anticipated that the complete and final data will be available in November.

Aimsweb Assessments

Beginning of the year Aimsweb assessments for reading and math have begun. This data will be used to establish the baseline for students growth over the course of the school year. In addition to Aimsweb the dyslexia screener will also be completed in the next few weeks.

Instruction

Training for all teachers for successful implementation of the CKLA curriculum took place on September 8. Many teachers have indicated that the facilitator did an excellent job conducting the training. The trainer from CKLA expressed that she had a wonderful experience working with the PSS teachers. She very much appreciated the thoughtful questions and clear dedication to the students. CKLA is being fully implemented at PSS.

Community Connections

PSS was selected by the Kids In Need Foundation to receive teacher supply kits. These will not arrive until January as they are intended to be a support for the second half of the school year.

PSS will be continuing the “PSS Connections” program during the 26-27 school year. These meetings will be facilitated by the Principal and will be open to parents/guardians. The purpose of these meetings is to keep parents/guardians informed of what is happening at PSS. Additionally, “PSS Connections” will strive to increase parental/guardian involvement in the school.



FRANKLIN MIDDLE SCHOOL
Home of the Hurricanes

Administration
Patrice Brown, Principal

200 Sanborn Street • Franklin, New Hampshire, 03235
Tel: (603) 934-5828 • Fax: (603) 934-2432

Franklin Middle School Board Report
Patrice Brown, Principal
Sept 21, 2026

From the very first day the smiles, high-fives and laughter have brought a renewed energy to the halls and set the tone for a successful school year. Our dedicated staff worked hard to create welcoming classroom spaces where students are eager to learn, collaborate, and engage. This positive start highlights our collective commitment to a great year ahead.

Commitment to Community

- ★ Welcome Back! FMS hosted our Open House night on September 15th welcoming all students and families to come meet the teachers, tour the building, and learn more about our academic programs.
- ★ Friends of Franklin Fundraiser: FMS teachers and staff participated in the recent Friends of Franklin Fundraiser, helping share our positive stories and build school and town pride.
- ★ FHS Homecoming: FMS has been invited to participate in the FHS Homecoming Scarecrow competition. We're looking forward to getting creative and collaborating with the upper grades to create something truly special.

Commitment to Humanity

- ★ Mrs. Westcott and Ms. Brown held hallway meetings with each grade level to review the changes in the FMS handbook and our new building-wide expectations. Our priority is clear and consistent expectations to ensure student success.
- ★ FMS celebrated our first school-wide meeting by recognizing our student of the week and honoring those who were nominated as our pillar students for Portrait of a Graduate. We will host meetings every other week to continue the tradition.

Commitment to Learning

- ★ FMS educators recently engaged in an immersive, full-day training on our new Amplify ELA curriculum. Collaborating directly with literacy experts, staff experienced a hands-on walk-through of core lessons, explored interactive digital tools, and collaborated on upcoming units. This adoption directly aligns with our district-wide commitment to evidence-based literacy instruction, ensuring our students receive rigorous, research-backed learning experiences.
- ★ Student schedules have been set and a few minor tweaks have been worked out. Each grade level has a dedicated lunch and recess time separate from the rest of the building.

Commitment to Responsibility

- ★ As a new curriculum comes in, the team at FMS has been diligently organizing and inventorying to ensure we are aware of our resources and efficient with our ordering.
- ★ Mrs. Westcott reviewed the counselor request form with students- allowing confidential reports and requests to be made directly to the student support team.

Commitment to Resourcefulness

- ★ Staff attendance has been steady so far this year with the few absences covered internally by staff. Their flexibility and commitment to the building has allowed for consistency as we start the year.
- ★ Mrs. Szendre is working to build the music program at the middle school. No instrument? No problem! We have partnered with Ellis Music for affordable rental options and also teamed up with Hanover High School's instrument program to receive repaired instruments free of charge.

Commitment to Wellness

- ★ Our middle school sports teams are kicking off the season with incredible momentum. Student-athletes are sharpening their skills, mastering new game strategies, and building strong team chemistry on and off the field. Their dedication and positive sportsmanship are already setting a high standard for our athletic program this year.
- ★ Student clubs are starting to come together! FMS students should pay attention to the morning announcements for more information and sign ups.

Special Education Board Report



September, 2026

As of the date of this report, the special education department has identified 348 students in need of special education support and services, and therefore require an Individualized Education Plan (IEP). This figure accounts for students attending the following charter schools: Compass Classical Academy, Strong Foundations, Benjamin Franklin Academy and Mill Falls.

The department has processed six referrals since the onset of school: 1 court initiated, 2 requested, and 3 resulting from students moving to Franklin from another state.

A McKinney Vento training was provided to all staff as part of the back to school opening day, with a focus on the identification of students experiencing homelessness, overall discretion, and action steps to support and connect families to a building level liaisons, support and resources.

At the onset of the school year, a training was held for all case managers to review special education timelines, policies and procedures, and the special education shared drive. The latter is where documents pertinent to their role are housed. Staff new to the role were provided the opportunity to engage in practice tasks for the more demanding paperwork components.

The district has been selected to participate in the NH Department of Education, Program Approval and General Supervision (PAGS) monitoring for the

2026-27 school year. The Cohort Introduction Session will be held on October 21st from 1-3. This informational session will assist districts in understanding the PAGS monitoring process and associated requirements. It's also an opportunity to meet Bureau staff and folks from other districts going through the PAGS process at the same time. The Office of Training and Monitoring utilizes a long-term tiered monitoring and technical assistance approach, with a primary focus on results that ensure LEAs comply with IDEA requirements. Though time consuming, the district looks forward to the process as a means to identify any challenges to address and strengths to celebrate.

Due to extenuating factors beyond the district's control, the department submitted documentation to indicate *compliance with exceptions* for Indicators 11 (Timeliness of Initial Evaluations) and 12 (Percentage of children referred from early intervention who are found eligible for special education and have an Individualized Education Program (IEP) implemented by their third birthday).

If there are questions regarding the contents of this report, please do not hesitate to reach out.

Sincerely,

Rebecca Butt

Director of Special Education



School Board Report: September 2026

Barbara Slayton, Coordinator of School Wellness

FUNDING UPDATES:

Although we continue to navigate ongoing funding hurdles, we remain committed to advancing our key training initiatives.

Our **Student Assistance Program Funding** funding was officially approved over the summer. This allows Jamie Bryant to continue his preventative and responsive interventions through June 2027. We will continue to apply for this funding annually. This grant requires that the district provides a 25% match, which we do with the School Climate Specialist position at FHS.

On May 26, 2026, we received notification that our U.S. Department of Justice STOP Violence grant has been placed on hold. The DOJ stated that the current project activities do not sufficiently align with the program's updated purposes or the current priorities of the Administration.

Core prevention components such as restorative practices, social-emotional learning, and climate enhancements are no longer eligible under the STOP Violence grant. To align with remaining authorized objectives, we are pivoting toward violence prevention training, anonymous threat-reporting systems, behavioral threat assessment teams, and crisis response training with local emergency partners. While the proposed scope change has received substantial approval, **we are not yet approved to spend funds freely.** This grant continues to support key personnel including the Key positions supported by this grant include the Coordinator of School Wellness, the School Family Liaison, and the School Climate Specialist—whose updated role now encompasses discipline management and bullying prevention education.

In October, this grant funded Mandt Crisis Prevention and Intervention system training for 35 Paraprofessionals. The program certified 18 participants in Self-Protection skills and provided 15 with foundational instruction in Relational Skills.

Given the recurring disruptions and temporary holds associated with these grant funds, our team plans to request a project period extension past our current September 2027 expiration date.

Franklin was selected for the **Safe and Supportive Schools initiative (July 2026 – December 2029)**, funded by the federal School-Based Mental Health Services Grant Program through the NH DOE. We began receiving funding for positions in July 2026, which expands mental health providers in high-need LEAs, strengthens MTSS-B (Tier 2/3 supports), adds a School Social Worker, and maintains support for the Coordinator of School Wellness.

Objectives under this grant focus on enhancing access to community-based mental health care via streamlined referrals, alongside bolstering our MTSS-B framework to ensure in-school counseling interventions operate with greater efficiency and impact.

This grant requires that the district provides a 50% match, which we do with the Intervention Counselor position at PSS.

Through our SASS grant funding, we conducted five days of intensive Summer Professional Development workshops in August 2026. Around 40 educators, educational technicians, and support personnel attended the sessions, which focused on the following key areas:

- Youth Mental Health First Aid
- One Trusted Adult
- Trauma and Its Impact in Schools
- Adventurous Learning in the Classroom
- MTSS-B Workshop Day



Puerto Rico Trip | Summer 2027

Introduction

Students Love Travel organizes private educational travel programs for high school, middle school, and college student groups.

Specializing in small groups allows us to provide great flights and hotels in the heart of the city, but more importantly it allows our Program Directors to provide teachers and students with the individual attention they deserve. Our programs focus on the students, constantly challenging language, navigation, collaboration, and budgeting skills with real world activities like acquiring maps, finding hotels, navigating public transportation, evaluating restaurants, and ordering from a menu while staying within a meal allowance.

Program Outline

Itinerary	Eco Puerto Rico (6 Days)
Group Organizers	Jen Schongalla & Kevin DeLange Franklin High School
Departure	Boston Summer 2027 (date TBD)
Program Size	Minimum 8 Students
Teachers	Program Director + 1 Chaperone per 6 Students
Program Fee	\$3,650 per student (group size 8 to 12 students) \$3,495 per student (group size 13 or more students)
Optional	\$197 Cancellation Insurance
Enrollment Code	FHS2027

Program Fee Includes

- Great Flights – Convenient departure times, minimal connections, and reasonable layovers
- Great Accommodations – Safe and comfortable hotels with great reviews, centrally located in friendly neighborhoods
- Authentic Dining – Choice of restaurants with a cash allowance for à la carte dining
- Flexible Itinerary – Carefully designed and packed with activities, yet easy to customize for any group and easy to adapt to conditions while traveling
- Full-time services of a US based Program Director from Students Love Travel who will travel with the group for the duration of the trip.
- All ground transportation, guided tours, gratuities, entrance fees, and other group activities
- Travel insurance through Travel Insured International



Puerto Rico Trip | Summer 2027

Enroll Online

Students Love Travel uses WeTravel (a software program) to provide online account management. A link to your group's enrollment page on WeTravel can be obtained from your group organizer or by using the "Join a group" option under the "Travel" menu of our website. The program fee may be paid in full when enrolling, or in monthly installments. Payment may be made online or by mailing a check to:
Students Love Travel LLC, PO Box 1025, Portsmouth, NH 03802.

NOTE: Non-teacher adults are discouraged from traveling with Students Love Travel student groups.

Enrollment Deadline & Deposit

The quoted program fee is valid for enrollments through October 15, 2026 and requires a 5% deposit; that deposit is fully refundable for 30 days or until 180 days before departure, whichever comes first. Enrollments received after the enrollment deadline are subject to availability, and may be subject to an increase in the program fee.

Cancellation Policy

Up to 180 days before departure there are no cancellation penalties beyond the enrollment deposit. Inside 180 days the cancellation penalty becomes 15% of the Program Fee, inside 120 days it is 25%, inside 60 days it is 50%, and inside 30 days until 3 days before departure it is 90% of the Program Fee.

Travel Insurance

Essential Travel Insurance is included in your Program Fee. This covers trip interruption, missed connection, travel delay, lost or delayed baggage, and emergency medical coverage while traveling. Pre-departure cancellation coverage is not included.

Cancellation Insurance

Travelers may purchase optional Trip Cancellation Insurance when enrolling, which will cover any cancellation penalties assessed by Students Love Travel. Cancellations due to sickness or medical emergency are covered 100%, and other cancellations are covered 75% up to 48 hours prior to departure. Trip Cancellation Insurance must be purchased within 14 days of enrolling.

Customer Care

Questions about the program or the enrollment process may be directed to any member of our team:

Email: care@studentslovetravel.com

Phone: (888) 407-4024

Online: facebook.com/studentslovetravel

Note that we may not receive messages sent to WeTravel (our software provider) immediately. It is much quicker to contact us directly.

studentslovetravel.com | PO Box 1025 | Portsmouth, NH 03802 | (888) 407-4024



Summary

Our Puerto Rico program introduces students to travel in a Spanish speaking environment, while learning about the history and culture of the island. Puerto Rico also offers a wide variety of outdoor activities to add to the travel experience!

Educational Objectives

- Flexing Spanish language speaking and comprehension skills
- Experiencing Puerto Rican food, history, and culture
- Introduction to basic travel skills such as navigation, educational research, travel writing, and restaurant etiquette

Itinerary Includes

- 3 nights hotel accommodations in Old San Juan, 2 nights in Vieques
- Dinner and breakfast at popular local restaurants.
- Exploration of the neighborhoods and sights of Old San Juan: Paseo de la Princesa, Casa Blanca, the Museo de las Americas, and the Cathedral of San Juan Bautista
- Entrance to the Castillo San Felipe del Morro and the Castillo San Cristóbal
- Guided 3 hour food tour through the streets and restaurants of Old San Juan
- Excursion to El Yunque National Rainforest for hiking and ziplining
- Surf lessons at Luquillo Beach
- Vieques Bio-Bay tour; black sands beach, snorkeling, or optional horseback riding





Since 2009 we've been showing small groups of students how independent travelers explore the world. Our programs focus on developing travel skills, encouraging teamwork, independence and personal responsibility, setting goals, making plans, adapting to change, and building self-confidence. Students take turns collaborating, leading and supporting each other as they explore their chosen destination with the guidance and advice of our Program Director and their teacher.

Characteristics of a Students Love Travel trip

- **Small Groups**
Our preferred program size is 8 to 16 students. We provide additional Program Directors to teachers with larger groups so that we can maintain this small group dynamic.

- **Big Lessons**
Our Program Directors are full-time teachers. They can quickly adapt to the goals of the teacher, they know how to connect with teenagers, and they know the destination.

- **Private Trips**
We don't mix schools, the students and teacher know and trust each other.

- **Teamwork**
Program Directors, Guides, and Teachers have one common goal: instill a love of travel in the students and develop the skills and confidence to explore the world.

- **Prime Hotels**
We select highly-rated hotels that are conveniently located, safe, clean, and comfortable.

- **Authentic Dining**
Students are provided with a generous daily meal stipend and encouraged to dine like independent travelers: picking the restaurant, dispersing to separate small tables, ordering individually off the full menu (ideally in the local language), and then paying and calculating a gratuity for their server.



A. INTRODUCTION AND GENERAL POLICY AGAINST DISCRIMINATION AND HARASSMENT

The District recognizes the right of all students and staff members to learn and work in an environment free from discrimination or harassment, and likewise, that persons participating or attempting to participate in District programs, employment or activities have the right to do so free from discrimination or harassment.

Accordingly, the District prohibits any type of unlawful harassment or discrimination based on age, race, color, religion, creed, sex, national or ethnic origin, gender identity, sexual orientation, marital status, familial status, physical or mental disability, pregnancy, genetic information, or veteran status by employees, students, members of the school community, or by vendors or visitors on school property or at school-sponsored events. No person shall be excluded from or denied the benefits of educational programs or activities on the basis of any of the above classes or economic status.

As described above, the blanket prohibition afforded under this policy, as well as other Board policies, reflects, but goes further than, some of the same protections afforded under multiple State and Federal statutes or regulations, such as, but not limited to, NH RSA 354-A, and NH RSA 193:38-39, Titles IV, VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1972, the Americans with Disabilities Act of 1990, the Age Discrimination in Employment Act of 1967, and the Pregnant Worker Fairness Act. Additionally, bullying or general harassment of students unrelated to any of the characteristics ("protected classes") identified above, is further prohibited under Board policy JICK and RSA 193-F. Statutory and regulatory statements and notices of nondiscrimination are included in Section I of this policy.

The District has determined that the most effective way to limit harassing or discriminating statements or conduct that is illegal or unlawful under those statutes is to treat it as misconduct under Board policies even when such conduct or statements might not rise to the level of discrimination or harassment prohibited under federal or state law.

B. DEFINITIONS

The definitions found here apply to each Board policy unless and to the extent that such definition is contrary to specific language or context of that policy or other legal authority.

"Days" means calendar days, but excludes non-weekend days on which the SAU office is closed (e.g., holidays, office-wide vacations), or any weekday during the school year on which school is closed (e.g., snow days).

"Discrimination" is conferring benefits upon, refusing or denying benefits to, or providing differential treatment to a person or class of persons in violation of law based on race, color, religion, sex, national origin, ancestry, disability, age, genetic information, or any other characteristic protected by law, or based on a belief that such a characteristic exists.

A "Grievance" or "Complaint" is a verbal or written report or complaint of discrimination, harassment, or retaliation that objectively can be understood as a request for the District to investigate and make a determination about alleged discrimination. The required form and the specific process for making a report may vary depending on the nature of the conduct or issue. See Section D, below, for further information.

"Harassment" generally refers to the use of words or engaging in behaviors that annoy, threaten, intimidate, or demean a person without a legitimate purpose. Harassment will often constitute bullying prohibited under Board

policy {**}JICK . Additionally, harassment may constitute illegal discrimination if the harassing statements or behaviors include explicit or implicit reference to age, sex, gender identity, sexual orientation, race, color, marital status, familial status, disability, religion or national origin.

"Retaliation" means intimidation, threats, coercion, or discrimination against any person by the District, a student, or an employee or other person authorized by the District to provide aid, benefit, or service under the District's education program or activity, for the purpose of interfering with any right or privilege secured by state or federal law, or District policies, procedures, regulations or rules, or because the person has reported information, made a complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, hearing, or appeal under such policies, procedures, etc.

C. POLICY APPLICATION

This policy is applicable to all persons employed or served by the District. It applies to all sites and activities the District supervises, controls, or where it has jurisdiction under the law, including where it (a) occurs on, or is delivered to, school property or a school-sponsored activity or event on or off school property; or (b) occurs off of school property or outside of a school-sponsored activity or event, if the conduct interferes with a student's educational opportunities or substantially disrupts the orderly operations of the school or school-sponsored activity or event, as set forth in Board policy {**}JICK, Pupil Safety and Violence Prevention. Examples of sites and activities include all District buildings and grounds, school buses and other vehicles, field trips, and athletic competitions.

D. REPORT, COMPLAINT, GRIEVANCE PROCEDURES AND CONSEQUENCES

1. Reports and complaints.

- a. Reports or complaints of sex discrimination, including sex-based harassment, or sexual violence should be made under Board policy {**}ACAC;
- b. Reports or complaints by students of discrimination on the basis of educational disability under the IDEA should be made under Board policy {**}ACE;
- c. Reports or complaints of bullying or other harassment of pupils should be made under Board policy {**}JICK;
- d. Reports or complaints of discrimination, harassment, or retaliation not specified above, including, without limitation, claims relating to race, ethnicity, disability (e.g., ADA or 504), religion, access to the Boy Scouts of America or other Title 36 youth group listed in Title 36, Subtitle II, Part B of the United States Code (as a patriotic society) that is intended to serve young people under the age of 21, and not involving or relating to the District's food services (see D.1.e, below) should be made under the grievance procedure in Board policy {**}ACA; and
- e. Reports or complaints of discrimination based upon protected classes relative to any of the District's food and nutrition services (FNS) programs (school lunches, etc.) should be made under Board policy {**}ACF, unless the alleged discriminatory conduct relates to a class identified in Sections D.1.a or D.1.b above.

f. Complaints or reports regarding matters not covered in policies listed in D.1.a-e should be made to the District Human Rights Officer.

Any employee who has witnessed, or who has or bullying in violation of this policy has a duty to report such conduct to his/her immediate supervisor, the District Human Rights Officer], or as provided in one of the policies or administrative procedures referenced above under this same heading. Additionally, employees who observe an incident of harassment, discrimination or bullying are expected to intervene to stop the conduct in situations in which they have supervisory control over the perpetrator and it is safe to do so.

2. Grievance Procedures and Investigations.

Grievance procedures and investigations of any complaints shall be according to the policies listed above and related administrative procedures or regulations.

3. Consequences and Remedies.

Employees who violate this policy, including the failure to report or intervene as described in Section D.1, above, will be disciplined, up to and including employment termination.

Students who violate this policy will be disciplined in accordance with applicable policies, Student Handbook or school/classroom rules and regulations. Patrons, contractors, visitors, or others who violate this policy may be prohibited from District property or otherwise restricted while on District property subject to applicable law. See also Board policy {**}KFA. The Superintendent, Human Rights Officer, Building Principal, or designees will contact law enforcement or seek a court order to enforce this policy when necessary or when actions may constitute criminal behavior.

E. ALTERNATIVE COMPLAINT PROCEDURES AND LEGAL REMEDIES

At any time, whether or not an individual files a complaint or report under this policy or policy {**}ACA, an individual may file a complaint with an external agency, such as the Office for Civil Rights (“OCR”) of the United States Department of Education, the New Hampshire Commission for Human Rights, or another relevant authority. The contact information for such agencies is located in {**}AC-R(2). Complaints to the OCR, however, must be made within 180 days of the last act of alleged discrimination, harassment or retaliation giving rise to the complaint or from the date the Complainant could reasonably become aware of such occurrence.

Notwithstanding any other remedy, any person may contact the police or pursue criminal prosecution under state or federal criminal law.

