

Posted: 04.11.19

At: All Hudson schools, SAU building, district website



HUDSON SCHOOL DISTRICT
Hudson, New Hampshire
April 15, 2019
Hills Memorial Library – 18 Library Street

6:30 pm Public Session
followed by Non-public Session
followed by Board Workshop

AGENDA

- A. Call to Order:** Chairman Malcolm Price will call the meeting to order.
- Pledge of Allegiance
- B. Public Input**
- C. Presentations to the Board**
1. Hudson-Litchfield Youth Football & Cheer (The Bears): Attachments 1, 2
 2. Champions (Emily Barnes & Jimmy Mott): Attachment # 3
- D. Requests of the Board**
1. Concert Tour for Peace – Germany/Austria Trip Request (LR): Attachment # 4
 2. Costa Rica Trip Request (LR): Attachment # 5
 3. New York Trip Request (LR): Attachment # 6
 4. Facility Use Request – Hudson Historical Society Dinner & Auction (KB): Attachment # 7
- E. Old Business**
1. Discipline Data & Trends (Steve Beals, Keith Bowen): Attachments # 8-12
 2. Youth Risk Behavior Survey (Steve Beals)
- F. New Business**
1. Vendor Contract Award – School Supplies (KB): Attachment # 13
 2. Vendor Contract Award – Art Supplies (KB): Attachment # 14
 3. Professional Development Contract (MW): Attachment # 15
 4. Extracurricular Nomination (LR): Attachment # 16
 5. Contracted Services Agreements (RB): Attachments # 17-19
 6. General Assurances for Federal Programs (LR): Attachment # 20
 7. Alvirne Renovation/CTEC Update (DL)
- G. Recommended Action**
1. Manifests – Recommended action: Make necessary corrections and sign.
 2. Minutes – Recommended action: Review and approve.
 - a) 04.01.19 Draft Minutes (LR): Attachment # 21

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H. Reports to the Board

1. Superintendent's Report
2. Assistant Superintendent's Report
3. Director of Special Services' Report
4. Business Administrator's Report

I. Legislative Updates

1. Weeks of March 29th (LR): Attachment # 22
2. Week of April 5th (LR): Attachment # 23

J. Committee Reports

K. Correspondence

1. 2019-2020 Hudson School Board Committee Assignments (LR): Attachment # 24
2. Technology Integration Specialist Report (MW): Attachment # 25
3. CTEC Building Committee Meeting Minutes (KB): Attachment # 26
4. Complaint (LR): Attachment # 27
5. Financial Statement (KB): Attachment # 28
6. March Discipline Data (LR): Attachment # 29

L. Board Member Comments

M. Upcoming Meetings

Meeting	Date	Time	Location	Purpose
School Board	05.06.19	6:30 pm	Hills Memorial Library	Regular Meeting
Policy Committee	TBD	TBD	SAU Building	Regular Meeting
School Board	05.20.19	6:30 pm	Hills Memorial Library	Regular Meeting

O. Non-Public Session

1. 2019-2020 Staff Nominations (LR): Non-public Attachment # 30

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.*

P. Adjourn

*MEMORANDUM OF UNDERSTANDING
BETWEEN
HUDSON SCHOOL BOARD
AND
HUDSON – LITCHFIELD YOUTH FOOTBALL & CHEER, INC.
SCHOOL YEAR 2019-2020*

PURPOSE

This document is designed to establish the relationship between the Hudson School Board and Hudson –Litchfield Youth Football & Cheer, Inc. (hereinafter referred to as “HLYFC”) as it relates to the use of the football field and lower soccer field located at Hudson Memorial School for the School Year 2019-2020. This relationship is intended to be of mutual benefit and enhancement of the athletic and recreational opportunities for the residents of Hudson and the students of Hudson Memorial School. This agreement does not constitute a transfer of ownership or management of the field except as detailed below. Nothing in this agreement changes existing policies. Procedures for shared use of the fields will be consistent with existing practices except where specifically noted below.

This document is not a contract. It does not create any enforceable rights for HLYFC, any individual or entity. This Memorandum of Understanding shall remain in effect until terminated by either party by written notice provided to the other at least ninety (90) days prior to the beginning of the next HLYFC season. The Hudson School Board may revise or terminate this Memorandum of Understanding at any time and further assumes the right to terminate the privileges granted to HLYFC for failure to comply with the guidelines, policies and procedures established in this Memorandum of Understanding.

GENERAL:

1. The District reserves the right of first use of the field during school hours and for special events. HLYFC shall be given at least two (2) weeks’ notice of any special event falling outside normal school hours or school days. HLYFC shall have the second priority of field use after the District during the HLYFC season.
2. This memorandum of understanding is to be renewed ANNUALLY. Presentation to the first school board meeting in April required with a plan of record, including dates and maintenance schedule.
3. Meeting with Hudson School District facility department as well as Hudson Memorial School representatives prior to the beginning of the season to review the schedule and ensure there is no conflict with school activities.
4. No permanent improvements to the field may be made other than those listed below without prior approval by the Hudson School Board.

5. It is expressly understood by HLYFC that the Hudson School District has no financial obligation to HLYFC and makes no commitments as to funding or financial support.

HLYFC SHALL BE RESPONSIBLE FOR:

1. It is the policy of the Hudson School District that the provisions of RSA 193-D: 2, the so called "Safe School Zone Act", be carried out in all respects. This includes maintaining a safe and drug-free environment. No person shall at any time use drugs, alcohol or tobacco products inside any facility or anywhere on school grounds, including inside any vehicle parked on school grounds.
2. Any and all items belonging to HLYFC must be stored out-of-sight and area must be left clean after each event. Fertilizer or other hazardous materials cannot be stored on school premises.
3. Providing lighting required for HLYFC evening operations. Lighting storage will be a designated area agreed to by both parties.
4. Coordination of over-seeding damaged and heavily used areas of field lawns after or before HLYFC season. The Hudson School District will agree to pay half the cost of repairs only after reviewing work proposals provided by HLYFC. The Hudson School District will not be responsible for payment if work is performed before district approval. Securing any permits for field improvements or construction of improvements/facilities, if approved by the Hudson School Board, will be the responsibility of HLYFC.
5. Rental, placement and maintenance of portable toilets in the general field surrounding area. The toilets must be emptied on a regular basis, according to company standards. The toilets shall be removed within one week after the final game of HLYFC. HLYFC is responsible for repairing and cleanup and/or any damage to the toilet. Keys to the portable toilets will be given to Hudson Memorial School staff so that toilets can remain available for use during other functions.
6. Maintenance and fertilization of the field during the HLYFC season.
7. Removal of any graffiti on HLYFC equipment or temporary storage units.
8. Maintenance of HLYFC storage sheds, equipment trailers, or portable canteens. Portable equipment and trailers shall be removed within one week after the final game of HLYFC.
9. Minor maintenance of the irrigation system previously installed by HLYFC. Major maintenance issues will be reviewed by both parties to determine a plan of action for repairs. Coordination of winterization and start-up of the irrigation system is also the responsibility of HLYFC.
10. Enforcing traffic/parking policies required by Hudson Memorial School and for proper fire lane clearances required by the Hudson Fire Department.
11. Removal of trash to prevent overflow of receptacle(s).

12. Submittal of proof of general liability insurance with a minimum coverage of \$1,000,000 per occurrence naming the Hudson School District and the Hudson School Board as additional insureds.

13. Ensure that member teams use proper, safe playing equipment.

HUDSON SCHOOL DISTRICT SHALL BE RESPONSIBLE FOR:

1. Supplying trash receptacle(s).
2. Approval of all major event and activity scheduling for the field consistent with current procedures.
3. Meeting with HLYFC representatives prior to the beginning of the season to review the schedule and ensure there is no conflict with school activities.
4. Mowing lawns, football field, and lower soccer field located on the grounds at Hudson Memorial School.

For the Hudson School Board:

For HLYFC:

Date: _____

Date: _____

Dear Property Manager,

In accordance with New Hampshire state laws, we are required to provide you with the following list of materials and methods of application that we may utilize as part of our Lawn Care Program.

We ask that you forward this information to all residents prior to our performing the first lawn care application for the coming season.

	LAWN FERTILIZERS	TIME PERIOD	METHOD OF APPLICATION
	General Fertilizers (As Listed)	April 1–Dec 15	Granular applied with a rotary spreader
	WEED GRASS CONTROL	TIME PERIOD	METHOD OF APPLICATION
	Tupersan	April 1–August 15	Granular applied with a rotary spreader
-OR-	Barricade	April 1–May 15 and Nov 1–Dec 15	Granular applied with a rotary spreader
-OR-	Stonewall	April 1–May 15 and Nov 1–Dec 15	Granular applied with a rotary spreader
-OR-	Dimension	Apr 1–May 10	Granular applied with a rotary spreader
-OR-	Dimension	Apr 1–May 10	Liquid applied with a sprayer
-OR-	Drive	April 1–Sept 15	Liquid applied with a sprayer
-OR-	Tenacity	April 1–Oct 15	Liquid applied with a sprayer
	SUBSURFACE INSECT CONTROL	TIME PERIOD	METHOD OF APPLICATION
	Allectus	June 1–Aug 30	Liquid applied with sprayer
-OR-	Allectus	June 1–Aug 30	Granular applied with a rotary spreader
-OR-	Merit	June 15–Aug 30	Liquid applied with sprayer
-OR-	Merit	June 15–Aug 30	Granular applied with a rotary spreader
-OR-	Acelepryn	June 15–Aug 30	Liquid applied with a sprayer
-OR-	Dylox	May 15–Nov 15	Liquid applied with a sprayer
-OR-	Arena	June 1–July 30	Granular applied with rotary spreader
	SURFACE INSECT CONTROL	TIME PERIOD	METHOD OF APPLICATION
	Cross Check	June 1–Sept 30	Liquid applied with sprayer
-OR-	Cross Check	June 1–Sept 30	Granular applied with a rotary spreader
	BROADLEAF WEED CONTROL	TIME PERIOD	METHOD OF APPLICATION
	Trimec Classic or Super Trimec	May 1–Oct 15	Liquid applied with sprayer
-OR-	Defender	May 1–Oct 15	Liquid applied with sprayer
-OR-	Momentum FX2	May 1–Oct 15	Liquid applied with sprayer
-OR-	Momentum	May 1–Oct 15	Liquid applied with sprayer
-OR-	Tenacity	May 1–Oct 15	Liquid applied with sprayer
-OR-	Eliminate	May 1–Oct 15	Liquid applied with sprayer
-OR-	Three Way	May 1–Oct 15	Liquid applied with sprayer
-OR-	Tower	May 1–July 1	Liquid applied with sprayer
	NUTSEdge GRASS CONTROL	TIME PERIOD	METHOD OF APPLICATION
-OR-	Tower	May 1–July 1	Liquid applied with sprayer
-OR-	Sedge Hammer	June 15–Oct 15	Liquid applied with sprayer
-OR-	Dismiss	June 15–Oct 15	Liquid applied with sprayer
	FUNGUS CONTROL	TIME PERIOD	METHOD OF APPLICATION
	Twosome	May 15–Oct 15	Liquid applied with sprayer
-OR-	Eagle	May 30–Sept 30	Liquid applied with sprayer

Note: All materials are registered by the Environmental Protection Agency and the State of New Hampshire.

Please be advised that residents have a right to request and receive advance notification of the date when each “Control” Application will be made. Residents who elect pre-notification will be called a day or two prior to the scheduled application of a Control Product. If we do not speak to someone, we will leave a voicemail message indicating that we will be performing the scheduled application on that property within a specified timeframe. Unless instructed otherwise by the resident, we will perform the application as scheduled (weather permitting) in order to work efficiently in geographic areas and to remain on schedule. **Please note:** Pre-notification is provided ONLY for application of Control Products. No notice will be provided for applications of straight fertilizer or lime, or for lawn aeration.

Champions Summer Camp Details

At Champions Summer Camp, we keep kids learning throughout the Summer months. Our fun-filled curriculum gets kids out and exploring the world around them while playing and learning with hands on activities, local field trips and fun themes all summer long!

- Hours- 6:30 am – 5:30pm.
- Dates- June 24th – August 23rd.
- Rates- \$38/day, \$190/week. \$50 registration fee per child, \$75 registration fee per family. There will be a \$15 activity fee for any child who attends the field trip.
- Space- We would need a cafeteria and gym space at one of the Hudson schools. We will expect about 30 children daily.
- Curriculum Themes- Oceanography, Insects and Arachnids, Jungles and Rainforests, Circus Science, Superheroes Among Us, The Buzz About Bees, Clash of the Colors, Spy School, Puzzling Puzzles, Mixed-Up Fairy Tales, Junior Inventors, Community Service.

We understand that the Custodians work shorter days during the Summer months. We will pay any Custodial costs from 2pm-5:30pm.

**EXPLORE
SCIENCE!**

**FLEXIBLE
SCHEDULE!**

FANTASTIC FUN SUMMER

**FIELD
TRIPS!**



**MAKE
NEW
FRIENDS!**

**FUN
VENDORS!**

**WATER
PLAY!**

**WEEKLY
THEMES!**

LOOK OUT FOR SUMMER FUN!

At the Champions Summer Program, children continue to learn with their friends through fun hands-on experiences, weekly field trips and daily discoveries about the world around them!

Kids want to have fun this summer. Give them exciting programs to keep them active & engaged!

- ☀ Oceanography
- ☀ Insects and Arachnids
- ☀ Jungles and Rainforests
- ☀ Circus Science
- ☀ Superheroes Among Us
- ☀ The Buzz About Bees

SIGN UP TODAY! SPACE IS LIMITED!

ENROLL: www.DiscoverChampions.com
or call 1-800-246-2154

CHAMPIONS

**SUMMER PROGRAM
@ Nottingham West**
10 Pelham Rd., Hudson NH 03051

COST:

\$38/day | \$190/week

Activity Fee: \$15/week | Drop-In Fee \$45/day

Registration Fee: \$50/child or \$75/family

DATES: June 24th - August 23rd

HOURS: 6:30am - 5:30 pm

CONTACT:

Emily Barnes (603) 521- 0605

Embarnes@discoverchampions.com

June

Themes	Monday	Tuesday	Wednesday	Thursday	Friday
		3	4	5	6
					7
School Store	Last Day of School! 10	1st Day of Summer Program!! 11	12	13	Flash Back Day 14
Mixed Up Fairy Tales	17	Yoga with Jill @ 1pm 18	19	LEGOLAND Field Trip 20	Character Day 21
Jungles & Rainforest's	24	Yoga with Jill @ 1pm 25	26	Roger Williams Zoo Field Trip 27	Backwards Day 28

July

Themes	Monday	Tuesday	Wednesday	Thursday	Friday
Junior Inventors	1	Yoga with Jill @ 1pm 2	3	Closed for 4th of July 4	Board Game Day/ BBQ Game Party! 5
Superheroes	8	Yoga with Jill @ 1pm 9	10	Lazer Gate Field Trip 11	Pajama Day 12
Circus Science	15	Yoga with Jill @ 1pm 16	17	North Bowl Field Trip 18	Crazy Hair Day 19
Insects & Arachnids	22	Yoga with Jill @ 1pm 23	24	25	Christmas in July Day 26
Trees & Birds	29	Yoga with Jill @ 1pm 30	31	Providence Children's Museum Field Trip 1	Mix Match Day 2

August

Themes	Monday	Tuesday	Wednesday	Thursday	Friday
Oceanography	5	Yoga with Jill @ 1pm 6	7	Mystic Aquarium Field Trip 8	Pirate Day 9
Spy School	12	Yoga with Jill @ 1pm 13	14	Paint and Juice Field Trip 15	Celebrity Look Alike Day 16
Clash of Colors	19	Yoga with Jill @ 1pm 20	21	Dinosaur Park with Splash Pad Field Trip 22	Future Day 23
	26	27	28	29	30

Musical Bridges to Peace

March 25, 2019

To the Hudson School Board:

Proposal:

Everyone knows that music is the international language, which communicates across all linguistic and cultural barriers. Following on the heels of a successful French Exchange, the Alvirne High School Music Department is requesting permission to organize a “Concert Tour for Peace” to Germany and Austria over April vacation of 2020. The AHS Jazz Band has traveled to Europe 5 times over the past two decades, but this concert tour will be a bit different. First of all, we are including the AHS “B-Naturals” Chamber Choir to add the force of the human voice to our musical offering. Secondly, the focus of this year’s tour is on spreading a message of peace and understanding through the universal language of music. This is a message we are deeply committed to, one we believe will resonate and well represent Hudson, New Hampshire and the USA.

The proposed dates for this trip are April 22-May 2, which will allow students to live with host families, visit our partner school, and travel to points of historical and cultural interest. Most importantly, though, the performing groups will perform concerts at various locations during their stay, including the YMCA of Greater Berlin and, of course, our partner school, the Carl Orff Gymnasium, as well as various sister schools within the region. These concerts will be organized through our German colleagues and have always been received with enthusiasm and excitement. Please see proposed itinerary below, which is based on previous tours that have proven to be successful within the time frame requested.

The cost for this exchange will be approximately \$2,000/student, depending on final airline and ground transportation costs. Much of this amount can be earned through a variety of fundraising activities.

Proposed Itinerary:

- Tues. 4/21: Send-off Concert at Alvirne. Afternoon (overnight) flight to Berlin.
- Wed. 4/22: Morning arrival in Berlin, check in and welcome reception at the YMCA of Greater Berlin. Afternoon nap, then evening sightseeing TBD.
- Thurs. 4/23: Tour of Berlin. Evening concert through the YMCA.
- Fri. 4/24: Morning sightseeing/Berlin Wall/Checkpoint Charlie? Flight to Munich in afternoon/evening. Settle in with host families.
- Sat. 4/25: Walking tour of Munich, free afternoon.
- Sun. 4/26: Free day with host families.
- Mon. 4/27: Morning concert at Carl-Orff during 1st break, then bus tour to Neuschwanstein Castle, Wieskirche and Oberammergau (town saved from Black Plague and location of world-famous Passion Play).

Tues. 4/28: Bus to Salzburg, Austria. Tour of Salzburg fortress, Salzburg Cathedral, Mozart's birthplace, etc. Evening concert at the University of Salzburg.
Wed. 4/29: Bus to Augsburg/ Maria Theresia Gymnasium. Collaborative music activities with MTG students. Evening concert at MTG.
Thurs. 4/30: Walking tour of Munich's Nazi Past, then afternoon tour of Dachau Concentration Camp Memorial Site.
Fri. 5/1: Final day in Munich. Evening concert at Carl-Orff Gymnasium (AHS partner school since 2000).
Sat. 5/2: Free day with host families.
Sun. 5/3: Flight home from Munich.

We look forward to meeting with the School Board and answering any questions you might have.

Respectfully submitted,

Dan Wells
German Exchange Coordinator

Rob Scagnelli
District Director of Music

Mike Gallagan
Music Instructor

Proposal for Summer Travel Opportunity for Staff and Students

The earth science and biology teachers at Alvirne High School propose an educational adventure to Costa Rica with EF (Education First) Tours. EF Tours offers experiential learning trips all over the world that are all fully covered by their \$50 million dollar general liability policy, as well as the Global Travel Protection Plan (included in quoted price). The Global Travel Protection Plan protects against tour cancellations, illness and accident coverage, baggage and property coverage, and flight delay coverage. From the second the group clears customs until the moment they depart, a full-time trained tour director, employed by EF Tours, stays with the group. EF Tours also offers the “Peace of Mind Program” that allows the group to change dates, destination, or itinerary for any reason up to 45 days before the scheduled trip. If any natural disaster or world event occurs under 45 days prior to the tour, and we do not feel comfortable traveling with our students, EF will work individually with our group to figure out the best alternatives or options to move forward. They are the global leader in educational travel and have been in operation for over 50 years. Over 1,000,000 students a year travel abroad with EF and they have over 500 schools and offices all over the world. They operate in 53 countries and partner with iJET, an integrated risk management company that provides formalized partnerships with police and government all over the world to ensure optimal safety on all EF Tours.

Target Audience:

We aim to get 24-30 students, current freshmen, sophomores and/or juniors, who are interested in the STEM field to join us on this adventure. The data shows that 86% of the students that travel with EF are more “intellectually curious inside and outside the classroom.” This fosters our core value of curiosity and will help prepare our students to compete in a global marketplace and for the nearly 8.6 million STEM jobs that will be available to them. The proposed audience, current freshmen and sophomores, were chosen because, by the time of travel, they will have completed both earth science and biology. This destination was selected because it is the perfect culmination of the earth science and biology curriculum and will further their learning by offering them real world, experiential learning opportunities connected to the curriculum. Students and staff will explore volcanoes, rainforests, plantations, geothermal hot springs, and several other tropical ecosystems which all tie in directly to their classroom experiences at Alvirne High School.

College Credit:

In addition to the rich, transformative experience you will be offering our students, Alvirne will be able to offer college credit at less than a quarter of the cost of a typical college class. Students will be eligible for a 3 credit college course through Southern New Hampshire University (SNHU) for a mere \$215 versus the traditional \$960. This offering is optional and includes a capstone research project. If they choose to not participate in that, they will still be eligible for a .5 credit high school elective at no additional cost. They will develop essential questions to investigate on their tour and will create a post-tour project to receive credit. Our staff is also eligible for their choice of professional learning hours, and they can also choose to participate in a SNHU graduate level courses for an additional fee. This is all managed through EF Tours.

Why do we need to start planning now?

EF Tours has found that a lead time of 18 months is sufficient to provide students, staff, and families the time to adequately prepare and fundraise to make this international adventure affordable. Planning now allows for a proposed payment plan that will last for 10 months and will allow students to supplement the cost with various fundraising activities. Launching this activity before now allows students to ask for the “gift of travel” over the upcoming months. Each registered student automatically gets a tour donation page. They can ask friends and family members to donate money for their tour in lieu of gifts. This can be used for holidays, birthdays, etc. and can also be shared through email or social media as parents deem appropriate. 100% of all donations are applied directly to the student’s balance.

Additional Fundraising Ideas:

We have a number of fundraisers, that have been used successfully by the science department in the past, that can be put in place to help students offset the cost of the trip.

- Citrus Fundraiser
- Nature's Vision Fundraiser
- Wildlife Calendar Fundraiser

Pricing is as follows:

- 9 Day Tour - \$2680 per student (\$259 a month for 10 months)
 - If we get 24 student travelers, we can offer \$500 in scholarship
 - If we get 30 student travelers, we can offer \$1000 in scholarship
- Ms. Foskitt, Mr. Reece, and Ms. Gilliam have already agreed to chaperone
 - This allows at least 18 students to travel

Price includes:

- Airfare
- Hotels and accommodations (3-4 students per room)
- Breakfast, lunch, and dinner everyday
- All guided tours including a local farm experience
- EF Tour guide from beginning to end (expert local guides)
- Personal Motorcoach around the country
- Global Travel Protection
- Access to the WeShare platform
- Global and Local support from EF staff

Educational Purpose:

The educational purposes of this trip are twofold, as it encompasses both biological and earth science concepts and increases the cultural and global awareness of our students. In this pristine experiential laboratory, students will be exposed to species that exist nowhere else in the world. They will also be exposed to geological features that do not exist in our part of the world. Our core value of curiosity will be pushed to its limit around every turn. This experience will not only expose them to the very foundation of all ecology principles, but they will be exposed to a number of conservation projects, sustainability principles, and earth science concepts. The trip includes exposure to volcanoes, hot springs, and rainforests.

The other facet of this adventure is the globalization and cultural awareness that will be gained by our students. During day 5, students will be planting trees to help offset the carbon footprint of their travel. We can also opt in to a local exchange set up by the local tour director. Our students will be participating in a number of cultural events that will introduce them to other cultures.

Thank you for your consideration of this exciting, meaningful opportunity. This is a once in a lifetime adventure that will allow our students to grow as scientists and as humans. Please feel free to contact me directly with any additional questions or concerns. We look forward to hearing from you regarding your decision. I can be reached at efoskitt@sau81.org or (603) 886-1260 x 75040.

Sincerely,
Erica Foskitt
Science Department Chair
Alvirne High School

Proposed itinerary for the Costa Rica trip:

Day 1: Fly to Costa Rica

- Meet our Tour Director at the airport.

Day 2: San José | Arenal region

- Start the day with a coffee tour and learn how Costa Rica's plantations produce some of the world's best beans.
- Explore the entire supply chain of the famous Costa Rican coffee bean, from the fields where it's grown to the cafes where it's brewed, and discover the essential role coffee plays in the country's agriculture and economy.
- Visit Poás Volcano.
- Travel to the Arenal region and get ready for an adventure to remember. Behold the perfect conical shape that emerges from the green hills of Alajuela: this is the fascinating Arenal Volcano. Overlooking the San Carlos plain and the Pacific lowlands, this mile-high volcano has been active for the past 7,000 years. Not only does the volcano serve as a watershed for the lake, but it also provides thermal energy for the nearby hot springs.

