

Posted: 03.01.18

At: All Hudson schools, SAU building, district website

**HUDSON SCHOOL DISTRICT**  
**Hudson, New Hampshire**  
**March 5, 2018**  
**Hills Memorial Library – 18 Library Street**

**6:30 pm      Public Session**  
**followed by    Non-public Session**

**AGENDA**

- A. **Call to Order:** Lee Lavoie, Chair, will call the meeting to order.
- Pledge of Allegiance
- B. **Public Input**
- C. **Presentations to the Board**
- D. **Requests of the Board**
- E. **Reports to the Board**
1. Superintendent's Report
  2. Assistant Superintendent's Report
  3. Director of Special Services' Report
  4. Business Administrator's Report
- F. **Committee Reports**
- G. **Correspondence**
1. At-Risk Coordinator Report (MW): Attachment # 1
  2. Discipline Data (LR): Attachment # 2
- H. **Recommended Action**
1. Manifests – Recommended action: Make necessary corrections and sign.
  2. Minutes – Recommended action: Review and approve.
    - a) 02.19.18 Draft Minutes (LR): Attachment # 3
- I. **Old Business**
1. Policy IJ Instructional Resources – Procedures (revision 2<sup>nd</sup> reading, LR): Attachment # 4
  2. Policy IJL Library Media Services Collection Development - Procedures (revision 2<sup>nd</sup> reading, LR): Attachment # 5
- J. **New Business**
- K. **Board Member Comments**

**Posted:** 03.01.18

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L. **Upcoming Meetings**

<b>Meeting</b>	<b>Date</b>	<b>Time</b>	<b>Location</b>	<b>Purpose</b>
Policy Committee	03.13.18	2:45 pm	SAU Building	Regular Meeting
School Board	03.19.18	6:30 pm	Hills Memorial Library	Regular Meeting
Policy Committee	03.27.18	2:45 pm	SAU Building	Regular Meeting
School Board	04.02.18	6:30 pm	Hills Memorial Library	Regular Meeting

M. **Non-Public Session**

1. **Leave of Absence Request (LR): Non-public Attachment # 6**

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

*These conditions are:*

- (a) The dismissal, promotion or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him, unless the employee (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted.*
- (b) The hiring of any person as a public employee.*
- (c) Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the body or agency itself, unless such person requests an open meeting.*
- (d) Consideration of the acquisition, sale or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community.*
- (e) Consideration or negotiation of pending claims or litigation which has been threatened in writing or filed against the body or agency or any subdivision thereof, or against any member thereof because of his membership in such body or agency, until the claim or litigation has been fully adjudicated or otherwise settled.*

N. **Adjourn**

**At Risk Coordinator****January 2018****January Activities**

January was a busy month, which included 11 new referrals. This number was higher than the number of referrals I received in January 2017. One thing that continually has come to my attention is the increasing number of children placed with Grandparent caregivers. I therefore decided to start a Grandparent Support Group for families in the school district. These meetings will include: support, and specific resources and presentations. I am very excited to develop this group, providing this great resource to the District.

One resource I am working on bringing to the district is the IMPACCT program. We have not been able to send individual students, (unless families can provide the transportation), however I am in the process of scheduling a meeting with Alvirne and IMPACCT staff. IMPACCT will be presenting the information about their free workshops, which they can provide to many Alvirne students in a class setting. I am excited to add this resource to the Alvirne curriculum.

**January Activities**

The data for January is as follows:

**Specific Data Numbers:**

Number of new referrals this month: 11

Total Current Number of referrals (including still open from last year): 61

Agency Contacts: 186

Number of Referrals given to Families to Agencies/Resources: 44

Telephone Contacts/Correspondences/Meetings with Referred Families/Students: 41

Court Hearings: 2 (Numbers will be reduced this year as SPED is attending many of the general education Court hearings)

Provided Resources to Staff: 62

**HUDSON SCHOOL DISTRICT**  
 SAU # 81  
 20 Library Street  
 Hudson, NH 03051-4240  
 phone (603) 883-7765 fax (603) 886-1236