F. RETALIATION PROHIBITED

No reprisals or retaliation of any kind will be taken by the Board or by any District employee against the complainant or other individual on account of his or her filing a complaint or report or making statements in the course of an investigation or grievance procedure. Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of an investigation, a disciplinary proceeding, or grievance proceeding does not constitute retaliation, provided, however, that a finding explicitly or implicitly negating a statement, alone, is not sufficient alone to conclude that the person made a materially false statement in

bad faith.

G. HUMAN RIGHTS [or NONDISCRIMINATION] OFFICER, TITLE IX AND 504/ADA COORDINATORS

The Superintendent shall assure that District and or building personnel are assigned to the positions listed below. Each year, and more often when personnel change, the Superintendent shall prepare and disseminate as a supplement to this policy {**}AC-R(2) an updated list of the person or persons acting in those positions, along with their District contact information, including telephone number, email, and postal and physical addresses:

Human Rights Officer	Kim Robinson	krobinson@sam18.nh.gov
	603-934-3108	119 Central Street
Title IX Coordinator	Kim Robinson	krobinson@sam18.nh.gov
	603-934-3108	119 Central Street
504 Coordinator	Barbara Slayton	bslayton@sau18.nh.gov
	603-934-3108	119 Central Street

The Appendix will also include current contact information for relevant state and federal agencies including:

U.S. Department of Education, Office of Civil Rights

U.S. Department of Agriculture, Office of Civil Rights

N.H. Human Rights Commission

N.H. Department of Justice, Civil Rights

Unit N.H. Department of Education, Commissioner of Education

H. DISTRICT ANTI-DISCRIMINATION PLAN

No later than October 15, 2020, the Superintendent shall develop and provide to the Board for approval, a coordinated written District Anti-Discrimination Plan (the “Plan”) to include guidelines, protocols, and procedures intended to prevent, assess the presence of, intervene in, and respond to incidents of discrimination.

Among other things, the Plan should include provisions and recommendations with respect to resources, policies, complaint procedures, student education programs, Plan dissemination, and training appropriate to carrying out the Plan objectives stated in the preceding paragraph.

In developing the Plan, the Superintendent is encouraged to seek input from appropriate groups of the school and local community and coordinate with the District’s Human Rights Officer and Title IX and 504 Coordinators.

No less than once every two years (off years from review of the District's Suicide Prevention Plan per Policy {**} JLDBB), the Superintendent shall update the District Anti-Discrimination Plan, and present the same to the Board for review. Such Plan updates should be submitted to the Board in time for appropriate budget consideration.

I. STATUTORY AND REGULATORY NONDISCRIMINATION STATEMENTS AND NOTICES

1. Comprehensive Prohibition Against Discrimination in Educational Programs and Activities.

Under State or Federal law and Board policy, no person shall be excluded from, denied the benefits of, or subjected to discrimination in the District's public schools because of their age, sex, gender identity, sexual orientation, race, color, marital status, familial status, disability, religion or national origin. As used in this section, "race" means immutable traits associated with race, including hair texture and protective hairstyles and "protective hairstyles" means hairstyles or hair type, including braids, locs, tight coils or curls, cornrows, Bantu knots, Afros, twists, and headwraps. Discrimination, including harassment, against any person in the District's education programs, on the basis of any of the above classes, or a person's creed, is prohibited.

Finally, there shall be no denial to any person of the benefits of educational programs or activities, on the basis of any of the above classes, or economic status.

Harassment of students other than on the basis of any of the classes or categories listed above is prohibited under Board policy {**} JICK Pupil Safety and Violence Prevention.

2. Equal Opportunity of Employment and Prohibition Against Discrimination in Employment.

The School District is an Equal Opportunity Employer. The District ensures equal employment opportunities without regard to age, color, creed, disability, gender identity, marital status, national origin, pregnancy, race, religion, sex, or sexual orientation. The District will employ individuals who meet the physical and mental requirements, and who have the education, training, and experience established as necessary for the performance of the job as specified in the pertinent job description(s).

Discrimination against and harassment of school employees because of age, sex, race, creed, religion, color, marital status, familial status, physical or mental disability, genetic information, national origin, ancestry, sexual orientation, or gender identity are prohibited. Additionally, the District will not discriminate against any employee who is a victim of domestic violence, harassment, sexual assault, or stalking.

3. USDA Nondiscrimination Statement (copied from Policy {} ACF).**

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating based on race, color, national origin, religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800)

877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: USDA Form AD-3027 (linked tested 2024/5/9), from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

- a. Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- b. Fax: (833) 256-1665 or (202) 690-7442; or
- c. Email: Program.Intake@usda.gov

J. COLLABORATION WITH OUTSIDE AGENCIES

Information may be disclosed if necessary to further the investigation, appeal or resolution of a grievance, or if necessary to carry out interim or disciplinary measures. The District will disclose information to the District's attorney, law enforcement, and others when necessary to enforce this policy or when required by law. In implementing this policy, the District will comply with state and federal laws regarding the confidentiality of student and employee records. Information regarding any resulting employee or student disciplinary action will be maintained and released in the same manner as any other disciplinary record. The District will keep any documentation created in investigating the complaint including, but not limited to, documentation considered when making any conclusions, in accordance with Board policy, state and federal laws, and as advised by the District's attorney.

K. ADDITIONAL REPORTING REQUIREMENTS

Reports under this Policy are in addition to and do not replace other reporting requirements mandated by law or other policies - see, e.g., Educator Code of Conduct (see Board policy {**}GBEAB), abuse or neglect of children (see RSA 169-C:29 and policy {**}JLF), acts of "theft, destruction, or violence" (see RSA 193-D:4, I (a) and Ed 317.06), incidents of "bullying" (see RSA 193-F and policy {**}JICK), and hazing (see RSA 671:7).

L. ADMINISTRATIVE PROCEDURES, REGULATIONS AND TRAINING PROGRAMS

The Superintendent shall develop such other procedures and regulations, and shall ensure that training programs are provided as are necessary and appropriate to implement this policy as well as the other policies referenced above.

Nondiscrimination, Equal Opportunity Employment, and Anti-Discrimination Plan

M. NOTICE OF COMPLIANCE The Superintendent will provide notice of the nondiscrimination statements and notices, the Anti-Discrimination Plan, to all applicants for employment, employees, students, parents, and other interested persons as required by statute, policy or regulation, or as the Superintendent may otherwise deem appropriate.

District Policy History:

Adopted: 03/2025

District revision history: Reviewed 8/17/2026

Revised:

Legal References Disclaimer: These references are not intended to be considered part of this policy, nor should they be taken as a comprehensive statement of the legal basis for the Board to enact this policy, nor as a complete recitation of related legal authority. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

NH Statutes**Description**

RSA 186:11, XXXIII	Discrimination
RSA 193-F	Pupil Safety and Violence Prevention
RSA 193:38	Discrimination in Public Schools
RSA 275:37-f	Leave of Absence to Attend Medical Appointments for Childbirth, Postpartum Care, and Infant Pediatric Medical Appointments
RSA 275:71	Prohibited Conduct by Employer
RSA 275:78-83	Policies Relating to Nursing Mothers (Scroll down to sections 275:78-83)
RSA 354-A	State Commission for Human Rights
RSA 354-A:1	(Human Rights) Title and Purposes of Chapter
RSA 354-A:27	Opportunity for Public Education without Discrimination a Civil Right
RSA 354-A:6	Opportunity for Employment without Discrimination a Civil Right

NH Dept of Ed Regulation**Description**

N.H. Code Admin. Rules Ed 303.01 (i)	School Board Substantive Duties
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Federal Regulations**Description**

34 CFR 108	Equal Access to Public School Facilities for the Boy Scouts of America and Other Designated Youth Groups
89 FR 29182	Pregnant Workers Fairness Act ("PWFA")

Nondiscrimination, Equal Opportunity Employment, and Anti-Discrimination Plan

Federal Statutes

	Description
1st Amendment	U.S. Const.
20 U.S.C §1681, et seq	Title IX of the Education Amendments of 1972
20 U.S.C. §1400-1417	Individuals with Disabilities Education Act (IDEA)
20 U.S.C. §4071	Equal Access Act (student religious groups)
20 U.S.C. §7905	Equal access to public school facilities ("Boy Scouts of America Equal Access Act")
29 U.S.C. 621, et seq.	The Age Discrimination in Employment Act of 1967
29 U.S.C. 705	The Rehabilitation Act of 1973 - Definitions
29 U.S.C. 794	Rehabilitation Act of 1973 (Section 504)
29 U.S.C. section 2611, et seq.	Family and Medical Leave Act of 1993 (Pub. L. 103-3)
36 U.S.C. Subtitle II Part B	Organizations
42 U.S.C. §2000bb - §2000bb-4	Religious Freedom Restoration
42 U.S.C. 12101, et seq.	Title II of The Americans with Disabilities Act of 1990
42 U.S.C. 2000c	Title IV of the Civil Rights Act of 1964
42 U.S.C. 2000d et seq.	Title VI of the Civil Rights Act of 1964
42 U.S.C. 2000e et seq.	Title VII of the Civil Rights Act of 1964
42 U.S.C. 2000gg	Pregnant Worker Fairness Act ("PWFA")
42 U.S.C. 218d	Pump for Nursing Mothers Act ("PUMP Act")

Federal Cases

	Description
494 U.S. 872 (1990)	Employment Division, Department of Human Resources of Oregon v. Smith
514 F.3d 87 (1st Cir. 2008)	Parker v. Hurley
597 U.S. 507 (2022)	Kennedy v. Bremerton School District
600 U.S. 447 (2023)	Groff v. DeJoy

Cross References

	Description
ACA	Discrimination and Harassment Grievance Procedure
ACAC	Prohibition of Sexual Harassment: Policy and Grievance Procedures
ACD	Religious Neutrality & Religious Accommodations
ACE	Procedural Safeguards: Nondiscrimination on the Basis of Disability
ACF	Food and Nutrition Services: Anti-Discrimination and Civil Rights Complaints
ACN	Accommodation of Nursing Mothers
EF	Food Service Management
EFAA	Meal Charging
GBAM	Accommodation of Pregnancy, Childbirth, Pediatric Infant Care and other Related Conditions
GBI	Staff Participation in Political Activities
GDB	Employment of Non-Certified Personnel
IHBA	Programs for Pupils with Disabilities
IHBA-R(1)	Programs for Pupils with Disabilities - Section 504 - Notice of Parent & Student Rights

Nondiscrimination, Equal Opportunity Employment, and Anti-Discrimination Plan

IHBAM	District Special Education Policy and Procedures Manual
IHBCA	Accommodation of Pregnancy and Related Medical Conditions: Students
IHBG	Home Education Instruction
IKG	Awards and Scholarships
JICK	Bullying Prevention - Pupil Safety and Violence Prevention
JICK-R(1)	Bullying Prevention - Pupil Safety and Violence Prevention - Report Form
JICK-R(2)	Bullying Prevention - Pupil Safety and Violence Prevention - Bullying ReportForm
JICK-R(3)	Bullying Prevention - Pupil Safety and Violence Prevention - School Board Notification of Bullying Report
JJA	Student Activities & Organizations
JJA-R(1)	Student Activities & Organizations - Eligibility Standards
JJIC	Eligibility for Interscholastic Athletics
KEE	Website Accessibility and Grievance
KFA	Conduct on School Property
KFA-R(1)	Conduct on School Property - Assaults

Discrimination and Harassment Grievance Procedure**A. Purpose.**

As described in Board policy AC{**} and other policies referenced there, the District is committed to maintaining a workplace and educational environment that is free from discrimination, harassment, and retaliation* in admission or access to, or treatment or employment in, its programs, services, activities, and facilities.

***NOTE:** Definitions for these terms can be found in policy AC{**}.

This policy provides a grievance process for any complaints of illegal discrimination, harassment, or retaliation that are not addressed by other Board policies. For example, while race-based or ethnicity-based harassment or discrimination could be addressed through the grievance process in this policy, sex discrimination or sex-based harassment must be addressed under policy ACAC{**}.

See policy AC{} for policies for those types of discrimination, harassment, or retaliation for which grievance and complaint procedures are set forth in a separate policy.**

The District does not assume responsibility or liability for actions that are unrelated to the District's programs or activities. However, the District may investigate any behavior that occurs on or off District property to the extent that such an investigation is necessary for the District to meet its legal obligations to address discrimination, harassment, and retaliation that negatively impact the education or work environment in the District. The District can address such behavior only when and to the extent that the District has the legal authority to do so.

B. Reports and Complaints of Discrimination or Harassment.

Under this policy, a report is nothing more than providing information to the District regarding conduct or statements that might constitute discrimination, harassment, or retaliation ("Discriminatory Conduct") as described below. A grievance or complaint (referred to in this policy as a "Complaint") is a verbal or written report or Board Policy Manual NHSBA Policy Management Console complaint of Discriminatory Conduct that objectively can be understood as a request for the District to investigate and make a determination about alleged Discriminatory Conduct. A Complaint is required to initiate the formal Grievance Process as described below.

C. Reports – Informal Process.

Contact information for the District's Human Rights Administrator, Title IX Coordinator, and 504/ADA Coordinator can be found in AC-R(2){**}. Upon receiving a report, the Human Rights Administrator may determine that the incident has been appropriately addressed or may recommend additional action.

1. Reports of prohibited or illegal Discriminatory Conduct should be made to the District Human Rights Administrator under this policy unless:

- a. The report is about the Human Rights Administrator, Title IX Coordinator, or 504/ADA Coordinator, in which case the report may be made directly to the Superintendent or Superintendent's designee, who shall then appoint an alternate to act in place of the disqualified officer.
- b. The report concerns potential sex discrimination, sex-based harassment, or retaliation, in which case the report should be made to the District [or building Title IX Coordinator under policy ACAC{**}].

Discrimination and Harassment Grievance Procedure

c. The report concerns potential discrimination, harassment, or retaliation related to a real or perceived disability, in which case the report should be made to the District's 504/ADA Coordinator under this policy.

d. The report concerns harassment that does not involve a protected class (included in AC{**}), in which case the report shall be made to the Building Principal under policy JICK{**}.

2. Any person who believes they have been subjected to prohibited or illegal Discriminatory Conduct may report the alleged acts to the District Human Rights Administrator in accordance with this policy.

If a student is more comfortable reporting to a person other than the Human Rights Administrator (e.g., guidance counselor, teacher, Principal), the student may tell any school district employee or volunteer. The employee or volunteer shall then make a report as discussed above and below in this Section C.

3. Any person who witnesses or receives a report of behavior they believe to be Discriminatory Conduct should report the alleged acts immediately to the District Human Rights Administrator.

If a student is more comfortable reporting to a person other than the Human Rights Officer (e.g., guidance counselor, teacher, Principal), the student may tell any school district employee or volunteer. The employee or volunteer shall then make a report per the following paragraph.

District employees and volunteers are required to report any bullying, harassment or other discriminatory conduct as soon as possible, but not later than the end of the school day, or, if occurring after the end of the school day, then no later than the end of the next business day. The employee/volunteer reporting requirement does not apply if (i) the employee or volunteer is the subject of the bullying, harassment or other discriminatory conduct, AND (ii) no student witnessed or was otherwise impacted by the conduct.

D. Definitions.

For the purposes of this policy and only this policy, terms are defined as follows.

“Complaint” means a document filed by a complainant, alleging discrimination or harassment against a respondent or the District, and requesting that the District investigate the allegation of harassment or discrimination. ("Complaint" is to be distinguished from a "Report" as defined below.)

- Complaints involving sex discrimination, sexual harassment (whether under Title IX or other), or retaliation must be referred to the Title IX Coordinator. See policy ACAC{**} for the Title IX Grievance Procedure.
- Complaints involving discrimination, harassment, or retaliation relative to a real or perceived disability must be referred to the 504/ADA Coordinator. Such complaints will be addressed in accordance with this policy and “Human Rights Officer” below shall refer to the 504/ADA Coordinator.
- Complaints of harassment that do not involve protected classes as identified in policy AC{**} should be processed under policy JICK{**}, the District's anti-bullying policy and procedures.

Discrimination and Harassment Grievance Procedure

- All other Complaints will be managed by the Human Rights Officer.

“Complainant” is the person making a complaint. The Complainant may or may not be the Victim. If the Complainant is under 18 years of age, the Complainant’s parent(s) or legal guardian(s) shall also receive any communication regarding the Complaint or Grievance Process to which the Complainant is entitled.

“Discriminatory Conduct” refers to discrimination, harassment, or retaliation.

“Grievance Process” is the formal investigation and determination of whether prohibited or illegal discrimination, harassment, or retaliation occurred, and may include appeals.

“Human Rights Administrator” is the person assigned to that role in the District; contact information for this person can be found in policy AC-R(2){**}. If the Human Rights Administrator designates another person to act as the Human Rights Officer, “Human Rights Administrator” shall refer to that designee. Similarly, if the Human Rights Administrator directs a Complaint to the 504/ADA Coordinator, “Human Rights Administrator” as used in this policy refers to the 504/ADA Coordinator. If the report or Complaint of alleged discrimination, harassment, or retaliation involves the Human Rights Administrator, “Human Rights Administrator” shall refer to a person assigned by the Superintendent or the Superintendent’s designee to handle the report or Complaint.

“Report” is information provided to the District regarding conduct or statements that might constitute discrimination, harassment, or retaliation. A report does NOT prompt the Grievance Process; only a Complaint initiates the formal Grievance Process.

“Respondent” is the person who allegedly engaged in prohibited or illegal discrimination, harassment, or retaliation. If a District policy, procedure, rule, custom, or practice is the subject of a report or Complaint and not a specific person, the District is considered the Respondent. If a Respondent is under 18 years of age, the Respondent’s parent(s) or legal guardian(s) shall also receive any communication regarding the Complaint or Grievance Process to which the Respondent is entitled.

“Victim” is the person who was allegedly subjected to the prohibited or illegal discrimination, harassment, or retaliation. The Victim may or may not be the Complainant. If a Victim is under 18 years of age, the Victim’s parent(s) or legal guardian(s) shall also receive any communication regarding the Complaint or Grievance Process to which the Victim is entitled.

“Witness” is a person who may have information regarding the alleged discrimination, harassment, or retaliation.

E. Complaints and Initiation of the Formal Grievance Process.

A person begins the formal grievance process by making a Complaint with the Human Rights Administrator. If the Complaint is against the Human Rights Administrator, the Title IX Coordinator, or the 504/ADA Coordinator, or if some other conflict of interest exists, the Complaint may be made to the Superintendent or Superintendent’s designee, who shall then appoint an alternate to act in place of the disqualified officer. For Complaints against the Human Rights Administrator, the appointed alternate shall be deemed the “Human Rights Administrator” for purposes of all the duties and powers of the Human Rights Administrator as described below.

The District’s Complaint form can be found online or obtained from the Human Rights Administrator. Written Complaints are strongly encouraged, as a written record provides certainty regarding the nature of the Complaint. If an oral Complaint is made, the Human Rights Administrator will offer to assist in the preparation of a written

Discrimination and Harassment Grievance Procedure

Complaint or, if assistance is refused, to create a recording of the oral Complaint. If both assistance and recording are refused by the Complainant, the District will investigate the expressed oral Complaint but, again, notes that an undocumented or unrecorded Complaint may result in uncertainty regarding the nature of the Complaint.

The submission of a Complaint initiates Level 1 of the Grievance Process as described below. Upon receiving the Complaint, the Human Rights Administrator will review the Complaint to determine whether it concerns allegations more appropriately addressed under a different procedure in accordance with policy AC{**}.

Complaints should be made as soon as possible. Complainants are advised that complaints to the Office for Civil Rights of the United States Department of Education (“OCR”) must be made within 180 days of the last act of alleged discrimination, harassment, or retaliation giving rise to the complaint or from the date the Complainant could reasonably have become aware of such occurrence.

If the person making the Complaint (the “Complainant”) or the person alleged to have committed the discriminatory conduct (the “Respondent”) is under 18 years of age, the Human Rights Administrator shall notify their parent(s)/guardian(s) of the Complaint.

In determining whether the alleged actions constitute prohibited or illegal Discriminatory Conduct, the District will consider the surrounding circumstances, the nature of the behavior, the relationships between the parties involved, past incidents, the context in which the alleged incidents occurred, and all other relevant information. If, after investigation, school officials determine that it is more likely than not (the preponderance of the evidence standard) that Discriminatory Conduct or other prohibited behavior has occurred, the District will take prompt and effective corrective action in accordance with law and Board policy.

Level I – Investigation and Initial Determination:

The Human Rights Administrator will initiate an impartial investigation within five days of receiving the Complaint. The Human Rights Administrator may appoint another qualified person (e.g. Building Principal, etc.) to undertake the investigation. The Human Rights Administrator or the appointed designee shall be known as the Investigator. The Investigator shall coordinate with the Superintendent with respect to assignment of persons or resources to fulfill the District’s obligations, both general and case specific, relative to this policy (e.g., supplemental investigators, specialists); this may involve the retention of third-party personnel or additional expenditure of resources.

The Investigator shall conduct a prompt, impartial, adequate, reliable, and thorough investigation, including the opportunity for the Complainant and other parties involved to identify witnesses and provide information and other evidence. The Investigator will evaluate all relevant information and documentation relating to the Complaint.

Within 30 working days of receiving the Complaint, the Investigator will complete a written report that summarizes the investigation and makes determinations as to whether the facts indicate a violation of this policy based on the appropriate legal standard. If someone other than the Human Rights Administrator serves as Investigator, the Human Rights Administrator will receive the report and either adopt the report as submitted or modify and complete the report upon further investigation and/or review of applicable policy and law. If the determination is that prohibited or illegal Discriminatory Conduct occurred, the Human Rights Administrator will recommend corrective action to the Superintendent to address the discrimination, harassment, or retaliation; prevent recurrence; and remedy its effects.