Day 3: Arenal region

- Take a kayaking trip along Lake Arenal.
- Hike to La Fortuna Waterfall.
- Relax in the hot springs.
- Participate in a local exchange.

Day 4: Monteverde

- Travel to Monteverde, the Green Mountain region situated near the Continental Divide that contains a spectacular range of flora and fauna in six distinct ecological zones.
- Take time to relax in Monteverde or visit a local farm.

Day 5: Monteverde

- Tour the greenery of the Santa Elena Cloud Forest, where you can look for the rare orchids and elusive quetzal birds that thrive in the perpetual soft mist. At this altitude, you'll literally walk through clouds!
- Plant a tree in the EF reserve in Monteverde with your group.
- Experience a canopy tour.

Day 6: Central Pacific Coast

- Travel to the Central Pacific Coast.
- Visit Rainforest Adventures Park where you'll ride the aerial tram above the canopies, hike a nature trail, and visit a butterfly sanctuary.
- Enjoy a crocodile boat cruise for an up-close look at life in the mangrove river habitat.

Day 7: Manuel Antonio National Park

- Take an excursion to Manuel Antonio National Park.
- Return to the Central Pacific Coast.

Day 8: Sarchi | San José

- Travel via Sarchi to San José.
- Enjoy a free evening or attend a folklore evening.

Day 9: Depart for home



Educational Tours



TOUR PRICE QUOTE

Costa Rica: A Touch of the Tropics

PREPARED FOR
Erica Foskitt

PREPARED ON
March 27, 2019

YOUR TOUR NUMBER
2252356NS

YOUR TOUR WEBSITE
www.ef-tours.com/2252356NS

ALTERNATE TOUR CHOICES

2nd Choice: Adventure in Costa Rica (9 Days)

Your travel details

TOTAL LENGTH
9 days

DEPARTING FROM
Boston (MA)

REQUESTED TRAVEL DATES
Thursday, February 20, 2020 - Friday, February 28, 2020

YOUR DEPARTURE DATE RANGE

REQUESTED
Thu. Feb. 20

LATEST
Mon. Feb. 24

Your experience includes

AN ALL-INCLUSIVE TOUR

Round trip airfare, hotels with private baths, regional-style meals, on-tour transportation and sightseeing activities are covered. Discover all of your itinerary details at www.ef-tours.com/2252356NS.

FULL-TIME TOUR DIRECTOR

Your culturally connected Tour Director is with your group 24/7, providing deep local insight while handling all on-tour logistics.

EXPERT LOCAL GUIDES

Your expert local guides are natural historians, adding cultural insight and global perspective on your sightseeing tours.

WESHARE—PERSONALIZED LEARNING

Our personalized learning experience engages students before, during and after tour, with the option to create a final, reflective project for academic credit.

CONTINUOUS SUPPORT

Your dedicated EF team helps you every step of the way—from recruiting and enrolling travelers to planning and managing your tour.

WORLDWIDE PRESENCE

EF has over 500 schools and offices in more than 50 countries worldwide so wherever you go, we're there too.

24-HOUR EMERGENCY SERVICE

Travelers and their families can count on EF's dedicated emergency service team.

PEACE OF MIND PROGRAM

Feel secure knowing your group can change their destination or travel dates due to unforeseen circumstances. Learn more about your flexible options at ef-tours.com/peaceofmind.

GUARANTEED LOWEST PRICE

Price valid for travelers enrolled March 27, 2019 - March 31, 2019*

Student
\$2,680

or \$259 / 10 mos

Adult
\$3,180

or \$309 / 10 mos

PRICE BREAKDOWN

Program Price	\$2,480
Weekend Supplement	\$35
Global Travel Protection	\$165
weShare – Personalized Learning	FREE

*Adult supplement required for travelers age 20 and older at the time of travel. Change and cancellation fees of up to the total price will apply. Applicable airline baggage fees are not included and can be found at ef-tours.com/baggage. All prices subject to verification by an EF Tour Consultant. Program price validity excludes special discounts. To view EF's Booking Conditions, visit ef-tours.com/bc.

Your Tour Consultant

CORINNE BOZZINI
800-637-8222
corinne.bozzini@ef.com

Gabriel A. Falzarano
Associate Principal

Jodi C. Hallas
Associate Principal

Christopher P. Blair
Associate Principal

Donald G. Jalbert
Career & Technical
Education Director

ALVIRNE HIGH SCHOOL

Home of the Broncos

200 Derry Road

Hudson, NH 03051

Steven J. Beals, Principal

Phone: (603) 886-1260 Fax: (603) 595-1525

William R. Hughen
District Director
of School Counseling

Karen E. Bonney
Director of Athletics

Susan E. Bureau
Dean of Academics

Sherri L. Lavoie
Assistant Principal for
Special Services

Greetings,

It is my pleasure to inform the Hudson School Board that Alvirne student, senior Katelyn Jensen has been awarded 4 Gold Keys, 4 Silver Keys and 1 Honorable Mention for her artwork in the New Hampshire 2019 Scholastic Art and Writing Awards this past February. One of those Gold Keys was awarded for her portfolio which included 8 artworks Katelyn completed mostly within this past year in my Advanced Art Portfolio class. Katelyn has additionally been honored with a Scholastic National Gold Medal for a Contrasto Illustration titled "Black and White", and we have been invited to attend the award ceremony in New York City in June. Katelyn is the 2nd student at Alvirne to ever receive this Honor that I know of, and this year is one of only 15 students chosen statewide here in New Hampshire as National Gold Medalists.

The Scholastic Art and Writing Awards are one of the most illustrious creative honors for students since 1923. The Awards span the spectrum of The Arts from traditional painting and drawing to film, digital media, poets and fiction writers. They seek to recognize and celebrate the young artist and writer and the educators that encourage their creative process. It provides recognition of talent and hard work on a local and state level but also on a national level. There were nearly 340,000 works of Art and Writing submitted to the 2019 Scholastic Awards and receiving a National Medal places her in the top 1% of all submissions. That is quite an honor. In addition, the Scholastic Awards has many notable alumni to include artists like Andy Warhol, John Baldessari and Cy Twombly, and writers like Joyce Carol Oates, Truman Capote, Zac Posen, and many more.

An Invitation to the National Ceremony is extended to both students and teachers and I am requesting to attend the events being held from June 5- June 7th in a Professional Development capacity and as the cost of the hotel is prohibitive I am hoping that the district would find it appropriate to cover those costs in addition to extending me the time in a Professional Development capacity.

June 5th is registration and the Maker Prom. The first exhibition opens on June 6th and the 2016 National Ceremony is also on June 6th with a Showcase on June 7th. There are special events for educators that I would love to attend for several reasons. The ability to network and connect with Art Teachers from across the nation who have successfully managed their programs to get their students to the National Ceremony is an opportunity to see and learn what others are doing to raise the bar and the benefits to their Art Students. With

Common Core and Steam initiatives it is a great way to bring new ideas and understandings into my own curriculum. There is a Special Breakfast for the Educators where we will receive our own honors for our “dedication and accomplishment”. It will be an opportunity to further discern where the Visual Arts in the classroom is and where it may be going.

Alvirne’s Art Department has been in flux for a few years and I cannot express how proud I am of Katelyn and the department for having such a great showing of awards this year. Students awarded comprise of:

Gold Keys

Katelyn Jensen, Senior – 3 and Shreya Karri, Junior - 1

Gold Key Portfolio

Katelyn Jensen

Silver Keys

Julie Crane, Sophomore – 1, Laiza Eugenio, Sophomore -1, Mackenzie Mendoza, Sophomore – 1, Kaliana Secchiaroli, Sophomore -1, Sarina Pease, Junior – 1. Ella Simpson, Junior – 1, Mason McCoy, Senior – 1, Kaelyn Gagnon, Senior – 1, Krista Gursky, Senior – 2, and Katelyn Jensen, Senior - 4.

Honorable Mentions

Kaelyn Gagnon, Senior – 1, Crystal Giard, Senior – 2, Allison Quinn, Senior -1, Ella Simpson, Junior – 1, Alexander Tea, Senior – 2, Rachael Wiley, Senior – 1 and Katelyn Jensen, Senior 1.

Room costs are \$260 a night. Boarding costs for staying June 6th through June 8th would be \$905 per room. There would also be the cost of a substitute for my classes for the 3 days if approved.

To win an award guarantees students scholarship funds for further education in the Arts and is a point of respect on their resume. Already, Katelyn has been the beneficiary of offers for scholarship awards to local and regional Art Colleges. It is not an occurrence that is easily begotten, forgotten or repeated. The ceremony is the pat on the back that these students and art educators deserve and have earned and allows them to spend time with like-minded peers from across the country and share experiences and ideas.

I thank you all for your time and consideration in this matter. I hope that the School Board and Administration will approve this opportunity.

Sincerely,

Maria Oakley, MFA
Art Department
Alvirne High School

It Starts With Art

2019

HUDSON SCHOOL DISTRICT
IN HOUSE FACILITY USE/RENTAL APPLICATION

DIRECTIONS: The information requested is necessary for managing facility usage and to assure that your needs are met. Complete Section I and II and submit the form to the school administrative office at least 14 days prior to the proposed activity. A Certificate of Liability must accompany this form proving coverage for general liability and property damage insurance totaling \$1,000,000/\$2,000,000 aggregate with the Hudson School District listed as additional insured. The certificate holder should list the Hudson School District, 20 Library Street, Hudson, NH. THIS APPLICATION WILL NOT BE PROCESSED UNLESS THE CERTIFICATE OF LIABILITY IS ATTACHED.

SECTION I - APPLICANT INFORMATION

Name of Organization: Hudson Historical Society
 Contact Person and Telephone #: Kathy Carpenter or Joyce Hord
 Street Address: (603) 440-3780 (603) 889-1213
 City, State, Zip Code: _____
 E-mail address: kcarpentier@hudsonnh.gov
 Activity Description: Hudson Historical Society Dinner and Auction
 Number of Anticipated Participants: _____ Number of Supervisors Provided: _____

Estimated Hours: _____ Time _____
 Activity Date(s): June 7-10 (Actual date Son 6/9) (S) (M) (T) (W) (R) (F) (S)

Facilities Requested: Fr tent set up Sat set up Son event Mon tent down

Alvirne High School, 200 Derry Road, Hudson, NH - Telephone: 886-1260
 V114 Cafeteria Tennis Court
 Classroom Gym Track
 Field(s) Library Hills House
 Music Room Checkers Hills House field

Hudson Memorial School, 1 Memorial Drive, Hudson, NH - Telephone: 886-1240
 Cafeteria Gym Multipurpose Rm
 Classroom Library
 Field(s) Other

Hills Garrison School, 190 Derry Road, Hudson, NH - Telephone: 881-3930
 Cafeteria Gym Other
 Classroom Library Field(s)

Dr. H. O. Smith School, 33 School Street, Hudson, NH - Telephone: 886-1248
 Library Cafeteria
 Classroom Gym

Library Street School, 22 Library Street, Hudson, NH - Telephone: 886-1255
 Cafeteria Classroom Other
 Café/Gym Classroom Other

Nottingham West School, 10 Pelham Road, Hudson, NH - Telephone: 595-1570
 Cafeteria Gym Other
 Classroom Library Field

Hills Memorial Library, 18 School Street, Hudson, NH
 Conference room

Equipment requested: _____

I certify that I have read and understand the regulations governing the use of the Hudson School District facilities, and my organization does not engage in any activity prohibited by School District Policy. I agree to accept personal responsibility for ensuring the compliance with these regulations during use of school facilities under this request. I affirm that all statements made by me on this form are true, complete and accurate to the best of my knowledge and belief.

FACILITIES RENTERS USING ANY HUDSON SCHOOL DISTRICT BUILDING, PLEASE BE AWARE OF THE FOLLOWING RULES: NO USE OF TOBACCO PRODUCTS, NO ALCOHOLIC BEVERAGES ON SCHOOL PREMISES, AT ANY TIME, IN/OUT OF THE BUILDING. FOOD/DRINK ALLOWED IN CAFÉ ONLY.

Printed Name and Title: _____

Signature and Date: K Carpenter 3/8/19

**HUDSON SCHOOL DISTRICT
IN HOUSE FACILITY USE/RENTAL APPLICATION**

SECTION II - REQUIRED DOCUMENTATION/APPROVALS

This form will not be processed until all documentation has been submitted. If the proposed activity will fill the requested facility to more than half of capacity, the police and fire departments must be notified. This is the sole responsibility of the renter.

Set up Requirement: _____

SECTION III - PROCESSING ACTIONS

After this request has been received/approved at the building level it must be sent to the Central Office for processing:

School Administration Approval Signature _____ **Date** _____
Facility Office Approval: Dana Loder _____ **Date** 4/11/19

All necessary documentation has been received and checked:	_____	Yes	_____	No
Facility is available on this date:	_____	Yes	_____	No
Equipment is available on this date:	_____	Yes	_____	No
Extra Personnel Coverage required for this time/date:	_____	Yes	_____	No

Hours of custodial time required: _____
 Fee Total: _____

Business Administrator Approval: Karen Bunnell _____ **Date** 4/11/19

After the request has been processed by the Central Office, the original request should be filed in the Finance Office, Facilities office, and copies routed to the participating schools.

Behavioral Expectations

Level I	Level II	Level III	Level IV	Level V
Classroom Behavior	Disruptive Behavior	Rule Violations	Safety Violations	Gross Misconduct
Consequences at teacher discretion	Detention (1-3 hours per disruption)	In-School Suspension (1-3 days)	Out of School Suspension (1-10 days)	Out of School Suspension (10+ days)
Teachers establish rules and procedures that support a safe, respectful environment conducive to learning. They may create and consistently apply consequences around behaviors that include but are not limited to the following: <ul style="list-style-type: none"> Excessive Talking Work habits and practices Use of phones and other devices Teachers may assign teacher detention for violations of classroom rules. Repeated classroom rule violations should be referred to administration.	Disruptive behaviors that include but are not limited to: <ul style="list-style-type: none"> Skipping class Tardies Disrespect Profanity Insubordination Classroom disruption Dress code violations Skipped detentions Misuse of personal electronics/phones Cheating/plagiarism Being out-of-area Bus behaviors 	Rule violations that include but are not limited to: <ul style="list-style-type: none"> Excessive Tardies (10+) Failure to report to office when sent Forgery Leaving school grounds Bullying Racial harassment Sexual harassment Hate speech¹ False allegations² Vandalism Theft Misuse of computers/networks 	Safety Violations that include but are not limited to: <ul style="list-style-type: none"> Fighting Assault Possession, use or being under the influence of alcohol, tobacco, or other drugs Use or possession of drug paraphernalia³ Threats Abusive conduct or language Hate speech¹ False allegations² Use or possession of weapons or items to be used as such Threatening behavior Sexual harassment Racial harassment Unsafe driving on school property⁴ 	Behaviors that are deemed to be gross misconduct may be referred to the Superintendent of Schools for additional suspension and/or possible expulsion by the School Board.

All issues that reflect negatively on Alvirne's Core Values or disrupts the educational setting are subject to disciplinary action. Disciplinary outcomes will be determined by the severity of the action and the context in which the action occurred.

¹ Includes but is not limited to slurs related to race, religion, ethnic origin, national origin, sex, disability, sexual orientation, or gender identity.

² Making allegations against any member of the Alvirne community that are damaging and deliberately false.

³ Includes vaping equipment.

⁴ Unsafe driving on school property also will result in suspension or revocation of parking privileges.

<p>Teacher Detentions/ Communication w/parents</p>	<p><i>Consequences given by teacher and communicated to parents/guardians.</i></p>	<p>Teachers can assign students detention after school or during lunch for minor classroom offenses. These are primarily actions that can be rectified by the detention and do not cause complete disruption of the learning environment:</p> <ul style="list-style-type: none"> ● Talking out during class ● Sleeping during class ● Tardy to class ● Minor insubordination ● Being unprepared for class <p>Teachers may assign teacher detention for violations of classroom rules. Repeated classroom rule violations should be referred to administration.</p>
<p>Office Detention (1 hour per detention)</p>	<p><i>Office Detention (1 hour per detention)</i></p>	<p>Disruptive behaviors that include but are not limited to:</p> <ul style="list-style-type: none"> ● Skipping class ● Removal from class ● Tardies to school/class (4 Tardy Truants per progress report period) ● Disrespect ● Profanity ● Insubordination ● Classroom disruption ● Repeated Dress code violations ● Skipped detentions ● Misuse of personal electronics/phones ● Cheating/plagiarism (2 detentions) ● Bus behaviors ● Stealing ● Horseplay ● Bus Misconduct ● Cutting teacher detention
<p>ISS</p>	<p><i>In-School Suspension (1-5 days)</i></p>	<p>Rule violations that include but are not limited to:</p> <ul style="list-style-type: none"> ● Insubordination ● Repetitive Failure to Attend After School detention ● Student altercation ● Inappropriate Behavior ● Inciting a fight ● Leaving school grounds without permission ● Skipping class ● Excessive tardiness to school or class ● Profanity directed towards staff member ● Forging notes (parent or teacher) ● Failure to report to assigned location ● Possession of tobacco/vaping products ● Refusal of students to identify themselves to staff members including substitute teachers ● Bullying/Cyberbullying ● Video recording of staff or students ● Harassment ● Hate speech¹ ● False allegations² ● Vandalism ● Theft ● Misuse of computers/networks
<p>OSS</p>	<p><i>Out of School Suspension (1-10 days)</i></p>	<p>Safety Violations that include but are not limited to:</p> <ul style="list-style-type: none"> ● Fighting ● Assault ● Possession of tobacco/vaping products ● Possession, use or being under the influence of alcohol, tobacco, or other drugs ● Use or possession of drug paraphernalia³ ● Threats ● Abusive conduct or language ● Hate speech ¹ ● False allegations ² ● Use or possession of weapons or items to be used as such ● Threatening behavior ● Harassment ● Bullying/Cyberbullying ● Gross Misconduct ● Vandalism ● Repeat disciplinary problems

All issues that reflect negatively on HMS's Principles of Respect, Responsibility and Hard Work, or which disrupt the educational setting are subject to disciplinary action.

Disciplinary outcomes will be determined by the severity of the action and the context in which the action occurred.

¹ Includes but is not limited to slurs related to race, religion, ethnic origin, national origin, sex, disability, sexual orientation, or gender identity.

² Making allegations against any member of the HMS community that are damaging and deliberately false.

³

Hudson Memorial School Merit System

SCHOOL GOAL:

Educators will be committed to improve student engagement by establishing safe, secure, and respectful classroom environments that focus on the positive and best teaching practices of critical thinking, effective communication, teacher and peer collaboration, problem-solving, curiosity and imagination, accessing and analyzing information, and real-world applications of key curricular skills and concepts in all content areas.

Rationale:

As educators, we will acknowledge the positive contributions students make to the school's culture at Hudson Memorial School through a merit system that focuses on the key components of a student's social, emotional, and academic growth. This will allow us to develop relationships with the students that promote, sustain, and reward students for their Respectful and Responsible behaviors, as well as, their hard work and dedication to their own personal academic, social, and emotional growth by challenging our students to reach their personal best in both academic and non-academic settings.

MISSION:

The Hudson Memorial School Merit System will serve to improve relationships and strengthen our community by building positive, healthy connections with students through the promotion of the skills necessary for successful citizenship through a system of support for students, parents, and staff.

VISION:

1. Positive, Healthy Relationships
2. Create a system that focuses on the positive for Students
3. Create a strong sense of school pride and community

CORE VALUES:

1. Respect
2. Responsibility
3. Work Hard

❖ **CORE VALUES DEFINED**

- **Responsibility**- answerable or accountable, as for something within one's power, control, or management
- **Respect**- esteem for or a sense of the worth or excellence of a person, personal quality, or ability.
- **Work Hard**- effort put forth by an individual to better themselves socially, emotionally, and academically.

REWARD:

Golden Horseshoe

A ticket given to a student, as a symbol of the qualities we look for in a student who displays exemplary behavior and is a model for student expectation in their effort to be Responsible, Respectful, and Work Hard.

- Students can earn them at any point in time during their school day
 - For displaying outstanding behavior in the areas of:
 - Respect
 - Responsibility
 - Work Ethic
 - For being the example and role model for positive behaviors attributed to respect, responsibility, and work ethic
- Students can save their tickets and redeem them at the school store on a bi-weekly basis
 - Students will track their Golden Horseshoe points
 - At the end of each month, students will be given an opportunity to redeem their tickets at the school store for an item of their choosing
- Staff members can earn them at any point during their school day from other staff members
 - For being a positive example and role model for positive behaviors attributed to respect, responsibility, and work ethic
- Staff members can turn in the “Golden Horseshoes” they give other staff members to the main office and each staff member receiving a “Golden Horseshoe” will be recognized on a bi-weekly basis in the principal’s notes.
- Once a “Golden Horseshoe” is earned, it can’t be taken away.



Hudson
Memorial
School

**SAFE
ZONE**

SAFE ZONE members follow these principles:

RESPECT

I will RESPECT myself.

I will RESPECT the differences in others.

I will RESPECT the faculty/staff of HMS.

I will RESPECT my school and keep it drug/alcohol free.

RESPONSIBILITY

I am RESPONSIBLE for my own actions.

I am RESPONSIBLE for my own choices.

I am RESPONSIBLE to engage in my own education.

I am RESPONSIBLE to report bullying/harassment to a trusted adult.

I am RESPONSIBLE for understanding the impact of my actions on others.

HARD WORK

I will WORK HARD and commit to my learning.

I will WORK HARD to stay on task during classes.

I will WORK HARD to make all feel welcome at my school.

WELCOME!

Dear Students and Parents:

Hudson Memorial School is a student-focused community committed to delivering a challenging and comprehensive curriculum for all students by fostering student engagement, critical thinking, and creativity. Our instructional strategies promote the mastery of core competencies through technology, written communication, comprehension of complex material, and valuable research. We believe that the foundation for student success is the development of a strong work ethic and a personal responsibility.

Our school is composed of approximately 900 people, including students, school counselors, teachers, administrators, para-educators, tutors, administrative assistants, custodians, and cafeteria workers. We are a community of individuals who share the responsibility of providing a positive and safe learning environment. We can reach this goal through mutual respect and cooperation in following the regulations set forth in the handbook.

Hudson Memorial School is organized into eight core academic teams. Each team consists of a math teacher, science teacher, social studies teacher, and two language arts teachers. All students will be assigned to a team. The purpose of this approach is two-fold. First, it will make a large school feel smaller, and therefore, students will get a better sense of being connected to our school community. Secondly, this team structure will help teachers to improve student learning outcomes and to provide a more systematic instructional approach in regard to the delivery of curriculum. In using this team organizational design, our school-to-home communications will become more effective.

All students will participate in an eight-period school day consisting of the following: a fifteen-minute homeroom period, two periods of language arts, one period of math, one period of science, one period of social studies, two periods of unified arts, a thirty-minute academic focus period, and a thirty-minute lunch. The school day begins at 7:45 a.m. and ends at 2:20 p.m. Homeroom begins at 7:35 a.m. and ends at 7:50 a.m. All students must arrive at school prior to 7:45 a.m. Any student entering the school after 7:45 a.m. will be marked tardy for that day.

Throughout the school year, each student at Hudson Memorial will have the opportunity to participate in a wide variety of extra-curricular and co-curricular activities. These activities will help to develop student talents, self-esteem, peer relationships, and school spirit. Our Student Council, a peer-elected group of students, strives to make a difference in the school community. They serve as a student advisory board and share their valued input to the faculty and staff when it relates to various school issues and events. Other clubs such as Ski Club, Bowling Club, Chess Club, Math Club, Yearbook Club, and Art Club also offer students opportunities to participate in both on-campus and off-campus activities with their peers.

Our music department offers a variety of programs including band, chorus, and general music. The annual Holiday Concert and Spring Concert are the culminating activities where students display their musical talents, featuring special performances by the swing choir, woodwind choir, and jazz band.

Students at Hudson Memorial School also have the opportunity to participate in the intramural and interscholastic sports programs offered at the school throughout the year. In the fall, students can participate in the intramural volleyball program, as well as, tryout for the interscholastic soccer and cross-country programs. During the winter, students can participate in the intramural dodgeball program, as well as have the opportunity to try out for the interscholastic basketball, wrestling, and cheerleading programs. In the spring, students may try out for the baseball, softball, and track programs.