**Lawrence W. Russell, Jr.**  
*Superintendent of Schools*  
 (603) 886-1235  
[lrussell@sau81.org](mailto:lrussell@sau81.org)

**Mary Wilson**  
*Assistant Superintendent*  
 (603) 886-1235  
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**Rachel Borge**  
*Director of Special Services*  
 (603) 886-1253  
[rborge@sau81.org](mailto:rborge@sau81.org)

**Karen Burnell**  
*Business Administrator*  
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To: Hudson School Board, Lee Lavoie Chair  
 From: Lawrence W. Russell  
 Date: March 5, 2018  
 RE: FEBRUARY DISCIPLINE DATA

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Chairman Lavoie and Board Members,

Please see the data below describing discipline throughout the month of February for the Hudson School District:

February 2018 Discipline Data	In-School Suspension	Out-of-School Suspension	Reported Incidents of Bullying	Incidents of Bullying Being "Found"
ELC	0	2	0	0
Nottingham West	6	0	0	0
Hills Garrison	5	2	1	0
Hudson Memorial	31	13	9	5
Alvirne	26	19	2	0

In addition, there were 3 instances in which school administrators requested the superintendent to increase a 10-day suspension for additional days (AHS 1, HMS 2). The request was granted twice and denied once.

February 19, 2018  
Hills Memorial Library

Hudson School Board  
Public Session 6:45pm.

**HUDSON SCHOOL DISTRICT  
Hudson School Board Meeting  
February 19, 2018  
Draft Minutes**

Present

Mr. Lee Lavoie, Chair  
Mrs. Patty Langlais, Vice Chair  
Ms. Stacy Milbouer  
Ms. Darcy Orellana  
Mr. Lawrence Russell, Superintendent  
Ms. Mary Wilson, Assistant Superintendent  
Ms. Rachel Borge, Director of Special Services  
Mr. Dillon Pinard, AHS Student Rep.

**A. Call to Order:** Mr. Lavoie, Board Chairman, called the meeting to order and HMS students led the audience in the Pledge of Allegiance at 6:45pm.

**B. Public Input**  
There was no public input.

**C. Presentations to the Board**

Hudson Memorial School Student Leadership

Mr. Bowen and Student Leaders addressed the Board (PowerPoint).

Students attended a two-day leadership Conference in Greenfield, NH.

Good leaders are ageless, good communicators, think outside the box, have vision.

Conference sessions included: Bullying, Substance misuse, Discovery (friendship), Community, Outside our Comfort Zone, Problem solving (Teamwork), Diversity, and Acceptance, and Self-survey.

Students brought back an action plan – Peer pressure, bullying, substance abuse.

Time line:

Present to School Board (today)

Research topic

Logistics

Reach out to teachers

Build and create

Practice and rehearse

Presentation day is April 20.

HMS Safety fair

General peer pressure (skits)

Peer pressure (vaping) demo of dangers

Peer pressure (marijuana and smoking) true / false

Peer pressure (bullying) stories, effects, age, mindset

Mr. Russell: Heavy topic, great job.  
How did you feel after attending training? See others perspective, more observant, gather information, more confidence, worry less what others think.  
Mrs. Langlais: suggestion – do a presentation just for parents.  
Ms. Milbouer: Hope for our future.  
Ms. Orellana: Setting the groundwork for the future; get the invisible part out.  
Ms. Wilson: commend parents; building leaders  
Mr. Lavoie: 8<sup>th</sup> graders: bring this to the high school.  
Dillon: get involved with student council at AHS.

Alvirne High School Culinary / Alumni Dinner

Dave Bressler and students Hannah and Amanda addressed the Board (PowerPoint).  
Mr. Lavoie and Ms. Orellana attended alumni dinner.