Discrimination and Harassment Grievance Procedure

The Complainant(s), the victim(s) (if someone other than the victim(s) filed the Complaint), and the Respondent(s) will be notified of the determination in writing, within five working days of the completion of the investigatory report.

An extension of the investigation and any other deadlines/periods identified in this Section may be warranted if extenuating circumstances exist as determined by the Investigator. The Complainant(s), the victim(s) (if someone other than the victim(s) filed the Complaint), and the Respondent(s) will be notified when deadlines are extended.

Level II – Appeal:

Within five working days after receiving the Level I decision, the Complainant(s), the victim(s) (if someone other than the victim(s) filed the Complaint), or any Respondent may appeal the Investigator's decision to the Superintendent by notifying the Superintendent in writing. The Superintendent shall impartially review the matter or may designate another qualified person to conduct a prompt and impartial review.

Within ten working days, the Superintendent or designee will complete a written decision on the appeal, stating whether a violation of District policy is found and, if so, stating what corrective actions will be implemented, or, the Superintendent/designee may determine to remand the matter to the Investigator for further investigation or consideration. If someone other than the Superintendent conducts the appeal, the Superintendent will review and sign the report before it is given to the person appealing. A copy of the appeal and decision will be given to the Level I Investigator. The Complainant(s), the victim(s) (if someone other than the victim(s) filed the Complaint), and any Respondent will be notified in writing, within five working days of the Superintendent's decision, regarding whether the Superintendent or designee upheld, overturned, or modified the Level I decision.

Level III – Appeal:

Within five working days after receiving the Level II decision, the Complainant(s), the victim(s) (if someone other than the victim(s) filed the Complaint), or any Respondent may appeal the Superintendent's decision by notifying the Superintendent and School Board Chair in writing.

Level III appeals may only be based upon one or more of the following grounds, which must be stated specifically in the party's written appeal:

1. Procedural irregularity that affected the outcome of the matter;
2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter;
3. The Investigator, or Superintendent/designee had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

Appeals for any other reason not included in the written appeal will not be heard.

Appeals that pertain only to disciplinary sanctions may be made pursuant to the District's ordinary review process for discipline, or, to the extent applicable, any statutory or other processes provided under collective bargaining agreements or individual contracts.

Discrimination and Harassment Grievance Procedure

Upon receiving a written appeal, the School Board Chair will promptly confer with the School Board's attorney for guidance as to whether assigning the appeal to an outside hearing officer is in the best interests of the District. This conference may occur with the Board in the context of a consultation with counsel under 91-A:2, II (b).

The Level III appeal, and the written decision will be conducted consistent with the procedures established under Ed 204.01, and such other procedures as may be agreed upon by the parties. Without impairing or limiting those provisions, the Complainant(s), the victim(s) (if someone other than the victim(s) filed the Complaint), and each Respondent will be allowed to address or otherwise submit information to the Board/hearing officer, and the Board/hearing officer may call for the presence of other persons the Board/hearing officer deems necessary. Within 30 calendar days of the conclusion of the hearing, the Board/hearing officer will issue a written decision to the interested parties (subject to such confidentiality as is consistent with applicable law). The decision will include all information required under Ed 204.01 (c)-(e).

An aggrieved party has the right to appeal the final decision of the local School Board to the State Board within thirty (30) calendar days of receipt of the written decision of the local School Board in accordance with RSA 541-A and State of Ed. 204.01(g). Absent such an appeal, the Level III decision is final.

F. Confidentiality.

Information contained in reports or Complaints, or the records relating to a formal grievance process, including, e.g., the identities of the Complainant(s), victim(s), Respondent(s), or witness(es), will only be disclosed as reasonably necessary in connection with the investigation or as required by law or policy. The District will make reports to appropriate authorities as necessary or as required by law.

G. District Actions in Absence of Formal Complaint.

Even if the person who is the subject of the alleged discriminatory conduct does not file a Complaint under this policy, if the District otherwise learns about possible discrimination, harassment, or retaliation, including violence, the Human Rights Administrator will conduct a prompt, impartial, adequate, reliable, and thorough investigation to determine whether conduct in violation of law, District policy, or District occurred, and will consult with the Building Principal and/or Superintendent regarding recommended supportive measures, remedies, and/or disciplinary consequences as deemed necessary or appropriate.

H. Interim and/or Supportive Measures.

When a report or Complaint is made or the District otherwise learns of potential discrimination, harassment, or retaliation, the District will take immediate action to protect the alleged victim(s), including implementing interim and/or supportive measures. Such measures may be provided on a temporary, long-term, or permanent basis and include, but are not limited to, altering a class seating arrangement, providing additional supervision, or suspending an employee pending an investigation. The District will also take immediate steps to prevent retaliation against the alleged victim(s) and/or Complainant(s), any person associated with the alleged victim(s) and/or Complainant(s), or any witness(es) or participant(s) in the investigation. These steps may include, but are not limited to, notifying students, employees and others that they are protected from retaliation, ensuring that they know how to make reports or Complaints, and initiating follow-up contact with the alleged victim(s) and/or Complainant(s) to determine if any additional acts of discrimination, harassment, or retaliation have occurred.

Discrimination and Harassment Grievance Procedure

I. Consequences and Remedies.

If the District determines that prohibited or illegal Discriminatory Conduct has occurred, the District will take prompt, effective and appropriate action to address the behavior, prevent its recurrence, and remedy its effects.

Employees who violate this policy will be disciplined, up to and including employment termination. Students who violate this policy will be disciplined in accordance with applicable policies, Student Handbook, or school/classroom rules and regulations. Patrons, contractors, visitors, or others who violate this policy may be prohibited from District property or otherwise restricted while on District property. The Superintendent, Human Rights Administrator, Building Principal, or designees will contact law enforcement or seek a court order to enforce this policy when necessary or when actions may constitute criminal behavior.

J. Training.

The District will provide training to employees on identifying and reporting acts that may constitute discrimination, harassment, or retaliation. The District will instruct employees to make all reports to proper personnel, specifically the Building Principal. The Building Principal will refer reports of illegal discrimination, harassment, or retaliation to the proper personnel, as found in policies AC{**} and AC-R(2){**}. The District will inform employees of the consequences of violating this policy and the remedies the District may use to rectify policy violations. All employees will have access to the District's current policies, required notices, and complaint forms. The District will provide training to any person responsible for investigating potential discrimination, harassment, or retaliation.

The District will provide information to parents/guardians and students regarding this policy and will provide age-appropriate instruction to students.

District Policy History:

Adopted: 03/2025

District revision history: Reviewed 8/17/2026

Revised:

Legal References Disclaimer: These references are not intended to be considered part of this policy, nor should they be taken as a comprehensive statement of the legal basis for the Board to enact this policy, nor as a complete recitation of related legal authority. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

NH Statutes

Description

RSA 141-C:20-d
RSA 189:1-b
RSA 193-F

Exclusion During Outbreak of Disease
Freedom of Assembly, Freedom of Religion
Pupil Safety and Violence Prevention

Discrimination and Harassment Grievance Procedure

RSA 193:38
RSA 200:39
RSA 275:78-83

RSA 354-A:1
RSA 354-A:27
Right RSA 354-A:6
Right

NH Dept of Ed Regulation

N.H. Code Admin. Rules Ed 1100
N.H. Code Admin. Rules Ed 1107.02(b)

N.H. Code Admin. Rules Ed 303.01 (j)
N.H. Code Admin. Rules Ed 306.04(b)(23)
N.H. Code Admin. Rules Ed 306.04(b)(7)

Federal Regulations

28 CFR Part 35

34 C.F.R. §§ 110.25

34 CFR 104
34 CFR 104.7(b)
34 CFR 106.30
34 CFR 106.44
34 CFR 106.45
34 CFR 106.71
34 CFR 108

34 CFR 300.307-.309

7 CFR Part 15, Subpart A
89 FR 29182
89 FR 31320 (28 CFR 35)

Federal Statutes

20 U.S.C §1681, et seq
20 U.S.C. §§1400 et seq.
20 U.S.C. §§1701-1758
20 U.S.C. §1232g
20 U.S.C. §1400-1417
20 U.S.C. §401(3)(B)

Discrimination in Public Schools
Exclusion from School
Policies Relating to Nursing Mothers (Scroll down to sections 275:78-83)
(Human Rights) Title and Purposes of Chapter
Opportunity for Public Education without Discrimination a Civil
Opportunity for Employment without Discrimination a Civil

Description

Standards for the Education of Students With Disabilities
Evaluation Requirements for Children With Specific Learning Disabilities
Substantive Duties of School Boards; Sexual Harassment Policy
Meeting the Special Physical Health Needs of Students
Student Harassment

Description

Nondiscrimination on the Basis of Disability in State and Local Government Services
Designation of responsible employee, notice, and grievance procedures
Nondiscrimination on the Basis of Handicap
Adoption of Grievance Procedures
Definitions
Recipient's response to sexual harassment
Grievance process for formal complaints of sexual harassment
Retaliation
Equal Access to Public School Facilities for the Boy Scouts of America and Other Designated Youth Groups
Additional Procedures for Identifying Children With Specific Learning Disabilities
Nondiscrimination
Pregnant Workers Fairness Act ("PWFA")
Nondiscrimination on the Basis of Disability; Accessibility of Web Information and Services of State and Local Government Entities

Description

Title IX of the Education Amendments of 1972
Individuals with Disabilities Education Law
Equal Educational Opportunities Act of 1974 – "EEOA"
Family Educational Rights and Privacy Act (FERPA)
Individuals with Disabilities Education Act (IDEA)
Child with a Disability, Child Aged 3 through 9

Discrimination and Harassment Grievance Procedure

20 U.S.C. §4071	Equal Access Act (student religious groups)
20 U.S.C. §7905	Equal access to public school facilities (“Boy Scouts of America Equal Access Act”)
29 U.S.C. 621, et seq.	The Age Discrimination in Employment Act of 1967
29 U.S.C. 705	The Rehabilitation Act of 1973 - Definitions
29 U.S.C. 794	Rehabilitation Act of 1973 (Section 504)
36 U.S.C. Subtitle II Part B	Organizations
42 U.S.C. §2000bb - §2000bb-4	Religious Freedom Restoration
42 U.S.C. 12101, et seq.	Title II of The Americans with Disabilities Act of 1990
42 U.S.C. 1751 et seq.	National School Lunch Act
42 U.S.C. 2000c	Title IV of the Civil Rights Act of 1964
42 U.S.C. 2000d et seq.	Title VI of the Civil Rights Act of 1964
42 U.S.C. 2000e et seq.	Title VII of the Civil Rights Act of 1964
42 U.S.C. 2000gg	Pregnant Worker Fairness Act ("PWFA")
42 U.S.C. 218d	Pump for Nursing Mothers Act ("PUMP Act")
42 USC 1751 – 66	National School Lunch Act

Federal Cases

514 F.3d 87 (1st Cir. 2008)
597 U.S. 507 (2022)
600 U.S. 447 (2023)

Description

Parker v. Hurley
Kennedy v. Bremerton School District
Groff v. DeJoy

Cross References

AC	Nondiscrimination, Equal Opportunity Employment, and Anti-Discrimination Plan
AC-R(2)	Nondiscrimination, Equal Opportunity Employment, and Anti-Discrimination Plan - Annual Notice of Contact Information
ACAC	Prohibition of Sexual Harassment: Policy and Grievance Procedures
ACD	Religious Neutrality & Religious Accommodations
ACE	Procedural Safeguards: Nondiscrimination on the Basis of Disability
ACF	Food and Nutrition Services: Anti-Discrimination and Civil Rights Complaints
ACN	Accommodation of Nursing Mothers
DAF	Administration of Federal Grant Funds
GBAM	Accommodation of Pregnancy, Childbirth, Pediatric Infant Care and other Related Conditions
IHBCA	Accommodation of Pregnancy and Related Medical Conditions: Students
JIC	Student Conduct
JKAA	Use of Restraints and Seclusion
KEE	Website Accessibility and Grievance

Related Policies: ACA, ADB, DGD, DI

TABLE OF CONTENTS

This Policy includes “sub-policies” relating to specific provisions of the Uniform Administrative Requirements for Federal Awards issued by the U.S. Office of Budget and Management. Those requirements, which are commonly known as Uniform Grant Guidance (“UGG”), are found in Title 2 of the Code of Federal Regulations (“CFR”) part 200. The sub-policies include:

DAF-1 ALLOWABILITY

DAF-2 CASH MANAGEMENT AND FUND CONTROL

DAF-3 PROCUREMENT

DAF-4 PROCUREMENT – ADDITIONAL PROVISIONS PERTINENT TO FOOD SERVICE PROGRAM

DAF-5 CONFLICT OF INTEREST AND MANDATORY DISCLOSURES

DAF-6 INVENTORY MANAGEMENT - EQUIPMENT AND SUPPLIES PURCHASED WITH FEDERAL FUNDS

DAF-7 TRAVEL REIMBURSEMENT – FEDERAL FUNDS

DAF-8 ACCOUNTABILITY AND CERTIFICATIONS

DAF-9 TIME AND EFFORT REPORTING / OVERSIGHT

DAF-10 GRANT BUDGET RECONCILIATION

DAF-11 SUB-RECIPIENT MONITORING AND MANAGEMENT

DAF-12 REPORTING ON REAL PROPERTY

DAF-13 WHISTLEBLOWER: NOTIFICATION, RIGHTS & REMEDIES

NOTICE: Notwithstanding any other policy of the District, all funds awarded directly or indirectly through any Federal grant or subsidy programs shall be administered in accordance with this Policy, and any administrative procedures adopted implementing this Policy.

The Board accepts federal funds, which are available, provided that there is a specific need for them and that the required matching funds are available. The Board intends to administer federal grant awards efficiently, effectively and in compliance with all requirements imposed by law, the awarding agency and the New Hampshire Department of Education (NHDOE) or other applicable pass-through entity.

This policy establishes the minimum standards regarding internal controls and grant management to be used by the District in the administration of any funds received by the District through Federal grant programs as required by applicable NH and Federal laws or regulations, including, without limitation, the UGG.

The Board directs the Superintendent or Business Administrator to develop, monitor, and enforce effective administrative procedures and other internal controls over federal awards as necessary in order to provide reasonable assurances that the District is managing the awards in compliance with all requirements for federal grants and awards. Systems and controls must meet all requirements of federal and/or state law and regulation and shall be based on best practices.

Administration of Federal Grant Funds

The Superintendent is directed to assure that all individuals responsible for the administration of a federal grant or award shall be provided sufficient training to carry out their duties in accordance with all applicable requirements for the federal grant or award and this policy.

To the extent not covered by this Policy, the administrative procedures and internal controls must provide for:

1. identification of all federal funds received and expended and their program source;
2. accurate, current, and complete disclosure of financial data in accordance with federal requirements;
3. records sufficient to track the receipt and use of funds;
4. effective control and accountability over assets to assure they are used only for authorized purposes and
5. comparison of expenditures against budget.

As the content of this policy reflects and is primarily comprised of content required under state and Federal laws, regulations and guidance, this policy may be amended or revised at the first meeting the change(s) is/are considered by the Board without the normal requirement of two "readings" as provided in Board policy {**} BGAA [or {**} BGB].

DAF-1 ALLOWABILITY

The Superintendent is responsible for the efficient and effective administration of grant funds through the application of sound management practices. Such funds shall be administered in a manner consistent with all applicable Federal, State and local laws, the associated agreements/assurances, program objectives and the specific terms and conditions of the grant award.

A. Cost Principles: Except whether otherwise authorized by statute, costs shall meet the following general criteria in order to be allowable under Federal awards:

1. Be "necessary" and "reasonable" for proper and efficient performance and administration of the Federal award and be allocable thereto under these principles.
 - a. To determine whether a cost is "reasonable", consideration shall be given to:
 - i. whether a cost is a type generally recognized as ordinary and necessary for the operation of the District or the proper and efficient performance of the Federal award;
 - ii. the restraints or requirements imposed by such factors as sound business practices, arm's length bargaining, Federal, State, local, tribal and other laws and regulations;
 - iii. market prices for comparable goods or services for the geographic area;
 - iv. whether the individuals concerned acted with prudence in the circumstances considering their responsibilities; and v. whether the cost represents any significant deviation from the established practices or Board policy which may

increase the expense. While Federal regulations do not provide specific descriptions of what satisfied the “necessary” element beyond its inclusion in the reasonableness analysis above, whether a cost is necessary is determined based on the needs of the program. Specifically, the expenditure must be necessary to achieve an important program objective. A key aspect in determining whether a cost is necessary is whether the District can demonstrate that the cost addresses an existing need and can prove it.

b. When determining whether a cost is “necessary”, consideration may be given to whether:

- i. the cost is needed for the proper and efficient performance of the grant program;
- ii. the cost is identified in the approved budget or application;
- iii. there is an educational benefit associated with the cost;
- iv. the cost aligns with identified needs based on results and findings from a needs assessment; and/or
- v. the cost addresses program goals and objectives and is based on program data.

c. A cost is allocable to the Federal award if the goods or services involved are chargeable or assignable to the Federal award in accordance with the relative benefit received.

2. Conform to any limitations or exclusions set forth as cost principles in Part 200 or in the terms and conditions of the Federal award.

3. Be consistent with policies and procedures that apply uniformly to both Federally-financed and other activities of the District.

4. Be afforded consistent treatment. A cost cannot be assigned to a Federal award as a direct cost if any other cost incurred for the same purpose in like circumstances has been assigned as an indirect cost under another award.

5. Be determined in accordance with generally accepted accounting principles.

6. Be representative of actual cost, net of all applicable credits or offsets. The term “applicable credits” refers to those receipts or reductions of expenditures that operate to offset or reduce expense items allocable to the Federal award. Typical examples of such transactions are: purchase discounts; rebates or allowances; recoveries or indemnities on losses; and adjustments of overpayments or erroneous charges. To the extent that such credits accruing to/or received by the State relate to the Federal award, they shall be credited to the Federal award, either as a cost reduction or a cash refund, as appropriate.

7. Be not included as a match or cost-share, unless the specific Federal program authorizes Federal costs to be treated as such.

8. Be adequately documented:

- a. in the case of personal services, the Superintendent shall implement a system for District personnel to account for time and efforts expended on grant funded programs to

assure that only permissible personnel expenses are allocated;

b. in the case of other costs, all receipts and other invoice materials shall be retained, along with any documentation identifying the need and purpose for such expenditure if not otherwise clear.

B. Selected Items of Cost: The District shall follow the rules for selected items of cost at 2 CFR Part 200, Subpart E when charging these specific expenditures to a Federal grant. When applicable, District staff shall check costs against the selected items of cost requirements to ensure the cost is allowable. In addition, State, District and program-specific rules, including the terms and conditions of the award, may deem a cost as unallowable and District personnel shall follow those rules as well.

C. Cost Compliance: The Superintendent shall require that grant program funds are expended and are accounted for consistent with the requirements of the specific program and as identified in the grant application. Compliance monitoring includes accounting for direct or indirect costs and reporting them as permitted or required by each grant.

D. Determining Whether A Cost is Direct or Indirect:

1. "Direct costs" are those costs that can be identified specifically with a particular final cost objective, such as a Federal award, or other internally or externally funded activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy.

These costs may include: salaries and fringe benefits of employees working directly on a grant-funded project; purchased services contracted for performance under the grant; travel of employees working directly on a grant-funded project; materials, supplies, and equipment purchased for use on a specific grant; and infrastructure costs directly attributable to the program (such as long distance telephone calls specific to the program, etc.).

2. "Indirect costs" are those that have been incurred for a common or joint purpose benefiting more than one (1) cost objective, and not readily assignable to the cost objectives specifically benefited, without effort disproportionate to the results achieved. Costs incurred for the same purpose in like circumstances shall be treated consistently as either direct or indirect costs.

These costs may include: general data processing, human resources, utility costs, maintenance, accounting, etc.

Federal education programs with supplement not supplant provisions must use a restricted indirect cost rate. In a restricted rate, indirect costs are limited to general management costs. General management costs do not include divisional administration that is limited to one (1) component of the District, the governing body of the District, compensation of the Superintendent, compensation of the chief executive officer of any component of the District, and operation of the immediate offices of these officers.

The salaries of administrative and clerical staff should normally be treated as indirect costs. Direct charging of these costs may be appropriate only if all the following conditions are met:

- a. Administrative or clerical services are integral to a project or activity.
- b. Individuals involved can be specifically identified with the project or activity.
- c. Such costs are explicitly included in the budget or have the prior written approval of the Federal awarding agency.
- d. The costs are also not recovered as indirect costs.

Where a Federal program has a specific cap on the percentage of administrative costs that may be charged to a grant, that cap shall include all direct administrative charges as well as any recovered indirect charges.

Effort should be given to identify costs as direct costs whenever practical, but allocation of indirect costs may be used where not prohibited and where indirect cost allocation is approved ahead of time by NHED or the pass-through entity (Federal funds subject to 2 C.F.R Part 200 pertaining to determining indirect cost allocation).

E. Timely Obligation of Funds: Obligations are orders placed for property and services, contracts and sub-awards made, and similar transactions during a given period that require payment by the recipient or subrecipient during the same or a future period.