Hudson Memorial School welcomes and strongly encourages parent participation in the school through the P.T.O. program. The P.T.O. supports the school community through a variety of activities and volunteer committees. P.T.O. members conduct fundraisers throughout the year, and they volunteer to coordinate our annual magazine drive. The funds generated through the efforts of the P.T.O. support school spirit by offering activities and building improvements that benefit the school community. Some P.T.O. endeavors include the awarding of scholarships to deserving students to participate in the 8th grade trip to Washington, DC; providing refreshments for each school dance; giving a class t-shirt to each 8th grader on class day; and hosting a dinner buffet for the faculty and staff during Parent-Teacher Conference nights.

To foster better lines of communication between school and home, we will send parents/guardians an email at the beginning of the school year containing a student information form. In the email, there will be a link for parents/guardians to fill in a form and submit it to our school electronically. Parents/guardians should complete the form entirely and then click the "submit" button in order for that information to be uploaded to our school's database. This process will ensure that the most current and accurate information about your child is provided to us. In turn, parents/guardians will receive any and all vital communications from the Hudson Memorial School.

As you read the Student/Parent Handbook, keep in mind that the information contained in this booklet is designed to provide you with a comprehensive overview of Hudson Memorial School and to help you understand how our school functions. If you have questions regarding the information presented in this booklet, please feel free to contact the administration, teachers, or staff at any time so that we may assist you.

On behalf of the administrators, teachers, and staff of Hudson Memorial School, I welcome you all!

Sincerely,

Keith D. Bowen

Principal

MISSION STATEMENT

Hudson Memorial School is a student-centered community that understands and meets the social, emotional, and academic needs of all students. Through the provision of a safe and secure learning environment, we are committed to delivering a challenging and comprehensive curriculum that is inclusive of all students in authentic learning opportunities that require the use of higher-order thinking skills. Our instructional strategies promote mastery of core competencies through the use of technology, written communication, oral communication, comprehension of complex material, and effective research.

VISION STATEMENT

Hudson Memorial School will maintain trusting partnerships with all members of the community (district, staff, residents, businesses, and students and their families) to form meaningful relationships that are respectful in communicating knowledge and understanding in the manner that strengthens school programs and student learning.

By June of 2020, Hudson Memorial School will ensure all students are provided with an academic learning environment that is universally designed to remove all barriers and promote a growth mindset in both students, staff, and the entire educational community.

By June of 2023, Hudson Memorial School will have an integrated curriculum that utilizes project-based learning and measures student learning outcomes for competency in all content areas.

EXPECTATIONS OF STUDENT PERFORMANCE

Students at Hudson Memorial School will demonstrate:

1. Fundamental knowledge and skills presented by the curriculum.
2. The ability to understand what they read.
3. Effective oral and written communication.
4. The ability to access, process, and apply information.
5. A functional knowledge of basic mathematical processes.
6. The ability to think critically and analytically.
7. The ability to apply problem solving techniques in today's world.
8. Technological literacy.
9. Awareness of the fine and applied arts by participation in cultural events offered at school.
10. Knowledge of different cultures through the study of arts by participation in cultural events offered at school.
11. Knowledge of world issues within cultural and historical perspectives.
12. The acceptance of personal responsibilities.
13. Respect for themselves and others, the school and property.
14. Awareness and understanding of the skills necessary to maintain good physical and mental health.
15. Students are expected to adhere to all rules, codes, regulations and policies as set forth by the Hudson School District/Hudson Memorial School.

SCHOOL AND COMMUNITY PERFORMANCE

Hudson Memorial School will:

1. Provide a clean and healthy environment.
2. Provide adequate staff and facilities.
3. Provide quality student support.
4. Engage students in a challenging curriculum aligned with current state frameworks.

5. Foster communication and cooperation among school personnel and student families.
6. Support ongoing staff development.
7. Encourage interaction between our school and town residents.
8. Provide diverse extracurricular activities.
9. Provide students and staff with access and expertise to maximize current technology.
10. Provide student and staff opportunities to optimize advances in technology.

STATEMENT OF NONDISCRIMINATION

SAU # 81 does not discriminate in its educational programs, activities or employment practices based on age, sex, race, color, marital status, physical or mental disability, religion, national origin, or any other legally protected classification. This policy is in accordance with state and federal laws, including Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503, and 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1975, the Americans with Disabilities Act of 1990, and New Hampshire RSA 354-A. Information relative to special accommodations and the designated responsible official for compliance with Title VI, Title IX, and Section 504 may be obtained by contacting the School District. If you need accommodations in completing this application, please contact the School District.

ADMINISTRATION

Keith D. Bowen	Principal
Theo Tufts	Assistant Principal
Jennifer Grantham	Assistant Principal
Sarah Pooler	Interim Special Services Department Head
Daniel Pooler	Mathematics Department Head
Lisa Spinelli	Language Arts Department Head
Adam Goldstein	Science Department Head
Rachel Scanzani	Social Studies Department Head
Kimberly Galluzzo	6th Grade School Counselor
Brian Miller	7th Grade School Counselor
Karen O'Brien	8th Grade School Counselor
Adam Goldstein	Athletic Director

TELEPHONE DIRECTORY

Hudson Memorial School: (603) 886-1240

<u>Office</u>	<u>Extension</u>
Dial by Name Directory	#
Main Office	1
Report a Student Absent	2
School Counseling Department.....	3
Special Education Department.....	4
Nurse's Office.....	5
School Resource Officer	6
Office of the Assistant Principals	7
Office of the Principal	8
Cafeteria.....	9
Main Office Fax	883-1252

AGENDA BOOK

All students will be provided with an agenda book at the beginning of the school year. The agenda book is intended to be an important communication tool for students, parents and teachers. The following guidelines detail the responsibility of each student:

1. A student must come to class each day with the Agenda Book.
2. A student must fill in the Agenda Book for each class each day.
3. A student must track their Academic Focus schedules in the Agenda book.
4. A student will use the Agenda book for all passes. Students must complete the hall pass log and get the required signatures when leaving the classroom.
5. If a student loses or damages an Agenda Book, the student must see an Assistant Principal to purchase a replacement at a cost of \$6.00.
6. Whenever possible, parents should check the Agenda Book to monitor the recording and completion of daily assignments and teacher correspondence.

COMMUNICATION

Hudson Memorial School offers various communication tools for parents/guardians and students to communicate with any member of our staff/faculty and/or administration.

- All staff members have voice mail.
- All staff members have e-mail that they be access through the district website.
- All teachers use PowerSchool
 - PowerSchool is a way for educators, parents, and students to share information. The faculty can use PowerSchool to post assignments, class policies, links to teacher approved websites, tests and assignments, due dates, and much more.

TEXTBOOK POLICY

Students will be given textbooks in their classes to be used throughout the school year. These books are intended for academic use and are the responsibility of the student to which they are assigned. If a student loses or damages the book, he/she will be responsible for the replacement cost of that book.

SAFETY/HEALTH

SAFETY DRILLS

During all safety drills, students must:

1. Stop, Look, Listen
2. Remain quietly and orderly
3. Follow staff instructions

ACCIDENTS AND HEALTH SERVICES

1. Any injury, regardless of apparent extent should be immediately reported to the school nurse.
2. Students needing crutches, ace wraps, or splinting must have a doctor's order to use adaptive devices or supportive bandaging. Upon their return to school, all students with emergent health concerns must see the nurse for special instructions before proceeding to class.
3. Any student with a temperature over 100 degrees must stay home and be fever free without medication for 24 hours before returning to school. If a student is started on oral antibiotics for any reason, he/she must be taking antibiotics for 24 hours before returning to school.
4. Students with a rash, cold/flu symptoms, or question of communicable diseases, including but not limited to vomiting/diarrhea are admitted to class only after having seen the nurse.
5. The Department of Education rules that while in school, students are not allowed to take medication of any kind, including herbal supplements, unless under the direct supervision of the nurse. All medication must be brought to school by the parent with a written doctor's order. The first dose of a new medication must be given at home and the student observed for 24 hours before returning to school. Please contact the nurse's office for more information about medication administration at school.

6. A parent/guardian or parent/guardian designated-responsible adult shall deliver all medication to be administered by school personnel to the school nurse or other responsible person designated by the school nurse as follows:
 - a. The prescription medication shall be in a pharmacy or manufacturer labeled container;
 - b. In the case of narcotic medication or other controlled substances, the school nurse or other responsible person receiving the prescription medication shall document the quantity of the medication delivered; and
 - c. The prescription medication may be delivered by other person(s), provided that the nurse is notified in advance by the parent/guardian of the delivery and the quantity of prescription medication provided.
7. Hudson Memorial School provides the following over the counter medications in generic form: acetaminophen (Tylenol), ibuprofen (Motrin/Advil) and TUMS in tablet form only. If your child cannot swallow pills, you will need to provide liquid or chewable tablets. A permission to administer medications form is sent home with students at the beginning of each year. A new form must be completed each year. Any changes in a student's ability to take medications are the responsibility of the parent/guardian to notify nursing staff.
8. HMS does not maintain peanut free areas. However, we strive to encourage students with food allergies and special dietary concerns to practice safe eating habits. Parents of children with food allergies are encouraged to contact the nurse's office to update all food allergy action plans on a yearly basis. EpiPens may be carried by students with appropriate doctor's orders in place.
9. Students who visit the nurse's office must present a pass from a teacher. The only exception is in the case of emergency.
10. At no time will students be allowed to carry or self-administer any medication - prescribed or over the counter. Pursuant to NH RSA 200:46, students may carry inhalers and EpiPens with appropriate MD orders on file. Please contact the school nurse for instructions and information required for your student to carry their inhaler/EpiPen with them. Additional medication may also be kept at the nurse's office.

NO SCHOOL ANNOUNCEMENT

School is in session under all, except the most hazardous, weather conditions. WMUR Channel 9 will announce delayed openings or no-school bulletins between 5:30 and 7:00 a.m.

The Hudson School District also utilizes a rapid notification service to enhance parental communication. This service allows us to send a text, voice, and email message to all parents/guardians in the case of inclement weather cancellations or delays. It is important for us have up to date contact information to ensure communication.

HUDSON SCHOOL DISTRICT ATTENDANCE, TARDINESS AND TRUANCY POLICY

The purpose of this Policy is to ensure that students are in school and learning. School attendance is critical to successful school performance. Class discussions, student collaborative work, and teacher guidance and directives all offer learning opportunities that are hard to make up outside the classroom. Therefore, in order to be successful, students must attend school and be on time for classes and other scheduled activities. Tardiness is a disruption to the educational process. It sets a tone that de-values education, detracts from the lesson, is discourteous to the teacher and other students, and results in a loss of instructional time.

Students have an obligation to attend school and to be on time for class and scheduled activities.

Under New Hampshire law, specifically RSA 193:1, parents/guardians have a legal obligation to make sure that their children who are at least 6 years of age and under 18 years of age attend school for the entire school year and during all the time that public schools are in session. Parents/Guardians should, therefore, plan activities and appointments for their children at times when school is not in session. Parents/Guardians must contact the school to inform the school of their child's absence.

School officials determine whether students' absences are excused or unexcused. The school must also maintain accurate attendance records for each student. Each teacher must accurately report daily attendance and punctuality. The building principal is designated as the person responsible for truancy issues. The building principal must submit attendance information to the Superintendent's office and must communicate with parents when a student's attendance becomes a concern as required by this Policy. School officials and parents/guardians must then work together to come up with a plan to address the child's absences.

Absence Documented (AD) is the result of doctor appointments, illness documented by a physician, bereavement, religious holidays, court orders, and family emergencies and absences approved by the Superintendent. The documented absence will not count toward the total number of absences leading to excessive absences. Students have ten (10) school days from the day of the absence to present the documentation. Documentation must be presented to the main office.

Absence Notified (A) is an absence that a parent/guardian is aware of and has excused the student by either calling the attendance answering machine or having the student present a signed parent note when they return to school. **Notified absences count toward**

the limit of five days per year.

Absence Truant (AT) is an absence that a parent/guardian is not aware of and did not approve prior to the absence.

Non School Vacations - Absences due to vacations will count toward the total number of absences.

Appeal

A parent/guardian or student seeking an exception for an absence that is not otherwise excused may file a request with the School Attendance Board. A parent/guardian or student may also appeal to the School Attendance Board the following:

1. A determination that a specific absence/tardy, etc. was unexcused;
2. A determination that an absence occurred at all; or
3. Whether exceptional circumstances exist which make strict application of this Policy inappropriate with respect to one or more absences.

The School Attendance Board shall consist of two teachers, a school counselor and principal or assistant principal. The School Attendance Board shall consider the following factors in reviewing a request or appeal:

1. The spirit and intent of the Policy.
2. Whether the absence was due to the action or inaction of the student or parents.
3. Whether exceptional circumstances exist that warrant an exception to the Policy.

ATTENDANCE ELIGIBILITY

Attendance eligibility is determined on a daily basis throughout the year based on the following criteria: 15 days or 30 half days of absence or 20 days or more tardy to school. Students found ineligible to participate due to attendance may be excluded from participation in school activities for the remainder of the year. Activities include school dances, functions, extra-curricular activities, clubs, intramurals, interscholastic sports, and field trips (academic/educational field trips will be considered at the discretion of the supervising teacher(s) and determination of an administrator).

ATTENDANCE LETTERS

The Hudson School District believes that student attendance is essential to student's academic success. As part of an effort to maintain contact with students and their parents regarding absences, each school sends attendance update letters up to four times each year for undocumented absences. Letters are sent on the following absence intervals: five (5), eight (8), twelve (12), and fifteen (15) days of absence. As part of each letter, the corresponding dates of absence are included. When receiving a letter, please take the time to check these dates carefully.

TARDINESS TO SCHOOL/CLASS

Check-in Procedure: Students who arrive to school after 7:45 a.m. should go directly to the main office to scan their Student ID in order to receive a tardy slip. Any student who does not report to homeroom by 7:45 a.m. is considered tardy.

Chronic tardiness is a serious issue and can be considered a form of truancy.

After 4 **Tardy Truants (TT)** per progress report period, students will receive an afterschool office detention (1 disciplinary points). For every additional 4 tardies per progress report period, students will receive an additional afterschool office detention.

The following reasons will not excuse tardiness: oversleeping, missing the bus, and/or traffic. The Hudson School District provides transportation for its students. We do take responsibility for bus problems, but we cannot assume the responsibility for private vehicles.

Students who are late due to a medical appointment must present documentation for it to be **Tardy Documented (TD)**.

DISMISSAL ABSENCE

If you must be dismissed from school before the end of the regular day, you must bring in a note from your parent/guardian and present it to the main office at the beginning of the school day. The note must include

1. The date and time you will be excused
2. The reason you will be excused
3. The name of the person who will pick you up
4. Your parent/guardian's signature

5. A phone number where your parent/guardian can be reached to verify the dismissal

Students who are dismissed are to be picked up and signed out by a parent/guardian in the main office at the time of dismissal. Early dismissals and absences for personal reasons are usually related to some form of travel. Because travel of some types can be considered to be educationally beneficial, special permission can be granted in this area by the administration. However, the administration reserves the responsibility of determining the value of student travel as related to the Hudson Memorial school curriculum. Students and parents should strive to avoid travel that will interfere with the educational process.

STUDENT DROP OFF AND PICK UP

Student supervision begins at 7:30 a.m. For safety reasons, no student should be dropped off before that time.

Parents who wish to pick up students at the end of the school day must park in a parking space in the main parking lot at the front of the building, not along the fences of the field or in the aisle of the parking lot. No parking or standing traffic will be permitted on Memorial Drive.

Students who are being picked up at the end of the school day are to use the main entrance to exit the building and should be picked up no later than 2:30 p.m..

MAKEUP WORK

If your child has been out for **3 days or more** due to illness and homework for that period of time is desired, simply contact the teachers before 8:00 a.m. **A minimum of 24 hours' notice** must be given in order to collect books and homework materials from all of the teachers. Parents can pick up homework/books in the Main Office before 3:30 p.m.

STUDENT ID POLICY

Student IDs will be issued to students after picture day. Student IDs will be replaced at a cost of \$5.00.

AFTER-SCHOOL PARTICIPATION – HALF DAYS

- Students arriving after 11:00 a.m. will be ineligible to participate in after-school activities.
- Students leaving school before 11:20 a.m. and not returning are ineligible for after-school activities.

SCHOOL COUNSELING PROCEDURES

To see a School Counselor, report to Room 109 before or after school or during lunch with a pass from a subject teacher or a counselor and make an appointment.

Remember any concern that is of importance to you is also of importance to your counselor.

Reasons to see a School Counselor:

1. Learn how to get along with students, parents, and teachers.
2. Talk to someone who will readily listen to what I have to say.
3. Improve grades and study habits.
4. Help choose elective courses.
5. Explore abilities and aptitudes.
6. Discover new interest areas.
7. Understand attitudes and values.
8. Explore the decision-making process and the world of work.

ACADEMIC REPORTING PROCESS

PROGRESS REPORTS / REPORT CARDS

Students attending Hudson Memorial School will be issued five (5) Academic Progress Updates and one (1) final report card throughout the school year. Each of these Academic Progress Updates will be issued every thirty (30) school days. The Academic Progress Updates are intended to keep parents and students informed of the current, cumulative grade. The sixth and last grade report will serve as the final report card.

GRADING SCALE

A	90 – 100	
B	80 – 89	
C	70 – 79	
IP	In Progress	Student is working toward proficiency and has the opportunity for remediation.
NE	No Evidence	No work is available to be assessed

High Honor Roll	Student earns an A in all classes.
Honor Roll	Student earns an A or B in all classes.

WORK STUDY PRACTICES

Our Work Study Practices Rubric is used to describe work habits and classroom behaviors. Students are scored on a scale of 1-3 on the three core values of Hudson Memorial School: respect, responsibility, and hard work. The rubric for the Work Study Practices can be found at the end of the handbook section of the agenda book.

PARENT CONFERENCES

Parent conferences are held during the month of November. You may register for a conference time through our on-line conference scheduler. However, you may also request a parent conference at any time during the school year by contacting the homeroom teacher for an appointment.

ACADEMIC ACCOUNTABILITY

Hudson Memorial School recognizes the importance of providing a challenging, comprehensive, systemically aligned, and integrated curriculum that includes high quality instruction and opportunities for students to remediate important knowledge, skills, and understandings within each content area. As part of the instructional process, we also recognize that competency-based education requires that students are provided with multiple opportunities to demonstrate that they have successfully met curricular standards.

REASSESSMENT

Students may opt to reassess any summative assessment where proficiency has not been met. The grade that they receive on the reassessment will replace their original grade if the reassessment grade is higher than the original assessment.

In order to take advantage of a reassessment, the student needs to engage in a relearning process that includes review of the original assessment with his or her teacher or person who is qualified and two other methods of remediation that may include: working with a teacher in Academic FOCUS or Academic Assistance, spending time with a tutor, parent, or guardian preparing for reassessment, completing all relevant uncompleted work in the class, or other options provided by his or her teacher.

ACADEMIC REMEDIATION

The purpose of academic remediation is to provide students with targeted academic support in areas of the curriculum where a student's knowledge and understanding of a skill or concept needs to be strengthened to further their academic success. All students will be provided with the opportunity to participate in an Individualized Academic Remediation Plan when significant skill and concept gaps appear in reading, writing, mathematics, science, and social studies for a given time-period during the school year.

Students who score below a C on the grade scale or miss 6 or more days of classroom instruction during a 30-day period for reasons of Attendance or Discipline will be automatically placed on an Individualized Academic Remediation Plan. It is important that students are in school and attending all classes. Students who miss significant amounts of classroom instruction time may be at-risk of creating

gaps in their own learning. It is believed that students who participate in academic remediation after missing significant amounts of classroom instruction will decrease their risk of creating gaps in their learning and will be better prepared to meet the challenges of more advanced curricular work as the student progresses through school.

Academic Remediation will take place during Academic Focus and Academic Assistance. The Individualized Academic Remediation Plan will be developed by the student's teaching team, the student, and the parent(s)/guardian(s). Students who do not successfully complete their Individualized Academic Remediation Plan during Academic Focus or Academic Assistance will be requested to complete their plan during February, April, and/or Summer vacation weeks. Students who do not successfully complete their Individualized Academic Remediation Plans will place themselves at greater risk of being retained in their current grade level or until they have successfully completed their Individualized Academic Remediation Plan.

ACADEMIC FOCUS

Academic Focus is a Response to Instruction (RtI) period for all students. The program allows for students, over a four-day period, to be scheduled to the teachers they need to see for a variety of reasons.

To allow students to better prepare for their "FOCUS week," scheduling will be done on the second day of any school week. Scheduling on the second day of a week allows students to see upcoming assignments and assessments that they may want to meet with their teachers about. FOCUS classes will then wrap-around into the following week.

The two avenues by which students will be scheduled are:

1. The Academic FOCUS teacher conferences with students and schedules them to meet with the teachers that they need to see for either remediation or extension purposes.
2. Any teacher may pre-book their students into a FOCUS period for the following week to provide extra help, opportunities, for retakes or re-dos of assignments, or to extend student learning with access to supplemental higher-level materials.

ACADEMIC ELIGIBILITY

A student may participate in dances, functions, extra-curricular activities, clubs, intramurals, and interscholastic sports, field trips (academic/educational field trips will be considered at the discretion of the supervising teacher(s) and determination of an administrator), unless he/she has received a No Evidence (NE) indicator on the grading scale in two or more subject areas at the time of each Academic Progress update.

A student's participation will be determined every thirty (30) days at the Academic Progress Updates. Once academically ineligible, the student will remain ineligible until the next Academic Progress Update. **To regain eligibility, a student must have remediated all NE grades at the next Academic Progress Update.**

CHEATING AND PLAGIARISM

Honesty and integrity are values that are important at Hudson Memorial School. A student turning in work that represents their knowledge base is essential to determining success of the academic process. Students engaging in cheating or plagiarism are not being honest with their teachers or themselves. While there are some assignments that are meant to be done in cooperation with others, most assignments are not. Unless a teacher indicates that an assignment is meant to be done with the help of others, students should assume that the work assigned is to be done on their own.

The teacher will determine what is appropriate for any given assignment. Two students doing a homework assignment may help each other in **clarifying** what the assignment is about. Copying someone else's work and taking answers off someone else's test are the most common forms of cheating.

Cheating will be defined as the inappropriate giving or taking answers or work from another student or source. The use of computer or alternative resources in place of assigned reading or projects will be considered cheating.

Plagiarism will be defined as the use of information from a source or author without recognition that the information comes from that source or author.

The penalty for cheating or plagiarism will be two After-School Detentions. Continued incidents of this nature could result in more serious disciplinary action.

CELL PHONE POLICY

Cell phones may be brought to school and remain off and in the student's backpack during the school day (7:20 a.m. to 2:20 p.m.). Cell phones are not allowed to be used, for any reason, during the school day unless instructed by the teacher. We are requesting that parents/guardians not phone or text your student during the school day.

- Should a student be caught with an off but visible phone, the phone will be taken until the end of the day and returned to the student.
- Repeated cell phone violations will be administered in the following manner:
 1. Warning
 2. After-school Detention
 3. In-school suspension

Should an emergency arise, please call the main office.

TELEPHONES

Students who have an emergency and need to use the phone should come to the main office to request to use the phone.

TELEPHONE MESSAGES

Telephone messages for students cannot be accepted through the school office. Parent must restrict messages to those of an emergency nature. Calls may be verified. We encourage parents to call the office if they must contact their student, since it is quicker and students are not to use cell phones in school.

MERIT SYSTEM

The Hudson Memorial School Merit System is designed to acknowledge the positive contributions students and staff make to the school's culture at Hudson Memorial School through a set of core values that focuses on the key components of a student's social, emotional, and academic growth. This will allow us to develop working relationships that promote, sustain, and reward students and staff for their respectful and responsible behaviors, as well as, their hard work and dedication to their own personal academic, social, and emotional growth by challenging our students and staff to reach their personal best in both academic and non-academic settings.

❖ CORE VALUES DEFINED

- **Responsibility**- answerable or accountable, as for something within one's power, control, or management
- **Respect**- esteem for or a sense of the worth or excellence of a person, personal quality, or ability.
- **Work Hard**- effort put forth by an individual to better themselves socially, emotionally, and academically.

DISCIPLINE

PHILOSOPHY

Hudson Memorial School recognizes that the level of interaction among students, parents, teachers, and administrators determines the quality of any discipline code. One of our primary goals is to foster an atmosphere of trust and communication among the school, students, and parents, and to create an atmosphere that encourages and seeks parental input. Parents are vital to the success of the school process. They have the responsibility in a shared partnership with the school to reinforce acceptable standards of behavior, as well as the entire learning process, at home.