Culinary program initiatives:

Program improvements  
Team building (respect, help)  
Soft skills (eye contact, handshake, interview/resume skills)  
Real world experience – Skills USA – baking competition, culinary competition. Now pasteurizing our own milk. Use only cage-free eggs.  
Purchased a flour mill.  
Farm to table/local ingredients (milk) would like to utilize greenhouse for herbs and gardens for fresh vegetables.  
Chef demos – April chocolate demo (three 90-minute sessions)  
Active alumni – Chef Nicole, Jason, Matt and Joe (first annual alumni dinner)

Hannah: Skills USA competition must:

Decorate a 3-tier cake, bake cookies, pie, 3 types of yeast bread, éclairs, cream puffs, puff pastries.

Amanda: Advanced projects

Work behind the scenes, ordering, cooks corner, career day at HMS, Farm Day at AHS, made pumpkin roulade for midterm project.

Chef Bressler: would like to revitalize the farm. (chickens, grow veggies, herbs)

Skills USA competition is March 13, and 14.

***Brief Recess 7:44-7:50 pm.***

**D. Requests of the Board**

Cooperative Ice Hockey Team

Karen Bonney addressed the Board.

Would like to commend the players and coaches this season.

Would like to have a cooperative hockey team with Milford High School; formerly teamed up with Pelham High School.

***Ms. Milbouer moved to accept the Cooperative Ice Hockey proposal with Milford, second by Mrs. Langlais. Motion passes 4-0.***

Held the first ever Unified Basketball jamboree today; seven schools, 140 students.

**E. Reports to the Board**

Superintendent's Report

Mr. Lawrence Russell addressed the board.

Working on school security

Superintendent meeting last Friday –

What are we doing regarding school security?

ALICE Training, Active Shooter training in April, formed Emergency Management Committee (all schools represented).

Got to see what other districts are doing and will implement some of these things in Hudson.

Superintendent read a letter he emailed to all parents last week. Regarding active shooting in Florida.

Letter will be posted on website.

Assistant Superintendent

Ms. Mary Wilson

Curriculum and Instruction

Safety in place and suspicious items on social media. Working on a plan; will come to the School Board soon.

Meeting today: resilience discussion: stress and anxiety, community supports.

Director of Special Services' Report

Ms. Rachel Borge addressed the board.

Last Friday met with Special Ed Directors (trauma in schools, teacher trauma (self-care) unexpected behavior).

Concerned with HB 1669 and 1493 - Assessments

Mr. Lavoie: Mrs. Burnell (sick) and Mr. Price (work commitments) are absent this evening.

**F. Committee Reports**

There were no Committee Reports.

**G. Correspondence**

Technology Integration Specialist Report (for your information)

National Merit Finalist

Adam Banatwala - Congrats

Maine Thespians – Letter of appreciation to Lauren Denis and Jen LaFrance

**H. Recommended Action**

1. Manifests- Recommended Action:

Manifests are available to be signed. Make necessary corrections.

2. Business Affairs - Draft Minutes – Recommended Action:

Make necessary correction and approve.

February 5, 2018 Draft Minutes

***Mrs. Langlais moved to approve the draft minutes of February 5, 2018 as presented, second by Ms. Orellana. Motion passes 4-0.***

**I. Old Business**

Nomination of Mr. Lavoie to represent Hudson School Board at Town Deliberative Session (formality, Deliberative already took place) ***Mrs. Langlais moved to allow Mr. Lavoie to represent the School Board at the Town Deliberative, second by Ms. Milbouer. Motion passes 3-1. (Mr. Lavoie voted no.)***

Mr. Price and Mrs. Langlais could not attend do to work commitments. Two Selectmen questioned why Mr. Lavoie was there. School Board needed to be represented at Deliberative.

**J. New Business**

Policy IJ Instructional Resources – Procedures (1<sup>st</sup> Reading)  
Change: "Parent and Guardian."

Policy IJL Library Media Services Collection Development – Procedures (1<sup>st</sup> Reading)  
Change: "Parent and Guardian." Same wording as previous policy.

**K. Board Member Comments:**

Dillon: Last Thursday was 8<sup>th</sup> grade step up for HMS band and chorus students.  
Still waiting on a few college responses; have one audition upcoming.