The following are examples of when funds are determined to be “obligated” under applicable regulation of the U.S. Department of Education:

When the obligation is for:

1. Acquisition of property – on the date which the District makes a binding written commitment to acquire the property.
2. Personal services by an employee of the District – when the services are performed.
3. Personal services by a contractor who is not an employee of the District – on the date which the District makes a binding written commitment to obtain the services.
4. Public utility services – when the District received the services.
5. Travel – when the travel is taken.
6. Rental of property – when the District uses the property.
7. A pre-agreement cost that was properly approved by the Secretary under the cost principles in 2 CFR Part 200, Subpart E – Cost Principles – on the first day of the project period.

F. Period of Performance: All obligations must occur on or between the beginning and ending dates of the grant project. This period of time is known as the period of performance. The period of performance is dictated by statute and will be indicated in the Grant Award Notification (“GAN”). As a general rule, State-administered Federal funds are available for obligation within the year that Congress appropriates the funds for. However, given the unique nature of educational institutions, for many Federal education grants, the period of performance is twenty-seven (27) months. This maximum period includes a fifteen (15) month period of initial availability, plus a twelve (12) month period of carry over. For direct grants, the period of performance is generally identified in the GAN.

Pre-award costs are those incurred prior to the effective date of the Federal award or sub-award directly pursuant to the negotiation and in anticipation of the Federal award where such costs are necessary for efficient and timely performance of the scope of work. Such costs are allowable only to the extent that they would have been allowable if incurred after the date of the Federal award and only with the written approval of the initial Federal awarding agency or of the NHED or other pass-through entity.

For both State-administered and direct grants, regardless of the period of availability, the District shall liquidate all obligations incurred under the award not later than forty-five (45) days after the end of the funding period unless an extension is authorized. Any funds not obligated within the period of performance or liquidated within the appropriate timeframe are said to lapse and shall be returned to the awarding agency. Consistently, the District shall closely monitor grant spending throughout the grant cycle.

DAF-2 CASH MANAGEMENT AND FUND CONTROL

Payment methods must be established in writing that minimize the time elapsed between the drawdown of Federal funds and the disbursement of those funds. Standards for funds control and accountability must be met as required by the Uniform Guidance for advance payments and in accordance with the requirements of NHED or other applicable pass-through-entity.

In order to provide reasonable assurance that all assets, including Federal, State, and local funds, are safeguarded against waste, loss, unauthorized use, or misappropriation, the Superintendent shall implement internal controls in the area of cash management.

The District’s payment methods shall minimize the time elapsing between the transfer of funds from the United States Treasury or the NHED (pass-through entity) and disbursement by the District, regardless of whether the payment is made by electronic fund transfer, or issuance or redemption of checks, warrants, or payment by other means.

The District shall use forms and procedures required by the NHED, grantor agency or other pass-through entity to request payment. The District shall request grant fund payments in accordance with the provisions of the grant. Additionally, the District’s financial management systems shall meet the standards for fund control and accountability as established by the awarding agency.

The Superintendent or Business Administrator are authorized to submit requests for advance payments and reimbursements at least monthly when electronic fund transfers are not used, and as often as deemed appropriate when electronic transfers are used, in accordance with the provisions of the Electronic Fund Transfer Act (15 U.S.C. 1693-1693r).

When the District uses a cash advance payment method, the following standards shall apply:

- A. The timing and amount of the advance payment requested will be as close as is administratively feasible to the actual disbursement for direct program or project costs and the proportionate share of any allowable indirect costs.
- B. The District shall make timely payment to contractors in accordance with contract provisions.
- C. To the extent available, the District shall disburse funds available from program income (including repayments to a revolving fund), rebates, refunds, contract settlements, audit recoveries, and interest earned on such funds before requesting additional cash payments.
- D. The District shall account for the receipt, obligation and expenditure of funds.
- E. Advance payments shall be deposited and maintained in insured accounts whenever possible.
- F. Advance payments will be maintained in interest-bearing accounts unless the following apply:
 - 1. The District receives less than \$120,000 in Federal awards per year.
 - 2. The best reasonably available interest-bearing account would not be expected to earn interest in excess of \$500 per year on Federal cash balances.
 - 3. The depository would require an average or minimum balance so high that it would not be feasible within the expected Federal and non-Federal cash resources.
 - 4. A foreign government or banking system prohibits or precludes interest-bearing accounts.
- G. Pursuant to Federal law and regulations, the District may retain interest earned in an amount up to \$500 per year for administrative costs. Any additional interest earned on Federal advance payments deposited in interest-bearing accounts must be remitted annually to the Department of Health and Human Services Payment Management System ("PMS") through an electronic medium using either Automated Clearing House ("ACH") network or a Fedwire Funds Service payment. Remittances shall include pertinent information of the payee and nature of payment in the memo area (often referred to as "addenda records" by Financial Institutions) as that will assist in the timely posting of interest earned on Federal funds.

DAF-3 PROCUREMENT

All purchases for property and services made using Federal funds must be conducted in accordance with all applicable Federal, State and local laws and regulations, the Uniform Guidance, and the District's written policies and procedures.

Procurement of all supplies, materials equipment, and services paid for from Federal funds or District matching funds shall be made in accordance with all applicable Federal, State, and local statutes and/or regulations, the terms and conditions of the Federal grant, District policies, and procedures.

Administration of Federal Grant Funds

The Superintendent shall maintain a procurement and contract administration system in accordance with the USDOE requirements (2 CFR 200.317-327) for the administration and management of Federal grants and Federally-funded programs. The District shall maintain a contract administration system that requires contractors to perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders. Except as otherwise noted, procurement transactions shall also conform to the provisions of the District's general purchasing Policy {**}DJ.

The District avoids situations that unnecessarily restrict competition and avoids acquisition of unnecessary or duplicative items. Individuals or organizations that develop or draft specifications, requirements, statements of work, and/or invitations for bids, requests for proposals, or invitations to negotiate, are excluded from competing for such purchases. Additionally, consideration shall be given to consolidating or breaking out procurements to obtain a more economical purchase. And, where appropriate, an analysis shall be made to lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach. These considerations are given as part of the process to determine the allowability of each purchase made with Federal funds.

Contracts are awarded only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration is given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources. No contract is awarded to a contractor who is suspended or debarred from eligibility for participation in Federal assistance programs or activities.

Purchasing records are sufficiently maintained to detail the history of all procurements and must include at least the rationale for the method of procurement, selection of contract type, and contractor selection or rejection; the basis for the contract price; and verification that the contractor is not suspended or debarred.

To foster greater economy and efficiency, the District may enter into State and local intergovernmental agreements where appropriate for procurement or use of common or shared goods and services.

A. Competition: All procurement transactions shall be conducted in a manner that encourages full and open competition and that is in accordance with good administrative practice and sound business judgment. In order to promote objective contractor performance and eliminate unfair competitive advantage, the District shall exclude any contractor that has developed or drafted specifications, requirements, statements of work, or invitations for bids or requests for proposals from competition for such procurements.

Some of the situations considered to be restrictive of competition include, but are not limited to, the following:

1. unreasonable requirements on firms in order for them to qualify to do business;
2. any arbitrary action in the procurement process.
3. specification of only a "brand name" product instead of allowing for an "or equal" product to be offered and describing the performance or other relevant requirements of the procurement; and/or
4. organizational conflicts of interest;

5. noncompetitive contracts to consultants that are on retainer contracts;
6. unnecessary experience and excessive bonding requirements;

Further, the District does not use statutorily or administratively imposed State, local, or tribal geographical preferences in the evaluation of bids or proposals, unless (1) an applicable Federal statute expressly mandates or encourages a geographic preference; (2) the District is contracting for architectural and engineering services, in which case geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.

To the extent that the District uses a pre-qualified list of persons, firms or products to acquire goods and services, the pre-qualified list must include enough qualified sources to ensure maximum open and free competition. The District allows vendors to apply for consideration to be placed on the list as requested.

B. Solicitation Language: The District shall require that all solicitations incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description shall not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product or service to be procured and, when necessary, shall set forth those minimum essential characteristics and standards to which it shall conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible.

When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a "brand name or equivalent" description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which shall be met by offers shall be clearly stated, and must identify all requirements which the offerors shall fulfill and all other factors to be used in evaluating bids or proposals.

The Board will not approve any expenditure for an unauthorized purchase or contract.

C. Procurement Methods: The District shall utilize the following methods of procurement:

1. Micro-purchases Procurement by micro-purchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed \$15,000. To the extent practicable, the District shall distribute micro-purchase equitably among qualified suppliers. Micro-purchases may be made without soliciting competitive quotations if the Superintendent considers the price to be reasonable. The District maintains evidence of this reasonableness in the records of all purchases made by this method.

2. Small Purchases (Simplified Acquisition) Small purchase procedures provide for relatively simple and informal procurement methods for securing services, supplies, and other property which are acquired above the aggregate dollar micro-purchase threshold and not exceeding the competitive bid threshold of \$350,000. Small purchase procedures require that price or rate quotations shall be obtained from an adequate number of qualified sources.

3. Sealed Bids Sealed, competitive bids shall be obtained when the purchase of, and contract for, single items of supplies, materials, or equipment which amounts to \$250,000 and when the Board determines to build, repair, enlarge, improve, or demolish a school building/facility the cost of which will exceed \$350,000.

- a. In order for sealed bidding to be feasible, the following conditions shall be present:
 - i. a complete, adequate, and realistic specification or purchase description is available;
 - ii. two (2) or more responsible bidders are willing and able to compete effectively for the business; and
 - iii. the procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price.
- b. When sealed bids are used, the following requirements apply:
 - i. Bids shall be solicited in accordance with the provisions of State law and **{**}DJE** . Bids shall be solicited from an adequate number of qualified suppliers, providing sufficient response time prior to the date set for the opening of bids. The invitation to bid shall be publicly advertised.
 - ii. The invitation for bids will include product/contract specifications and pertinent attachments and shall define the items and/or services required in order for the bidder to properly respond.
 - iii. All bids will be opened at the time and place prescribed in the invitation for bids; bids will be opened publicly.
 - iv. A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs shall be considered in determining which bid is lowest. Payment discounts may only be used to determine the low bid when prior experience indicates that such discounts are usually taken.
 - v. The Board reserves the right to reject any and all bids for sound documented reason.
 - vi. Bid protests shall be handled pursuant to the process set forth in DAF-3.I.

4. Competitive Proposals Procurement by competitive proposal, normally conducted with more than one source submitting an offer, is generally used when conditions are not appropriate for the use of sealed bids or in the case of a recognized exception to the sealed bid method.

If this method is used, the following requirements apply:

- a. Requests for proposals shall be publicized and identify all evaluation factors and their relative importance. Any response to the publicized requests for proposals shall be considered to the maximum extent practical.
- b. Proposals shall be solicited from an adequate number of sources.
- c. The District shall use its written method for conducting technical evaluations of the proposals received and for selecting recipients.
- d. Contracts shall be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors consider The District may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated, and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services though A/E firms are a potential source to perform the proposed effort.

5. Noncompetitive Proposals Procurement by noncompetitive proposals allows for solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:

- a. the item is available only for a single source;
- b. the public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
- c. the Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the District; and/or
- d. after solicitation of a number of sources, competition is determined to be inadequate.

D. Contracting with Small and Minority Businesses, Women's Business Enterprises, Labor Surplus Area Firms & Veteran Owned Small Businesses:

The District must take necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms, including, without limitation, Veteran- Owned Small Businesses (VOSBs) or Service-Disabled Veteran-Owned Small Businesses (SDVOSBs) are used when possible ("target businesses"). Affirmative steps must include:

- 1. Placing qualified target businesses on solicitation lists;
- 2. Assuring that target businesses are solicited whenever they are potential sources;
- 3. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by target businesses;

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4. Establishing delivery schedules, where the requirement permits, which encourage participation by target businesses;
5. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and
6. Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5) of this section.

E. Contract/Price Analysis:

The District shall perform a cost or price analysis in connection with every procurement action in excess of \$350,000 (i.e., the Simplified Acquisition/Small Purchase limit), including contract modifications. (See 2 CFR 200.324). A cost analysis generally means evaluating the separate cost elements that make up the total price, while a price analysis means evaluating the total price, without looking at the individual cost elements.

The method and degree of analysis is dependent on the facts surrounding the particular procurement situation; however, the District shall come to an independent estimate prior to receiving bids or proposals.

When performing a cost analysis, the District shall negotiate profit as a separate element of the price. To establish a fair and reasonable profit, consideration is given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.

F. Time and Materials Contracts:

The District shall use a time and materials type contract only (1) after a determination that no other contract is suitable; and (2) if the contract includes a ceiling price that the contractor exceeds at its own risk. Time and materials type contract means a contract whose cost to the District is the sum of the actual costs of materials, and direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.

Since this formula generates an open-ended contract price, a time-and-materials contract provides no positive profit incentive to the contractor for cost control or labor efficiently. Therefore, the District sets a ceiling price for each contract that the contractor exceeds at its own risk. Further, the District shall assert a high degree of oversight in order to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls, and otherwise performs in accordance with the terms, conditions, and specifications of their contracts or purchase orders.

G. Suspension and Debarment:

The District will award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of the proposed procurement. All purchasing decisions shall be made in the best interests of the District and shall seek to obtain the maximum value for each dollar expended. When making a purchasing decision, the District shall consider such factors as (1) contractor integrity; (2) compliance with public policy; (3) record of past performance; and (4) financial and technical resources.

The Superintendent shall have the authority to suspend or debar a person/corporation, for cause, from consideration or award of further contracts. The District is subject to and shall abide by the non-procurement

debarment and suspension regulations implementing Executive Orders 12549 and 12689, 2 CFR Part 180.

Suspension is an action taken by the District that immediately prohibits a person from participating in covered transactions and transactions covered under the Federal Acquisition Regulation (48 CFR chapter 1) for a temporary period, pending completion of an agency investigation and any judicial or administrative proceedings that may ensue. A person so excluded is suspended. (See 2 CFR Part 180 Subpart G).

Debarment is an action taken by the Superintendent to exclude a person from participating in covered transactions and transactions covered under the Federal Acquisition Regulation (48 CFR chapter 1). A person so excluded is debarred. (See 2 CFR Part 180 Subpart H).

The District shall not subcontract with or award sub-grants to any person or company who is debarred or suspended. For contracts over \$25,000 the District shall confirm that the vendor is not debarred or suspended by either checking the Federal government's System for Award Management ("SAM"), which maintains a list of such debarred or suspended vendors at www.sam.gov (which replaced the former Excluded Parties List System or EPLS); or collecting a certification from the vendor. (See 2 CFR Part 180 Sub part C).

Documentation that debarment/suspension was queried must be retained for each covered transaction as part of the documentation required under {**} DAF-3, paragraph J. This documentation should include the date(s) queried and copy(ies) of the SAM result report/screen shot, or a copy of the or certification from the vendor. It should be attached to the payment backup and retained for future audit review.

H. Additional Requirements for Procurement Contracts Using Federal Funds:

1. Clause for Remedies Arising from Breach: For any contract using Federal funds under which the contract amount exceeds the upper limit for Simplified Acquisition/Small Purchases (see DAF-3.C.2), the contract must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and must provide for sanctions and penalties. (See 2 CFR 200, Appendix II(A)).
2. Termination clause: For any contract using Federal funds under which the contract amount exceeds \$10,000, it must address the District's authority to terminate the contract for cause and for convenience, including the manner by which termination will be effected and the basis for settlement. (See 2 CFR 200, Appendix II (B)).
3. Anti-pollution clause: For any contract using Federal funds under which the contract amount exceeds \$150,000, the contract must include clauses addressing the Clean Air Act and the Federal Water Pollution Control Act. (See 2 CFR 200, Appendix II (G)).
4. Anti-lobbying clause: For any contract using Federal funds under which the contract exceeds \$100,000, the contract must include an anti-lobbying clause, and require bidders to submit Anti-Lobbying Certification as required under 2 CFR 200, Appendix II (I).
5. Negotiation of profit: For each contract using Federal funds and for which there is no price competition, and for each Federal fund contract in which a cost analysis is performed, the District shall negotiate profit as a separate element of the price. To establish a fair and reasonable profit, consideration must be given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of the contractor's past performance, and industry profit rates in the surrounding geographical area for similar work. (See 2 CFR 200.324(b)).

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6. “Domestic Preference” Requirement: The District must provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States, to the greatest extent practicable. This requirement applies whether the District is purchasing the products directly or when the products are purchased by third parties on the District’s behalf (e.g. subcontractor, food service management companies, etc.). It also generally applies to all purchases, even those below the micro- purchase threshold, unless otherwise stipulated by the Federal awarding agency. See also additional “Buy American” provisions in {**}DAF-4.C regarding food service procurement.

7. Prohibited Contracts (a/k/a Huawei Ban): The District may not use Federal funds to procure, obtain, or enter into or renew a contract to:

- a. procure or obtain equipment, services, or systems which substantially use telecommunications equipment or services produced by Huawei Technologies Company or ZTE Corporation, or any of their affiliates or subsidiaries; or
- b. procure or obtain video surveillance and telecom equipment or services from Hytera Communications, Hangzhou Digital Technology, or Dahua Technology.

8. Construction Contracts: Davis-Bacon Act Compliance: All contracts/projects in excess of \$2,000 for the construction, alteration , or prepare of public buildings or public works for which the funds are provided in whole or in part by Federal funds are subject to the requirements of the Davis-Bacon Act (40 U.S.C. 3141-3148) Accordingly, such contracts and projects must adhere to the following:

- a. Prevailing Wage Requirements:
 - i. Wage Determination. Contractors and subcontractors must pay all laborers and mechanics weekly, and at no less than the prevailing wages and fringe benefits as determined by the U.S. Department of Labor (DOL) for the locality in which the project is performed. The "Prevailing Wage determination" must be included in all applicable bid solicitations and contracts.
 - ii. Certification of Payroll Reporting. Contractors and subcontractors must submit weekly certified payroll records (Form WH-347 or equivalent) to the district official overseeing the project and/or grant (e.g., clerk of the works, project manager, etc.). Such payroll records must include employee names, classifications, hourly rates, actual hours worked, and deductions.
- b. Worksite Postings: Contractors/subcontractors must post the Prevailing Wage Determination, as well as the Department of Labor's "Employee Rights Under the Davis-Bacon" at the job site in a visible location.
- c. Contractor and Subcontractor Compliance.

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i. District contracts subject to the Davis-Bacon Act must include a compliance clause requiring contractor and subcontractor adherence to prevailing wage standards and the additional requirements of the Davis-Bacon Act and this policy section.

ii. Contractors must ensure that their subcontractors also comply with the requirements of the Davis-Bacon Act.

d. Enforcement and Non-compliance.

i. The district official overseeing the project and/or grant (e.g., clerk of the works, project manager, etc.) shall be responsible for monitoring contractor adherence to the Davis-Bacon Act.

ii. Any suspected violations must be reported to the Superintendent/Business Administrator and may be referred to the U.S. Department of Labor Wage and Hour Division for further investigation.

I. Bid Protest:

The District maintains the following protest procedures to handle and resolve disputes relating to procurements and, in all instances, discloses information regarding the protest to the awarding agency.

A bidder who wishes to file a bid protest shall file such notice and follow procedures prescribed by the Request For Proposals (RFPs) or the individual bid specifications package, for resolution. Bid protests shall be filed in writing with the Superintendent within seventy-two (72) hours of the opening of the bids in protest.

Within five (5) days of receipt of a protest, the Superintendent shall review the protest as submitted and render a decision regarding the merits of the protest and any impact on the acceptance and rejection of bids submitted. Notice of the filing of a bid protest shall be communicated to the Board and shall be so noted in any subsequent recommendation for the acceptance of bids and awarding of contracts.

Failure to file a notice of intent to protest, or failure to file a formal written protest within the time prescribed, shall constitute a waiver of proceedings.

J. Maintenance of Procurement Records:

The District shall maintain records sufficient to detail the history of all procurements. These records will include, but are not necessarily limited to, the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, the basis for the contract price (including a cost or price analysis), and records regarding debarment/suspension queries or actions. Such records shall be retained consistent with District Policy {**} EHB and District Administrative Procedures {**} EHB- R .

DAF-4 PROCUREMENT – ADDITIONAL PROVISIONS PERTINENT TO FOOD SERVICE PROGRAM

The following provisions shall be included in all cost reimbursable contracts for food services purchases, including contracts with cost reimbursable provisions, and in solicitation documents prepared to obtain offers for such contracts: (7 CFR Sec. 210.21, 215.14a, 220.16)

A. Mandatory Contract Clauses: The following provisions shall be included in all cost reimbursable contracts for food services purchases, including contracts with cost reimbursable provisions, and in solicitation documents prepared to obtain offers for such contracts:

1. Allowable costs will be paid from the nonprofit school food service account to the contractor net of all discounts, rebates and other applicable credits accruing to or received by the contractor or any assignee under the contract, to the extent those credits are allocable to the allowable portion of the costs billed to the school food authority;
2. The contractor must separately identify for each cost submitted for payment to the school food authority the amount of that cost that is allowable (can be paid from the nonprofit school food service account) and the amount that is unallowable (cannot be paid from the nonprofit school food service account); or
3. The contractor must exclude all unallowable costs from its billing documents and certify that only allowable costs are submitted for payment and records have been established that maintain the visibility of unallowable costs, including directly associated costs in a manner suitable for contract cost determination and verification;
4. The contractor's determination of its allowable costs must be made in compliance with the applicable departmental and program regulations and Office of Management and Budget cost circulars;
5. The contractor must identify the amount of each discount, rebate and other applicable credit on bills and invoices presented to the school food authority for payment and individually identify the amount as a discount, rebate, or in the case of other applicable credits, the nature of the credit. If approved by the state agency, the school food authority may permit the contractor to report this information on a less frequent basis than monthly, but no less frequently than annually;
6. The contractor must identify the method by which it will report discounts, rebates and other applicable credits allocable to the contract that are not reported prior to conclusion of the contract; and
7. The contractor must maintain documentation of costs and discounts, rebates and other applicable credits, and must furnish such documentation upon request to the school food authority, the state agency, or the department.