The basic objective of our discipline policy is to provide a safe and secure environment where students have the opportunity to learn and teachers the opportunity to teach. It is important to provide an environment that promotes the emotional well-being and growth of every student; to provide an environment that is free of drugs, intimidation, fears, and does not condone violence in any form.

It is expected that students and staff will treat each other with dignity and respect. Students will maintain proper standards of behavior at all times and teachers will establish a clear and consistent set of rules as it applies to each individual classroom.

It is the responsibility of the school administration to implement the school discipline code in a consistent, firm, and fair manner. It is the obligation of the administration to deal with each situation on an individual basis with compassion and understanding, maintaining a balance between students' and teachers' rights, and to assure that all persons are treated fairly. The administration will make all decisions based upon available facts, good judgment, common sense, and the general welfare of the school.

The discipline code at Hudson Memorial School distinguishes between categories of offenses. Minor infractions may be treated flexibly, depending on the circumstances, while nonnegotiable consequences are set for serious offenses. Actions that are criminal offenses are reported to the Hudson Police Department.

SAFE ZONE

Hudson Memorial School promotes a Safe Zone. Throughout the year, our counseling department and staff promotes the principles of making Hudson Memorial School a safe zone.

Safe Zone members follow these principles:

RESPECT

I will RESPECT myself.

I will RESPECT the differences in others.

I will RESPECT the faculty/staff of HMS.

I will RESPECT my school and keep it drug/alcohol free.

RESPONSIBILITY

I am RESPONSIBLE for my own actions.

I am RESPONSIBLE for my own choices.

I am RESPONSIBLE to engage in my own education.

I am RESPONSIBLE to report bullying/harassment to a trusted adult.

I am RESPONSIBLE for understanding the impact of my actions on others.

HARD WORK

I will WORK HARD and commit to my learning.

I will WORK HARD to stay on task during classes.

I will WORK HARD to make all feel welcome at my school.

TEACHER DETENTION

Teachers can assign students detention after school or during lunch for minor classroom offenses. These are primarily actions that can be rectified by the detention and do not cause complete disruption of the learning environment. Examples are (but not limited to): talking during class, sleeping during class, tardy to class, minor insubordination, forgetting supplies and being unprepared for class. Repeat offenses may result in additional consequences.

Students will be given 24-hour written notice, when possible, for serving the detentions. Teacher detentions may last to 3:30 p.m. so that students may take the late bus home.

Because classroom misconduct tends to be minor infractions, teacher detentions do not become part of a student's cumulative folder. The office is only informed of a teacher detention if the student fails to serve it. Failure to serve a teacher detention may result in the student receiving an After-School Office Detention.

MISSING A TEACHER DETENTION

Missing a teacher detention may occur for legitimate reasons from time to time. If this occurs the student must communicate this to the teacher or administrator. The detention may be assigned for another day. The following are **NOT** reasons for missing an after-school detention:

- Activities and practices
- Athletic games – school or non-school sponsored events
- Getting a ride – students have time prior to a detention to make arrangements.

IN-SCHOOL SUSPENSION

The following actions may result in **in-school suspension(s)**, but are not limited to:

- Repetitive failure to attend an after-school detention
- Leaving school grounds without permission
- Skipping class
- Excessive tardiness to school or class
- Profanity directed toward staff member
- Forging notes (parent or teacher)

- Failure to report to the office
- Possession of tobacco/e-cigarette products
- Students representing themselves on the phone as a parent to be excused or dismissed
- Refusal of students to identify themselves to staff members, including substitute teachers
- Insubordination

OUT-OF-SCHOOL SUSPENSION

Students may be subject to an **out-of-school suspension up to ten (10) days** for the following reasons, **but are not limited to:**

- Fighting/assault
- Disrupting the school day
- Vandalism
- Drug/Alcohol/Tobacco possession and/or consumption
- Harassment and bullying
- Repeat disciplinary problems

Discipline records involving after-school detentions, in-school/out-of-school suspensions and the reasons for such discipline are retained by the school.

BULLYING

General Statement of Policy

The Hudson School Board is committed to providing all pupils a safe school environment in which all members of the school community are treated with respect.

This policy is intended to comply with RSA 193-F, which specifically identifies “bullying” as a form of pupil harassment. Conduct constituting bullying will not be tolerated and is prohibited by this Policy in accordance with RSA 193-F.

Notice of Policy

The Superintendent shall provide notice to students and staff of this Policy through appropriate references in the student and employee handbooks or through other reasonable means. The Superintendent shall also make all contractors contracting with the district aware of this Policy.

Bullying Defined

Bullying is conduct which subjects a pupil to insults, taunts, or challenges, whether verbal or physical in nature, that are likely to intimidate or provoke a violent or disorderly response from the student being treated in this manner.

Hate Speech Defined

Hate Speech is defined as any statement, whether oral, written or depicted, that has the intent to promote hatred of any group because of race, religion, national origin, ancestry, gender, sexual orientation or disability. Under Title IX the Hudson School District is charged with ensuring that a “hostile work environment” is not tolerated within our school community. In the student’s situation school is considered to be your “work environment”. Freedom of Speech under the First Amendment does not supersede the requirement for all people to be respected within the school environment. This is an important issue for both staff and students. The use of hate speech will result in disciplinary action equal to any harassment or bullying issue at each school.

Reporting Procedures

The steps are as follows:

1. The Bully/Cyberbullying Reporting Form is given to the person that reported the incident to complete as best they are able. If the reporting person refuses/declines to fill out the form, please document.
2. The completed Bullying/Cyberbullying Reporting Form triggers an investigation within 5 days and the completed form is sent to the Superintendent.
3. The investigator starts the Final Bullying Report form. The findings are noted on the form and sent to the Superintendent within 7 days of the receipt of the Bullying/Cyberbullying Reporting Form.
4. If a student cannot be contacted within the required 7 days and his/her information is vital to complete the investigation, please submit the Final Bullying Report form with the designation of NOT FOUND. When the student is subsequently interviewed, the case may be reopened with a new 7-day timeline to determine if bullying is FOUND or NOT FOUND with the findings reported to the Superintendent.

Discipline

If an investigation concludes that a pupil has engaged in bullying conduct prohibited by this Policy, that pupil shall be subject to appropriate disciplinary action. This may include, but is not limited to, loss of privileges, detention, suspension, expulsion, or other actions determined to educate/inform persons about the ramifications of bullying behavior.

Any such disciplinary action shall be taken in accordance with the applicable School Board Policy and legal requirements.

Cyberbullying

Hudson Memorial School is charged with maintaining a safe and secure school environment for all students. Any insult, taunt, negative comments, verbal challenges, physical challenges that are likely to intimidate others or provoke a violent or disorderly response to occur here at Hudson Memorial School will not be tolerated. This includes those communications that occur through electronic media whether here at Hudson Memorial School or in the community at large. Such offenses will be dealt with in accordance with the student code of conduct and can result in disciplinary action including, but not limited to, after-school detention, suspension and restriction from participating in school activities

DISCIPLINE AND ATHLETICS AND CO-CURRICULAR ACTIVITIES

Students who receive an administrative consequence are not eligible to participate in co-curricular activities or go to school events on that day and any day included in the consequence.

MAKE-UP WORK AFTER SUSPENSION

Students can receive work while on out-of-school suspension. Students are expected to complete and turn in all work provided to them upon arrival back to school. If a student needs extra help with the make-up work, the student must work it out with the teacher who has assigned the work.

DRUG AND ALCOHOL USE

Because of the serious consequences, legal and otherwise, that may result from the use of alcohol or other drugs, a student may not attend school, or participate in, or be present at any activity sponsored by the school if the student shows evidence of having used alcohol or any other drug. Violators will be suspended at once.

In addition, any student in the possession of, or any student selling or distributing alcohol or drugs, will be subject to disciplinary action up to and including expulsion from school. It should also be noted that students who are in possession of look-alike drugs or in the presence of others who use or possess drugs are subject to disciplinary action.

Possession and/or Use of Drugs or Alcohol

1. 1st Offense:

- a. Ten days out of school suspension.
- b. Immediate parent notification.
- c. Immediate Hudson Police Department notification.

2. 2nd Offense:

- a. Ten days out of school suspension.
- b. Immediate parent notification.
- c. Immediate Hudson Police Department notification.
- d. Recommendation to the Superintendent of Schools to take additional disciplinary action. (This additional action could be a recommendation to the Hudson School Board by the Superintendent that the student be expelled from school for the remainder of the school year.)

3. Selling, Transferring or Distributing Alcohol or Drugs

- a. Ten days out of school suspension.
- b. Immediate parent notification.
- c. Immediate Hudson Police Department notification.
- d. Recommend to the Superintendent of Schools to take additional disciplinary action. (This additional action could be a recommendation to the Hudson School Board from the Superintendent that the student be expelled from school for the remainder of the school year.)

Special Note: Students apprehended with "copycat" or look-alike drugs will be subject to the same penalties.

Smoking Policy

Smoking is unhealthy, and contributes to or is a direct cause of many serious ailments. Smoking can be hazardous to the health of both smokers and non-smokers. For the smoker it can contribute to heart attack, stroke, high blood pressure, emphysema, and several forms of cancer. Passive smoke is also unhealthy, and may contribute to the same medical conditions affecting smokers.

New Hampshire State law prohibits:

1. Possession of any tobacco products and smoking by persons under the age of 18 (tobacco products include cigarettes, cigars, pipe tobacco, chewing tobacco, snuff, and similar products;
2. Possession of e-cigarettes, vaporizers, and related products
3. Smoking in school buildings or on school property by **any person**.

School policy reflects these laws making Hudson Memorial School a healthy environment for all. All students, regardless of age, are prohibited from smoking on school property and at any school-related event that occurs off school property, regardless of their age. Any student in violation of the smoking policy will be disciplined in the following manner:

1. Possession of any tobacco products – 1 day out of school suspension for each offense
2. Possession of e-cigarettes or vaporizers could result in a suspension up to 5 days
3. Smoking
 - a. First Offense – Three (3) days of out-of-school suspension.
 - b. Second Offense – Four (4) days of out-of-school suspension.
 - c. Third Offense – Five (5) days of out-of-school suspension.
 - d. Fourth Offense – Five (5) days of out-of-school suspension and request that the Superintendent of Schools take additional action.
 - e. Additional Violations – Five (5) days of out-of-school suspension and request that the Superintendent of Schools take additional action including reporting to the Hudson Police Department.

In accordance with R.S.A. 78:12-b, all incidents of possession of tobacco products or smoking involving students under the age of 18 will be reported to the Hudson Police Department. Under R.S.A. 169-B:32 the student will be issued a District Court complaint by the Hudson Police Department.

Off Limits Areas – Corridors, Lavatories, Other Areas of the Building, Parking Lot, and School Grounds

During class periods students are not allowed in the corridors, lavatories, or other areas of the building unless issued a pass by a staff member to be in those areas. With the exception of assigned classes, the school grounds and parking lots are off limits during the school day and during lunch, as is the gymnasium, and stage without supervision. Students in any unauthorized area will face disciplinary action up to and including suspension from school.

SUSPENSION AND EXPULSION OF PUPILS (R.S.A. 193:13)

1. The superintendent or chief administering officer, or a representative designated in writing, is authorized to suspend pupils from school for gross misconduct or for neglect or refusal to conform to the reasonable rules of the school, providing that where there is a suspension lasting beyond 10 school days, the parent or guardian has the right to appeal any such suspension to the local school board. Any suspension to continue beyond 20 school days must be approved by the local school board.
2. Any pupil may be expelled from school by the local school board for gross misconduct, or for neglect or refusal to conform to the reasonable rules of the school, or for an act of theft, destruction, or violence as defined in RSA 193D:, or for possession of a pellet or BB gun or rifle and the pupil shall not attend school until restored by the local board. Any expulsion shall be subject to review if requested prior to the start of each school year further; any parent or guardian has the right to appeal any such expulsion by the local school board to the State Board of Education.
3. Any pupil who brings or possesses a firearm as defined in Section 921 of Title 18 U.S.C. in a safe school zone as defined in RSA 193-D:1 without written authorization from the superintendent or designee shall be expelled from school by the local school board for a period of not less than 12 months. Any expulsion shall be subject to review by the local school board if requested by a parent or guardian prior to the start of each school year, and further, any parent of guardian shall have the right to appeal any such expulsion by the local school board to the state Board of Education.
4. The local school board shall adopt a policy that allows the superintendent or chief administering officer to modify the expulsion requirements set forth in paragraphs II and III on a case-by-case basis.
5. Any pupil expelled by a local school board under the provisions of the Gun-Free School Act of 1994 shall not be eligible to enroll in another school district in New Hampshire for the period of the expulsion. Nothing in this section shall be construed to prevent the

local school district that expelled the student from providing educational services to such students in an alternative setting.

A pupil expelled from school in another state under the provisions of the Gun-Free School Act of 1994 shall not be eligible to enroll in a school district in New Hampshire for the period of the expulsion.

UNAUTHORIZED ATTENDANCE, (R.S.A. 193:15)

If any pupil, after notice, attends or visits a school which he/she has no right to attend, or shall interrupt or disturb the same, he/she shall for the first offense be guilty of a violation and for any subsequent offense be guilty of a misdemeanor. Notification of R.S.A. 193:15 is posted at all entrances to Hudson Memorial School.

UNAUTHORIZED ATTENDANCE – HUDSON MEMORIAL SCHOOL STUDENTS

Students on suspension from school or absent from school on a given day are not to be on school property for any reason, at any time of day, unless explicitly allowed to be by the administration.

VIOLENCE

Each and every Hudson Memorial School student has the basic right to go about their tasks without being accosted by another student. Fighting for any reason will not be tolerated. Students involved in fights will be subject to suspension or expulsion from school. Students are encouraged to resolve their disputes by talking the problem out or by seeking a disinterested third party (teacher or school counselor) to resolve the dispute.

POSSESSION OF DANGEROUS OBJECTS/OTHER WEAPONS

The possession of a dangerous object in the school building, on school property, on school buses and/or including school functions is prohibited and will result in suspension, police intervention, and possible expulsion from school. Dangerous objects include but are not limited to: knives, slingshots, pepper spray, and other similar chemicals and/or sprays. In addition to these expressly prohibited dangerous objects, almost any object can be potentially dangerous depending upon its usage. Any object used in an aggressive or reckless manner shall fall under the consequences of this section.

All students are permitted to turn in "dangerous objects/other weapons" which were "accidentally" brought to school as soon as they are discovered thus averting the serious consequences described by the regulations.

Note: Look alike and/or toy weapons will be included in the category of "other weapons", providing a means of harsh consequences for students who intend to use them to frighten, harass, or intimidate others.

POSSESSION OF WEAPONS

In compliance with New Hampshire RSA 193:13 and 193D (Safe School Zones and relative to school violence), and Federal Statute Improving America's Schools Act of 1994, "any student who is determined to have brought a weapon to school or who knowingly possesses a weapon in a safe school zone without written authorization from the Superintendent or designee shall be expelled for not less than one year (365 days). A 'weapon' means a firearm as defined in Section 921 of Title 18, United States Code, and in NHRSA 193:13. Weapons shall include, but not be limited to starter pistols, pellet guns, BB guns, rifles (NHRSA 193:13); and by any 'weapon' which will or is designed to or may readily be converted to expel a projectile by the action of an explosive' (Title 18), or any destructive device, including any explosive', incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one quarter ounce, mine or any similar device..." (Title 18).

LOCKERS

Lockers are furnished and maintained by the School District and remain the property of the School District. Students are assigned lockers by the school. Students are responsible for the cleanliness and orderliness of their lockers. Gym lockers are provided for student use during P.E. classes.

Because of the large number of students in the building, it is recommended that students should plan their day so that they go to their lockers as few times as possible. This may result in students taking enough books for two or even three classes at a time. Backpacks will not be permitted during the school day.

Special Note: Due to the level of security provided by the lockers, even with locks, it is strongly suggested that hall and/or gym lockers **NOT** be used to secure money or other valuables.

LOCKER SEARCH

As a condition of usage of a school locker, students are advised that the school administration reserves the right to inspect a student's locker, if necessary, to maintain the integrity of the school environment, to protect other students, or to enforce safety regulations.

POINT SYSTEM

Students will be assigned disciplinary points when issued any of the following disciplinary actions:

- Three points for each full day of out-of-school suspension
- Two points for each half day of out-of-school suspension
- Three points for each full day of in-school suspension
- Two points for each half day of in-school suspension
- One point for each office detention
- One point for each day of bus suspension

SOCIAL ELIGIBILITY

Students who accumulate discipline points during the school year may be excluded from participation in school events. These events include school dances, functions, extra-curricular activities, clubs, intramurals, interscholastic sports, field trips (academic/educational field trips will be considered at the discretion of the supervising teacher/s).

1. Students who accumulate 10 disciplinary points in a 30-day period will be found ineligible.
2. Students will have a fresh start every 30 school days
3. Students who accumulate 20 disciplinary points or more in a 30-day period, or are found ineligible in any two 30-day periods will be ineligible for the remainder of the school year.
4. **PLEASE NOTE:** Students sign contracts that describe the requirements for participation on the field trip to Washington, D.C., and other extra-curricular activities. Students will be held accountable to the standards listed in those contracts even if they exceed the disciplinary rules outlined above. This includes loss of money that may have already been contributed towards participation in the trips.

PROHIBITED ITEMS

1. E-cigarettes, vaporizers, and related products
2. Items that detract from the learning environment
3. Coffee and energy drinks
4. Aerosol sprays (Axe body spray, deodorant spray, hairspray, etc.)
5. DVDs, MP3s, hand held video games, or any electronic devices, skateboards, laser pointers or collectibles (example – trading cards, comic books) to school, unless approved by administration
6. Students are not to sell candy or other items unless it is approved by the administration
7. Birthday cakes and balloons to school.
8. All beverages other than clear water bottles can be inspected at the discretion of an administrator.

PUBLIC DISPLAY OF AFFECTION

Students are expected to conduct themselves in a respectful manner at all times in schools.

DRESS CODE

It is essential for the learning process that students dress appropriately in an educational setting. While it is not the intention of Hudson Memorial School to dictate or influence the style of clothing worn by students, it is necessary to maintain a balance between student expression and propriety. Students, deemed by the administration, to be violating the dress code will call their parent/guardian for a change of clothing or clothing will be provided by the school. Repeated offenses of the dress code may be subject to disciplinary action.

Students must dress in accordance with safety rules of the school and the following are considered inappropriate for school:

1. Any article of clothing, or accessory that contains:
 - Profanity
 - Guns or Violence of any kind
 - Advertising or displaying drugs and/or drug use;
 - Advertising or displaying alcohol and/or alcohol use;
 - Advertising or displaying tobacco and/or tobacco use;
 - Sexual innuendo or innuendo involving drugs, alcohol, or tobacco;

- Which through word or design suggest intolerance or lack of respect to others on the bias or gender, race, religion, or ethnic, social, or economic background or sexual preference;
2. Garments that allow bare midriffs or undergarments to show.
 3. Garments that are sheer enough to see through.
 4. Pajamas
 5. Leggings and Tights unless they are worn under an article of clothing like a sweater-dress or skirt that meet the appropriate length found in number 11 of this list.
 6. All chains or straps attached to pants or wallets are prohibited.
 7. Any studded accessory
 8. Hats, visors, hoods, wrist bands, or bandanas will not be worn within the building
 9. The collar of a shirt or blouse should be no lower than two inches from the student's collarbone or nape of the neck.
 10. Shirts must cover the student's torso and shoulders. Sleeveless shirts and tank tops with straps wide enough to cover undergarments are acceptable. Fashions that have "spaghetti straps" or halter-tops are not acceptable.
 11. Appropriate skirt or short length will be at a mid-hand's length with arms at the side.

SCHOOL LUNCH PROGRAM

The mission of the Hudson School District Food Service Department is to strive to treat all children equally, provide healthy, well-balanced, and reasonably priced meals in a safe and pleasant environment. Good nutrition is essential to the learning process; therefore, we encourage all students to eat well-balanced meals at school, as well as at home.

The Hudson School District uses a computerized 'point of sale' debit meal payment system. This system allows you to "deposit" money into your child's account, and funds will automatically be deducted from his/her account when cafeteria meals are purchased, using a unique 4-digit personal identification number (PIN) assigned to your child. Since this is a debit system your child's account should be above zero.

Checks should be made payable to "Hudson School Food Service", not the specific school your child attends. Payments may be split between siblings within the same school only. Low balance statements will be sent home as needed. You can also make online payments to your child's account at www.K12PaymentCenter.com. For more information please visit our website: www.sau81.org

Students must use their pin number and have money in their lunch account to purchase lunch or ala-carte items.

If your child has money left in his/her account at the end of the previous school year, the money will be available on the first day of school the following year.

Applications for free or reduced price meals are available for any family who wish to apply. They are sent to each household at the beginning of the school year and available year round in each of the guidance offices and the office of the Food Service Director. You may apply at any time and are encouraged to do so. A new application must be filed each school year.

Students requiring meal modifications must have their physician complete a Special Diet Order. These are available in the nurse's office or the office of the Food Service Director.

Meal prices for the 2018-2019 school year are as follows:

Middle School	
Breakfast	\$1.25 & up
Reduced Breakfast	\$.30
Lunch	\$2.60
Reduced Lunch	\$.40

Milk/Juice	\$.40
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Please be aware menus are subject to change (changes will be announced in each individual school).

In an effort to be sensitive to students with peanut allergies, we will no longer serve peanut butter as a menu item in the elementary schools, nor will we use it in our baking. We will make considerable effort to limit peanut products in the food service program.

The Child Nutrition Department is a self-sustaining operation. No taxpayer dollars from the General Fund are used in the operation of this department. A small portion of revenue is received from the Federal Government under the National School Lunch Program and while the remainder is generated from the local students and staff.

As always, if you have any questions please feel free to contact the Food Service Department by email @ canger@sau81.org or calling 886-1245, M-F 8:30 a.m.-2:30 p.m.

Sincerely,
 Carla A. Anger
 Food Service Director

USDA NONDISCRIMINATION STATEMENT

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may 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 complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov. This institution is an equal opportunity provider.

USE OF MEDIA

USING THE LIBRARY

1. Students are to have a pass from your subject teacher. Only one name will be on each pass.
2. All passes are for 10 minutes unless indicated as a research pass by a teacher.
3. If the library is full when you arrive, the Librarian will sign your pass and indicate the time on it. You are then to return directly to your classroom and remain there.

COMPUTER/INTERNET POLICIES

We are pleased to bring Internet access to Hudson Memorial School and believe that the Internet offers vast, diverse and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence in our school by facilitating resource sharing, innovation and communication. The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Our school community has access to electronic communication and access to the World Wide Web. Along with the advantages associated with access to computers and people all over the world come disadvantages, such as the availability of material that may not be considered of educational value in the context of the school setting. The Hudson Memorial Middle School has taken the following steps to facilitate appropriate computer access for students:

1. This contract clearly spells out the responsibility and expectations of use for every student. Student and parent/guardian are required to electronically sign this contract and submit it back to Hudson Memorial before the student will be permitted to use the

school computers.

2. Students are not permitted to work on a computer without a teacher present in the classroom.
3. The classroom computers are positioned in such a manner that the class and/or the teacher are always able to view the monitor.
4. Students must sign a log detailing information regarding computer use. Information recorded will include name, date, time on and off the computer and purpose.
5. The use of computers and the Internet is a privilege, and inappropriate use will result in the cancellation of those privileges and possible disciplinary action. The administration, faculty and staff of the Hudson Memorial Middle School may deny, revoke, or suspend Internet access due to a student's inappropriate use.

On a global network, it is impossible to control the quality of all materials published there and an industrious user may indeed discover materials that are controversial. However, the Hudson Memorial Middle School believes that the importance of access to the valuable information available on the worldwide network far outweighs the concern that users may procure material that is not consistent with the educational goals of the Hudson Memorial School.