Ms. Orellana: Florida was tragic; confident we will support safety collaboration with the town.

Ms. Milbouer: Congrats presenters - students, teachers, parents

Would be the ultimate to have students working on the farm in the summer.

Safety is a priority; ALICE was a proactive training.

Candidate Night – Darcy is the only School Board Candidate.

Mrs. Langlais: Echo other comments. Lee, you are now looking through "rose colored glasses (not just me)."

Mr. Lavoie: Snow plowing will continue being done through private contract unless we are able to work with the town again. Don't spend any money until it is approved by the community.

Currently there are 21 students in each kindergarten class.

Happy President's Day

Maple season coming soon.

**L. Non-Public Session:**

***Mrs. Langlais moved to enter Non-Public session at 8:30pm under RSA 91-A:3 II (C) second by Ms. Milbouer. Chairman called for a roll call vote. Ms. Milbouer-yes, Mrs. Langlais – yes, Ms. Orellana – yes Mr. Lavoie – yes. Motion passes 4-0. Enter Non-Public at 8:30 pm.***

The board discussed Right-to-Know and a student concern; no action taken.

***Mrs. Langlais motioned to exit non-public, second by Ms. Milbouer. Motion passes 4-0.***

**M. Adjourn:**

***Mrs. Langlais motioned to adjourn, second by Ms. Orellana. Motion passes 4-0.***  
Meeting adjourned at 9:06 pm.

Respectfully submitted,

Dotty Murray (public)

Mary Wilson (non-public)



## HUDSON SCHOOL DISTRICT

<p><b>POLICY NUMBER: IJ</b></p> <p>Page #1 of 1 Page</p>	<p><b>REVISION ADOPTED: 09.11.17</b></p> <p>1<sup>st</sup> Reading: 09.11.17</p> <p>2<sup>nd</sup> Reading: waived</p> <p style="text-align: right;"><i><b>ADOPTED: 3/19/07</b></i></p> <p style="text-align: right;"><i>First Reading: 3/5/07</i></p> <p style="text-align: right;"><i>Second Reading: 3/19/07</i></p>
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**SELECTION OF INSTRUCTIONAL RESOURCES**

*formerly 3.1(m)*

**Selection of Resources Policy**

The Superintendent, in consultation with administrators and professional staff, is responsible for selecting appropriate educational resources (including instructional and library-media resources). The Superintendent is responsible for developing any administrative procedures necessary to guide the review and selection of educational resources, and may delegate specific responsibilities to staff as he/she deems appropriate. All administrative procedures must be consistent with this policy and the requirements of Ed 306.08. The Superintendent is expected to keep the Board informed about educational resources for the school district.

The Superintendent is responsible for any and all procedures set forth by this policy. The District will have a procedure for dealing with challenged resources.

**Definitions**

Ed 306.08 of the New Hampshire Department of Education defines "instructional resources" to include "a developmentally appropriate collection of instructional resources, including online and print materials, equipment, and instructional technologies that shall be current, comprehensive, and necessary to support the curriculum as well as the instructional needs of the total school population."

# HUDSON SCHOOL DISTRICT

**PROCEDURES FOR POLICY NUMBER: IJ**

*formerly 3.1(m)*

Page #1 of 2 Pages

**REVISED:**

Revision 1<sup>st</sup> reading: 02.19.18

Revision 2<sup>nd</sup> reading: 03.05.19

*ADOPTED: 3/19/07*

*First Reading: 3/5/07*

*Second Reading: 3/19/07*

## INSTRUCTIONAL RESOURCES PROCEDURES

### Selection Procedure

The highest priority shall be meeting the instructional needs of the individual schools. In meeting this priority, preference shall be given to basic learning materials, i.e., those that are the predominant instructional materials used at particular grade levels or courses and/or are essential to student achievement of the content standards.

Before selecting/recommending materials for purchase, professional staff should evaluate the existing collection, consult with staff from appropriate departments and/or grade levels, personally review the material and obtain recommendations/reviews regarding the material from appropriate reputable sources.