B. Contracts with Food Service Management Companies: Procedures for selecting and contracting with a food service management company shall comply with guidance provided by the NHED, including standard forms, procedures and timelines for solicitation, selection and approval of proposals and contracts.

C. “Buy American” Requirement: NOTE - See {**}DAF-3.H.6 regarding “domestic preference” requirements for procurements other than for food service.

Under the “Buy American” provision of the National School Lunch Act (the “NSLA”), school food authorities (SFAs) are required to purchase, to the maximum extent practicable, domestic commodity or product. As an SFA, the District is required to comply with the “Buy American” procurement standards set forth in 7 CFR Part

210.21(d) when purchasing commercial food products served in the school meals programs. This requirement applies whether the District is purchasing the products directly or when the products are purchased by third parties on the District's behalf (e.g., food service management companies, group purchasing cooperatives, shared purchasing, etc.).

Under the NSLA, "domestic commodity or product" is defined as an agricultural commodity or product that is produced or processed in the United States using "substantial" agricultural commodities that are produced in the United States. For purposes of the act, "substantial" means that over 51 percent of the final processed product consists of agricultural commodities that were grown domestically. Products from Guam, American Samoa, Virgin Islands, Puerto Rico, and the Northern Mariana Islands are allowable under this provision as territories of the United States.

1. Exceptions: The two main exceptions to the Buy American requirements are:

- a. The product is not produced or manufactured in the U.S. in sufficient and reasonably available quantities of a satisfactory quality; or
- b. Competitive bids reveal the costs of a U.S. product are significantly higher than the non-domestic product.

2. Steps to Comply with Buy American Requirements: In order to help assure that the District remains in compliance with the Buy American requirement, the Superintendent/ Food Service Director, shall

- a. Include a Buy American clause in all procurement documents (product specifications, bid solicitations, requests for proposals, purchase orders, etc.);
- b. Monitor contractor performance;
- c. Require suppliers to certify the origin of the product;
- d. Examine product packaging for identification of the country of origin; and
- e. Require suppliers to provide specific information about the percentage of U.S. content in food products.

DAF-5 CONFLICT OF INTEREST AND MANDATORY DISCLOSURES

The District complies with the requirements of State law and the Uniform Guidance for conflicts of interest and mandatory disclosures for all procurements with Federal funds.

No employee, board member or other District officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict - or apparent conflict - of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, (collectively a "covered individual") has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

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Additionally, no employee, board member or other District officer, or agent may solicit or accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. This prohibition, however, shall not apply to gratuities of de minimis value, which, for purposes of the policy, are individual gifts, favors, or other items of monetary value, worth \$50 or less and which have no bearing on the selection, award or administration of a Federal award.

*The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the District or any sub-recipient of the District(see {**}DAF-11).*

Each covered individual who is engaged in the selection, award or administration of a contract supported by a Federal grant or award and who has a potential conflict of interest must disclose that conflict in writing to the Superintendent, who, in turn, shall disclose in writing any such potential conflict of interest to NHED or other applicable pass-through-entity.

Employees who violate this provision are subject to disciplinary consequences up to and including dismissal. Agents or contractors acting on behalf of the District are subject to contract termination. School board members or other District officers are subject to such actions as are within the authority of the School Board or district. Violations will also be reported to law enforcement in appropriate circumstances.

The Superintendent shall timely disclose in writing to NHED or other applicable pass-through-entity, and to the Federal awarding agency whenever the Superintendent has credible evidence of the commission of a violation of Federal criminal law involving fraud, conflict of interest, bribery, or gratuity violations found in Title 18 of the United States Code or a violation of the civil False Claims Act (31 U.S.C. 3729-3733). The notice to the Federal awarding agency shall be directed to that agency's Office of Inspector General. The Superintendent shall fully address any such violations promptly and notify the Board with such information as is appropriate under the circumstances (e.g., taking into account applicable disciplinary processes).

DAF-6 INVENTORY MANAGEMENT - EQUIPMENT AND SUPPLIES PURCHASED WITH FEDERAL FUNDS

Equipment and supplies acquired ("property" as used in this policy {**}DAF-6) in whole or in part must be used by the program or project for which it was acquired as long as needed, whether or not the project or program continues to be supported by the Federal award. In addition, the subrecipient must not encumber the equipment without prior approval of the Federal awarding agency or pass-through entity. All such property will be used, managed, and disposed of in accordance with applicable state and Federal requirements. Property records and inventory systems shall be sufficiently maintained to account for and track equipment that has been acquired with Federal funds. In furtherance thereof, the following minimum standards and controls shall apply to any equipment or pilferable items acquired in whole or in part under a Federal award until such property is disposed in accordance with applicable laws, regulations and Board policies:

A. "Equipment" and "Pilferable Items" Defined: For purposes of this policy, "equipment" means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of \$10,000.00, or the capitalization level established by the District for financial statement purposes. "Pilferable items" are those items, regardless of cost, which may be easily lost or stolen, such as cell phones, tablets, graphing calculators, software, projectors, cameras and other video equipment, computer equipment and televisions.

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B. Records: The Superintendent/ Designee shall maintain records that include a description of the property; a serial number or other identification number; the source of the funding for the property (including the Federal award identification number (FAIN)); who holds title; the acquisition date; the cost of the property; the percentage of the Federal participation in the project costs for the Federal award under which the property was acquired; the location, use, and condition of the property; and any ultimate disposition data, including the date of disposition and sale price of the property.

C. Inventory: No less than once every two years, the Superintendent/ Designee shall cause a physical inventory of all equipment and pilferable items to be taken, and the results reconciled with the property records. Except as otherwise provided in this policy {**}DAF-6, inventories shall be conducted consistent with Board Policy {**}DID.

D. Control, Maintenance and Disposition:

1. Control and Maintenance. The Superintendent shall develop administrative procedures relative to property procured in whole or in part with Federal funds to:

- a. prevent loss, damage, or theft of the property; any loss, damage, or theft must be investigated;
- b. to maintain the property and keep it in good condition; and
- c. to ensure the highest possible return through proper sales procedures, in those instances where the District is authorized to sell the property.

2. Disposition. When no longer needed for the original program or project, the equipment may be used in other activities supported by the Federal awarding agency, or disposed of in the following order of priority:

a. Re-purpose Before Disposal. Before disposing of any property obtained in whole or in part through the use of Federal awards, such property may and should be used first for other activities supported by the same Federal awarding agency, then any other Federally funded activities, and finally for any non-Federal purposes, provided the use does not interfere with Federal projects.

b. Fair Market Value (FMV) Assessment i. Determine current FMV using reasonable methods (e.g., depreciation schedules, resale comparisons). ii. Document the valuation process.

c. Disposition Options

i. If FMV is less than \$10,000, then the property may be retained, sold, or otherwise disposed of consistent with Board policy {**}DN with no further obligation, but documentation is required.

ii. If FMV \$10,000 or more, then:

1. Request disposition instructions from NHED, or other pertinent state agency or bureau, or for direct awards, the appropriate Federal awarding agency.

2. If no response within 120 days:

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a. Return the Federal share of proceeds from sale (proportional to original Federal participation).

b. Deduct allowable selling and handling costs.

d. Trade-In Option. Notwithstanding the priority list above, equipment purchased or obtained in whole or in part with Federal awards may be used as a trade-in or sold, with proceeds applied to replacement equipment costs needed for the same Federal program. Such trade-in transaction must be properly documented with records retained in accordance with {**}DAF-10.D.

E. Notification of any Loss, Damage or Theft. In the event that the inventory discloses any loss, damage or theft of equipment that will have an impact on the grant program, the Superintendent/ Designee shall notify NHED, Bureau of Federal Compliance or other pertinent state department or bureau, or, for direct awards, the appropriate Federal agency's Office of Inspector General.

DAF-7 TRAVEL REIMBURSEMENT – FEDERAL FUNDS

The Board shall reimburse administrative, professional and support employees, and school officials, for travel costs incurred in the course of performing services related to official business as a Federal grant recipient.

For purposes of this policy, “travel costs” shall mean the expenses for transportation, lodging, subsistence, and related items incurred by employees and school officials who are in travel status on official business as a Federal grant recipient.

School officials and district employees shall comply with applicable Board policies and administrative regulations established for reimbursement of travel and other expenses.

The validity of payments for travel costs for all district employees and school officials shall be determined by the Superintendent/ Designee.

Travel costs shall be reimbursed on a mileage basis for travel using an employee’s personal vehicle and on an actual cost basis for meals, lodging and other allowable expenses, consistent with those normally allowed in like circumstances in the district’s non-Federally funded activities, and in accordance with the district’s travel reimbursement policies and administrative regulations.

Mileage reimbursements shall be at the rate approved by the Board or Board policy for other district travel reimbursements. Actual costs for meals, lodging and other allowable expenses shall be reimbursed only to the extent they are reasonable and do not exceed the per diem limits established by Board policy, or, in the absence of such policy, the Federal General Services Administration for Federal employees for locale where incurred.

All travel costs must be presented with an itemized, verified statement prior to reimbursement.

In addition, for any costs that are charged directly to the Federal award, the Superintendent/ Designee shall maintain sufficient records to justify that:

A. Participation of the individual is necessary to the Federal award.

B. The costs are reasonable and consistent with Board policy.

DAF-8 ACCOUNTABILITY AND CERTIFICATIONS

All fiscal transactions must be approved by the Superintendent/ Designee who can attest that the expenditure is allowable and approved under the Federal program. The Superintendent/ Designee submits all required certifications.

DAF-9 TIME-EFFORT REPORTING & OVERSIGHT

The Superintendent will establish sufficient oversight of the operations of Federally supported activities to assure compliance with applicable Federal requirements and to ensure that program objectives established by the awarding agency are being achieved. The District will submit all reports as required by Federal or state authorities.

As a recipient of Federal funds, the District shall comply with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. Section 200.430 of the Code of Federal Regulations requires certification of effort to document salary expenses charged directly or indirectly against Federally-sponsored projects. This process is intended to verify the compensation for employment services, including salaries and wages, is allocable and properly expended, and that any variances from the budget are reconciled.

A. Compensation: Compensation for employment services includes all remuneration, paid currently or accrued, for services of employees rendered during the period of performance under the Federal award, including but not necessarily limited to wages and salaries. Compensation for personal services may also include fringe benefits, which are addressed in 2 CFR 200.431 Compensation – fringe benefits. Costs of compensation are allowable to the extent that they satisfy the specific requirements of these regulations, and that the total compensation for individual employees:

1. is reasonable for the services rendered, conforms to the District's established written policy, and is consistently applied to both Federal and non-Federal activities; and
2. follows an appointment made in accordance with the District's written policies and meets the requirements of Federal statute, where applicable.

B. Time and Effort Reports:

1. Time and effort reports – general standards. Such reports shall:
 - a. be supported by a system of internal controls which provide reasonable assurance that the charges are accurate, allowable, and properly allocated;
 - b. be incorporated into the official records of the District;
 - c. reasonably reflect the total activity for which the employee is compensated by the District, not exceeding 100% of the compensated activities;
 - d. encompass both Federally assisted and other activities compensated by the District on an integrated basis;

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- e. comply with the District's established accounting policies and practices;
- f. support the distribution of the employee's salary or wages among specific activities or cost objectives if the employee works on more than one (1) Federal award, a Federal award and non- Federal award, an indirect cost activity and a direct cost activity, two (2) or more indirect activities which are allocated using different allocation bases, or an unallowable activity and a direct or indirect cost activity.

2. Individual employee time and effort reporting. Timesheets and required periodic certifications shall include at a minimum:

- a. Employee name;
- b. Grant information;
- c. Time spent on grant;
- d. Period of performance
- e. Signature of employee, and dated after period of performance;
- f. Signature of employee's supervisor who has direct knowledge of the work performed, and dated after period of performance; and
- g. Certifying statement that information is true (can be placed above signatures).

The District will also follow any time and effort requirements imposed by NHED or other pass-through entity as appropriate to the extent that they are more restrictive than the Federal requirements. The Superintendent/ Designee is responsible for the collection and retention of employee time and effort reports. Individually reported data will be made available only to authorized auditors or as required by law.

DAF-10 GRANT BUDGET RECONCILIATION, GRANT CLOSEOUT, AUDITS & RECORDS

A. Budget Reconciliation: Budget estimates are not used as support for charges to Federal awards. However, the District may use budget estimates for interim accounting purposes. The system used by the District to establish budget estimates produces reasonable approximations of the activity actually performed. Any significant changes in the corresponding work activity are identified by the District and entered into the District's records in a timely manner. The District's internal controls include a process to review after-the-fact interim charges made to a Federal award based on budget estimates and ensure that all necessary adjustments are made so that the final amount charged to the Federal award is accurate, allowable, and properly allocated.

B. Grant Closeout Requirements: At the end of the period of performance or when the Federal awarding agency determines the District has completed all applicable administrative actions and all required work under the grant, the agency will close out the Federal award. If the award passed-through the State, the District will have 90 days from the end of the period of performance to submit to the State all financial, performance, and other reports as required by the terms and conditions of the award. Failure to submit all required reports within the required timeframe will necessarily result in the Federal awarding agency reporting the District's material failure to comply

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with the terms of the grant to the Office of Management and Budget (OMB), and may pursue other enforcement actions.

C. Audit Requirements. The District is required to have a single or program-specific audit conducted for any fiscal year in which the District expends \$1,000,000 or more in Federal awards. A single audit must be conducted in accordance with 2 CFR 200.514, and must cover the entire operations of the District (or subrecipient), or a series of audits that includes all departments, agencies and other organizational units that expended or otherwise administered Federal awards during the audit period. A program-specific audit must be conducted in accordance with 2 CFR 200.501(c).

For any year that the District expends less than \$1,000,000 during the District's fiscal year in Federal awards, the District is exempt from Federal audit requirements for that year, except as noted in 2 CFR 200.503, but records must be available for review or audit by appropriate officials of the Federal agency, the New Hampshire Department of Education or other pass-through entity, and the Government Accountability Office (GAO).

If a deficiency is identified, the District will:

1. Issue a management decision on audit findings pertaining to the Federal award.
2. Develop a corrective action plan (CAP), with an anticipated completion date.
3. Implement the CAP.

D. Records. The District must maintain all financial records and other documents pertinent to the grant for a period of three years from the date of submission of the final expenditure report, barring other circumstances detailed in 2 CFR 200.344.

DAF-11 SUB-RECIPIENT MONITORING AND MANAGEMENT

When entering agreements involving the expenditure or disbursements of Federal grant funds, the District shall determine whether the recipient of such Federal funds from the District is a "contractor" or "subrecipient", as those terms are defined in 2 CFR §200.01. See also guidance at 2 CFR §200.330 "Subrecipient and contractor determinations". Generally, "subrecipients" are instrumental in implementing the applicable work program whereas a "contractor" provides goods and services for the District's own use. Contractors will be subject to the District's procurement and purchasing policies (e.g., {**}DAF-3 relative to Federal grant funds, {**}DJE relative to bidding requirements for non-Federal money projects, etc.). Subrecipients are subject to this Policy.

Under the UGG, the District is considered a "pass-through entity" in relation to its subrecipients, and as such requires that subrecipients comply with applicable terms and conditions (flow-down provisions). All subrecipients of Federal or State funds received through the District are subject to the same Federal and State statutes, regulations, and award terms and conditions as the District.

A. Sub-award Contents and Communication. In the execution of every sub-award, the District will communicate the following information to the subrecipient and include the same information in the sub-award agreement.

1. Every sub-award will be clearly identified and include the following Federal award identification:
 - a. Subrecipient name
 - b. Subrecipient's unique ID number (DUNS)
 - c. Federal Award ID Number (FAIN)
 - d. Federal award date
 - e. Period of performance start and end date
 - f. Amount of Federal funds obligated
 - g. Amount of Federal funds obligated to the subrecipient
 - h. Total amount of the Federal award
 - i. Total approved cost sharing or match required where applicable
 - j. Project description responsive to FFATA
 - k. Name of Federal awarding agency, pass through entity and contact information
 - l. CFDA number and name
 - m. Identification of the award is R&D
 - n. Indirect cost rate for the Federal award
2. Requirements imposed by the District including statutes, regulations, and the terms and conditions of the Federal award.
3. Any additional requirements the District deems necessary for financial or performance reporting of subrecipients as necessary.
4. An approved indirect cost rate negotiated between subrecipient and the Federal government or between the pass-through entity and subrecipient.
5. Requirements that the District and its auditors have access to the subrecipient records and financial statements.

B. Subrecipient Monitoring Procedures. The Superintendent is responsible for having all the District project managers monitor subrecipients. The District will monitor the activities of the subrecipient to ensure the sub-award is used for authorized purposes. The frequency of monitoring review will be specified in the sub-award and conducted concurrently with all invoice submission. (See also subrecipient audit requirements in Paragraph D below of this Section {**}DAF-11).

Subrecipient monitoring procedures include:

1. At the time of proposal, assess the potential of the subrecipient for programmatic, financial, and administrative suitability.
2. Evaluate each subrecipient's risk of noncompliance prior to executing a sub-award. In doing so, the District will assess the subrecipient's:
 - a. Prior experience with the same or similar sub-awards.
 - b. The extent and results of Federal awarding agency monitoring.
 - c. New personnel or new or substantially changed systems.
 - d. Results of previous audits and single audit (if applicable).
3. Confirm the statement of work and review any non-standard terms and conditions of the sub-award during the negotiation process.
4. Monitor financial and programmatic progress and ability of the subrecipient to meet objectives of the sub-award. To facilitate this review, subrecipients are required to submit sufficient invoice detail and a progress report. The District project managers will encourage subrecipients to submit regular invoices.
5. Invoices and progress reports will be date stamped upon receipt if received in hard copy. A record of the date of receipt will be maintained for those invoices sent electronically.
6. In conducting regular oversight and monitoring, the District project managers will:
 - a. Verify invoices that include progress reports.
 - b. Raise any concerns to the Superintendent/ Designee
 - c. Initial the progress report and invoice confirming review and approval prior to payment.
 - d. Review subrecipient match tasks for eligibility.
 - e. Obtain report, certification and supporting documentation of local (non-Federal)/in-kind match work from the subrecipient.
 - f. Review invoice to ensure supporting documentation is included and invoices costs are

within the scope of work for the projects being invoiced.

g. Compare invoice to agreement budget to ensure eligibility of costs and that costs do not exceed budget.

h. Review progress reports to ensure the project is progressing appropriately and on schedule.

7. The Superintendent/ Designee, upon recommendation from the project's manager, will approve the invoice payment and will initial invoices confirming review and approval prior to payment.

8. Payments will be withheld from subrecipients for the following reasons:

a. Insufficient detail to support the costs billed;

b. Incomplete work or work not completed in accordance with required specifications.

c. Ineligible costs; and/or

d. Unallowable costs;

9. Verify every subrecipient is audited in accordance with 2 CFR §200 Subpart F – Audit Requirements.

C. Subrecipient Project Files. Subrecipient project files will contain, at a minimum, the following:

a. Project proposal;

b. Project scope;

c. Progress reports;

d. Interim and final products; and

e. Copies of other applicable project documents as required, such as copies of contracts or MOUs.

D. Subrecipient Audit Requirements. The Superintendent/ Designee shall confirm whether the subrecipient meets the Single Audit threshold (see {**}DAF-10, Section C, above). If yes, ensure that they have complied with the audit requirement, obtain and review the audit report, and follow-up on any findings. If no, implement alternative monitoring with agreed-upon procedures.

E. Methodology for Resolving Findings. The District will work with subrecipients to resolve any findings and deficiencies. To do so, the District may follow up on deficiencies identified through on-site reviews, provision of basic technical assistance, and other means of assistance as appropriate.

The District will only consider taking enforcement action against non-compliant subrecipients in accordance with 2 CFR 200.339 when noncompliance cannot be remedied. Enforcement may include taking any of the following actions as appropriate:

- a. Temporarily withhold cash payments pending correction of the deficiency;
- b. Disallow all or part of the cost of the activity or action not in compliance;
- c. Wholly or partly suspend or terminate the sub-award;
- d. Initiate suspension or debarment proceedings;
- e. Withhold further Federal awards for the project or program; and/or
- f. Take other remedies that may be legally available.

DAF-12 REPORTING ON REAL PROPERTY

The District will annually submit reports on forms provided by the New Hampshire Department of Education (NHED) and in accordance with the Rules or procedures of NHED of any real property in which the Federal Government retains an interest.