STUDENT RESPONSIBILITIES

These guidelines are provided here so that you are aware of your responsibilities:

1. Students may use a computer only when there is a teacher or paraprofessional present.
2. No CD/DVD or USB portable drives may be brought in from home for use on any computers in the school without prior consent from a classroom teacher.
3. No food, drink or gum is allowed at the computer station.
4. No CD/DVD owned by the school may be taken out of the school building without express permission of the teacher.
5. No CD/DVD will be allowed in any of the school's computers without teacher permission, which will be contingent on the purpose and availability of appropriate virus scanners.
6. No files may be copied onto any of the school's computers from personal thumb drive or removable media. Any files edited on a computer must remain on the diskette or removable media.
7. Students may not write or draw anything profane, abusive, obscene, or inappropriate for school.
8. Students may not record, copy, or import sounds or graphics that are profane, abusive, obscene, or not appropriate for school.
9. Students may not alter any files on the computer except those owned by the user; no changing file or folder names, deleting files or folders, no moving files or folders.
10. Students may not change any computer system setting including system files, desktop appearances and icons **unless instructed to do so by a teacher.**
11. Students may not connect or disconnect any cables or peripherals unless approved by a teacher.
12. Students may not access any files that belong to other students or teachers.
13. Students may not plagiarize material procured through electronic means.
14. Students may not download non-educational files to the hard drive.
15. Students may not violate the privacy of other users.
16. Students may not provide personal information of others or themselves such as name, address, phone number, etc. in their work on the Internet.
17. Students will not interfere with or alter the integrity of the system at large by impersonating other individuals, attempting to capture or break encryption of passwords, destroying or altering data or programs belonging to others.
18. Students will be financially responsible for any vandalism associated with their computer use.

Computer use at the Hudson Memorial School has provided students with opportunities to enrich their learning and facilitate instruction. It is our goal that student and teacher use of technology will facilitate learning. The administration, faculty and staff of the Hudson Memorial School will deem what is inappropriate use. All members of the Hudson Memorial School community will adhere to guidelines for Acceptable Use.

SPORTS

Intramural Sports: Grades 6-8

Fall Season - Volleyball
Winter Season - Dodgeball

Interscholastic Sports: Grades 6-8

<u>Boys</u>	<u>Girls</u>	<u>Co-Ed</u>
Basketball	Basketball	Volleyball
Baseball	Softball	Cheerleading
Soccer	Soccer	Wrestling
Track	Track	
Cross Country	Cross Country	

Intramural sports are offered to all students who are able to participate. These programs consist of dodgeball and volleyball. All students should listen to the daily announcements in regards to sign up and practice times for these programs.

All students participating in any interscholastic sport must have a physical exam on file in the Nurse's office before tryouts. This exam will cover students for their time at Hudson Memorial School.

All students participating in interscholastic or intramural sports may be ineligible from participation for disciplinary reasons including excessive detentions, suspensions, academic or social eligibility. Any athlete possessing, selling, using, or otherwise furnishing or having used a restricted drug, alcoholic beverage or intoxicant will be suspended from school in accordance with our drug abuse policy and suspended from interscholastic competition for the remainder of the season.

EXTRA-CURRICULAR ACTIVITIES

Extra-Curricular Activities include, but are not limited to: Student Council, Swing Choir, Woodwind Choir, Jazz Band, Drama Club, Art Club, Chess Club, Skiing, Bowling Club, Math Club, Yearbook Club, Destination Imagination, Sewing and Knitting Club. Students will lose the privilege to participate in the extra-curricular activities if they are suspended or found ineligible based on academics, attendance, or discipline.

STUDENT COUNCIL

The Hudson Memorial School Student Council consists of elected officers from each grade 6-8 who will be assisted by representatives chosen from each homeroom. The purpose of the Student Council is to encourage and promote "*personal responsibility, service to the school and community, and tolerance to all individuals*" by fostering better student to student, student to teacher, and student to community relations. This will be achieved through good citizenship, school spirit, and promotion of all school activities in order to unite all into a more positive and productive community.

FIELD TRIPS

Grade 8: Washington, D.C. – 1 week

Students and parents sign a contract that outlines the eligibility requirements necessary to participate on the field trip to Washington, D.C.

One-day field trips are taken by all grade levels and topics and locations vary from year to year. These field trips are a required part of the curriculum. As such, all students are expected to attend. Should the need arise, there are scholarships available.

All field trip student rosters are subject to teacher review for **eligibility**, and all rosters, including chaperone assignments, will be reviewed and must be approved by the school administration.

PARENT PERMISSION SLIP

Parents must sign a permission slip before the student will be permitted to participate in school-sponsored educational field trips.

DANCES

Students are invited to several dances at the school on Friday evenings from 7:00 p.m. to 9:00 p.m. Chaperones arrive at 6:45 pm. For safety/supervision reasons, please do not drop your students off before that time. Students found ineligible based on academics, attendance, or discipline or were suspended or absent the day of the dance will not be allowed to attend school dances. The rules for

the school dances, including the 8th grade June dance, adhere to all school rules in addition to the following:

- Students must have their student ID in order to be admitted to the dance.
- Doors open at 7:00 p.m.
- Doors will close at 7:30 p.m., and no one will be admitted after this time.
- Removal from the dance can result in permanent suspension from all dances.
- No one is permitted to leave the dance once they have entered the building. Students may lose the privilege to attend any future dances if this occurs.
- Refreshments are restricted to the small cafeteria.
- Please make arrangements for transportation home. Students should be picked up promptly at 9:00 p.m. from the dance.

GUEST SIGN UP

Students may invite one guest to a dance. The guest must be in 6th, 7th, or 8th grade. For the 8th grade dance, guests must be in the 8th grade. You should sign up your guest with the Assistant Principal the week before the dance. Your guest must follow all school rules while at the dance and on school property.

SCHOOL TRANSPORTATION

SCHOOL BUSES

1. Students are to board and leave buses in an orderly fashion. Do not run or push near any bus whether it is moving or parked.
2. All school rules apply to your behavior on the bus, and at the bus stops. If you do not follow these rules, you may be suspended from the bus and/or school. While on bus suspension you may not use any district transportation.

Bus Rules

- Respect yourself, others and property.
 - Stay seated.
 - No food, drink, gum, candy or cigarettes.
 - Nothing goes out the windows.
 - NO LOUD noises inside the bus.
3. Bus passes are required to ride any bus other than a student's designated bus and will only be issued on an emergency basis; one guest bus pass per student.
 4. Bus passes can be denied for the following reasons: 1) overcrowding, 2) previous bus suspension, 3) any other situation as deemed necessary by school or bus administration.

ACTIVITY/LATE BUS

The Activity Bus, also known as the "Late Bus" is designed to assist in transporting home those students who remain after school attending an after school activity. **No student will be allowed to ride the "Late Bus" if they have not stayed for an approved activity.** There are two buses that service our school. One bus services the area north of the school, called the "North" bus and the other services the area south of the school, called the "South" bus. These buses are not designed to duplicate the regular runs. They are offered only as an option for those who choose to get within a reasonable walking distance of their home. The last buses leave Hudson Memorial School at between 3:45 p.m. and 4:10 p.m. **Tuesday, Wednesday and Thursday.** Please instruct your student to get off the bus at the closest stop to your home. **There is no late bus on Monday and Friday.**

DISCIPLINARY ACTION GOVERNING SCHOOL TRANSPORTATION

Acceptable behavior on a school bus and at the bus stop will be the same as that which is acceptable within the confines of a classroom or in any other social school situation. While the policy, with reference to discipline, is one of being firm, fair and consistent, it also contains an aspect of flexibility with regard to the particular situation, grade level of the student and any conditions, which might have to be considered as mitigating circumstances.

Bus infractions will be written up by the bus driver and disciplined by school administration.

RECOMMENDATIONS TO PARENTS/GUARDIANS

1. Students are to use the bus stop closest to their home and reach that location without crossing private or underdeveloped property.
2. Make appropriate plans so your student(s) arrive at the designated bus stop at least five (5) minutes before the estimated pick-up time.

3. Remind your children to respect the property rights of others.
4. Instruct your student to be aware of strangers and other suspicious situations. Encourage them to report all problems to the parent, teacher or principal immediately. Instruct your youngsters in all safety precautions.

GENERAL INFORMATION

ASBESTOS

The 1986 Asbestos Hazard Emergency Response Act (AHERA) requires school districts to inspect, monitor and, when necessary, remove asbestos from school buildings.

In February 1989, the School District contracted with a licensed firm to inspect each building for asbestos containing building materials (ACBM) and to prepare an Asbestos Management Plan that identifies the location and condition of all ACBM.

The U.S. Environmental Protection Agency requires that AHFRA re-inspections be conducted by licensed inspectors every three (3) Years to note any changes in the ACBM. Re-inspections were held in the fall of 1992, 1995 and 1999.

Copies of the Asbestos Management Plan and re-inspection reports for the School District are on file at the Superintendent's Office and at each school office. You are welcome to view these reports during regular school hours (MF, 8:30 am to 4:30 pm). Also, the business office is available at 603-886-1254 to answer any questions you may have about asbestos in the school buildings.

DRUG AND ALCOHOL USE OR ABUSE

It is the policy of the Hudson School District to provide employees and students an environment that is free of the problems associated with alcohol and drug abuse. Alcohol and drug abuse is inconsistent with the behavior expected of employees and students. The Hudson School District places great importance on eradicating alcohol and drug abuse by employees and students. This policy serves to promote these goals and to comply with the Drug Free Workplace Act of 1988 and the Drug Free schools and Communities Act Amendment of 1989.

A. PROHIBITION AND STANDARDS

1. **PROHIBITIONS AND STANDARDS:** No employee or student shall unlawfully possess, use, distribute, dispense, manufacture, or be under the influence of alcohol or drugs while:
 - a. On property or premises owned, leased, or used by the Hudson School District;
 - b. At Hudson School District sponsored or supervised activities;
 - c. In any Hudson School District owned, leased or used vehicle;
 - d. While engaged in or going to or from Hudson School District activities; or
 - e. At any employee workplace.

COMPLIANCE WITH THESE PROHIBITIONS AND STANDARDS OF CONDUCT IS MANDATORY.

2. **DEFINITIONS:** For purposes of this policy, the following definitions apply:
 - a. **DRUG:** The term "drug" shall include any "illicit drug", "controlled substance," "intoxicating substance," "inhalant," "counterfeit substance," "look alike substance," "marijuana," "cannabis," "opiate," "hallucinogen," "narcotics," and other unlawful drugs for purposes of federal or state law including, but not necessarily related to the Drug Free Workplace Act, Drug Free Schools and Communities Act Amendments and the New Hampshire Controlled Drug Act (RSA 318B).
 - b. **ALCOHOL:** The term "alcohol" shall include "liquor" and "beverage" as those terms are defined in RSA 175:1.
 - c. **CONVICTION:** The term "conviction" shall mean a judgment of conviction for a criminal offense by any court of competent jurisdiction, whether entered upon a verdict or a plea, including a plea of nolo contendere.
3. **EXCEPTIONS:** This policy is not intended to prevent:

Possession of a controlled substance consistent with other school district policy, if any, which was obtained directly, or pursuant to a valid prescription or order, from a physician, dentist or other person duly licensed, registered or otherwise permitted under federal and state law to distribute or dispense the substance in the course of professional practice.

4. **OTHER PROHIBITIONS AND STANDARDS:** Where other prohibitions and standards of conduct are imposed regarding alcohol or drug use or abuse in addition to those prescribed in this policy, the most restrictive shall apply.

B. DRUG FREE WORKPLACE

1. **GOOD FAITH:** The school district and all employees shall make a good faith effort to maintain a drug free workplace through the implementation of this policy.

2. CONDITIONS OF EMPLOYMENT: As condition of employment, each employee shall:
 - a. Abide by the terms of this policy including, specifically, those portions regarding a drug free workplace; and
 - b. Notify the school district of any criminal drug conviction for a violation occurring in the workplace no later than five days after such conviction.
3. SANCTIONS: If an employee violates the terms of this policy or is convicted of violating a criminal drug statute for an offense occurring in the workplace, the employee shall be subject to sanctions, consistent with law and policy, which will include:
 - a. Appropriate personnel action against the employee which may without limitation range from placing a written reprimand in the employee's personnel file up to and including termination and or referral for prosecution;
 - b. Requiring that such employee satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purpose by a federal, state or local health, law enforcement or other appropriate agency. Any employee undergoing drug rehabilitation or treatment shall be removed from his position until such time as the employee has fully completed that program and the district determines that the employee is capable of performing his job without posing a risk to others or himself. Such employee must become involved in a drug rehabilitation or treatment program within three days of conviction. Failure to do so may, at the discretion of the school district, result in the employee's termination.
 - c. Notwithstanding the above, an employee who fails to inform the school district within five days of a conviction for drug related violations occurring in a workplace shall be terminated from employment with no opportunity for reemployment.
4. IMPLEMENTATION OF POLICY AND PROGRAMS:
 - a. The school is authorized and empowered to take such action or actions as may be necessary to give effect to this policy and to comply with the terms of the Drug Free Workplace Act of 1988.
 - b. Drug Free Awareness program: To educate and assist employees in understanding this policy and the goals of achieving a drug free workplace, the district shall take the following actions and such others as may appear appropriate:
 - i. The school district shall provide to those currently employed and all other employees upon being employed a copy of this policy or a statement outlining the terms of this policy. An appropriate statement may be made by the school district in any employment manual or otherwise disseminated.
 - ii. The district shall undertake a drug free awareness program to inform employees about:
 - The dangers of drug abuse in the workplace.
 - The district's policy of maintaining a drug free workplace.
 - Any available drug counseling, rehabilitation, and employee assistance program; and
 - The penalties that may be imposed on employees for drug abuse violations occurring in the workplace.
 - iii. The school district shall notify any federal granting agency required to be notified under the DrugFree workplace Act of 1988 within ten days after receiving actual notice, any employee aware of such conviction shall report the same to the school district.
 - iv. The school district, within 30 days after receiving notice from an employee of a conviction, must take appropriate personnel action as outlined in section (b) (3) of this policy.

C. DRUG-FREE SCHOOLS

1. ANNUAL NOTICE: The school district shall annually distribute to each employee, student and parent a notice as required by the Drug Free Schools and Communities Act Amendments. An appropriate statement may also be included by the school district in any employment manual, student manual, or otherwise disseminated.
2. REVIEW: The school district shall conduct a periodic review of its drug and alcohol abuse prevention programs. A review shall be conducted at least biennially or more often as may be required by law or regulation. The review shall serve to:
 - a. Determine the program's effectiveness;
 - b. Allow for the implementation of changes to the program if they are needed; and
 - c. Ensure that the sanctions imposed for violating this policy of other drug or alcohol rules are consistently enforced.
3. IMPLEMENTATION OF POLICY AND PROGRAM
 - a. DRUG AND ALCOHOL ABUSE PREVENTION PROGRAM: To educate and assist employees, students, parents and others in understanding this policy and the goals of achieving drug free schools, the school district shall take the following actions and such others as may appear appropriate:
 - i. The school district shall provide the annual notice as previously described.

- ii. The school district shall undertake a drug and alcohol abuse prevention program to inform employees, students, parents, and others about:
 - 1. A description of the applicable legal standards under local, state, or federal law for the unlawful possession or distribution of illicit drugs and alcohol;
 - 2. A description of the health risk associated with the use of illicit drugs and the abuse of alcohol;
 - 3. A description of any drug or alcohol counseling, treatment or rehabilitation or reentry programs that are available to employees or students;
 - 4. A clear statement that the school district will impose sanctions on students and employees (consistent with local, state and federal law) and a description of those sanctions, up to and including expulsion of a student or termination of an employee and referral for prosecution, for violations of the standards of conduct required by this policy.
- iii. The school district's drug and alcohol education and prevention program for students must be age appropriate and developmentally based. The program must address– the legal, social, and health consequences of drug and alcohol use and provide information about effective techniques for resisting peer pressure to use illicit drugs or alcohol.

DRUG AND ALCOHOL ABUSE PREVENTION PROGRAM INTRODUCTION

**** THIS IS AN IMPORTANT NOTICE FOR ALL EMPLOYEES, STUDENTS, AND PARENTS. ****

The Hudson School Districts place great importance on eradicating drug and alcohol abuse. The school districts' goal is to prevent alcohol abuse and maintain drug free schools and workplaces. As a part of that effort, this notice is given to employees, students, and parents.

Eradication of drug and alcohol abuse is a national priority. The Drug Free Workplace Act of 1988 and the Drug Free Schools and Community Acts Amendments of 1989 require educational agencies that accept federal funds or grants to establish alcohol and drug policies and programs consistent with specific federal guidelines. This legislation impacts on the districts because the school districts compete for and accept federal funds and grants; therefore, the school districts will enforce and implement the policies and programs established.

Copies of all drug and alcohol policies are available from the Superintendent's Office. Information is also published in student handbooks.

HEALTH RISKS ARE ASSOCIATED WITH ABUSE

Use of drugs or controlled substances, except under professional supervision and prescription, and abuse of alcohol is dangerous. Drug and alcohol abuse jeopardizes the wellbeing of the individual and the community.

To assist employees, students, and parents to become better aware of risks associated with drug and alcohol abuse, drug education and awareness programs are held from time to time. These programs provide a variety of information including that which pertains to the effects, attitudes, motivations of drug and alcohol use, as well as how to seek help preventing or dealing with abuse. These programs are highly recommended for those who may need this help in dealing with personal substance abuse problems.

DRUG AND ALCOHOL USE PROHIBITED

Because of the importance that the school districts place on drug and alcohol abuse prevention, standards of conduct have been established. Copies of these standards are contained in student handbooks and are given to all employees. These rules, in general, prohibit the unlawful possession, use, distribution, manufacture, dispensation, or being under the influence of controlled substances, illicit drugs or alcohol by employees and students on property owned, leased or used by the school district or at its sponsored or supervised activities. These standards of conduct are mandatory and are a condition of your continued employment or attendance in our "schools".

Employees or students who violate the standards of conduct are subject to disciplinary action. These sanctions (consistent with local, state, and federal law) include up to expulsion from school or termination employment and referral for prosecution. Sanctions will be imposed. Depending on the type and seriousness of the violation, disciplinary action may include:

- 1. A written reprimand to be included in the employee or student's personnel files;
- 2. Notification of the employee or student conduct to the appropriate regulatory agencies including law enforcement agencies;
- 3. Termination of employment and referral for prosecution;
- 4. Suspension or expulsion from school and referral for prosecution; and
- 5. Being required to successfully complete a drug or alcohol abuse treatment or rehabilitation program.

Employees working in connection with a grant from any federal agency are required to notify the school district of any conviction for any

criminal drug statute for a violation occurring in the workplace no later than five days after such conviction. The school district must report this conviction to the granting agency and will impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program by any employee who is so convicted. An employee who fails to timely report a conviction will be terminated from employment.

CRIMINAL SANCTIONS ALSO EXIST

Not only does violation of drug and alcohol rules jeopardize employee or student status; it may also result in criminal charges under local, state, and federal law for the unlawful possession, use, or distribution of illicit drugs and alcohol.

Criminal penalties are significant. Fines, imprisonment, or both may be imposed. Although the penalties are periodically revised, required minimum penalties, including mandatory imprisonment, are common. Loss of a driver or professional license also may follow. Penalties that may be imposed include fines and imprisonment as prescribed by the New Hampshire Controlled Drug Act (RSA 318:B: 26 which is incorporated herein) and the Federal Controlled Substances Act (21 U.S.C.S. section 841 et seq. which is incorporated herein).

DRUG AND ALCOHOL ABUSE COUNSELING AVAILABLE

Help is available for students who are alcohol or drug abusers. As part of any disciplinary action, students may be required to participate in a drug or alcohol abuse program.

Before disciplinary problems arise, individuals should consider whether help might be in order. A free and confidential conference is available from School Counselor. Programs available, but not limited to, include:

Alcoholics Anonymous of Greater Nashua, 882-2259, Brookside Hospital (11 North Eastern Blvd., Nashua, NH)

Nashua Alcohol and Drug Counseling Services (18 Mulberry St., Nashua, NH 03060)

COMMENTS AND SUGGESTIONS WELCOMED

We periodically review our policies on drug and alcohol abuse prevention programs. This review is designed to determine the effectiveness of our program; implement changes to the program if they are needed, and ensure that sanctions imposed are consistently enforced. Comments and suggestions are welcome and should be directed to the Superintendent.

Notification of Rights under FERPA for Elementary and Secondary Schools Hudson School District SAU 81

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 14 days after the day the Hudson School District receives a request for access.
Parents or eligible students who wish to inspect their child's or their education records should submit a written request that identifies the records they wish to inspect. The school will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
Parents or eligible students who wish to ask the school to amend their child's or their education record should submit a written request to the building Principal clearly identifying the part of the record they want changed and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to request a hearing regarding the request for amendment.
A request for a hearing must be submitted in writing to the building Principal, within 30 days of the date of the decision denying the requested amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing. The rights pertaining to access and challenging described herein are transferred to the student on the attainment of his/her 18th birthday.
3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official has a legitimate educational interest if he/she needs to review an

education record (or to receive personally identifiable information from an education record) in order to fulfill his/her professional responsibility. School officials include persons employed by the School District (or the School District's school administrative unit) as an administrator, supervisor, instructor or support staff member (such as guidance, health or medical staff and the district's law enforcement personnel, if any); members of the School Board; persons or companies with whom the School District or school administrative unit has contracted to provide specific services (such as attorneys, auditors, medical consultants, evaluators, experts, or therapists); and volunteers who are under the direct control of the School District with regard to education records.

Upon request, the school discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. The School will make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request or the disclosure is initiated by the parent or eligible student.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Hudson School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

See the list below of the disclosures that elementary and secondary schools may make without consent.

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, § 99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency (SEA) in the parent or eligible student's State. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf, if applicable requirements are met. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to § 99.38. (§ 99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction, if applicable requirements are met. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))

- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena if applicable requirements are met. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- Information the school has designated as “directory information” if applicable requirements under § 99.37 are met. (§ 99.31(a)(11))
- To an agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a student’s case plan when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student in foster care placement. (20 U.S.C. § 1232g(b)(1)(L))
- To the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, under certain conditions. (20 U.S.C. § 1232g(b)(1)(K))

Release of Directory Information - Hudson School District SAU 81

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that the Hudson School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. However, the Hudson School District may disclose appropriately designated “directory information” without written consent, unless you have advised the Hudson School District to the contrary in accordance with Hudson School District procedures.

Hudson School District has designated the following information as directory information:

- **Student's name**
- **Address**
- **Telephone listing**
- **Electronic mail address**
- **Photograph**
- **Date and place of birth**
- **Dates of attendance**
- **Grade level**
- **Participation in officially recognized activities and sports**
- **Weight and height of members of athletic teams**
- **Degrees, honors, and awards received**
- **The most recent educational agency or institution attended**

If you do not want the Hudson School District to disclose directory information from your child's education records without your prior written consent, you must fill out Release of Directory Information Opt Out Form and return it to your child’s school Principal by October 1.

SAFE SCHOOL ZONE POLICY

It is the policy of the Hudson School District that all school buildings, premises, bus stops and routes and associated areas shall be safe environments for students, free of danger posed by the presence of weapons or conduct that threatens harm by means of weapons or objects used as weapons. It is the policy of the Hudson School District that the provisions of RSA 193D: 2, the so-called “Safe School Zone Act”, are carried out in all respects.

This policy calls for severe disciplinary action to be taken that could include expulsion from school for any of the following violations:

1. Homicide under RSA 630;

2. (i) Any first or second degree assault under RSA 631;
(ii) Any simple assault under RSA 631:2a.
3. Any felonious or aggravated felonious sexual assault under RSA 632A;
4. Criminal mischief under RSA 634:2;
5. Unlawful possession or sale of a firearm or other dangerous weapon under RSA 159;
6. Arson under RSA 634:1;
7. Burglary under RSA 635;
8. Robbery under RSA 636;
9. Theft under RSA 637;
10. Illegal sale or possession of a controlled drug under RSA 318B;
11. Gross misconduct or neglect or refusal to conform to the reasonable rules of the school under RSA 193:13,II;
12. Possession of a pellet or BB gun or rifle under RSA 193:13,III.

SEXUAL HARASSMENT/TITLE IX NOTICE

This information is made available to you in compliance with Section 86.9 of the Education Amendments of 1972. Inquiries, complaints, and other communications relative to this policy or to Title IX if the Education Amendments of 1972 and other public laws or federal regulations dealing with nondiscrimination on the basis of sex should be addressed to the Superintendent's Office, Hudson, NH 03051 (Telephone Number 883-7765).

Any alleged violation or areas of noncompliance with the Federal Statute, board policy, or state official regulations should adhere to the following procedures:

- I. The grieved situation will be brought to the attention of the building principal or his representative within 30 days of the time the grievance occurred or he/she should have known of the act resulting in the grievance. If after the discussion and investigation, an agreement is not reached, a formal grievance form may be filed with the Title IX Affirmative Action Committee within 10 days of the time a decision is rendered by the building Principal. Forms for filing of grievances are available at all school offices and at the Office of the Superintendent of Schools.
- II. The grieved situation will be formally introduced to the committee at its next regularly scheduled meeting, unless a special meeting is deemed necessary due to unusual circumstances. Such a meeting will be scheduled at the earliest possible time.