Multiple copies of materials should be purchased as needed and within budgetary constraints. Worn or missing materials should be replaced as needed. Outdated materials or materials that are no longer in demand should be withdrawn from the collection and/or circulation.

### Criteria for Selection

Quality educational materials and resources are essential to student learning and supporting the school unit's educational goals and objectives.

Instructional materials selected should:

1. Support student achievement of the content standards;
2. Support the goals and objectives of the District's educational programs;
3. Enrich and support the curriculum;
4. Take into consideration the varied interests, abilities and maturity levels of the students served;
5. Foster respect and appreciation for cultural diversity and varied opinions;
6. Stimulate growth in factual knowledge, literary appreciation, aesthetic values, ethical standards, and critical analysis;
7. Provide information that will enable students to make informed decisions in their daily lives;
8. Be accurate and current;
9. Reflect high quality scholarship and presentation;
10. Represent significant authors/composers and works; and
11. Be affordable.
12. Be rigorous and highly challenging

### Donated Materials

Gift materials are judged by the same criteria as materials selected by the school staff and in accordance with any applicable Board policies or procedures on gifts and donations.

### Inspection of Materials by Parents and Opt-Out Requests

A student's parent/guardian may inspect, upon request, any instructional or library-media materials used as part of the curriculum. Such requests shall be made to the appropriate teacher or the library-media specialist. Access

## HUDSON SCHOOL DISTRICT

<b>PROCEDURES FOR POLICY NUMBER: IJ</b> <i>formerly 3.1(m)</i>  Page #2 of 2 Pages	<b>REVISED:</b> Revision 1 <sup>st</sup> reading: 02.19.18 Revision 2 <sup>nd</sup> reading: 03.05.19  <i>ADOPTED: 3/19/07</i> <i>First Reading: 3/5/07</i> <i>Second Reading: 3/19/07</i>
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to the materials shall be provided within a reasonable time after such a request is made. The Superintendent may develop any administrative procedures necessary to implement this policy.

If a parent/guardian wishes to restrict their child's access to particular instructional materials, the procedure shall be followed.

### Challenged Materials Procedure

This procedure applies only to requests to remove materials from the school's collection or curriculum. Individual exemption requests are subject to building level procedure. In the event that a student, parent of a current student, or a staff ~~or community~~ member has a concern regarding particular materials or requests removal of particular material from the curriculum or collection, the following procedure will be followed:

- A. The complainant must discuss their concern first with the person providing the material in question. Individual staff members may discuss concerns, but do not have the authority to remove materials from the curriculum or library collection.
- B. If the complainant is not satisfied, he/she shall be referred to the building administrator and requested to fill out the "Citizen's Challenge to Educational Media" form. A copy of the form will be forwarded to the Superintendent.
- C. The Superintendent shall appoint a committee composed of the following persons to review the complaint: one administrator at the appropriate grade level; one librarian/media specialist; one classroom teacher; the department head in the subject area of the challenged materials; and one community member.
- D. The review committee shall read and examine the materials referred to them; check general acceptance of materials by reading reviews; weigh the values and faults of the material. Committee members are expected to form opinions based on the material as a whole and not on passages or portions pulled out of context. The Committee should generally be neutral toward viewpoints expressed in materials, and shall ask the Superintendent to consult legal counsel for advice concerning any questions involving freedom of speech or expression. The committee shall meet to discuss the material and prepare a written report with their recommendations.
- E. The committee shall provide the final report to the Superintendent, who will inform the School Board and the complainant of the results.
- F. No material shall be removed from use until the review committee has made a final decision.
- G. The review committee's decision may be appealed to the Board. The material in question shall be:
  1. Reviewed objectively and in its full content;
  2. Evaluated in terms of the needs and interests of students, school, curriculum and community;
  3. Considered in the light of differing opinions; and
  4. Reviewed in light of the criteria set forth in this policy.

The Board will make a final decision and inform all interested parties.