DAF-13 WHISTLEBLOWER PROTECTIONS: NOTIFICATION, RIGHTS & REMEDIES

In accordance with the Federal Uniform Grant Guidance, the District is committed to maintaining the highest standards of integrity and transparency in its operations. This policy encourages and protects employees, contractors, and other stakeholders who report, in good faith, any instance of fraud, waste, abuse, or any other misconduct related to Federally funded programs. The District will not retaliate against any individual who, in good faith, reports concerns related to financial irregularities, fraud, or any violation of law or policy involving Federally funded programs. Retaliation against a whistleblower may result in disciplinary action, up to and including termination.

The Superintendent shall ensure that all employees and contractors are notified in writing of their whistleblower rights and remedies under 41 U.S.C. § 4712, including the protection against retaliation for reporting misconduct.

Methods of notification may include:

Employee handbooks, training materials, and/or other onboarding resources;

Contracts with employees and or third party contractors;

Periodically distributed to all employees via email or other communication channels; or

Displayed prominently in the District's internal communication platforms and in common areas of the workplace.

Individuals may report suspected violations through the following methods:

Directly to the Superintendent or Business Administrator, via email or in writing.

Reporting directly to the Office of Inspector General for the Federal awarding agency.

District Policy History:

Adopted: 05/20/2019

District revision history: Reviewed 8/17/2026

Revised: 05/17/2021; 01/27/2025

Legal References Disclaimer: These references are not intended to be considered part of this policy, nor should they be taken as a comprehensive statement of the legal basis for the Board to enact this policy, nor as a complete recitation of related legal authority. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

Other Reference

Description

GASB No. 34

Basic Financial Statements— And Management’s Discussion and Analysis— for State and Local Governments 34 (Link effective as of 2025.10.15)

GASB No. 54

Fund Balance Reporting and Governmental Fund Type Definitions (Link effective as of 2025.10.15)

Federal Regulations

Description

2 CFR 200.0-200.99

Acronyms

2 CFR 200.305

Federal Payment

2 CFR 200.313(d)

Equipment

2 CFR 200.317-200.326

2 CFR Part 200.317-200.326

2 CFR 200.344

Retention Requirements for Records

2 CFR 200.403-.406

Factors affecting allowability of costs, Reasonable costs, and Allocable costs

2 CFR 200.413(a)-(c)

Direct costs

2 CFR 200.430

Compensation—personal services.

2 CFR 200.431

Compensation—fringe benefits

2 CFR 200.458

Pre-award costs

2 CFR 200.474(b)

Transportation costs

2 CFR 200.501

Audit Requirements

2 CFR 200.503

Relation to Other Audit Requirements

2 CFR Part 180

OMB Guidelines on Debarment and Suspension

Administration of Federal Grant Funds

2 CFR Part 200
 2 CFR Part 200 Appendix II
 7 CFR 210
 7 CFR 210.16
 7 CFR 210.19
 7 CFR 210.21
 7 CFR 215.14a
 7 CFR 220.16

Uniform Requirements for Federal Awards (Grants)
 2 CFR Part 200 Appendix II
 7 CFR Part 210 National School Lunch Program
 Food service management companies
 Additional responsibilities
 Procurement
 Procurement standards
 Procurement Standards

Federal Statutes**Description**

41 U.S.C. 4712
 42 USC 1751 – 66

Enhancement of contractor protection from reprisal for disclosure of certain information
 National School Lunch Act

Federal Guidance and Executive Orders**Description**

Executive Order 13513

Federal Leadership on Reducing Text Messaging While Driving

Cross References**Description**

ACA
 ADB
 DGD
 DI
 DI-R(1)
 DID
 DJ
 DJC
 DJC-R(1)
 DJE
 DJF
 DK
 EEBA
 EFAA
 EHB
 EHB-R(1)
 GADA
 JICI
 JRA
 JRA-R(1)

Discrimination and Harassment Grievance Procedure
 Drug-Free Workplace & Drug-Free Schools (dually coded as ADB/GBEC)
 School District Credit and Procurement Cards
 Fiscal Accounting and Reporting
 Fiscal Accounting and Reporting - Regulations
 Inventory and Management of Assets
 Purchasing
 Petty Cash Accounts
 Petty Cash Accounts
 Bidding Requirements
 Local Purchasing
 Payments, Checks & Manifests
 Vehicle Operation Safety Policy
 Meal Charging
 Data/Records Retention
 Data/Records Retention - Local Records Retention Schedule
 Employment References and Verification
 Weapons on School Property
 Student Records and Access (FERPA)
 Student Records and Access (FERPA)

Investment

Related Policies: ACA, ADB, DGD, DI

TABLE OF CONTENTS

This Policy includes “sub-policies” relating to specific provisions of the Uniform Administrative Requirements for Federal Awards issued by the U.S. Office of Budget and Management. Those requirements, which are commonly known as Uniform Grant Guidance (“UGG”), are found in Title 2 of the Code of Federal Regulations (“CFR”) part 200. The sub-policies include:

DAF-1 ALLOWABILITY
DAF-2 CASH MANAGEMENT AND FUND CONTROL
DAF-3 PROCUREMENT
DAF-4 PROCUREMENT – ADDITIONAL PROVISIONS PERTINENT TO FOOD SERVICE PROGRAM
DAF-5 CONFLICT OF INTEREST AND MANDATORY DISCLOSURES
DAF-6 INVENTORY MANAGEMENT - EQUIPMENT AND SUPPLIES PURCHASED WITH FEDERAL FUNDS
DAF-7 TRAVEL REIMBURSEMENT – FEDERAL FUNDS
DAF-8 ACCOUNTABILITY AND CERTIFICATIONS
DAF-9 TIME AND EFFORT REPORTING / OVERSIGHT
DAF-10 GRANT BUDGET RECONCILIATION
DAF-11 SUB-RECIPIENT MONITORING AND MANAGEMENT
DAF-12 REPORTING ON REAL PROPERTY
DAF-13 WHISTLEBLOWER: NOTIFICATION, RIGHTS & REMEDIES

NOTICE: Notwithstanding any other policy of the District, all funds awarded directly or indirectly through any Federal grant or subsidy programs shall be administered in accordance with this Policy, and any administrative procedures adopted implementing this Policy.

The Board accepts federal funds, which are available, provided that there is a specific need for them and that the required matching funds are available. The Board intends to administer federal grant awards efficiently, effectively and in compliance with all requirements imposed by law, the awarding agency and the New Hampshire Department of Education (NHDOE) or other applicable pass-through entity.

This policy establishes the minimum standards regarding internal controls and grant management to be used by the District in the administration of any funds received by the District through Federal grant programs as required by applicable NH and Federal laws or regulations, including, without limitation, the UGG.

The Board directs the Superintendent or Business Administrator to develop, monitor, and enforce effective administrative procedures and other internal controls over federal awards as necessary in order to provide reasonable assurances that the District is managing the awards in compliance with all requirements for federal grants and awards. Systems and controls must meet all requirements of federal and/or state law and regulation and shall be based on best practices.

Investment

The School Board authorizes the School District Treasurer, working in conjunction with the Superintendent and his/her designee and pursuant to RSA 197:23-a, to invest the funds of the District subject to the following objectives and standards of care.

OBJECTIVES

The three objectives of investment activities shall be safety, liquidity, and yield.

1. Safety of principal is the foremost objective in this policy. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital by mitigating credit and interest rate risk. This will be accomplished by limiting the type of the investments and institutions to those permitted under RSA 197:23-a, I, IV & V.
2. Liquidity of the investment portfolio shall remain sufficient to meet all operating requirements that may be reasonably anticipated.
3. Yield. The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above.

STANDARDS OF CARE

1. Prudence. The standard of prudence to be used by the District Treasurer and Superintendent, or his/her Board Policy Manual NHSBA Policy Management Console designee involved in the investment process, shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. They are directed to use the GFOA* Recommended Practices and Policy Statements Related to Cash Management as a guide to the prudent investment of public funds.
2. Ethics and conflicts of interest. The School District Treasurer and Superintendent, or his/her designee involved in the investment process, shall refrain from personal business activity that could conflict with the proper execution and management of the investment program or that could impair their ability to make impartial decisions. Employees and Investment officials shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial institutions with which they conduct business. They shall also disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officials shall subordinate their personal investment transactions to those of the School District, particularly with regard to the timing of purchases and sales.
3. Internal Controls. The District Treasurer and Superintendent or his/her designee shall establish a system of internal controls which shall be documented in writing. The internal controls shall be reviewed periodically by the School Board and an independent auditor.

The investment of funds will be left to the discretion of the Finance Committee without prior approval of the Board. The Board will review the investment policy and DFA-R(1) annually.

Investment

District Policy History:

Adopted: 08/19/2013

District revision history: Reviewed 8/17/2026

Revised: 03/20/2017; 03/19/2018

Legal References Disclaimer: These references are not intended to be considered part of this policy, nor should they be taken as a comprehensive statement of the legal basis for the Board to enact this policy, nor as a complete recitation of related legal authority. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

NH Statutes

Description

RSA 197:23-a
RSA 383:22

School Meetings & Officers: Treasurers Duties
Public Deposit Investment Pool

Cross References

Description

DGA

Authorized Signatures

Crisis Prevention and Emergency Response Plans

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

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

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

Each EOP will address hazards as including, but not limited to: acts of violence, threats, natural disasters, fire, hazardous materials, medical emergencies, and other hazards deemed necessary by the School Board or local emergency authorities. Each EOP for a site will encompass all school property. Board Policy Manual NHSBA Policy Management Console As used in this policy, "school property" means all real property and all physical plant and equipment used for school purposes, including school buses or other vehicles used to transport students on behalf of the District. School property shall also include non-district-owned property when that property is used for school- sponsored educational or co/extracurricular programs or activities. See also Ed 306.04(b)(2), RSA 193-D:1, V and RSA 193-F:3, V.

School building principals, or their designee, shall annually review their site-specific EOP and submit updated plans (or report of no changes) to the Superintendent for review by October 1.

If, after such review, the plan remains unchanged, then the Superintendent or Designee shall notify the New Hampshire Department of Safety by October 15 that the plan is unchanged. If an Emergency Operations Plan is updated/revised, the Superintendent or Designee shall submit the updated Emergency Operations Plan to the Director of Homeland Security and Emergency Management of the Department of Safety by October 15. ***All hazard and fire evacuation drills shall be conducted annually pursuant to Board policy EBCB.***

B. District-wide Crisis Prevention and Response Plan.

The Superintendent, in consultation with appropriate personnel, and in coordination with local emergency authorities, shall develop a District-wide Crisis Prevention and Response Plan (the "District Crisis Plan"). The District Crisis Plan shall serve as a compilation of each site-specific Emergency Operations Plan for each District school and shall include the current Sports Injury Emergency Action Plan as required under Board policy JLCJA and RSA 200:40-c. To the extent that any school or District property as defined above is not included in a site-specific EOP, the District Crisis Plan will include the same information for such property as is required under Section A for site specific EOPs.

The District-wide Crisis Plan will include provisions addressing coordination of crisis prevention and responses between and among the different schools, grounds, school buses, and other facilities of the District.

Crisis Prevention and Emergency Response Plans

In order to avoid plan/policy conflicts, the District Crisis Plan will reference applicable sections of other pertinent plans rather than restate (e.g., crisis communications should be addressed in the District Communication Plan, EG-E(1)), emergencies relating to hazardous chemicals use should be addressed in the Chemical Hygiene Plan created under policy EBCH.

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

C. Coordination.

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

District Policy History:

Adopted: 12/ 2024

District revision history:

Reviewed: 7/8/2026 Revised:

Legal References Disclaimer: These references are not intended to be considered part of this policy, nor should they be taken as a comprehensive statement of the legal basis for the Board to enact this policy, nor as a complete recitation of related legal authority. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

NH Statutes**Description**

RSA 153-A:28-33

Automated External Defibrillation

RSA 189:64

Emergency Response Plans

RSA 193-D

Safe School Zones

RSA 193-F

Pupil Safety and Violence Prevention

RSA 200:40-c

Emergency Plans for Sports Related Injuries

NH Dept of Ed Regulation**Description**

N.H. Code Admin. Rules Ed 306.04(b)(2)

School Safety

Crisis Prevention and Emergency Response Plans

Cross References

Description

EB	Workplace Safety Program & Joint Loss Management Committee
EBB	School Safety
EBCB	Fire and All Hazard Drills
EBCD	Emergency School & District Closings
EBCH	Chemical Safety and Chemical Hygiene Plan
EBCH-Ex(1)	Chemical Safety and Chemical Hygiene Plan - Plan Template
EG	Creation of Communication Plan
EG-E(1)	Creation of Communication Plan - PLAN OUTLINE
JICK	Bullying Prevention - Pupil Safety and Violence Prevention
JICK-R(1)	Bullying Prevention - Pupil Safety and Violence Prevention - Report Form
JICK-R(2)	Bullying Prevention - Pupil Safety and Violence Prevention - Bullying Report Form
JICK-R(3)	Bullying Prevention - Pupil Safety and Violence Prevention - School Board Notification of Bullying Report
JLCJA	Emergency Plan for Sports Related Injuries and Additional Protocols for Athletics Participation

Surveillance and Other Audio and Video Recording by the District

A. GENERAL POLICY, SCOPE & DEFINITIONS

The Board authorizes the use of video and/or audio recording, and technological surveillance by District personnel on school property only as provided in this policy, or as otherwise required by law.

As used in this policy:

"District personnel" means and includes all employees, volunteers, coaches, and any contracted personnel or companies operating on school property.

"Open to the general public" means an event that is generally open to parents, guardians, family, and members of the community, including events for which attendance may require registration, ticketing, or invitation for admission due to space, security, or other concerns.

"Required assessment" means any standardized assessment that is required by state or federal statute or regulation, such as the "ACCESS" English language proficiency assessment.

"School property" means all real property and all physical plant and equipment used for school purposes, including school buses or other vehicles used to transport students on behalf of the District. School property shall also include non-district-owned property when that property is used for school-sponsored educational or co/extracurricular programs or activities.

"Surveillance" means using cameras or other technology to observe, monitor or record areas, or the actions or communications of one or more people. "Surveillance" shall not include technology used to locate equipment when there is reason to believe the equipment is about to be or has been stolen or damaged.

B. PARENTAL CONSENT REQUIRED & PERMITTED EXCEPTIONS

1. Audio and Video Recordings (Other than Surveillance).

a. *Consent required.* Except as provided in Section B.1.b, below and consistent with the New Hampshire Parental Bill of Rights, **this policy prohibits all video and/or audio recording in classrooms or on other school property** by District personnel **without the prior written consent of the parent/guardian** of any student before that student's video image or voice is to be recorded.

Video or audio recordings that require parental consent include, but are not limited to:

- i. Class/course instructional activities, including, without limitation, world language classes;

Surveillance and Other Audio and Video Recording by the District

- ii. Extracurricular/co-curricular activities **unless open** to the general public;
- iii. Drama, band, chorus, instrumental, practices **unless open** to the general public; or
- iv. Club and other co/extracurricular activities **unless open** to the general public.

NOTE: audio or video recording that may be included as part of a student's IEP (individualized education program) or accommodation plan, is only permitted if the student's parent or guardian has consented to the IEP/accommodation program.

b. Exceptions - When Prior Consent is not Required. Parent/guardian consent is not required when a recording by District personnel is:

- i. part of a court proceeding or investigation by child protective services - video and/or audio;
- ii. part of a safety demonstration - video and/or audio; iii. intended to maintain order and discipline in a common area or on student transportation vehicles - video only other than on school buses, see Section C.1 and C.2, below;
- iv. made as a component of the administration of a required assessment - video and/or audio as required for the assessment; OR
- v. made during a District or school-sponsored event that is open to the general public - video and/or audio.

2. **Form of Consent.** Consent required under this policy may be obtained either as part of the start of year/enrollment documentation, or for specific classes, events or activities.

C. SURVEILLANCE

1. Video Surveillance Without Audio.

Video surveillance is authorized on District property, including, without limitation, school buses and other district provided transportation, to ensure the health, welfare, and safety of all students, staff, and visitors to District property and to safeguard District buildings, grounds, and equipment.

The Superintendent or his/her designee will approve appropriate locations for surveillance cameras. Placement of cameras will be based on the presumption and belief that students, staff and visitors have no reasonable expectation of privacy in areas or at events that occur in plain view. However, such devices are not to be placed in bathrooms, or dressing or locker rooms. All persons will be responsible for any violations of school rules recorded by cameras. Under no circumstances will video recording be used to monitor active work performance or staff. Video recording may be used for investigative purposes.

Surveillance and Other Audio and Video Recording by the District

2. Audio Surveillance with or without Audio.

Although video surveillance is permitted under state law, under RSA 570-A:2, II(k), surveillance with audio recording without the consent of all parties (or their parent/guardian) is only specifically permitted on school buses (subject to further conditions as provided in Sections D.2 and E.3).

D. ACCESS, USE & RETENTION of RECORDINGS

Subject to specific provisions in Paragraph C.1, below, relating to access, use and retention of recordings constituting student education records, and C.2 relating to bus surveillance recordings that include audio, and subject to the terms of any other applicable Board policies, laws or regulations, or recording provisions included in written agreements or MOUs with local law enforcement, recordings may only be used, disclosed, retained or destroyed as provided in Board policies EH and EHB, and corresponding administrative regulations EH-R(1) and EHB-R(1).

1. Recordings as Student Education Records.

Any recording, with or without audio, that is used or is intended to be used in connection with one or more specific students will likely constitute a student record under FERPA, and may only be accessed and viewed as permitted under FERPA (see Board policy JRA). Examples of recordings that will constitute student records, include, but are not limited to, (i) surveillance recordings that capture suspected violations of student conduct rules, Board policies, or state or federal laws, or (ii) recordings that are created as part of a student's IEP/accommodation plan.

2. Recordings from School Buses that Include Audio.

Recordings which include audio that are made on school buses by District personnel (including, without limitation, owners or operators of school buses) must also comply with the limitations of RSA 570-A:2, II (k)(2). Accordingly, no such recording may be retained for "longer than 10 school days unless the school district [first] determines that the recording is relevant to a disciplinary proceeding, or a court orders that it be retained for a longer period of time. An audio recording shall only be reviewed if there has been a report of an incident or a complaint relative to conduct on the school bus, and only that portion of the audio recording which is relevant to the incident or complaint shall be reviewed." RSA 570-A:2, II (k)(2).

E. NOTIFICATION REQUIREMENTS

1. The Superintendent will ensure that parents and students are notified of the consent requirements/exceptions through the Student-Parent Handbook and/or the school websites.
2. Signs will be posted on school property to notify students, staff, and visitors that surveillance recording devices may be in use. (More specific notice is required for audio recordings on school buses as provided in Paragraph E.3).

Surveillance and Other Audio and Video Recording by the District

3. The Superintendent or his/her designee shall ensure that there is a sign prominently displayed on the school buses informing the occupants of the school buses that such audio recordings may be occurring. Notification that audio recordings may be made on school buses will also be included in the Student-Parent Handbook and/or the school websites.

E. ADDITIONAL ADMINISTRATIVE REQUIREMENTS

In addition to procedures relating to access, use and retention of recordings, and location of surveillance cameras on school property, the Superintendent/designee is authorized to establish and distribute such other regulations, procedures and consent forms as the Superintendent/designee deems necessary or appropriate in order to implement this policy.

The Superintendent is also directed to ensure that District personnel are aware of the prohibitions and limitations included in this policy through training and/or information provided at the beginning of each school year and upon the beginning of employment/service.

District Policy History:

Adopted: 8/2013

District revision history:

Reviewed: 7/8/2026; 7/8/2026 Revised: 5/2018; 2/2022

Legal References Disclaimer: These references are not intended to be considered part of this policy, nor should they be taken as a comprehensive statement of the legal basis for the Board to enact this policy, nor as a complete recitation of related legal authority. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

NH Statutes	Description
RSA 189-B:4 RSA 570-A:2	Parental Rights Capture of Audio Recordings on School Buses Allowed
Federal Regulations	Description
34 CFR. Part 99	Family Educational Rights and Privacy Act Regulations

Surveillance and Other Audio and Video Recording by the District

Cross References	Description
AB	New Hampshire Parental Bill of Rights
EEA	Student Transportation Services
EEAA	Video and Audio Surveillance on School Property
JICC	Student Conduct on School Buses
JICC-R(1)	Student Conduct on School Buses - School Bus Conduct Rules
JICK	Bullying Prevention - Pupil Safety and Violence Prevention
JICK-R(1)	Bullying Prevention - Pupil Safety and Violence Prevention - Report Form
JICK-R(2)	Bullying Prevention - Pupil Safety and Violence Prevention - Bullying Form
JICK-R(3)	Bullying Prevention - Pupil Safety and Violence Prevention - School Board Notification of Bullying Report
JRA	Student Records and Access (FERPA)
JRA-R(1)	Student Records and Access (FERPA)

Data/Records Retention- Local Records Retention

The following schedule shall apply to all records obtained, created or maintained by the District, irrespective of the specific medium of the record, i.e., paper, electronic, digital, cloud, etc..

A. Special Education Records.

1. Upon a student's graduation from high school, his or her parent(s)/guardian(s) may request in writing that the District destroy the student's special education records, including any final individualized education program.
2. The parent(s)/guardian(s) may, at any time prior to the student's twenty-sixth birthday, request, in writing, that the records be retained until the student's thirtieth birthday.
3. Absent any request by a student's parents to destroy the records prior to the twenty-sixth birthday, or to retain such records until the student's thirtieth birthday, the District shall destroy a student's records and final individualized education program within a reasonable time after the student's twenty-sixth birthday, provided that all such records be destroyed by the student's thirtieth birthday
4. A permanent record of a student's name, address, and phone number, his or her grades, attendance record, classes attended, grade level completed, and year completed may be maintained without time limitation. 34 CFR 300.62
5. The District shall provide parents/guardians, or where applicable, the adult student, with a written notice of the District's document destruction policies upon the student's graduation with a regular high school diploma or at the transfer of rights, whichever occurs first. 6. The District shall provide public notice of its document destruction policy at least annually.