The chairman and/or designated committee member(s), after general discussion will investigate the grieved situation and report back to the committee at the next regularly scheduled meeting or special meeting, if one is requested. In the case of more than one grievance being presented a priority will be set by a majority vote of the members present.

The committee will, by a majority vote of the committee members present, the chairman voting, recommend to the Superintendent of Schools, one or more solutions which could bring the grieved situation into compliance with the Title IX regulation; or recommend that no grounds for grievance have been determined.

The Superintendent will respond to the grievance within 15 days of receiving the recommendation from the Title IX committee.
- III. The grievance may submit the grievance to the school board within 10 days of receiving an unfavorable response from the Superintendent of Schools if he/she so desires.
- IV. In cases where the grievance includes or involves member(s) of the Affirmative Action Grievance Committee, that member(s) will be excused from the committee until all dealings with the grievance in question have been completed and a recommendation has been directed to the Superintendent of Schools.

It is the policy of the Hudson School District that all students and employees should be able to work and study in an environment that is free of sexual harassment. For the purpose of this policy statement, sexual harassment is described as unwelcome sexual advances, requests for sexual favors, and other physical contact and expressive behavior of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education;
- Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual;
- Such conduct has the purpose or effect of unreasonable interfering with an individual's academic or professional performance or of creating an intimidating, hostile, or offensive employment or educational environment.

HOW TO REPORT

Any student or employee who believes he/she has been sexually harassed may informally report the complaint to one of the listed building representatives, to a member of the Title IX committee, or to one of our counselors. Administrative personnel are urged to take appropriate steps to distribute this policy statement and to inform students and employees of procedures for lodging complaints. The Hudson Memorial School building representative is Mr. Brian Miller, School Counselor.

HUDSON SCHOOL DISTRICT NOTICE OF RIGHTS PURSUANT TO RSA 186-V:16-B THE STATUTE OF LIMITATIONS FOR SPECIAL EDUCATION CLASS

The state and federal special education laws (New Hampshire Revised Statutes Annotated Chapter 186-C and Title 20, United States Code, Sections 1400-1415) require that the school district offer a "free and appropriate public education" to all educationally disabled children.

These Statutes define educationally disabled children as children suffering from certain enumerated disabilities who are between the ages of three and twenty-one and who have not yet obtained a high school diploma.

A "free and appropriate public education" consists of specially designed instruction and educationally related services in accordance with an "individualized education program" developed by the school district in consultation with the student's parents.

If you suspect that your child is educationally disabled and qualified for such special services, you may make a written referral requesting that the school district determine your child's eligibility. Such referrals should be addressed to Ms. Jeanne Saunders, Director of Special Services, Hudson School District, 20 Library Street, Hudson, NH 03051.

The special education laws confer many rights and obligations upon parents and school districts regarding educationally disabled children. These include, but are not limited to the following, which are listed in Title 20, United States Code, Section 1415(b):

1. Parents may examine all relevant records with respect to the identification, evaluation, and educational placement of the child, and the provision of a free, appropriate public education.
2. Parents may obtain an independent educational evaluation.
3. The school district must adopt procedures to protect the rights of the child whenever the parent of the child are unknown or unavailable or whenever the child is a ward of the state. Such procedures may include the assignment of an individual who is not an employee of the school district or the State Department of Education, to act as a surrogate for the child's parents or guardian.
4. The school district must give the child's parents or guardian prior written notice whenever the district proposes to initiate or change, or refuse to initiate or change, the identification, evaluation, or educational placement of the child or the provision of a free, appropriate public education. The school district must adopt procedures designed to assure that this notice fully informs the parents or legal guardian, in their native language, of all procedures available under Section 1415, unless it is clearly not feasible to do so.
5. The school district must adopt procedures which include the opportunity to present complaints with respect to any matter relating to the identification, evaluation, or educational placement of the child, or the provision of free, appropriate public education to such child.
6. Whenever a school district receives such a complaint, the child's parents or guardian shall have the opportunity for an impartial due process hearing which shall be conducted by an administrative hearing officer appointed by the State Department of Education. The hearing officer shall not be an employee of any agency involved with the education or case of the child.

State law established short deadlines for requesting an administrative hearing and for appealing the hearing officer's decision to the courts. According to New Hampshire Revised Statutes Annotated Section 186-C:16-b, which became effective on May 1, 1992:

1. Any action seeking to enforce special education rights under state or federal law shall be commenced by requesting an administrative hearing from the State Department of Education within two (2) years of the date on which the alleged violation was or reasonably should have been discovered. However, any action against a school district to recover the costs of a unilateral special placement shall be commenced by requesting an administrative hearing from the State Department of Education within ninety (90) days of the unilateral placement.
2. Where the parent, legal guardian, or surrogate parent has not been given proper notice of special education rights pursuant to Title 20, United States Code, Section 1415(b), including notice of the time limitations in New Hampshire Revised Statutes Annotated Section 186-C:16-b, such limitations shall run from the time notice of those rights is properly given. The State Department of Education shall make available a model notice of rights, which school districts may use as one means of complying with this notice requirement.

3. An appeal from the State Department of Education administrative hearing officer's decision to a court of competent jurisdiction shall be commenced within one hundred twenty (120) days from receipt of the decision. All such decisions shall be sent certified mail, return receipt requested.
4. Any action under Title 20, United States Code Section 1415(e), seeking reimbursement from the school district for attorneys fees related to a request for an administrative hearing, shall be commenced within one hundred twenty (120) days from receipt of the State Department of Education administrative hearing officer's decision.
5. Where a unilateral placement has been made without the school district of residence being offered a reasonable opportunity to evaluate the child and to develop an individualized education plan, reimbursement may not be sought from the school district for any costs incurred until the school district is given an opportunity to evaluate the child and to develop an individualized education plan.

For additional information regarding special education and special education laws, please contact Rachel Borge, Director of Special Services, Hudson School District, 20 Library Street, Hudson, NH 03051, (603) 886-1253.

504 NOTICE

Section 504 of the Rehabilitation Act of 1973 provides that: "No otherwise qualified individual with a disability in the United States...shall, solely by reason of her or his disability, be excluded from participation in, be denied the benefit of, or be subject to discrimination under any program or activity receiving federal financial assistance..." (29 U.S.C 794 Sec. 504).

GENERAL POLICY: This section may apply aspects of employment, facilities, programs and public education.

The Rehabilitation Act of 1973, Section 504, obligates a school district to identify, evaluate and extend a FREE and APPROPRIATE PUBLIC EDUCATION to all qualified students, with a disability, residing in the district. A FREE and APPROPRIATE EDUCATION may include accommodations, modifications, specialized instruction or related aids, which may be deemed necessary to meet the students' educational needs and to meet those needs as the needs of non-disabled students are met.

Under Section 504, a protected individual is one who 1) "has a physical or mental impairment which substantially limits one or more major life activities; 2) has a record of such impairments; or 3) is regarded as having such impairment."

WHO IS ELIGIBLE? Any child of school age, 6-21 years old, or a student 3-6 years old who is educationally disabled under IDEA.

NOTE: "In summary, although every child who is a student with a disability under IDEA is also protected under Section 504, all children covered under Section 504 are not necessarily students with a disability under IDEA." (Ahearn, Kathy and Others, Nov. 1993, p.1)

If you believe that your child may have a disability that required modifications or accommodations to his/her educational program, please contact your child's School Counselor for further information at 886-1240.

STUDENTS AND PARENTS HAVE THE RIGHT TO SEE EDUCATIONAL RECORDS

Recent State and Federal Legislation has guaranteed parents and students access to student educational records, information and control over the release of this information to others. Since Federal Statutes require that the educational institutions shall annually inform the parents and eligible students of the rights accorded them, this announcement serves as this year's notice to parents and students.

The revised FAMILY RIGHTS AND PRIVACY ACT became a Federal law in November of 1974. The intent of the law is to protect the accuracy and privacy of educational records. Without your prior consent, only you and authorized individual who have a legitimate education interest will have access to your child's educational records.

If there is agreement, the necessary steps to amend or correct the information contained in the record will be taken. If the agreement is not reached, a hearing will be scheduled by the building principal. The hearing will provide you the opportunity to present your views and reasons for the challenge. You may bring with you, at your expense, any individual who may be of assistance. Following the hearing, should we fail to reach an agreement, you have the right to appeal the decision to the Superintendent, and subsequently to the School Board. In the event that your appeal fails at any level of the hearing procedure, you have the right to have entered into the record the statement of the issue as you see it.

The rights pertaining to access and challenge described herein are transferred to your child on the attainment of his or her 18th birthday or admission to an institution of post-secondary education.

Directory Information which includes name, address, parents' names and address, date and place of birth, dates of attendance, major field of study, class schedule, participation of officially recognized activities and sports, weight, height and sex, membership on an athletic team, degrees, and awards received, and most recent previous education agency or institution attended may be released unless you make a request in writing to the contrary. All such requests shall lapse on the first day of October, immediately following the request, except that requests received in September shall remain effective until the first day of October on the following calendar year.

This information will be released only in accordance with the guidelines established by the Hudson Public Schools.

You have the right to file a complaint with the Family Rights and Privacy Act Office, Department of HEW, Washington, D.C. 20201, if you think the school district is not in compliance with the law. You have to obtain a copy of the official Hudson School District Policy relative to this act at the Office of the Superintendent.

If you have any further questions, please contact the Office of the Superintendent of Schools at 883-7765.

HUDSON SCHOOL DISTRICT STUDENT CONDUCT POLICY

Student conduct that causes material or substantial disruption to the school environment, interferes with the rights of others, presents a threat to the health and safety of students, employees, and visitors, violates other board Policies or is otherwise inappropriate is prohibited. Students are expected to maintain appropriate classroom behavior that allows teachers and staff to perform their professional duties effectively and without disruption.

Students will conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others while on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered vehicles; and/or while attending or engaged in school activities. A Parent and Student Handbook at each school level will be developed and regularly updated to describe the expected conduct and to outline the process of disciplinary measures.

Disciplinary measures include, but are not limited to, removal from the classroom, detention, in-school suspension, out-of-school suspension, restriction from activities, probation, and expulsion.

Removal from the classroom means a student is sent to the building principal's office. It is within the discretion of the person in charge of the classroom to remove the student.

Detention means the student's presence is required during non-school hours for disciplinary purposes. The building principal is authorized to establish guidelines or protocol for when detention shall be served (either before school or after school.) Whether a student will serve detention, and the length of the detention, is within the discretion of the licensed employee disciplining the student or the building principal.

An in-school suspension means the student will attend school but will be temporarily isolated from one or more classes while under supervision. An in-school suspension will not exceed ten consecutive school days.

An out-of-school suspension means the temporary denial of a student's attendance at school for a specific period of time for gross misconduct or for neglect or refusal to conform to school rules or policies. Access to class assignments will be provided.

A restriction from school activities means a student will attend school and classes and practice but will not participate in school extra-curricular activities.

Probation means a student is given a conditional suspension of a penalty for a definite period of time in addition to being reprimanded. The conditional suspension will mean the student must meet the conditions and terms for the suspension of the penalty. Failure of the student to meet these conditions and terms will result in immediate reinstatement of the penalty.

Expulsion means the permanent denial of a pupil's attendance at school for any of the reasons listed in RSA 193:13, II and III.

Due process in accordance with all applicable laws will be afforded to any student involved in a proceeding that may result in suspension, exclusion, or expulsion. Students expelled from school may be reinstated by the Board under the provisions of RSA 193:13.

Following the suspension of a special education student, an informal evaluation of the student's placement will take place. The Individual Education Program (IEP) is evaluated to determine whether it needs to be changed or modified in response to the behavior that led to the suspension.

If a special education student's suspensions, either in or out of school, equal ten days on a cumulative basis, a staffing team will meet to determine whether the IEP is appropriate.

It is the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

PARENT PROGRAMS

PARENT VOLUNTEER PROGRAM

Parents who wish to volunteer their services to Hudson Memorial School should contact the school and leave their names. The coordinator of this program will contact you. Volunteer parents have offered the following services in the past: copying materials for teachers, school publicity, arranging decorations and displays, assisting the school nurse, art program, working with classroom teachers, in

the media center and as guest speakers.

PTO

The PTO is our parent/teacher group which meets for one hour on the third Wednesday, nine times a year, from 7:00 p.m. to 8:00 p.m. in the library. The purpose of this group is to enhance the educational experience at Hudson Memorial School.

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


Mary Wilson
Assistant Superintendent
(603) 886.1235
mwilson@sau81.org

Rachel Borge
Director of Special Services
(603) 886-1253
rborge@sau81.org

Karen Burnell
Business Administrator
(603) 886-1258
kburnell@sau81.org

MEMORANDUM

TO: Hudson School Board

FROM: Karen Burnell, Business Administrator 

DATE: April 15, 2019

RE: Awarding of FY2020 Vendor Contracts - School Supplies

For the fiscal year 2020, we reviewed quotes and pricing from several vendors for school supplies. I am requesting that the Board approve the following motion so that staff may begin entering requisitions for school supplies to be purchased after July 1, 2019. This action is in compliance with policy 6.1(w) Bidding and Purchasing which was revised on July 7, 2008.

Recommended Action:

- 1. The Hudson School Board awards WB Mason a contract to provide school supplies for the fiscal year 2020 in accordance with policy 6.1(w). The anticipated expenditure amount with W.B. Mason is \$ 41,000.*
- 2. The Hudson School Board awards Quill a contract to provide school supplies for the fiscal year 2020 in accordance with policy 6.1(w). The anticipated expenditure amount with Quill is \$ 11,000.*

Thank you in advance for support of the above motion.

HUDSON SCHOOL DISTRICT
SAU # 81
20 Library Street
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Mary Wilson
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Rachel Borge
Director of Special Services
(603) 886-1253
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Karen Burnell
Business Administrator
(603) 886-1258
kburnell@sau81.org

MEMORANDUM

TO: Hudson School Board

FROM: Karen Burnell, Business Administrator *KUB*

DATE: April 15, 2019

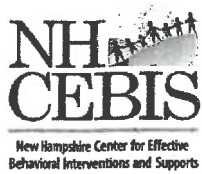
RE: Awarding of FY2020 Vendor Contracts - Art Supplies

For the fiscal year 2020, we reviewed quotes and pricing from several vendors for art supplies. I am requesting that the Board approve the following motion so that staff may begin entering requisitions for art supplies to be purchased after July 1, 2019. This action is in compliance with policy 6.1(w) Bidding and Purchasing which was revised on July 7, 2008.

Recommended Action:

- 1. The Hudson School Board awards W.B. Mason a contract to provide art supplies for the fiscal year 2020 in accordance with policy 6.1(w). The anticipated expenditure amount with W. B. Mason is \$ 13,000.*

Thank you in advance for support of the above motion.



Contract for Services
 Provided by NH CEBIS at SERESC
 For: Hudson, New Hampshire School District

A Project of SERESC

April 1, 2019 – June 30, 2019

This Proposal for Services is between NH CEBIS at SERESC (the “Contractor”) and the Hudson, NH School District for services to be provided as follows:

Objective of Services:

1. **Provide consultation for classroom social-emotional and behavioral support at Hudson Memorial School and Nottingham West Elementary in Hudson, New Hampshire**

Description of Services:

1. On-site consultation activities:
 - a. Meet with teams of teachers and administrators at each school to discuss classroom and/or school-wide social-emotional-behavioral concerns
 - b. Provide classroom observations as needed (collaboratively determined with teachers)
 - c. Provide professional development training to include (as needed) effective student support strategies, effective classroom routines, social-emotional and behavioral support systems and curricula.
 - d. Provide, as needed, consultation regarding school-wide social-emotional learning and behavioral support systems.
 - e. Provide, as appropriate, a report that effectively summarizes the consultations provided.

Specific Services by Eric Mann at NH CEBIS at SERESC and Associated Costs for the 2018-2019 School Year:

1. Up to 10 Consultation Days: Includes preparation, training, and document writing by Eric Mann @\$1200 per day = \$12,000
2. Travel = 40 miles (to/fm Bedford, NH/ Hudson, NH @ .585 per mile = \$23.20 per visit x 10 visits) = \$232.00

Total Contract for NH CEBIS at SERESC Services: \$12,232.00

Contract Period:

April 1, 2018 through June 30, 2019

Compensation and Payment

The District agrees to pay Contractor the sum not to exceed \$12,232.00 for the above-described services. It is agreed that payments will be made to: SERESC, Inc. 165 South River Rd, Unit F, Bedford, NH 03110.

The District will make payment to the Contractor for completed services within 20 days of receipt of an approved invoice with required documentation.

Service Venue:

Services will be provided at Hudson, NH School District unless otherwise determined.

Rights:

Subject to the terms of this Agreement, all reports, studies and other work product utilizing or containing information or data from the District shall be the sole and exclusive property of the District. The Contractor agrees to keep confidential all such District information and data.

Termination:

This Agreement may be terminated upon thirty (30) days written notice by either party to this Agreement. Such termination shall not be deemed to be a breach of this Agreement, nor shall it be deemed to be tortious conduct. Upon termination, Contractor will present the District with a final invoice reflecting: a) any unbilled consulting fees due through the most recently completed project phase; and b) related costs incurred since the completion of the most recently completed phase. The District agrees to pay this final invoice within 30 days of receipt.

Termination for Cause:

This agreement may be terminated by the District on seven (7) calendar days' written notice to the Contractor in the event of a failure by the Contractor to adhere to all the terms and conditions of the contract or failure to satisfactorily, in the sole opinion of the District, provide contracted services in a timely and professional manner. The Contractor shall be given an opportunity for consultation with the District prior to the effective date of the termination.

Subcontracting:

No assignment, transfer, delegation or subcontracting will be allowed under this contract for services without the expressed prior written consent of the District.

Independent Contractor Status:

The parties agree that the Contractor shall have the status of and shall perform all work under this contract as an independent contractor, maintaining control over all its subcontractors and employees. The only contractual relationship created by this contract is between the District and Contractor, and nothing in this contract shall create any contractual relationship between the District and Contractor's subcontractors or employees. The parties also agree that the Contractor is not a District employee and will receive no benefits as such.

Governing Law:

This Agreement is to be governed and construed under the laws of the State of New Hampshire, and any action to enforce this contract must be brought forward in a State of New Hampshire court of competent jurisdiction.

Entire Agreement:

This Contract for Services is the entire agreement between the parties regarding the services, and the agreement may not be modified except by a written agreement signed by both parties.

The foregoing is agreed to by the undersigned authorized representatives of the parties:

For NH CEBIS at SERESC,
Paul Hebert, Executive Director, SERESC

Date

For Hudson, NH School District

Date

Please list name and address where invoices should be mailed:

School/District: _____

Attn: _____

Street Address: _____

City, State, Zip: _____

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MEMORANDUM

TO: Hudson School Board
FROM: Stephanie Colton, Benefits Coordinator
SUBJECT: Extracurricular Nomination
DATE: April 11, 2019

The following nomination has been submitted for fall of the 2018-2019 school year as a late entry:

Alvirne High School:

Girls Varsity Soccer Coach

Steve Beals

\$3,150

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April 15, 2019

Cheryl Truesdell
3 Watts Circle
Hudson, NH 03051

Dear Cheryl:

This contract is an Agreement between Cheryl Truesdell and the Hudson School District to provide contracted physical therapy assistant services for the 2019-2020 school year.

Physical Therapy Services will be provided not to exceed \$34,485. The hourly rate for services is \$33 (27.5 hours/week; 38 weeks). The Hudson School District agrees to pay for services within thirty – forty-five days upon receipt of invoices and proper documentation of services provided. The service provider certifies that they are not currently suspended or debarred from receiving money from the US Federal Government.

Please note that this contract consists of service delivery to students, consultation with staff members, special education team participation (if requested by the physical therapist), and other job responsibilities requested by the physical therapist pertinent to the job. The Hudson School District will not provide mileage reimbursement or pay for travel time.

The Service Provider agrees not to divulge, reveal or report or use, for any purpose, any confidential information which the Service Provider has obtained or which was disclosed to the Service Provider by the customer. The obligation to protect the confidentiality of the Hudson School District will survive the termination of this Agreement.

The Service Provider is acting as an independent contractor and not as an employee of the Hudson School District in providing the services hereunder and is solely and exclusively responsible for his/her own federal and state income taxes, social security taxes, other employment taxes, unemployment insurance, workman's compensation insurance to the extent required by law and professional liability insurance. The Service Provider shall provide the Hudson School District with a certificate of professional insurance with a minimum of \$1,000,000 per occurrence and certificates for all other insurance required by law. The Service Provider shall not cancel the insurance without thirty (30) days written notice to the Hudson School District.

The Service Provider shall maintain employment records as required by state and federal regulations on all individuals assigned to the District. The Service Provider shall be permitted to employ individuals under a conditional offer of employment. The Service Provider shall promptly submit the names of all individuals who shall be assigned by it to the District, with all properly completed paperwork, a notarized criminal history records release form authorizing the District to request a criminal history records check, a complete set of fingerprints taken by a qualified law enforcement agency or an authorized employee of the District, and payment for the cost of a criminal history records check for each of its listed employees. The District shall be responsible for completing the criminal records history check, and shall inform the Service Provider of any individual who does not meet the District's criteria for working in its schools due to an adverse criminal background. The decision of the District shall be final on the matter of suitability for assignment by the Service Provider to the District. All new employees of the Service Provider who are assigned during the term of this Service Provider to work in the District shall be required to pass the criminal records history check in accord with this paragraph.

The Hudson School District may terminate this Agreement at any time without cause and the Hudson School District's sole liability shall be for the costs of services performed up to the date of termination of the Agreement.

The Service Provider shall, at his/her sole expense, he/she will defend, indemnify and save the SAU and its school districts, their boards, officers, agents and employees harmless from any and all claims, demands, damages, losses, costs and expenses of every kind and nature, including but not limited to reasonable attorneys' fees growing out of the negligent, willful, intentional or reckless acts or omissions of the Service Provider in conjunction with their duties under this Agreement. Notwithstanding the foregoing, in no event shall the Service Provider be obligated to defend, indemnify the SAU and its school districts, their boards, officers, agents and employees for any claims, demands, damages, losses, costs and expenses of every kind and nature, including but not limited to reasonable attorneys' fees arising out of or resulting from willful or negligent actions of the SAU and its school districts, their boards, officers, agents and employees.

The Service Provider shall not assign or any way transfer all or any portion of his/her rights, nor delegate any of his/her duties under this Agreement without the prior written consent of the Hudson School District.

Any amendments or modifications of this Agreement by either party will only be binding when evidence in writing signed by each party.

Signature – Cheryl Truesdell

Date

Signature – Rachel Borge

Date

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kburnell@sau81.org

April 15, 2019

Megan Hudzikiewicz
2 Love Joy Lane
Merrimack, NH 03054

Dear Megan:

This contract is an Agreement between Megan Hudzikiewicz, Certified Occupational Therapy Assistant, and the Hudson School District to provide contracted occupational therapy services under the supervision of an Occupational Therapist during the 2019-2020 school year.

Occupational Therapy Services will be provided not to exceed \$34,485. The hourly rate for services is \$33 (27.5 hours/week; 38 weeks). The Hudson School District agrees to pay for services within thirty – forty-five days upon receipt of invoices and proper documentation of services provided. The service provider certifies that they are not currently suspended or debarred from receiving money from the US Federal Government.

Please note that this contract consists of service delivery to students, consultation with staff members, special education team participation (if requested by the occupational therapist), and other job responsibilities requested by the occupational therapist pertinent to the job. The Hudson School District will not provide mileage reimbursement or pay for travel time.

The Service Provider agrees not to divulge, reveal or report or use, for any purpose, any confidential information which the Service Provider has obtained or which was disclosed to the Service Provider by the customer. The obligation to protect the confidentiality of the Hudson School District will survive the termination of this Agreement.

The Service Provider is acting as an independent contractor and not as an employee of the Hudson School District in providing the services hereunder and is solely and exclusively responsible for his/her own federal and state income taxes, social security taxes, other employment taxes, unemployment insurance, workman's compensation insurance to the extent required by law and professional liability insurance. The Service Provider shall provide the Hudson School District with a certificate of professional insurance with a minimum of \$1,000,000 per occurrence and certificates for all other insurance required by law. The Service Provider shall not cancel the insurance without thirty (30) days written notice to the Hudson School District.