## HUDSON SCHOOL DISTRICT

<b>POLICY NUMBER: IJL</b>	<b>ADOPTED: 3/19/07</b>
Page #1 of 1 Page	First Reading: 3/5/07 Second Reading: 3/19/07

**LIBRARY MEDIA SERVICES  
COLLECTION DEVELOPMENT POLICY**

*formerly 3.1(f)*

The Hudson School District believes that each Library Media Center in the Hudson School District is a vital place of learning, exploring, reading, and accessing various forms of media materials. The primary objective of the school library/media centers is to implement, enrich and support the educational program of the schools. It is the duty of the school library/media centers to provide a wide range of materials on all levels of difficulty, with diversity of appeal and the presentation of different points of view. The centers have the responsibility to provide these materials for pupils, teachers, and administrators alike.

While the legal responsibility for the purchase of all instructional material is vested in the School Board, the procedure for the selection of library materials is delegated to the administration. In order to maintain open lines of communication with all groups affected by the services of the school library/media centers, it is considered essential that the selection and acquisition of library materials reflect the thought and consideration of these various groups. Therefore, the library staff, in cooperation and consultation with the administration, faculty, student body, shall select materials considered valuable in meeting the curriculum and personal needs of its users.

All materials selected shall be consistent with the State principles of selection, which apply to all instructional and library materials. The District will have an established procedure for dealing with challenged materials.

Further the District believes that the staff of the Library Media Center plays a leadership role in the collaborative learning process with students and faculty. The Library Media Specialist and staff will utilize sources outside the collection to expand available resources.

HUDSON SCHOOL DISTRICT

<b>PROCEDURES FOR POLICY NUMBER: IJL</b> <i>formerly 3.1(f)</i>  Page #1 of 6 Pages	<b>REVISION ADOPTED: 03.05.18</b> <b>Revision 1<sup>st</sup> reading: 02.19.18</b> <b>Revision 2<sup>nd</sup> reading:</b>  <i>ADOPTED: 3/19/07</i> <i>First Reading: 3/5/07</i> <i>Second Reading: 3/19/07</i>
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**LIBRARY MEDIA SERVICES COLLECTION DEVELOPMENT  
PROCEDURES**

**Principles of Selection**

All materials selected shall be consistent with the stated principles of selection which apply to all library materials. Additionally, in maintaining and augmenting school library media collections, persons responsible for selection of materials shall strive to meet the needs of users based on knowledge of the curriculum and to provide a wide range of materials with diversity of appeal and different points of view.

In order to maintain a current and highly usable collection of materials, library media specialists shall provide for continuing renewal of the collection and technologies, not only by addition of up-to-date materials, but by the judicious elimination of materials which no longer meet needs or serve a useful purpose.

A. **Acquisitions**

Curriculum needs and user interests govern the acquisition of resources. The primary purpose of acquisitions is to meet user needs and interests in the most timely and cost-effective way. Both print and non-print materials will be considered in the process of selection. Printed materials shall include books, both hardbound and paperback, periodical and serial titles, pamphlets, and newspapers. Non-print materials shall include (but not be limited to) various audiovisual formats (videocassettes, laser disks, DVD's transparencies, etc.), computer software, electronic databases, web-based resources, CD-ROMs, cable/broadcast programming, maps, globes, and realia. In addition to traditional print and non-print resources, consideration for acquisitions will include audiovisual equipment, network or database membership fees, online costs, site licenses, document delivery, and telecommunications charges.

Whenever possible, resources are previewed and evaluated before acquisition. However, the nature of some resources precludes the opportunity of preview, i.e., live teleconferencing, real time television, certain online services, web-based resources, etc. The acquisition of resources is a collaborative effort involving all of those responsible for student learning as well as the students themselves.

B. **Criteria for Selection**

Materials should support and be consistent with the District's general educational goals and the educational goals and objectives of the individual schools and specific courses.

Materials should be selected to enrich and support both the curriculum and the personal needs of the students and faculty, taking into consideration diverse interests, abilities, socioeconomic backgrounds, maturity levels, and students' extracurricular interests. Materials selected should encourage an appreciation for both informational and recreational reading, viewing, or listening.