B. Litigation Hold.

On receipt of notice from legal counsel representing the District that a litigation hold is required, the routine destruction of governmental records, including paper and electronic records, which are or may be subject to the litigation hold shall cease. The destruction of records subject to a litigation hold shall not resume until the district has received a written directive from the attorney representing the district authorizing resumption of the routine destruction of those records.

C. Right-to-Know Request – Hold.

On receipt of a Right-to-Know law request to inspect or copy governmental records, the Superintendent shall cease any destruction of governmental records which are or may be the subject of the request. The records shall be retained regardless of whether they are subject to disclosure under RSA Chapter 91-A, the Right-to-Know law. If a request for inspection is denied on the grounds that the information is exempt, the requested material shall be preserved for no less than 90 days and until any lawsuit pursuant to RSA 91-A:7-8 has been finally resolved, all appeal periods have expired, and a written directive from the attorney representing the District authorizing destruction of the records has been received.

D. Electronic Records.

Data/Records Retention- Local Records Retention

purposes, electronic records and communications are no different than paper documents. The state law on preservation of electronic records, RSA 33-A:5-a Electronic Records, does not explicitly apply to school districts, but does provide guidance: “Electronic records as defined in RSA 5:29, VI and designated on the disposition schedule under RSA 33-A:3-a to be retained for more than 10 years shall be transferred to paper or microfilm, or stored in portable document format/archival (PDF/A) on a medium from which it is readily retrievable. Electronic records designated on the disposition schedule to be retained for less than 10 years may be retained solely electronically if so approved by [Superintendent as the party] responsible for the records. The Superintendent is responsible for assuring the accessibility of the records for the mandated period.”

E. Retention Period Schedule.

The following schedule shall apply to all records obtained, created or maintained by the District, irrespective of the specific medium of the record, i.e., paper, electronic, digital, cloud, etc..

Note regarding records relating to federal funds (items marked below with "*"): Before any records related to federal funds are destroyed, however, the requirements of the General Education Provisions Act (GEPA) 20 U.S.C. 1232f shall be observed. Namely, that statute requires that district “shall keep records which fully disclose the amount and disposition by the recipient of [federal] funds, the total cost of the activity for which the funds are used, the share of that cost provided from other sources, and such other records as will facilitate an effective financial or programmatic audit . . . for three years after the completion of the activity for which the funds are used.” Therefore, to the extent that the below schedule, or other authorities, suggest that a purchase order, with accompanying documentation, may need to be retained only until the records are audited, plus 1 year, if the purchase is in part or in whole with federal funds the record must be retained for three years after the completion of the activity for which the funds are used, a much longer period of time.

Type of Record	Statute, Rule, or other legal authority – if none listed the retention period is a recommendation	Retention Period
BUSINESS RECORDS		
Accident Reports:		
• Employee		Term of employment, plus 6 years
• Student		Age of majority, plus 6 years
Accounts Receivable	RSA 33-A:3-a	Until audited, plus 1 year
Annual Audit	RSA 33-A:3-a (10 years)	Permanent
Annual Report (District), Warrants, Annual Meeting Minutes, Budgets (District & SAU)	RSA 33-A:3-a	Permanent

Data/Records Retention- Local Records Retention

Application for Federal Grants	20 U.S.C. 1232f., (three years after the completion of the activity for which the funds are used) other authorities may apply	5 years
Architectural Plans		Permanent
Asbestos Removal		Permanent
Bank Deposit Slips	RSA 33-A:3-a	6 years
Bonds and continuation certificates	RSA 33-A:3-a (expiration plus 2 years)	Permanent
Budget Worksheets		End of budget year, plus 1 year
Cash receipts, disbursement records, checks	RSA 33-A:3-a	Until Audited and at least 6 years after last entry
Child Labor Permits		1 year
Work-study	29 C.F.R. §570.37	3 years from date of enrollment
Construction Contracts, Capital projects, fixed assets that require accountability after acquired*	RSA 33-A:3-a (Life of project/asset)	Life of contract, building, asset plus 20 years
Engineering Surveys		Permanent
Unsuccessful bids	RSA 33-A:3-a (Completion of project, plus one year)	Life of contract plus 3 years
Certified Educator		Permanent
COBRA Notices	42 U.S.C. 300bb-1, et. seq.(3 years) ERISA 29 U.S.C. §1027 (6 years)	6 years from date of issue
Collective Bargaining Agreements		Permanent
Correspondence for Business transactions*		Life of subject matter plus 4 years
Correspondence - General		3 years or longer when historic/useful
Correspondence Transitory	RSA 33-A:3-a	As needed for reference
Deeds		Permanent

Data/Records Retention- Local Records Retention

District Meeting Minutes & Warrant		Permanent
Insurance policies	RSA 33-A:3-a	Permanent
Notes (loan documents)	RSA 33-A:3-a	Until paid, Audited, plus 3 years
Student Activities Records/Accounts	RSA 33-A:3-a (bank deposit slips and statements 6 years)	Until Audited, plus 6 years
Enrollment Reports:		
Fall Reports A12A (RSA 189:28)		Permanent
Pupil Registers	RSA 189:27-b	Permanent
Resident Pupil Membership Forms		14 Years
School Opening Reports		Permanent
Federal Projects Documents	Review specific project/grant program requirements. 20 U.S.C. 1232f, (three years after the completion of the activity for which the funds are used), other authorities may apply	5 years after submission of final audit report and documentation for expenditures, unless there is an ongoing audit
FICA Reports – monthly		7 years
Fixed Trip Requests/Confirmation		1 year
Fixed Assets Schedule		Permanent/as updated
Form C-2 Unemployment		6 Years
Wage Report (DES 100)		6 Years
Invoices*	Until Audited, plus 1 year	3 years*
MS-22 Budget Form		6 years
MS-23 Budget Form		6 years
MS-25 Budget Form		Permanent
Minutes of Board Meetings, Board Committees	RSA 91-A:2, II, RSA 33-A:3-a	Permanent
Purchase Orders*		Until Audited, plus 1 year

Data/Records Retention- Local Records Retention

Request for Payment Vouchers*		Until Audited, plus 1 year
Requisitions*		Until Audited, plus 1 year
Retirement Reports – Monthly		1 year
TIME CARDS		
Bus Drivers	Lab 803.03. Notification and Records no less than 4 years	5 years
Custodial	Lab 803.03. Notification and Records no less than 4 years	5 years
Secretarial	Lab 803.03. Notification and Records no less than 4 years	5 years
Substitute Teachers pay slips	Lab 803.03. Notification and Records no less than 4 years	5 years
Payroll Records	RSA 33-A:3-a Audited, plus 2 year 29 C.F.R. §1627.3 (3 years) ADEA: 29 U.S.C. §626, 29 CFR Part 1602 (2 years from job action); 29 C.F.R § 825.500 FMLA, 29 U.S.C. §2616, 3 years	6 years
Travel Reimbursements*	Until Audit, plus 1 year	3 years*
Treasurer's Receipts – canceled checks		6 years
Treasurer's Report		6 years
VOCATIONAL EDUCATION:		
AVI Forms		1 year
Vocational Center Regional Contracts		20 years
Federal Vocational Forms*		6 years
Vouchers Manifests*		Until Audit, plus 1 year
TAX FORMS:		
W-2's, 1099 *	Keep all records of employment taxes for at least four years after filing the 4th quarter for the year. –	7 years

Data/Records Retention- Local Records Retention

	26 C.F.R § 31.6001-1 (e)(2)(tax advisors say 7 years)	
W-4 Withholding Exemption Certificate	Keep all records of employment taxes for at least four years after filing the 4th quarter for the year. – 26 C.F.R § 31.6001-1 (e)(2) (tax advisors say 7 years)	7 years
W-9	Keep all records of employment taxes for at least four years after filing the 4th quarter for the year. – 26 C.F.R § 31.6001-1 (e)(2) (tax advisors say 7 years)	7 years
941-E Quarterly Taxes	Keep all records of employment taxes for at least four years after filing the 4th quarter for the year. – 26 C.F.R § 31.6001-1 (e)(2) (tax advisors say 7 years)	7 years
Personnel Records	RSA 33-A:3-a. Retirement or termination, plus 50 years	Term of Employment, plus 50 years
Application for employment - Successful	RSA 33-A:3-a Unsuccessful applicants: current year, plus 3 years.	Term of Employment, plus 50 years
ATTENDANCE RECORDS		
Leaves	Family Medical Leave Act – 3 years	3 years
Request for Leaves		1 year
CLASS OBSERVATION FORMS		1 year
CRIMINAL RECORD CHECK		
No criminal record	RSA 189:13-a (Superintendent only)	Destroy immediately after review
Criminal record	RSA 189:13-a (Superintendent only)	Destroy within 30 days of receipt
Civil Rights Forms, Discrimination claims, accommodation under ADA, information used for EEO-5 report, EEO-5 report	29 C.F.R. §1602.40; 42 U.S.C. 12117; 42 U.S.C. § §§ 2000e-8-2000e-12; 42 U.S.C. § 2000ff-6; (final disposition, 2 years, 3 years)	6 years

Data/Records Retention- Local Records Retention

Deferred Compensation plans	RSA 33-A:3-a	7 years
Dues Authorization	RSA 33-A:3-a. – Personnel record	Term of Employment, plus 50 years
Employment test papers with results	29 C.F.R. §1627.3	One year from date of personnel action
Evaluations	RSA 33-A:3-a. – Personnel record	Term of Employment, plus 50 years
HIPPA Documentation	RSA 33-A:3-a. – Personnel record HIPPA: 45 C.F.R. §164,316(b) & .530(j) – 6 years. HITECH 42 U.S.C. §17938	Term of Employment, plus 50 years
Labor-PELRB actions	RSA 33-A:3-a	Permanent
Labor Negotiations	RSA 33-A:3-a	Permanent
Legal Actions - lawsuits	RSA 33-A:3-a	Permanent
Medical Benefits Application	RSA 33-A:3-a. – Personnel record	Term of Employment, plus 50 years
Medical exams, Physical examinations used for personnel action	29 C.F.R. §1627.3(One year from date of personnel action) RSA 33-A:3-a. – Personnel record 29 C.F.R. §1910.1020 (term of employment plus 30 years)	Term of Employment, plus 50 years
Oaths of Office	RSA 33-A:3-a Term, plus 3 years	Permanent
Promotion, demotion, transfer, selection for training, layoff, recall, or discharge	29 C.F.R. §1627.3 (1 year from date of action) RSA 33-A:3-a. – Personnel record	Term of Employment, plus 50 years
Recruitment Documents	29 C.F.R. §1627.3	One year from date of personnel action
Re-employment Letter of Assurance	RSA 33-A:3-a. – Personnel record	Term of Employment, plus 50 years
Retirement application	RSA 33-A:3-a. – Personnel record	Term of Employment, plus 50 years
School Bus Driver Drug Tests – positive results & records of administration of test	49 C.F.R. §382.401; 49 C.F.R. § 40.333	5 years
School Bus Driver Drug tests – negative & cancelled	49 C.F.R. §382.401	1 year
Separation from Employment Form/Letter	RSA 33-A:3-a. – Personnel record	Term of Employment, plus 50 years

Data/Records Retention- Local Records Retention

Settlement agreements, even if in anticipation of a lawsuit	RSA 91-A:4, VI (10 years)	Permanent
Staff Development Plan	Term of Employment, plus 50 years	Term of Employment, plus 50 years
STUDENT RECORDS		
Applications for Free/Reduced Lunch		6 years
Assessment Results	Ed 306.04 Policy Development, (h) complete and accurate records of students' attendance and scholarship be permanently kept and safely stored in a fire-resistant file, vault, or safe.	Permanent
Attendance	Ed 306.04 Policy Development, (h) complete and accurate records of students' attendance and scholarship be permanently kept and safely stored in a fire-resistant file, vault, or safe.	Permanent
Disciplinary Records		Term of Enrollment, plus 3 years
Early Dismissal		1 year
Emergency Information Form		1 year/as updated
Grades	Ed 306.04 Policy Development, (h) complete and accurate records of students' attendance and scholarship be permanently kept and safely stored in a fire-resistant file, vault, or safe.	Permanent
Health and Physical Records		Term of Enrollment, plus 3 years
Immunization Record		Term of Enrollment, plus 3 years
Log of requests for access to education records	FERPA 20 U.S.C. §1232g (b)(4)(A)	As long as the education record is retained
Medical Reports		Term of Enrollment, plus 3 years
Registration Form		Term of Enrollment, plus 3 years
Student Handbook		1 copy of each edition, Permanent

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Transcripts	Ed 306.04 Policy Development, (h) complete and accurate records of students' attendance and scholarship be permanently kept and safely stored in a fire-resistant file, vault, or safe.	Permanent
INTERNAL RECORDS		
Child Abuse Reports/Allegations		Permanent
Criminal Investigation		Permanent
Personnel Investigations		Permanent
Sexual Harassment		Permanent
Records Management, transfer to storage or disposal	RSA 33-A:3-a (summary report of what category of records, for what range of dates, was put in storage or destroyed)	Permanent
Vehicle maintenance	RSA 33-A:3-a	Life of vehicle, plus 3 years

District Policy History:

Adopted: 08/19/2013

District revision history: Reviewed 08/20/2018; 8/17/2026

Revised:

Legal References Disclaimer: These references are not intended to be considered part of this policy, nor should they be taken as a comprehensive statement of the legal basis for the Board to enact this policy, nor as a complete recitation of related legal authority. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

NH Statutes**Description**

RSA 186-C:10-a	Retention of Individualized Education Programs
RSA 189:27	Register [pupil/student]
RSA 189:27-a	Computerization of Pupil Registers
RSA 189:27-b	Retention of Pupil Registers
RSA 189:29-a	Records Retention and Disposition
RSA 194-C:4 II (a)	Superintendent Services
RSA 91-A	New Hampshire Right To Know Law ("Access to

Data/Records Retention- Local Records Retention

RSA 91-A:1-a	Governmental Records and Meetings) Definitions
NH Dept of Ed Regulation	Description
N.H. Code Admin. Rules Ed 1119.01	Confidentiality Requirements
N.H. Code Admin. Rules Ed 306.04(b)(4)	Records retention, including electronic files
N.H. Code Admin. Rules Ed 306.04(b)(4)	Records Retention
N.H. Code Admin. Rules Ed 306.10(d-g)	Records Retention
Federal Statutes	Description
20 U.S.C. §1232g	Family Educational Rights and Privacy Act (FERPA)
Cross References	Description
ACAC	Prohibition of Sexual Harassment: Policy and Grievance Procedures
BHE	School Board Use of Email and Other Electronic Communications
DAF	Administration of Federal Grant Funds
EBCB	Fire and All Hazard Drills
EEAA	Video and Audio Surveillance on School Property
EH	Public Access to School District Records
EH-R(1)	Public Access to School District Records - Procedures for Public Access to District Records "Right to Know Requests"
EH-F(1)	Public Access to School District Records - Request for Waiver of Electronic Communication Record Charge
EH-F(2)	Public Access to School District Records - Affidavit of Indigency for Waiver of Electronic Communication Charge
EHAB	Data Governance and Security
EHAC	Electronic/Digital Records and Signatures
EHLB	Subpoenas Involving District Students, Officials, Employees and/or Records
GBCD	Background Investigation and Criminal History Records Check
GBCD-RG(1)	Background Investigation and Criminal History Records Check - Internal Controls and Procedures
JKAA	Use of Restraints and Seclusion
JLCD	Administering Medication to Students
JLCD-R(1)	Administering Medication to Students - Procedures
JLCD-Ex(1)	Administering Medication to Students - Medication Administration Authorization Form
JLCD-Ex(2)	Administering Medication to Students - Epi-Pen Medication Administration Form (Self-Administered)
JLCD-Ex(3)	Administering Medication to Students - Inhaled Medication Administration Form (Self-Administered) JRA Student Records and Access (FERPA)
JRA-R(1)	Student Records and Access (FERPA)

Admission of Homeless Children and Unaccompanied Youth

It is the Board's intent to remove barriers to the identification, enrollment and retention in schools of homeless children and youth. All staff shall take reasonable steps to ensure that homeless students and children are not segregated or stigmatized and that educational decisions are made in the best interests of those students.

A. Homeless Students.

Under the federal McKinney-Vento Homeless Assistance Act ("McKinney-Vento"), and guidance provided by the New Hampshire Department of Education ("NHDOE"), the term "homeless children and youths" means "individuals who lack a fixed, regular and adequate nighttime residence." Under both section 752(2) of McKinney-Vento and the NHDOE guidance*, the term includes children and youth who are:

1. sharing the housing of other persons due to loss of housing, economic hardship or a similar reason;
2. living in motels, hotels, trailer parks or camping grounds due to lack of alternative adequate accommodations;
3. living in emergency or transitional shelters;
4. abandoned in hospitals;
5. have a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, a Board Policy Manual NHSBA Policy Management Console regular sleeping accommodation for human beings;
6. living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
7. are migratory children who qualify as homeless because they are living in circumstances described above.

Additionally, as used in this policy, the terms "unaccompanied youth," "school of origin," "enrollment," and "attendance area school" shall have the same meanings as set forth in the McKinney-Vento Homeless Assistance Act ("McKinney-Vento") and guidance provided by the New Hampshire Department of Education ("NHDOE"). For purposes of this policy and its accompanying regulation, "homeless students" shall refer to and include "homeless children and youth" and "unaccompanied youth."

*Note: under RSA 193:12, IV, the definition of "homeless children and youth" also includes children "awaiting foster care placement", see RSA 193:12, IV (a). That criterion, however, was removed from McKinney-Vento in 2015 as well as NHDOE guidance documents regarding McKinney-Vento. Under both McKinney-Vento, and NHDOE guidance, children who are awaiting foster care may fall within the definition of a homeless student if they meet other criteria as set forth above. See also Policy {**}JFABE.

Each homeless student shall have access to and shall be provided education services for which the student is eligible comparable to services provided to other students in the school, including career and technical education programs, gifted education programs, and school nutrition programs. Transportation services for homeless students shall be provided in accordance with applicable law and as generally described below.

Admission of Homeless Children and Unaccompanied Youth**B. Enrollment and School Stability.**

Enrollment of a homeless student shall be immediate even if the homeless student lacks records routinely required prior to enrollment or has missed application or enrollment deadlines (academic, immunization, etc.). The District shall make arrangements to obtain any necessary records and to have the student receive any necessary immunizations. When feasible, the District shall seek immunization through no- or low-cost health care providers. If an expense is incurred, the District shall seek reimbursement through Medicaid if possible.

If a homeless student becomes permanently housed during the school year, the student shall no longer be considered homeless and may only continue enrollment in the District for the remainder of that school year. All McKinney- Vento rights and services, including transportation and free lunch, shall be continued for the remainder of that year for such students.

C. Homeless Liaison.

The Superintendent shall appoint a staff member to serve as the local liaison for homeless students and their families/guardians (the “Homeless Liaison” or the “District Homeless Liaison”). The District shall provide training and other technical assistance to Homeless Liaison and other appropriate District staff regarding the District’s obligations to homeless students, including the obligation to keep confidential information about a homeless student’s housing situation. Duties of the District Homeless Liaison shall be as provided in state and federal law, as well as local policies and procedures. The duties shall include, among others: procedures for identification, enrollment, transportation, dispute resolution for homeless students, as well as direct assistance shall be made in accordance with the accompanying regulation and applicable law.

Among other things, the District Homeless Liaison shall:

- a. assist in requesting the student’s records;
- b. mediate and assist with disputes concerning school enrollment and homelessness determinations;
- c. assist in making transportation arrangements;
- d. ensure that homeless students receive the educational services for which they are eligible or entitled;
- e. coordinate with other Districts, entities, institutions and agencies to help assure that homeless children and youths are identified by school personnel;
- f. ensure that unaccompanied youth and/or parents of homeless students are informed of the educational and related opportunities available to homeless students;
- g. work to assure that parents/guardians of such students are provided with opportunities to participate in the education of their children (excepting instances when court or other protective orders indicate otherwise);

Admission of Homeless Children and Unaccompanied Youth

- h. ensure that unaccompanied youth and/or parents of homeless students are informed of all transportation services including transportation to the school of origin;
- i. assure that notice is publicly disseminated of the educational rights of homeless children and youths;
- j. coordinate with other Districts and with local social services agencies and other agencies or programs providing services to homeless students as needed;
- k. assist any unaccompanied youth with enrollment, credit accrual, and career and college readiness decisions;
- l. work with the Superintendent or designee to monitor regulations and guidance related to this policy that may be issued by applicable state and federal agencies (e.g., DCYF, NHDOE, and the U.S. Department of Education).

D. Enrollment Determinations for Homeless Students.

Enrollment determinations shall be based upon the best interests of the homeless student, with the presumption that keeping the homeless student in the school of origin is in the homeless student's best interests, except when doing so is contrary to the request of the parent/guardian, or if applicable, unaccompanied youth.