The Service Provider shall maintain employment records as required by state and federal regulations on all individuals assigned to the District. The Service Provider shall be permitted to employ individuals under a conditional offer of employment. The Service Provider shall promptly submit the names of all individuals who shall be assigned by it to the District, with all properly completed paperwork, a notarized criminal history records release form authorizing the District to request a criminal history records check, a complete set of fingerprints taken by a qualified law enforcement agency or an authorized employee of the District, and payment for the cost of a criminal history records check for each of its listed employees. The District shall be responsible for completing the criminal records history check, and shall inform the Service Provider of any individual who does not meet the District's criteria for working in its schools due to an adverse criminal background. The decision of the District shall be final on the matter of suitability for assignment by the Service Provider to the District. All new employees of the Service Provider who are assigned during the term of this Service Provider to work in the District shall be required to pass the criminal records history check in accord with this paragraph.

The Hudson School District may terminate this Agreement at any time without cause and the Hudson School District's sole liability shall be for the costs of services performed up to the date of termination of the Agreement.

The Service Provider shall, at his/her sole expense, he/she will defend, indemnify and save the SAU and its school districts, their boards, officers, agents and employees harmless from any and all claims, demands, damages, losses, costs and expenses of every kind and nature, including but not limited to reasonable attorneys' fees growing out of the negligent, willful, intentional or reckless acts or omissions of the Service Provider in conjunction with their duties under this Agreement. Notwithstanding the foregoing, in no event shall the Service Provider be obligated to defend, indemnify the SAU and its school districts, their boards, officers, agents and employees for any claims, demands, damages, losses, costs and expenses of every kind and nature, including but not limited to reasonable attorneys' fees arising out of or resulting from willful or negligent actions of the SAU and its school districts, their boards, officers, agents and employees.

The Service Provider shall not assign or any way transfer all or any portion of his/her rights, nor delegate any of his/her duties under this Agreement without the prior written consent of the Hudson School District.

Any amendments or modifications of this Agreement by either party will only be binding when evidence in writing signed by each party.

Signature – Megan Hudzikiewicz

Date

Signature – Rachel Borge

Date

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kburnell@sau81.org

April 15, 2019

Michelle Fitzgerald
MF Physical Therapy Services, LLC
P.O. Box 416
Windham, NH 03087

Dear Michelle:

This contract is an Agreement between MF Physical Therapy, LLC, (Michelle Fitzgerald, PT) and the Hudson School District to provide contracted physical therapy services district-wide for the 2019-2020 school year.

Physical Therapy Services will be provided not to exceed \$80,100. The hourly rate for services is \$75 (approximately 26 hours/week for 38 weeks plus \$200 per evaluation for 30 evaluations). The Hudson School District agrees to pay for services within thirty – forty-five days upon receipt of invoices and proper documentation of services provided. The service provider certifies that they are not currently suspended or debarred from receiving money from the US Federal Government.

Please note that this contract consists of service delivery to students, consultation with staff members, special education team participation, IEP development and progress report writing, administration of evaluations and report writing, and budget development and purchasing when requested. The Hudson School District will not provide mileage reimbursement or pay for travel time.

The Service Provider agrees not to divulge, reveal or report or use, for any purpose, any confidential information which the Service Provider has obtained or which was disclosed to the Service Provider by the customer. The obligation to protect the confidentiality of the Hudson School District will survive the termination of this Agreement.

The Service Provider is acting as an independent contractor and not as an employee of the Hudson School District in providing the services hereunder and is solely and exclusively responsible for his/her own federal and state income taxes, social security taxes, other employment taxes, unemployment insurance, workman's compensation insurance to the extent required by law and professional liability insurance. The Service Provider shall provide the Hudson School District with a certificate of professional insurance with a minimum of \$1,000,000 per occurrence and certificates for all other insurance required by law. The Service Provider shall not cancel the insurance without thirty (30) days written notice to the Hudson School District.

The Service Provider shall maintain employment records as required by state and federal regulations on all individuals assigned to the District. The Service Provider shall be permitted to employ individuals under a conditional offer of employment. The Service Provider shall promptly submit the names of all individuals who shall be assigned by it to the District, with all properly completed paperwork, a notarized criminal history records release form authorizing the District to request a criminal history records check, a complete set of fingerprints taken by a qualified law enforcement agency or an authorized employee of the District, and payment for the cost of a criminal history records check for each of its listed employees. The District shall be responsible for completing the criminal records history check, and shall inform the Service Provider of any individual who does not meet the District's criteria for working in its schools due to an adverse criminal background. The decision of the District shall be final on the matter of suitability for assignment by the Service Provider to the District. All new employees of the Service Provider who are assigned during the term of this Service Provider to work in the District shall be required to pass the criminal records history check in accord with this paragraph.

The Hudson School District may terminate this Agreement at any time without cause and the Hudson School District's sole liability shall be for the costs of services performed up to the date of termination of the Agreement.

The Service Provider shall, at his/her sole expense, he/she will defend, indemnify and save the SAU and its school districts, their boards, officers, agents and employees harmless from any and all claims, demands, damages, losses, costs and expenses of every kind and nature, including but not limited to reasonable attorneys' fees growing out of the negligent, willful, intentional or reckless acts or omissions of the Service Provider in conjunction with their duties under this Agreement. Notwithstanding the foregoing, in no event shall the Service Provider be obligated to defend, indemnify the SAU and its school districts, their boards, officers, agents and employees for any claims, demands, damages, losses, costs and expenses of every kind and nature, including but not limited to reasonable attorneys' fees arising out of or resulting from willful or negligent actions of the SAU and its school districts, their boards, officers, agents and employees.

The Service Provider shall not assign or any way transfer all or any portion of his/her rights, nor delegate any of his/her duties under this Agreement without the prior written consent of the Hudson School District.

Any amendments or modifications of this Agreement by either party will only be binding when evidence in writing signed by each party.

Signature – Michelle Fitzgerald

Date

Signature – Rachel Borge

Date



Frank Edelblut
Commissioner

Christine Brennan
Deputy Commissioner

STATE OF NEW HAMPSHIRE
DEPARTMENT OF EDUCATION
101 Pleasant Street
Concord, N.H. 03301
TEL. (603) 271-3495
FAX (603) 271-1953

March 27, 2019

TO: Superintendents

FROM: Timothy Carney, Administrator
Bureau of Federal Compliance

SUBJECT: General Assurances FY 2020

The New Hampshire Department of Education (NHDOE) has developed the attached "General Assurances, Requirements and Definitions for Participation in Federal Programs" document that must be signed by all agencies and organizations that receive federal funds through the NHDOE. The federally funded education programs which flow money through the NHDOE require each applicant to file certain assurances. Some of these assurances apply to all programs and are therefore, considered "general assurances."

The submission of general assurances is required by:

- Federal regulation 34 CFR §76.301 of the Education Department General Administrative Regulations (EDGAR), which requires a general application for subgrantees/subrecipients for participation in federal programs funded by the U.S. Department of Education that meets the requirements of Section 442 of the General Education Provisions Act (GEPA).
- Applicable federal statutes.
- Applicable regulations of other federal agencies.

The NHDOE has consolidated the general assurances into one document which also now includes requirements and definitions in an effort to provide more guidance relative to implementation of the underlying assurances. NHDOE requests an annual submission for all of your Local Education Agencies (LEA's). This will simplify the collection of assurances and facilitate the requirement that the NHDOE Commissioner of Education certify to the Secretary of Education the status of all LEAs. In New Hampshire both School Districts and School Administrative Units (SAUs) are considered

General Assurances FY 2020
March 27, 2019
Page 2

LEA's. Individual program policy establishes which of these two entities may apply for federal funds. As such, both the Superintendent and the local School Board Chairperson are required to sign the certifications of the attached document.

I am requesting that you and the local School Board complete the certifications at the end of the enclosed general assurance document; initial each page in the spaces provided and return it in full to the attention of the Bureau of Federal Compliance. That office will notify the directors of all NHDOE programs approving federal funds to LEA's when they have received your assurances. The directors of the various federal programs are not to request additional copies from you, but to accept the Bureau of Federal Compliance list as the basis for determining compliance with these requirements as one item in their approval of proposals for funding. Other program specific assurances will still be requested from the LEA's by individual NHDOE programs.

Compliance with these general assurances will be subject to review by NHDOE staff during on-site federal compliance monitoring. Annual audits by CPA's in accordance with the Single Audit Act may also include compliance checks.

On the Certification page, please include the name and number of the SAU office and the name of the School District which will be applying for funds, both certifying parties are asked to execute the document, and return to the NHDOE Bureau of Federal Compliance office no later than **June 30, 2019**.

Thank you for your assistance with this initiative. This process should make it less difficult for all of us to access and use the federal funds for the purposes designated.

If you should have any questions regarding these general assurances, please contact Timothy Carney, Administrator of the Bureau of Federal Compliance at Timothy.Carney@doe.nh.gov or at 603-271-2634.

Enclosure

New Hampshire Department of Education

FY2020

GENERAL ASSURANCES, REQUIREMENTS AND DEFINITIONS FOR PARTICIPATION IN FEDERAL PROGRAMS

Subrecipients of any Federal grant funds provided through the New Hampshire Department of Education (NHDOE) must submit a signed copy of this document to the NHDOE Bureau of Federal Compliance prior to any grant application being deemed to be “substantially approvable”. Once a grant is deemed to be in substantially approvable form, the subrecipient may begin to obligate funds which will be reimbursed upon final approval of the application by the NHDOE (34 CFR 708).

Any funds obligated by the subrecipient prior to the application being in substantially approvable form will not be reimbursable even upon final approval of the application by the NHDOE.

This FY2020 general assurances document contains some differences from the FY2019 general assurances document. You are encouraged to do a side by side comparison of the two documents so that you thoroughly understand the requirements to which you are agreeing.

Following your review and acceptance of these General Assurances, Requirements and Definitions for Participation in Federal Programs please sign the certification statement on the appropriate page and then initial each of the remaining pages where indicated.

Please note that the practice of the School Board authorizing the Superintendent to sign on behalf of the School Board Chair is not acceptable to the NHDOE in this case and will be considered non-responsive.

Once the document is fully executed, you may either email or mail a copy of the entire document to:

Timothy Carney
New Hampshire Department of Education
Bureau of Federal Compliance
101 Pleasant Street
Concord, NH 03301
Timothy.Carney@doe.nh.gov

Should you have any questions please contact Timothy Carney at 603-271-2634 or Lindsey Scribner at 603-271-3837.

General Assurances, Requirements and Definitions for Participation in Federal Programs

A. General Assurances

Assurance is hereby given by the subrecipient that, to the extent applicable:

- 1) The subrecipient has the legal authority to apply for the federal assistance, and the institutional, managerial, and financial capability (including funds sufficient to pay non-federal share of project costs, as applicable) to ensure proper planning, management, and completion of the project described in all applications submitted.
- 2) The subrecipient will give the awarding agency, the NHDOE, the Comptroller General of the United States and, if appropriate, other State Agencies, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
- 3) The subrecipient will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
- 4) The subrecipient will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
- 5) The subrecipient will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to:
 - (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin;
 - (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex;
 - (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps;
 - (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age;
 - (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse;
 - (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism;
 - (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records;
 - (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing;
 - (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and,
 - (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

- 6) The subrecipient will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of federal participation in purchases.
- 7) The subrecipient will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with federal funds. The subrecipient further assures that no federally appropriated funds have been paid or will be paid by or on behalf of the subrecipient to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any federal grant; the entering into of any cooperative agreement; and the extension, continuation, renewal, amendment, or modification of any federal grant or cooperative agreement.
- 8) The subrecipient will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported in whole or in part with federal funds.
- 9) The subrecipient will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported in whole or in part with federal funds.
- 10) The subrecipient will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
- 11) The subrecipient will comply with all applicable requirements of all other federal laws, executive orders, regulations, and policies governing all program(s).
- 12) The subrecipient will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and 2 CFR 200, Subpart F, "Audit Requirements," as applicable.
- 13) The recipient will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.
- 14) The control of funds provided to the subrecipient under each program, and title to property acquired with those funds, will be in a public agency, and a public agency will administer those funds and property.
- 15) Personnel funded from federal grants and their subcontractors will adhere to the prohibition from text messaging while driving an organization-owned vehicle, or while driving their own privately owned vehicle during official Grant business, or from using organization-supplied electronic equipment to text message or email while driving. Recipients must comply with these conditions under Executive Order 13513, "Federal Leadership On Reducing Text Messaging While Driving," October 1, 2009 (pursuant to provisions attached to federal grants funded by the US Department of Education).

- 16) The subrecipient assures that is will adhere to the Pro-Children Act of 2001, which states that no person shall permit smoking within any indoor facility owned or leased or contracted and utilized for the provision of routine or regular kindergarten, elementary, or secondary education or library services to children (P.L. 107-110, section 4303[a]). In addition, no person shall permit smoking within any indoor facility (or portion of such a facility) owned or leased or contracted and utilized for the provision of regular or routine health care or day care or early childhood development (Head Start) services (P.L. 107-110, Section 4303[b][1]). Any failure to comply with a prohibition in this Act shall be considered to be a violation of this Act and any person subject to such prohibition who commits such violation may be liable to the United States for a civil penalty, as determined by the Secretary of Education (P.L. 107-110, section 4303[e][1]).
- 17) The subrecipient will comply with the Stevens Amendment.
- 18) The subrecipient will submit such reports to the NHDOE and to U.S. governmental agencies as may reasonably be required to enable the NHDOE and U.S. governmental agencies to perform their duties. The recipient will maintain such fiscal and programmatic records, including those required under 20 U.S.C. 1234f, and will provide access to those records, as necessary, for those Departments/agencies to perform their duties.
- 19) The subrecipient will assure that all applications submitted for project/grant funding are proper and in accordance with the terms and conditions of the applications, the official who is authorized to legally bind the recipient agency/organization agrees to the following certification.

"By signing this General Assurances, Requirements and Definitions for Participation in Federal Programs Document, I certify to the best of my knowledge and belief that all applications submitted are true, complete, and accurate, for the purposes and objectives set forth in the application, I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal or administrative penalties for false statements, false claims or otherwise."

- 20) The subrecipient will assure that expenditures reported are proper and in accordance with the terms and conditions of any project/grant funding, the official who is authorized to legally bind the agency/organization agrees to the following certification for all fiscal reports and/or vouchers requesting payment.

"By signing this General Assurances, Requirements and Definitions for Participation in Federal Programs Document, I certify to the best of my knowledge and belief that the reports submitted are true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purpose and objectives set forth in the terms and conditions of the Project Award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise."

- 21) The subrecipient will provide reasonable opportunities for systematic consultation with and participation of teachers, parents, and other interested agencies, organizations, and individuals, including education-related community groups and non-profit organizations, in the planning for and operation of each program.
- 22) The subrecipient shall assure that any application, evaluation, periodic program plan, or report relating to each program will be made readily available to parents and other members of the general public upon request.

- 23) The subrecipient has adopted effective procedures for acquiring and disseminating to teachers and administrators participating in each program, significant information from educational research, demonstrations, and similar projects, and for adopting, where appropriate, promising educational practices developed through such projects. Such procedures shall ensure compliance with applicable federal laws and requirements.
- 24) The subrecipient will comply with the requirements of the Gun-Free Schools Act of 1994.
- 25) The subrecipient will submit a fully executed and accurate Single Audit Certification form to the NHDOE not later than March 31, 2020. The worksheet will be provided to each subrecipient by the NHDOE.
- 26) The subrecipient shall comply with the restrictions of New Hampshire RSA 15:5.
- 27) The subrecipient will comply with the requirements in 2 CFR Part 180, Government-wide Debarment and Suspension (Non-procurement).
- 28) The subrecipient certifies that it will maintain a drug-free workplace and will comply with the requirements of the Drug-Free Workplace Act of 1988.
- 29) The recipient will adhere to the requirements of Title 20 USC 7197 relative to the Transfer of Disciplinary Records.

B. Explanation of Grants Management Requirements

The following section elaborate on certain requirements included in legislation or regulations referred to in the "General Assurances" section. This section also explains the broad requirements that apply to federal program funds.

1. Financial Management Systems

Financial management systems, including records documenting compliance with federal statutes, regulations, and the terms and conditions of the federal award, must be sufficient to permit the preparation of reports required by general and program-specific terms and conditions; and the tracing of funds to a level of expenditures adequate to establish that such funds have been used according to the Federal statutes, regulations, and the terms and conditions of the Federal award.

Specifically, the financial management system must be able to:

- a) Identify, in its accounts, all federal awards received and expended and the federal programs under which they were received. Federal program and federal award identification must include, as applicable, the CFDA title and number, federal award identification number and year, name of the federal agency, and name of the pass-through entity, if any.
- b) Provide accurate, current, and complete disclosure of the financial results of each federal award or program.
- c) Produce records that identify adequately the source and application of funds for federally funded activities.
- d) Maintain effective control over, and accountability for, all funds, property, and other assets. The subrecipient must adequately safeguard all assets and assure that they are used solely for authorized purposes.

- e) Generate comparisons of expenditures with budget amounts for each federal award.

2. Written Policies and Procedures

The subrecipient must have written policies and procedures for:

- a) Cash Management (2 CFR 200.302(b)(6) & 200.305)
- b) Determining the allowability of costs in accordance with 2 CFR 200 Subpart E—Cost Principles and the terms and conditions of the Federal award. (2 CFR 200.302(b)(7))
- c) Conflict of Interest (2 CFR 200.318(c))
- d) Procurement (2 CFR 200.320)
- e) Method for conducting Technical Evaluations of Proposals and Selecting Recipients (2 CFR 200.320(d)(3) and 200.323)
- f) Suspension and Debarment (2 CFR 200.213)
- g) Travel Policy (2 CFR 200.474(b))
- h) Equipment and Supplies (2 CFR 200.313(d), 200.314)
- i) Time and Effort (2 CFR 200.430(i))
- j) Record Keeping (2 CFR 200.333 and 200.335)

3. Internal Controls

The subrecipient must:

- a) Establish and maintain effective internal control over the federal award that provides reasonable assurance that the non-federal entity is managing the federal award in compliance with federal statutes, regulations, and the terms and conditions of the federal award. These internal controls should be in compliance with the guidance outlined in “Standards for Internal Control in the Federal Government” issued by the Comptroller General of the United States or the “Internal Control Integrated Framework”, issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).
- b) Comply with federal statutes, regulations, and the terms and conditions of the federal awards.
- c) Take prompt action when instances of noncompliance are identified, including noncompliance identified in audit findings.
- d) Take reasonable measures to safeguard and protect personally identifiable information and other information the federal awarding agency or pass-through entity designates as sensitive or the subrecipient considers sensitive consistent with applicable federal, state, local, and tribal laws regarding privacy and obligations of confidentiality.
- e) Maintain all accounts, records, and other supporting documentation pertaining to all costs incurred and revenues or other applicable credits acquired under each approved project in accordance with 2 CFR 200.333.

4. Allowable Costs

In accounting for and expending project/grant funds, the subrecipient may only charge expenditures to the project award if they are;

- a) in payment of obligations incurred during the approved project period;
- b) in conformance with the approved project;
- c) in compliance with all applicable statutes and regulatory provisions;
- d) costs that are allocable to a particular cost objective;
- e) spent only for reasonable and necessary costs of the program; and
- f) not used for general expenses required to carry out other responsibilities of the subrecipient.

5. Audits

This part is applicable for all non-federal entities as defined in 2 CFR 200, Subpart F.

- a) In the event that the subrecipient expends \$750,000 or more in federal awards in its fiscal year, the subrecipient must have a single or program-specific audit conducted in accordance with the provisions of 2 CFR 200, Subpart F. In determining the federal awards expended in its fiscal year, the subrecipient shall consider all sources of federal awards, including federal resources received from the NHDOE. The determination of amounts of federal awards expended should be in accordance with the guidelines established by 2 CFR 200, Subpart F.
- b) In connection with the audit requirements, the subrecipient shall also fulfill the requirements relative to auditee responsibilities as provided in 2 CFR 200.508.
- c) If the subrecipient expends less than \$750,000 in federal awards in its fiscal year, an audit conducted in accordance with the provisions of 2 CFR 200, Subpart F, is not required. In the event that the subrecipient expends less than \$750,000 in federal awards in its fiscal year and elects to have an audit conducted in accordance with the provisions of 2 CFR 200, Subpart F, the cost of the audit must be paid from non-federal resources (i.e., the cost of such an audit must be paid from subrecipient resources obtained from non-federal entities).

The subrecipient assures it will implement the following audit responsibilities;

- a) Procure or otherwise arrange for the audit required by this part in accordance with auditor selection regulations (2 CFR 200.509), and ensure it is properly performed and submitted nine months after the close of the fiscal year in accordance with report submission regulations (2 CFR 200.512).
- b) Provide the auditor access to personnel, accounts, books, records, supporting documentation, and other information as needed so that the auditor may perform the audit required by this part.
- c) Prepare appropriate financial statements, including the schedule of expenditures of federal awards in accordance with financial statements regulations (2 CFR 200.510).
- d) Promptly follow up and take corrective action on audit findings, including preparation of a summary schedule of prior audit findings and a corrective action plan in accordance with audit findings follow-up regulations (2 CFR 200.511(b-c)).
- e) Upon request by the NHDOE Bureau of Federal Compliance (BFC), promptly submit a corrective action plan using the NHDOE template provided by the BFC for audit findings related to NHDOE funded programs.
- f) For repeat findings not resolved or only partially resolved, the subrecipient must provide explanation for findings not resolved or only partially resolved to the BFC for findings related to all NHDOE funded programs. The BFC will review the subrecipient's submission and issue an appropriate Management Decision in accordance with 2 CFR 200.521.

6. Reports to be Submitted

Audits/Management Decisions

Copies of reporting packages for audits conducted in accordance with 2 CFR 200, Subpart F shall be submitted, by or on behalf of the recipient directly to the following:

- a) The Federal Audit Clearinghouse (FAC) in 2 CFR 200, Subpart F requires the auditee to electronically submit the data collection form described in 200.512(b) and the reporting package described in 200.512(c) to FAC at: [https://harvester.census.gov/facides/\(S\(mqamohbpfj0hmyh1r45p1po1\)\)/account/login.aspx](https://harvester.census.gov/facides/(S(mqamohbpfj0hmyh1r45p1po1))/account/login.aspx)

Copies of other reports or management decision letter(s) shall be submitted by or on behalf of the subrecipient directly to:

- a) New Hampshire Department of Education
Bureau of Federal Compliance
101 Pleasant Street
Concord, NH 03301
- b) In response to requests by a federal agency, auditees must submit a copy of any management letters issued by the auditor, 2 CFR 200.512(e).

Any other reports, management decision letters, or other information required to be submitted to the NHDOE pursuant to this agreement shall be submitted in a timely manner.

Single Audit Certification

An executed and accurate Single-Audit Certification form shall be submitted to the NHDOE not later than **March 31, 2020**. A copy of the form will be provided to each subrecipient by the NHDOE.

7. Debarment, Suspension, and Other Responsibility Matters

As required by Executive Orders (E.O.) 12549 and 12689, Debarment and Suspension, and implemented at 2 CFR Part 180, for prospective participants in primary covered transactions, as defined in 2 CFR 180.120, 180.125 and 180.200, no contract shall be made to parties identified on the General Services Administration’s *Excluded Parties List System* as excluded from Federal Procurement or Non-procurement Programs in accordance with E.O.s 12549 and 12689, “Debarment and Suspension.” This list contains the names of parties debarred, suspended, or otherwise excluded by agencies, and contractors declared ineligible under statutory or regulatory authority other than E.O. 12549. Contractors with awards that exceed the small purchase threshold shall provide the required certification regarding their exclusion status and that of their principal employees.

The federal government imposes this requirement in order to protect the public interest, and to ensure that only responsible organizations and individuals do business with the government and receive and spend government grant funds. Failure to adhere to these requirements may have serious consequences – for example, disallowance of cost, termination of project, or debarment.

To assure that this requirement is met, there are four options for obtaining satisfaction that subrecipients and contractors are not suspended, debarred, or disqualified. They are:

The subrecipient certifies that it and its principals:

- a) Are not presently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from covered transactions by any federal Department or agency.
- b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes; commission of embezzlement; theft, forgery, bribery, falsification, or destruction of records; making false statements; or receiving stolen property.
- c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in this certification.

- d) Have not within a three-year period preceding this application had one or more public transactions (federal, state, or local) terminated for cause or default.

Where the subrecipient is unable to certify to any of the statements in this certification, they shall attach an explanation to this document.