HUDSON SCHOOL DISTRICT

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Care will be taken to select materials of educational significance meeting standards of high quality in presentation, aesthetic character, artistic quality, literary style, factual content, authenticity, readability, accuracy, durability, and technical production.

Materials should reflect the basic humanity of all people and should therefore strive to be free of stereotypes, and other offensive characteristics, except within a literary context.

Materials should be considered relating to their overall purpose and their relationship to instructional objectives and/or the curriculum. Selected materials should support needs in the content areas and be appropriate to the variety of ages, developmental stages, ability levels, and learning styles represented by the particular facility for which they are chosen.

Materials should be selected representing opposing points of view in a balanced manner, to encourage individual analysis. Library materials concerning controversial political, social, and religious issues should inform rather than indoctrinate.

The literary style of a work should be appropriate and effective for the subject matter and its intended readers or viewers.

The value of any work must be examined as a whole. The impact of an entire work will be considered, transcending individual words, phrases, and incidents.

Resource sharing will be considered in purchasing decisions. Materials may be purchased or not purchased based on networking and collaborative relationships with other area collections and depending upon extent of need.

Materials will be purchased in a variety of formats with efforts made to incorporate emergent technology when they meet the criteria outlined above.

Gift materials will be evaluated by the criteria outlined above and shall be accepted or rejected in accordance with those criteria.

C. Resources/Procedures for Selection

The library media specialist, in conjunction with teachers and administrators, will be responsible for the selection of materials. In coordinating this process, the library media specialist will do the following:

1. Use reputable, unbiased, professionally prepared selection aids when firsthand examination of materials is not possible.
2. Strongly consider the recommendations of faculty, students, and parents.
3. Judge gift items by standard selection criteria and, upon acceptance of such items, reserve the right to incorporate into the collection only those meeting the above criteria.
4. Purchase duplicates of extensively used material.
5. Purchase replacements for worn, damaged, or missing materials basic to the collection.

## HUDSON SCHOOL DISTRICT

<b>PROCEDURES FOR POLICY NUMBER: IJL</b> <i>formerly 3.1(f)</i>  Page #3 of 6 Pages	<b>REVISION ADOPTED: 03.05.18</b> <b>Revision 1<sup>st</sup> reading: 02.19.18</b> <b>Revision 2<sup>nd</sup> reading:</b>  <i>ADOPTED: 3/19/07</i> <i>First Reading: 3/5/07</i> <i>Second Reading: 3/19/07</i>
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### Special Selection Considerations

The Alvirne High School Library Media Center will be a place to catalog and hold materials of historical interest to the schools, the community and to the student population. These materials will include, but will not be limited to, print materials such as yearbooks and newspaper articles and clippings, photographs, awards and trophies, maps, special videos, DVDs and CDs and school or library ephemera. The library media specialist will store these historical documents in a safe and secure environment and catalog them accordingly.

### Maintenance/Deselection

- A. The collection of the library information center will be continually reevaluated in relation to evolving curriculum, new material formats, new instructional methods, and the current needs and recreational interests of its users. Materials no longer appropriate should be removed. Lost and worn materials of lasting value should be replaced.

Maintenance/deselection is essential to maintaining a relevant, attractive collection. Materials considered for withdrawal should include items:

- In poor physical condition;
- Containing obsolete subject matter;
- No longer needed to support the curriculum or student/faculty interests;
- Superseded by more current information; and
- Containing inaccurate information.

### Copyright

It is the policy of the Hudson School Media Centers to adhere to existing copyright laws and maintain ethical standards in the use of copyrighted materials for instructional purposes. The laws are supported as defined by the courts and the New Hampshire Board of Education.

### Material Resource Sharing

The School Media Centers and the Hills Memorial Library work together to support each other through a variety of material resource sharing means and methods. Material resource sharing occurs with all libraries in the District.