E. Transportation of Homeless Students.

Under McKinney-Vento, homeless students are entitled to transportation to their school of origin or the school where they are to be enrolled. If the homeless student is located outside of District boundaries but a determination has been made that the student shall remain in the school of origin within the District, or, if a homeless student is located within this District, but a determination had been made that the student shall remain in the school of origin outside of the District, then the two Districts shall agree on a method to apportion cost and responsibility for the student's transportation or share the cost and responsibility equally.

F. Dispute Resolution.

For any decision in the enrollment process of a homeless student, including any determination whether a living situation meets the definition of homeless, if the decision is in conflict with the wishes of the homeless student's parent/guardian, or, if applicable, the unaccompanied youth, the District shall provide a written explanation, in a manner and form understandable to the student's parent, guardian or unaccompanied youth. District personnel receiving enrollment requests or information pertaining to homeless students should immediately refer those request to the District Homeless Liaison and Superintendent's office.

In the event of a dispute, the District shall immediately enroll the student in the school in which the parent/guardian or unaccompanied youth seeks to enroll, which enrollment shall continue pending resolution of the dispute. Additionally, while enrollment disputes are pending, students have the right to participate fully in school and receive all services for which they would be eligible, as the definition of enrollment includes "attending classes and participating fully in school activities."

Admission of Homeless Children and Unaccompanied Youth

1. Notification of Appeal Process. If the District seeks to place a homeless child in a school other than the school of origin or the school requested by the parent, or the District has determined that the living situation does not qualify as homeless (“eligibility decision”), the District shall inform the parent or the unaccompanied youth of the right to appeal. The District shall provide the parent or unaccompanied youth with written notice including:

- a. A succinct explanation of the child’s placement/eligibility decision and contact information for the District Homeless Liaison, as well as the NHDOE State Coordinator for Education of Homeless Children and Youth;
- b. Notification of the parent’s right to appeal(s);
- c. Notification of the right to enroll in the school of choice pending resolution of the dispute;
- d. A description of the dispute resolution process including a petition/appeal form that can be returned to the school to initiate the process and timelines; and
- e. A summary of the McKinney-Vento Act. While the Superintendent or Homeless Liaison may prepare and make available forms for the process, use of such forms is not required to initiate the appeal process.

2. Appeal to the District Homeless Liaison – Level I.

- a. If the parent or unaccompanied youth disagrees with the District’s placement decision, he/she/they may appeal by filing a written request for dispute resolution/appeal (“appeal”) with the school, the District Homeless Liaison, or Superintendent. The request for dispute resolution should be submitted within fifteen business days of receiving notification of the District’s placement.
- b. If the appeal/request for dispute resolution is submitted to the school or Superintendent, it will be immediately forwarded to the Homeless Liaison.
- c. The District Homeless Liaison must log the complaint including a brief description of the situation and reason for the dispute and the date and time of the appeal was filed. Upon receipt, the District Homeless Liaison will forward a copy of the appeal document to the Superintendent.
- d. Within five business days of receiving the appeal, the Homeless Liaison must provide the parent or unaccompanied youth with a written decision and notification of the parent’s right to further appeal, with a copy to the Superintendent. At this time, the Homeless Liaison will also provide to the parent or unaccompanied youth an “appeals package” consisting of a copy of the written decision, a copy of the original appeal document, and copies of any additional materials provided to the Homeless Liaison by the parent or unaccompanied youth.

Admission of Homeless Children and Unaccompanied Youth

3. Appeal to the Superintendent – Level II. The parent or unaccompanied youth may appeal the Level I decision to the Superintendent or the Superintendent's designee, using the appeals package provided at Level I.

a. The Superintendent/designee will arrange for a personal conference to be held with the parent or unaccompanied youth within five business days of receiving the Level I appeals package. (Upon the request of the parent or unaccompanied youth, this conference may be held telephonically).

b. Within five business days of the conference with the parent or unaccompanied youth, the Superintendent/designee will provide that individual with a written decision with supporting evidence and notification of their right to appeal to NHDOE.

c. The Superintendent/designee shall provide a copy of the Superintendent's decision to the District's Homeless Liaison, as well as the NHDOE State Coordinator for Education of Homeless Children and Youth.

G. Confidentiality & Records.

In furtherance of the District's commitment to minimizing the stigma that otherwise might attach to homelessness, all information relating to a homeless student's housing information shall remain confidential notwithstanding any provision relating to directory information under FERPA.

The District shall maintain copies of all written decisions, appeals and notifications concerning eligibility or enrollment requests made under this policy for the same period as it does for Title I records.

H. Administrative Procedures/Regulations

The Superintendent, in consultation with the Homeless Liaison, shall develop written procedures/ to implement this policy. Such procedures shall include provisions relating to how records relating to a homeless student's housing information (including any records relating to appeals) are stored, who may access them, and any appropriate provisions for how confidentiality will be maintained in practice.

I. Training.

The Superintendent is directed to assure that all relevant staff responsible for the proper implementation of this policy, including, but not limited to, any staff or volunteers who, by nature of their position, have information concerning a homeless student's housing information, receive sufficient training to carry out their duties consistent with this policy, and any applicable procedures.

District Policy History:

Adopted: 12/18/2006

District revision history: Reviewed 8/17/2026

Revised: 04/17/2017; 02/17/2020

Admission of Homeless Children and Unaccompanied Youth

Legal References Disclaimer: These references are not intended to be considered part of this policy, nor should they be taken as a comprehensive statement of the legal basis for the Board to enact this policy, nor as a complete recitation of related legal authority. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

NH Statutes

RSA 193:12

Description

Legal Residency Required

NH Dept of Ed Regulation

N.H. Code Admin. Rules Ed 306.04(b)(14)

Description

Homeless Students

Federal Statutes

20 U.S.C. §§1701-1758

20 U.S.C. §1232g

20 U.S.C. §6313(c)(3)

42 U.S.C. 11431

42 U.S.C. 11432

Description

Equal Educational Opportunities Act of 1974 – “EEOA”

Family Educational Rights and Privacy Act (FERPA)

Reservation of Title I funding for homeless children and youths

McKinney-Vento Homeless Assistance Act – Statement of Policy

McKinney-Vento Homeless Assistance Act – Grants [for SEAs & LEAs]

Federal Cases

457 U.S. 202 (1982)

Description

Plyler v. Doe

Cross References

EEA

JFA

JFAA

JFABE

JLCA

JLCA-R(1)

JLCB

Description

Student Transportation Services

Residency

Admission of Resident Students

Education of Children in Foster Care

Physical Examinations of Students

Physical Examinations of Students - Family Physician's Report of Physical Examination

Immunizations of Students

Access to Public School Program by Non-Enrolled Resident

All pupils or school aged children residing in the District consistent with RSA 193:12, whether they participate in a home education program under RSA 193-A, participate in the New Hampshire education freedom account (EFA) program, or are attending public chartered school or nonpublic schools, (referred to collectively as “non-enrolled resident students”), shall have access to curricular courses and co/extra-curricular programs offered by the District in accordance with RSA 193:1-c.

A. Equal Access to District Courses and Programs.

All non-enrolled resident students will have the same access as do enrolled students to the District’s courses and programs and shall not be subject to any policies, procedures or standards with respect to participation in the District’s courses or programs that are more restrictive than those governing the District’s enrolled students except as stated in the following paragraph. Non-enrolled resident students, however, must meet the same eligibility criteria as the District’s enrolled students as described in paragraph B below.

Consistent with RSA 193-F:2, IX, parents of students accessing District programs and activities under this policy and whose home education program was terminated by virtue of the student's entering the EFA program, are required to notify the District that the student is now an EFA program student rather than one who is in a home education program under RSA 193-A.

The District allows non-enrolled resident students to participate on an equal basis in courses and programs offered by the District provided they meet the eligibility requirements for participation (e.g., deadlines for registration, academic progress/performance, parental permission, third party (e.g., NHIAA) requirements, physical exams/health requirements, etc).

In the event that a course or program has reached capacity, selection between enrolled students and non-enrolled resident students must be made using the same criteria, such as registration deadlines, registration dates, audition/tryout, seniority by grade, etc. If, after applying such criteria, the course/program remains over-enrolled, the determination should be made randomly.

If a student or their parent/guardian believes that they have not been given equal opportunity for participation in District programs, then they may appeal as outlined in Board policy JJA-R.

B. Participation in Curricular Courses.

In order to participate in the District’s curricular courses, non-enrolled resident students must meet the eligibility criteria that applies to students enrolled in the District. The building Principal will provide eligibility criteria to parents or guardians of non-enrolled resident students upon request.

Parents/guardians shall submit requests for participation in District courses in writing to the building Principal consistent with Board procedures JJJ-R. The building Principal will verify that the eligibility standards are the same as those that apply to students enrolled in the District.

The Principal will determine if a non-enrolled resident student has satisfied eligibility criteria and prerequisites in the same manner as s/he would:

1. for determining whether a course satisfies requirements for awarding credits (Board policy {**}IK

Access to Public School Program by Non-Enrolled Resident

2. for assigning to classes or grade levels and for students transferring from other schools (Board policy JG for grades K-8).

In making the determination, the Principal should consider course descriptions, syllabi, and/or any other relevant information offered by the parent/guardian of the student. The Principal may also require assessment testing.

Requests for related services including, but not limited to, physical therapy, occupational therapy, speech therapy, counseling, psychological, guidance, and/or special education services shall be referred to the Special Education Director. If a dispute arises between the parent/guardian and the District as to the pupil's right to these services, the Special Education Director shall inform the Superintendent, who shall consult the District's attorney for a legal opinion.

C. Use of School Texts and Library Materials.

Non-enrolled resident students will be permitted to use the school library, borrow school texts and borrow library materials under the same conditions and rules as pupils enrolled in the District.

D. Participation in Activities and Co/extra-curricular Programs.

Requests by non-enrolled resident students for participation in District co-curricular/extra-curricular activities or programs ("activities") shall be made in writing by the parent/guardian to the building Principal. The building Principal shall ensure that there is equal treatment and opportunity for non-enrolled resident students relative to their participation in District activities.

In order to participate in District activities, non-enrolled resident students must:

1. Meet the eligibility criteria for participation in the activity that apply to students enrolled in the school District, with the exception of school attendance;
2. Meet any tryout criteria or their equivalent for participation in the activity that apply to students enrolled in the school District (see Board policy {**} JJA; and
3. Comply with all policies, rules and regulations or their equivalent of the governing organization of the activity (see Board policy {**} JJA).

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

E. Appeals.

Any student/parent/guardian who believes that the District's policies/regulations or the State's laws/regulations pertaining to a non-enrolled resident student's access to a course or program have not been appropriately or fairly interpreted may appeal as follows:

If the original decision being appealed was made by the Principal, then the "Principal" as used in steps 1-4 shall refer to the "Superintendent", and the Superintendent's decision shall be final. Step 5 shall not apply.

1. Submit a letter to the building Principal stating the nature of the concern and requesting a

Access to Public School Program by Non-Enrolled Resident

hearing.

2. Within five (5) school days the Principal will convene a meeting with him/herself, the student and/or parents, the coach/advisor, and a teacher(s).

3. The student/parent will be given an opportunity to explain why they believe the student should be eligible for participation. Additionally, the student/parent may present information, documents or other material in support of their position. The Principal shall prepare minutes of the meeting.

4. The Principal will consider all information available and will make a final decision within three (3) school days following the meeting. The Principal will notify and inform the student/parents of his/her decision in writing via email. When time is of the essence, the Principal should first convey the basic conclusion as soon as practicable via telephone or email.

5. The student/parent/guardian may within 3 days of the Principal's email of the decision submit a written request for further review by the Superintendent. The written request should describe why the Principal's decision should not be upheld. The Superintendent may decide without further information to uphold the Principal's decision, or may determine a further meeting is necessary. In either event, the Superintendent's decision will be final. If the parent/guardians do not request a review by the Superintendent, then the Principal's decision will be final as of the fourth day after the Principal's written decision was transmitted to the parents/guardians.

F. Administrative Regulations or Procedures.

The Superintendent or designee may adopt such administrative regulations or procedures as s/he deems appropriate in order to implement this policy.

District Policy History:

Adopted:

Revised:

Legal References Disclaimer: These references are not intended to be considered part of this policy, nor should they be taken as a comprehensive statement of the legal basis for the Board to enact this policy, nor as a complete recitation of related legal authority. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

NH Statutes

RSA 189-B:4
RSA 193-A:6

Description

Parental Rights
(Home Education), Records; Evaluation

Access to Public School Program by Non-Enrolled Resident

RSA 193:1
RSA 193:1-c

Duty of Parent; Compulsory Attendance by Pupil
Access to Public School Programs by Nonpublic or Home
Educated Pupils

Cross References

AB
IHBG
IK
JFAA
JG
JJA
JJA-R(1)
JJIB
JJIC

Description

New Hampshire Parental Bill of Rights
Home Education Instruction
Earning of High School Credit - Achievement of Competencies
Admission of Resident Students
Assignment of Students to Classes and Grade Levels
Student Activities & Organizations
Student Activities & Organizations - Eligibility Standards
School Sponsored Athletic Programs
Eligibility for Interscholastic Athletics

Administering Medication to Students**A. General Provisions for Administration of Medication.**

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

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

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

- i. making such medications available to the student as needed;
- ii. observing the student as he/she takes or does not take his/her medication; and
- iii. recording whether the student did or did not take his/her medication.

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

a. Prescription Medication will only be administered in school only after receiving and filing in the student's health record the following:

- a. A written statement from the licensed prescriber conforming to the requirements of N.H. Department of Education Rule 311.02 (i)(1) (included in District procedures JLCD-R).
- b. A written authorization from the parent/guardian as provided in N.H. Department of Education Rule 311.02 (i)(2) & (3) (included in District procedures JLCD-R).

b. Over-the-Counter Medication may be administered to a student with previous written authorization from the parent/guardian. The school nurse may, however, require a licensed prescriber’s order, or further information/direction from a licensed health care provider (i.e., physician, advanced registered nurse practitioner, licensed physician’s assistant or dentist), before administering an OTC medication to a student. The authorization shall contain the same information, with the same access, as is required relative to prescription medications.

To the extent consistent with New Hampshire’s Nurse Practices Act, RSA 326-B, the school nurse may

Administering Medication to Students

at his/her discretion accept verbal instructions from a licensed health care provider relative to administration of a prescription medication, and verbal instructions from a parent/guardian with respect to an OTC medication. In both instances, the verbal instructions shall be followed by written statements as provided above.

B. Emergency Administration of Medication.

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

C. Field Trips and School Sponsored Activities

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

D. Other Uses/Administration Prohibited.

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

E. Delivery, Storage and Disposal of Medication.

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

The school nurse may maintain a supply of asthma related rescue medication. The school nurse may also determine the quantity of doses and type of epinephrine, prescribed in the school's name, to maintain.

F. Administration and Self-Administration of Epinephrine and Inhalers.

Students may possess and self-administer an epinephrine if the student suffers from potentially life-threatening allergies. Both the student's parent/guardian and healthcare provider must authorize such

Administering Medication to Students

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

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

The school nurse and designated personnel may administer a student's prescribed epinephrine, or school maintained epinephrine to any student during a severe allergic reaction.

G. Medication Records.

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

H. Implementation: Procedures and Protocols.

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

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

District Policy History:

Adopted:

Legal References Disclaimer: These references are not intended to be considered part of this policy, nor should they be taken as a comprehensive statement of the legal basis for the Board to enact this policy, nor as a complete recitation of related legal authority. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

Administering Medication to Students**NH Statutes****Description**

RSA 200:40	Emergency Care
RSA 200:40-b	Glucagon Injections
RSA 200:42	Possession and Use of Epinephrine Auto-Injectors Permitted
RSA 200:43	Use of Epinephrine Auto-Injector
RSA 200:44	Availability of Epinephrine Auto-Injector
RSA 200:44-a	Anaphylaxis Training Required
RSA 200:44-b	Supply of Epinephrine

NH Statutes**Description**

RSA 200:45	Student Use of Epinephrine Auto-Injectors - Immunity
RSA 200:46	Possession and Self-Administration of Asthma Inhalers Permitted
RSA 200:47	Use of Asthma Medications by Students - Immunity
RSA 200:54	Supply of Bronchodilators, Spacers or Nebulizers
RSA 200:55	Administration of Bronchodilator, Space or Nebulizer
RSA 326-B	Nurse Practices Act

NH Dept of Ed Regulation**Description**

N.H. Code Admin. Rules Ed 311.02(d)	Medication During School Day
N.H. Code Admin. Rules Nur 404	Ongoing Requirements

Cross References**Description**

EBBB	Accident Reports
EBBC	Emergency Care and First Aid (dually coded with JLCE)
EBBC-R(1)	Emergency Care and First Aid (dually coded with JLCE) - First Aid
EBB	Directions/Emergency Care for Sickness and Accidents
EBB-R(1)	Data/Records Retention
JLC	Data/Records Retention - Local Records Retention Schedule
JLCA	Student Health Services & School Nurses
JLCA-R(1)	Physical Examinations of Students
JLCDA	Physical Examinations of Students - Family Physician's Report of Physical Examination
JLCE	Medical Treatment - Parental Consent
	Emergency Care And First Aid (dually coded with EBBC)

Video and Audio Surveillance on School Property

Related Policies: ECAF, EHB, JIC, JICC, JICD, & JRA

Related Administrative Procedures: EHB-R, JICC-R & EE-R

The Board authorizes the use of video and/or audio devices consistent with applicable law and School Board policies. Notwithstanding other Board policies, the Superintendent is authorized to allow video and/or audio recordings to the extent either required or prohibited by law.

A. Surveillance.

Video surveillance is authorized on District property, including, without limitation, school buses and other district provided transportation, to ensure the health, welfare, and safety of all students, staff, and visitors to District property and to safeguard District buildings, grounds, and equipment.

1. Audio Surveillance.

Although video surveillance is permissive, surveillance with audio recording is only permitted on school buses – whether such buses are operated by the District or not - in accordance with RSA 570: A-2, II (k) and Board policy ECAF. Audio recordings are also authorized in classrooms per Section D below.

2. Video Surveillance.

The Superintendent or his/her designee will approve appropriate locations for surveillance cameras. Placement of cameras will be based on the presumption and belief that students, staff and visitors have no reasonable expectation of privacy in areas or at events that occur in plain view. However, such devices are not to be placed in bathrooms, or dressing or locker rooms.

Signs will be posted on school property to notify students, staff, and visitors that video recording devices may be in use. (More specific notice is required for audio recordings on school buses as provided under Board policy ECAF.) At the Superintendent's discretion, parents and students may also be notified through the Student-Parent Handbook as well as the District and school websites. All persons will be responsible for any violations of school rules recorded by cameras. Under no circumstances will video recording be used to monitor active work performance or staff. Video recording may be used for investigation purposes.

The district will retain copies of video recordings until they are erased, which may be accomplished by either deletion or copying over with a new recording.

B. Video and Audio Recordings Used for Student Discipline Matters.

Video/audio recordings in District possession, whether or not recorded by District equipment, that contain evidence of a violation of student conduct rules, school board policy, and/or state or

Video and Audio Surveillance on School Property

federal law, will be retained until the issue of the misconduct is no longer subject to review or appeal, as determined by board policy or applicable law. Any release or viewing of the recording will be in accordance with the law. Notwithstanding this paragraph, use of video/audio surveillance on school buses shall be in accordance with Policy ECAF.

In the event any audio or video recording (from whatever source) is used as part of a student discipline proceeding, such video may become part of a student's education record. If recording does become part of a student's education record, the provisions of Policy JRA shall apply. (In accordance with RSA 570: A-2 and Board policy ECAF, retention and use of audio recordings gathered via bus surveillance have stricter requirements than video only or recordings from non-District sources.)

C. Video and Audio Recordings Used for Special Education Purposes.

Video and audio recordings may be used for special education or Section 504 purposes, when a student's individualized education program or accommodation plan includes audio or video recording as part of the child's education. All such recordings will be maintained in accordance with the Family Education Rights and Privacy Act, 20 U.S.C. section 1232g, and other applicable law(s).

D. Additional Video and Audio Recordings Authorized.

The school board permits the video and audio recording of the following school-related activities. The following purposes is not intended to be exhaustive and may be expanded or contracted by either administrative determination or school board action.

- Extracurricular/co-curricular activities
- Musical performances, band, concert band, ensemble, orchestra, choir
- Drama activities
- Club events
- Sporting events, including both inter and intra-scholastic
- Other activities such as student senate, yearbook, school pride, ROTC
- Ceremonies, orientation, presentations, school assemblies or meetings, or any school events which occur outside of the physical classroom.

E. Consultation with Counsel.

The Superintendent (and other administrators if the Superintendent is unavailable) is specifically authorized to seek and obtain legal advice from the School Board/District's attorney with respect to any new use of surveillance or audio recordings, and/or relative to the use, sharing, ownership, retention and/or destruction of video or audio recordings.

Video and Audio Surveillance on School Property

District Policy History:

Adopted: 8/19/2013

District revision history: Reviewed: 9/16/2019Reviewed 03/05/2026

Revised: 5/21/2018; 2/21/2022; 4/20/2026

Legal References Disclaimer: These references are not intended to be considered part of this policy, nor should they be taken as a comprehensive statement of the legal basis for the Board to enact this policy, nor as a complete recitation of related legal authority. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

RSA 189:65, Definitions

RSA 189:68, Student Privacy

RSA 570-A:2

20 U.S.C. §1232g, Family Educational Rights and Privacy Act (FERPA)

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