### Challenged Materials

This procedure applies only to requests to remove materials from the library media collection. In the event that a student, parent of a current student, or a staff ~~or community~~ member has a concern regarding particular materials or who requests removal of particular material from the collection, the following procedure will be followed:

HUDSON SCHOOL DISTRICT

<b>PROCEDURES FOR POLICY NUMBER: IJL</b> <i>formerly 3.1(f)</i>  Page #4 of 6 Pages	<b>REVISION ADOPTED: 03.05.18</b> <b>Revision 1<sup>st</sup> reading: 02.19.18</b> <b>Revision 2<sup>nd</sup> reading:</b>  <i>ADOPTED: 3/19/07</i> <i>First Reading: 3/5/07</i> <i>Second Reading: 3/19/07</i>
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- A. The complainant must discuss their concern first with the person providing the material in question. Individual staff members may discuss concerns, however do not have the authority to remove materials from the library media collection, solely based upon a challenge.
- B. If the complainant is not satisfied, he/she shall be asked to fill out the "Request for Reconsideration of Library Resources" form. A copy of the form will be returned to the librarian who will then forward it to the building administrator. The building administrator will review the form and meet with the complainant to discuss the material in question. If unable to resolve the matter at this level, a copy of the "Request for Reconsideration of Library Resources" will be forwarded to the Superintendent.
- C. The Superintendent shall appoint a committee composed of the following persons to review the complaint: one administrator, one library media specialist, one classroom teacher, the reading specialist or the department head in the subject area of the challenged material, (all at the appropriate grade level), and one community member.
- D. The review committee shall read and examine the material referred to them; check general acceptance of materials by reading reviews; weigh the values and faults of the material. Committee members are expected to form opinions based on the material as a whole and not on passages or portions pulled out of context. The committee should generally be neutral toward viewpoints expressed in materials, and shall ask the Superintendent to consult legal counsel for advice concerning any questions involving freedom of speech or expression. The committee shall meet to discuss the material and prepare a written report with their recommendations.
- E. The committee shall provide the final report to the Superintendent, who will inform the complainant of the results.
- F. No materials shall be removed from use until the review committee has made a final decision.
- G. The review committee's decision may be appealed to the Board. The material in question shall be:
  - 1. Reviewed objectively and in its full content;
  - 2. Evaluated in terms of the needs and interests of students, school, curriculum, and community;
  - 3. Considered in the light of differing opinions; and
  - 4. Reviewed in light of the criteria set forth in this policy.

The Board will make a final decision and inform all interested parties.



HUDSON SCHOOL DISTRICT

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**Request for Reconsideration of Library Resources**

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (day) \_\_\_\_\_ (evening) \_\_\_\_\_

Do you represent self? \_\_\_\_\_ Organization? \_\_\_\_\_

1. Resource on which you are commenting:

\_\_\_\_\_ Book \_\_\_\_\_ Video \_\_\_\_\_ Display \_\_\_\_\_ Magazine \_\_\_\_\_ Newspaper

\_\_\_\_\_ Library Program \_\_\_\_\_ Audio Recording \_\_\_\_\_ DVD

Electronic information/network (please specify)

\_\_\_\_\_ Other \_\_\_\_\_

Is the resource ( ) Fiction? or ( ) Nonfiction?

Title \_\_\_\_\_

Author/Producer \_\_\_\_\_

2. Did you read, view, or listen to the material in its entirety?

\_\_\_\_\_

3. What brought this resource to your attention?

\_\_\_\_\_

4. What concerns you about the resource? (use other side or additional pages if necessary)  
Please be specific, cite pages, frames, film sequence, etc.

\_\_\_\_\_

HUDSON SCHOOL DISTRICT

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5. Have you been able to discuss this work with the librarian who ordered it or who used it?

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6. What would you like your school to do about this work?

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7. In its place, what work would you recommend that would convey as valuable a picture and perspective of the subject treated?

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8. Have you read the attached School Library Bill of Rights, the Freedom to Read Statement, and the School Library Standards of the New Hampshire State Department of Education?

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