8. Drug-Free Workplace (Grantees Other Than Individual)

As required by the Drug-Free Workplace Act of 1988 and implemented in 34 CFR 84.200 and 84.610, the subrecipient certifies that it will continue to provide a drug-free workplace by:

- a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the subrecipient's workplace and specifying the actions that will be taken against employees for violation of such prohibition.
- b) Establishing, as required by 34 CFR 84.215, an ongoing drug-free awareness program to inform employees about:
 - o The dangers of drug abuse in the workplace.
 - o The recipient's policy of maintaining a drug-free workplace.
 - o Any available drug counseling, rehabilitation, and employee assistance programs.
 - o The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
- c) Requiring that each employee engaged in the performance of the project is given a copy of this statement.
- d) Notifying the employee in the statement that, as a condition of employment under the project, the employee will:
 - o Abide by the terms of the statement.
 - o Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.
- e) Notifying the agency in writing within 10 calendar days after receiving notice of an employee's conviction of a violation of a criminal drug statute in the workplace, as required by 34 CFR 84.205(c)(2), from an employee or otherwise receiving actual notice of employee's conviction. Employers of convicted employees must provide notice, including position title to:

Director, Grants and Contracts Service
U.S. Department of Education
400 Maryland Avenue, S.W. [Room 3124, GSA – Regional Office Building No. 3]
Washington, D.C. 20202-4571

(Notice shall include the identification number[s] of each affected grant).

- f) Taking one of the following actions, as stated in 34 CFR 84.225(b), within 30 calendar days of receiving the required notice with respect to any employee who is convicted of a violation of a criminal drug statute in the workplace.
 - o Taking appropriate personnel action against such an employee, up to and including

- termination consistent with the requirements of the Rehabilitation Act of 1973, as amended.
 - o Requiring such employee to participate satisfactorily in drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.
- g) Making a good-faith effort to maintain a drug-free workplace through implementation of the requirements stated above.

9. EDGAR - Education Department General Administrative Regulations

The federal grant administrative regulations for education (Title 34 CFR Parts 75, 76, 77, 79, 81, 82, 84, 86, 97, 98, and 99), was revised on December 26, 2014, with the implementation of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Grants Guidance), and delete 34 CFR Parts 74, 80, and 85 (Part 85 changed to 2 CFR Part 180) and included the deleted regulations into the Uniform Grants Guidance. Both administrative regulations (EDGAR and Uniform Grants Guidance), apply to all federal projects/awards.

10. General Education Provisions Act (GEPA) Requirements - Section 427 (Federal Requirement) Equity for Students, Teachers, and Other Program Beneficiaries

The purpose of Section 427 of GEPA is to ensure equal access to education and to promote educational excellence by ensuring equal opportunities to participate for all eligible students, teachers, and other program beneficiaries in proposed projects, and to promote the ability of such students, teachers, and beneficiaries to meet high standards. Further, when designing their projects, grant applicants must address the special needs and equity concerns that might affect the ability of students, teachers, and other program beneficiaries to participate fully in the proposed project.

Program staff within the NHDOE must ensure that information required by Section 427 of GEPA is included in each application that the Department funds. *(There may be a few cases, such as research grants, in which Section 427 may not be applicable because the projects do not have individual project beneficiaries. Contact the Government Printing Office staff should you believe a situation of this kind exists).*

The statute highlights **six types of barriers that can impede equitable access or participation: gender, race, national origin, color, disability, and age.** Based on local circumstances, the applicant can determine whether these or other barriers may prevent participants from access and participation in the federally assisted project, and how the applicant would overcome these barriers.

These descriptions may be provided in a single narrative or, if appropriate, may be described in connection with other related topics in the application. Subrecipients should be asked to state in the table of contents where this requirement is met.

NHDOE program staff members are responsible for screening each application to ensure that the requirements of this section are met before making an award. If this condition is not met, after the application has been selected for funding the program staff should contact the subrecipient to find out why this information is missing. Documentation must be in the project file indicating that this review was completed before the award was made. If an oversight occurred, the program staff may give the applicant another opportunity to satisfy this requirement, but must receive the missing information before making the award, 34 CFR 75.231.

All applicants for new awards must satisfy this provision to receive funding. Those seeking *continuation* awards do not need to submit information beyond the descriptions included in their original applications.

11. Gun Possession (Local Education Agencies (LEAs) only)

As required by Title XIV, Part F, and Section 14601 (Gun-Free Schools Act of 1994) of the Improving America's Schools Act:

The LEA assures that it shall comply with the provisions of RSA 193:13 III.

RSA 193:13, III. Any pupil who brings or possesses a firearm as defined in section 921 of Title 18 of the United States Code in a safe school zone as defined in RSA 193-D:1 without written authorization from the Superintendent or designee shall be expelled from school by the local school board for a period of not less than 12 months.

The LEA assures that it has adopted a policy, which allows the Superintendent or Chief Administrative officer to modify the expulsion requirement on a case by case basis. RSA 193:13, IV.

The LEA assures that it shall report to the NHDOE in July of each year, a description of the circumstances surrounding any expulsions imposed under RSA 193:13, III and IV including, but not limited to:

- a) The name of the school concerned;
- b) The grade of the student disciplined;
- c) The type of firearm involved;
- d) Whether or not the expulsion was modified, and
- e) If the student was identified as Educationally Disabled.

The LEA assures that it has in effect a policy requiring referral to the criminal justice or juvenile delinquency system of any student who brings a firearm or weapon to school.

Ed 317.03 Standard for Expulsion by Local School Board.

- a) A school board which expels a pupil under RSA 193:13, II or III, shall state in writing its reasons, including the act leading to expulsion, and shall provide a procedure for review as allowed under RSA 193:13, II.
- b) School boards shall make certain that the pupil has received notice of the requirements of RSA 193-D and RSA 193:13 through announced, posted, or printed school rules.
- c) If a student is subject to expulsion and a firearm is involved, the Superintendent shall contact local law enforcement officials whenever there is any doubt concerning:
 - 1) Whether a firearm is legally licensed under RSA 159; or
 - 2) Whether the firearm is lawfully possessed, as opposed to unlawfully possessed, under the legal definitions of RSA 159.
- d) If a pupil brings or possesses a firearm in a safe school zone without written authorization from the Superintendent, the following shall apply:
 - 1) The Superintendent shall suspend the pupil for a period not to exceed 10 days, pending a hearing by the local board; and
 - 2) The school board shall hold a hearing within 10 days to determine whether the student was in violation of RSA 103:13, III and therefore is subject to expulsion.

12. Lobbying

As required by Section 1352, Title 31, of the U.S. Code, and implemented in 34 CFR Part 82, for persons entering into a grant or cooperative agreement over \$100,000, as defined in 34 CFR 82.105 and 82.110,

the applicant certifies that:

- a) No federally appropriated funds have been paid or will be paid by or on behalf of the subrecipient to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any federal grant; the entering into of any cooperative agreement; and the extension, continuation, renewal, amendment, or modification of any federal grant or cooperative agreement.
- b) If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with federal grants or cooperative agreements, the subrecipient shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- c) The subrecipient shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, contracts under grants, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

New Hampshire RSA 15:5 - Prohibited Activities.

- I. Except as provided in paragraph II, no recipient of a grant or appropriation of state funds may use the state funds to lobby or attempt to influence legislation, participate in political activity, or contribute funds to any entity engaged in these activities.
- II. Any recipient of a grant or appropriation of state funds that wishes to engage in any of the activities prohibited in paragraph I, or contribute funds to any entity engaged in these activities, shall segregate the state funds in such a manner that such funds are physically and financially separate from any non-state funds that may be used for any of these purposes. Mere bookkeeping separation of the state funds from other moneys shall not be sufficient.

13. Subrecipient Monitoring

In addition to reviews of audits conducted in accordance with 2 CFR 200, Subpart F, subrecipient[ient monitoring procedures may include, but not be limited to, on-site visits by NHDOE staff, limited scope audits, and/or other procedures. By signing this document, the subrecipient agrees to comply and cooperate with any monitoring procedures/processes deemed appropriate by the NHDOE. In the event the NHDOE determines that a limited scope audit of the project recipient is appropriate, the subrecipient agrees to comply with any additional instructions provided by NHDOE staff to the subrecipient regarding such audit.

14. More Restrictive Conditions

Subrecipients found to be in noncompliance with program and/or fund source requirements or determined to be "high risk" shall be subject to the imposition of more restrictive conditions as determined by the NHDOE.

15. Obligations by Subrecipients

Obligations will be considered to have been incurred by subrecipients on the basis of documentary evidence of binding commitments for the acquisition of goods or property or for the performance of work, except that funds for personal services, for services performed by public utilities, for travel, and for the rental of facilities shall be considered to have been obligated at the time such services were rendered, such travel was performed, and/or when facilities are used (see 34 CFR 76.707).

16. Participation of Private School Students and Staff in Federal Grants

Students and staff of nonpublic schools shall be given an opportunity for equitable participation in activities or services conducted by school districts using federal funds. Appropriate personnel must be aware of, and consult, program-specific guidelines discussed in the applicable program statute, regulations, and guidance documents.

17. Personnel Costs – Time Distribution

Charges to federal projects for personnel costs, whether treated as direct or indirect costs, are allowable to the extent that they satisfy the specific requirements of 2 CFR 200.430, and will be based on payrolls documented in accordance with generally accepted practices of the subrecipient and approved by a responsible official(s) of the subrecipient.

When employees work solely on a single federal award or cost objective, charges for their salaries and wages must be supported by personnel activity reports (PARs), which are periodic certifications (at least semi-annually) that the employees worked solely on that program for the period covered by the certification. These certifications must be signed by the employee or a supervisory official having firsthand knowledge of the work performed by the employee.

When employees work on multiple activities or cost objectives (e.g., more than one federal project, a federal project and a non-federal project, an indirect cost activity and a direct cost activity, two or more indirect activities which are allocated using different allocation bases, or an unallowable activity and a direct or indirect cost activity), the distribution of their salaries or wages will be supported by personnel activity reports or equivalent documents that meet the following standards:

- a) Reflect an after-the-fact distribution of the actual activity of each employee
- b) Account for the total activity for which each employee is compensated
- c) Prepared at least monthly and must coincide with one or more pay period
- d) Signed and dated by the employee

18. Project Effective Dates

For federal programs, funds shall be obligated no earlier than the date the project application was received by the NHDOE and determined to be in substantially approvable form or the effective date of the federal grant award, whichever is later.

All Project/Grant Award Notifications reflect the beginning and ending dates of the project period and the date for submission of the final expenditure report. All conditions stated in the award notification are considered binding on the subrecipient.

19. Protected Prayer in Public Elementary and Secondary Schools

As required in Section 9524 of the Elementary and Secondary Education Act (ESEA) of 1965, as amended by the No Child Left Behind Act of 2001, LEAs must certify annually that they have no policy that prevents or otherwise denies participation in constitutionally protected prayer in public elementary

and secondary schools.

20. Purchasing

All subrecipients must have documented procurement policies and procedures that meet the minimum requirements of federal and state statutes, rules, and regulations. Under the Uniform Administrative Requirements, the procurement standards are located at 2 CFR 200.317 – 200.326.

22. Retention and Access to Records

Requirements related to retention and access to project/grant records, are determined by federal rules and regulations. Federal regulation 2 CFR 200.333, addresses the retention requirements for records that applies to all financial and programmatic records, supporting documents, statistical records, and all other non-Federal entity records pertinent to a Federal or Project award. If any litigation, claim, or audit is started before the expiration date of the retention period, the records must be maintained until all litigation, claims, or audit findings involving the records have been resolved and final action taken.

Access to records of the subrecipient and the expiration of the right of access is found at 2 CFR 200.336 (a) and (c), which states:

- a) Records of non-Federal entities. The Federal awarding agency, Inspectors General, the Comptroller General of the United States, and the pass-through entity, or any of their authorized representatives [including but not limited to the NHDOE] must have the right of access to any documents, papers, or other records of non-Federal entity which are pertinent to the Federal award, in order to make audits, examinations, excerpts, and transcripts. The right also includes timely and reasonable access to the non-Federal entity's personnel for the purpose of interview and discussion related to such documents.
- c) Expiration of right of access. The rights of access in this section are not limited to the required retention period but last as long as the records are retained.

23. The Stevens Amendment

All federally funded projects must comply with the Stevens Amendment of the Department of Defense Appropriation Act, found in Section 8136, which provides:

When issuing statements, press releases, requests for proposals, bid solicitations, and other documents describing projects or programs funded in whole or in part with federal money, all grantees receiving federal funds, including but not limited to state and local governments, shall clearly state (1) the percentage of the total cost of the program or project which will be financed with federal money, (2) the dollar amount of federal funds for the project or program, and (3) the percentage and dollar amount of the total costs of the project or program that will be funded by non-governmental sources.

24. Transfer of Disciplinary Records

Title 20 USC 7197 requires that the State have a procedure to assure that a student's disciplinary records, with respect to suspensions and expulsions, are transferred by the project recipient to any public or private elementary or secondary school where the student is required or chooses to enroll. In New Hampshire, that assurance is statutory and found at RSA 193-D:8.

The relevant portions of the federal and state law appear below.

- a) **Disciplinary Records** - In accordance with the Family Educational Rights and Privacy Act of 1974 (20 U.S.C. 1232g), not later than 2 years after the date of enactment of this part, each State receiving Federal funds under this Act shall provide an assurance to the Secretary that the State has a procedure in place to facilitate the transfer of disciplinary records, with respect to a suspension or expulsion, by local educational agencies to any private or public elementary school or secondary school for any student who is enrolled or seeks, intends, or is instructed to enroll, on a full- or part-time basis, in the school.
- b) **193-D:8 Transfer Records; Notice** – All elementary and secondary educational institutions, including academies, private schools, and public schools, shall upon request of the parent, pupil, or former pupil, furnish a complete school record for the pupil transferring into a new school system. Such record shall include, but not be limited to, records relating to any incidents involving suspension or expulsion, or delinquent or criminal acts, or any incident reports in which the pupil was charged with any act of theft, destruction, or violence in a safe school zone.

B. Definitions

- 1) **Audit finding** - *Audit finding* means deficiencies which the auditor is required by 2 CFR 200.516 Audit findings, paragraph (a) to report in the schedule of findings and questioned costs (2 CFR 200.5).
- 2) **Management decision** - *Management decision* means the evaluation by the Federal awarding agency or pass-through entity of the audit findings and corrective action plan and the issuance of a written decision to the auditee as to what corrective action is necessary (2 CFR 200.66).
- 3) **Obligations** - When used in connection with a non-Federal entity’s utilization of funds under a Federal award, *obligations* means orders placed for property and services, contracts and subawards made, and similar transactions during a given period that require payment by the non-Federal entity during the same or a future period (2 CFR 200.71).
- 4) **Pass-through entity** - *Pass-through entity* means a non-Federal entity that provides a subaward to a subrecipient to carry out part of a Federal program (2 CFR 200.74).
- 5) **Period of performance** - *Period of performance* means the time during which the non-Federal entity may incur new obligations to carry out the work authorized under the Federal award. The Federal awarding agency or pass-through entity must include start and end dates of the period of performance in the Federal award.
- 6) **Subaward** - *Subaward* means an award provided by a pass-through entity to a subrecipient for the subrecipient to carry out part of a Federal award received by the pass-through entity. It does not include payments to a contractor or payments to an individual that is a beneficiary of a Federal program. A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract. (2 CFR 200.92).
- 7) **Subrecipient** - *Subrecipient* means a non-Federal entity that receives a subaward from a pass-through entity to carry out part of a Federal program; but does not include an individual that is a beneficiary of such program. A subrecipient may also be a recipient of other Federal awards directly from a Federal awarding agency (2 CFR 200.93).

CERTIFICATION

Instructions: The Superintendent, or other Qualifying Administrator, if the School District does not have a Superintendent, (See RSA 194-C:5, II) **must** consult with the School Board for the School District by informing said School Board about the District’s participation in Federal Programs and the terms and conditions of the General Assurances, Requirements and Definitions for Participation in Federal Programs. The Superintendent or other Qualifying Administrator and the Chair of the School Board **must** sign this certification page (and initial the remaining pages) as described below and return it to the NHDOE. **No payment for project/grant awards will be made by the NHDOE without a fully executed copy of this General Assurances, Requirements and Definitions for Participation in Federal Programs on file.** For further information, contact the NHDOE Bureau of Federal Compliance at (603) 271-2634.

Superintendent or other Qualifying Administrator Certification:

We the undersigned acknowledge that [a] person is guilty of a violation of R.S.A. § 641:3 if [h]e or she makes a written or electronic false statement which he or she does not believe to be true, on or pursuant to a form bearing a notification authorized by law to the effect that false statements made therein are punishable; or (b) With a purpose to deceive a public servant in the performance of his or her official function, he or she: (1) Makes any written or electronic false statement which he or she does not believe to be true; or (2) Knowingly creates a false impression in a written application for any pecuniary or other benefit by omitting information necessary to prevent statements therein from being misleading; or (3) Submits or invites reliance on any writing which he or she knows to be lacking in authenticity; or (4) Submits or invites reliance on any sample, specimen, map, boundary mark, or other object which he or she knows to be false.

Accordingly, I, the undersigned official legally authorized to bind the named School District hereby apply for participation in federally funded education programs on behalf of the School District named below. I certify, to the best of my knowledge, that the below School District will adhere to and comply with these General Assurances, Requirements and Definitions for Participation in Federal Programs (pages 1 through 16 inclusive). I further certify, as is evidenced by the Minutes of the School Board/School Administrative Unit Meeting of _____, _____, that I have informed all members of the School Board of the federal funds the District will be receiving and of these General Assurances, Requirements and Definitions for the District’s participation in said programs.

SAU Number: 81 School District: Hudson School District

Lawrence W. Russell		
Typed Name of Superintendent Or other Qualifying Administrator	Signature	Date

School Board Certification:

I, the undersigned official representing the School Board, acknowledge that the Superintendent, or other Qualifying Administrator, as identified above, has consulted with all members of the School Board, in furtherance of the School Board's obligations, including those enumerated in RSA 189:1-a, and pursuant to the School Board's oversight of federal funds the District will be receiving and of the General Assurances, Requirements and Definitions for Participation in Federal in said programs.

<u>Malcolm Price</u>	_____	_____
Typed Name of School Board Chair (on behalf of the School Board)	Signature	Date

Please email or mail a copy of the entire document to:

Timothy Carney
New Hampshire Department of Education
Bureau of Federal Compliance
101 Pleasant Street
Concord, NH 03301

Timothy.Carney@doe.nh.gov

**Hudson School District
Hudson School Board Meeting
April 1, 2019
Draft Minutes**

Present:

- Mr. Malcolm Price, Board Chair
- Ms. Darcy Orellana, Vice Chair
- Ms. Diana LaMothe
- Ms. Gretchen Whiting
- Mr. Lawrence Russell, Superintendent
- Ms. Mary Wilson, Assistant Superintendent
- Ms. Rachel Borge, Director of Special Services
- Ms. Karen Burnell, Business Administrator
- Ms. Caitlin Lynch, AHS Student Rep.

A. Call to Order

Mr. Price, Board Chair, called the meeting to order and Mr. Russell led the audience in the Pledge of Allegiance at 6:30 pm.

B. Public Input

None.

C. Presentations to the Board

None.

D. Requests of the Board

None.

E. Old Business

Request to Attend Conferences

This list has been clarified and rewritten. Conferences will be paid for through Perkins Grant and fundraising with students paying any balance owed.

Reviewed conference requests.

Ms. Orellana moved to approve the conference requests as presented, second by Ms. LaMothe.

Motion passes 4-0.

Bid Award – District-wide Classroom Door Replacement

Ms. Burnell addressed the Board.

Followed up with Target New England (2nd lowest bid), requested information regarding their staffing, insurance and references. Two of the references they provided have disconnected phone service and their insurance certificate did not have a specific name on it and used a PO Box. With these reasons, Ms. Burnell is again recommending Solid Roots Construction LLC at a cost of \$249,000.

The Board discussed their options, demo costs, and the cost of door replacement.

Mr. Price was not in favor of the bid at \$20,000 above Target’s bid.

Ms. Burnell stated all companies would be using the same door vendor the cost difference would be in the demo work.

This project is being paid for by a security grant the district received, with Hudson covering a small portion.

Ms. LaMothe moved to award the Classroom Door replacement bid to Solid Roots Construction LLC at a cost of \$249,000, second by Ms. Whiting. Motion passes 3-1. (Mr. Price voted no.)

F. New Business

2019-2020 Hudson School Board Committee Assignments

Teamsters contract negotiations – LaMothe & Whiting

AFSCME negotiations – Price & Orellana

Strategic Planning Committee – Gasdia & LaMothe

CTEC Building Committee – Gasdia & LaMothe (next meeting 4-4-19)

HSB Policy Committee – Orellana & Whiting

Hudson Capital Improvements Plan Committee – Price (next meeting 4-8-19)

Hudson Municipal Budget Committee Liaison – LaMothe & Price

Alvirne Trustees – Orellana & Price

Board of Selectman – School Board Members will rotate attendance. Mr. Price will attend 4-9-19 and Ms. Whiting will attend the following meeting.

Cable Utility Committee – Gasdia & Whiting

2019-2020 Proposed Alvirne Trustee Budget

Mr. Beals addressed the Board.

Next Trustee meeting (budget) is scheduled for April 18; May meeting RE: Scholarships; June meeting RE: Quarterly meeting.

Background: The Alvirne Trustees oversee a multi-family trust valued at 11.5 million dollars.

The current chair has been a trustee for 50 years. They support AHS as well as Alvirne Chapel.

Mr. Beals reviewed this year's proposals (not prioritized yet). The Trustees like items that are one and done purchases; they also help support transportation costs.

This year's proposals total \$180,000 (still don't know Trustee's budget, will be set at start of their meeting).

Science reno will complete the renovation cycle and is Mr. Beals number 1 priority.

It is unlikely that the entire list will be funded.

Some board members felt the horse was an "over-the-top" request.

Discussed using iPads for music instead of paper copies. iPads would be more costly than the filing system currently in place.

Budget Transfer SB #10 (1st reading)

HMS phone system

Kyle Hancock addressed the board.

This phone system has been problematic, have replaced some parts with out success, system crashes frequently (hardware problem).

This is now a security and school safety issue.

Mrs. Orellana moved to approve the budget transfer of \$27,787.40 for HMS phone system and waive the second reading, second by Ms. Whiting. Motion passes 4-0.

Ms. Orellana moved to approve the replacement phone system for HMS, second by Ms. LaMothe. Motion passes 4-0.

Extracurricular Nominations

Board discussed pay-for-play sports.

Lacrosse is not a school-funded sport.

Coaches for lacrosse are not paid for by the district. Their group forwards the stipend cost to the district who then pays the coaches. This enables the money to show up on coaches' W2 forms for taxes. The board would like to see a sport hiring procedure document. Mr. Russell will work on this. All coaches go through the same hiring procedure.

Ms. Orellana moved to accept the extracurricular nominations as presented, second by Ms. LaMothe. Motion passes 4-0.

G. Recommended Action

1. Manifests – Recommended action:

Manifests are available to be signed. Make necessary corrections

2. Draft Minutes – Recommended action:

Make necessary corrections and approve
3-18-19 draft minutes

Ms. LaMothe moved to approve the draft minutes of 3-18-19 as presented, second by Ms. Orellana. Motion passes 4-0.

Hills Memorial Library memorandum of understanding will be coming back to the Board soon.

H. Reports to the Board

1. Superintendent's Report

Mr. Larry Russell addressed the board.

Held the first Strategic Planning Committee meeting last Saturday.

More work being completed on Portrait of a Graduate at last Friday's PD Day.

Superintendent's meeting - discussed cyber security.

Lots happening in the Legislature.

Hiring.

2. Assistant Superintendent's Report

Ms. Mary Wilson addressed the board.

Professional Development (PD) day last Friday.

Portrait of a Graduate – working on next steps. First draft – will review feedback. This is the basis of our strategic plan.

Attended a training with 25 other educators in Concord by Harvard School of Education.

Bringing education to the next level – exciting.

Working on data for grants we may be receiving (YMCA, Title I, II, Intel Math).

3. Director of Special Services' Report

Ms. Rachel Borge addressed the board.

Professional Development day last Friday. Portrait of a Graduate work.

Literacy at HMS; para PD on behaviors and restraint.

SEPAC held an event last Thursday.

Law Day is next week.

Half-day training on homeless upcoming.

Cohort – presenting at conference next week; showing what our cohort has done and explaining how others can start their own cohort.

4. Business Administrator's Report

Ms. Karen Burnell addressed the Board.

Working on end-of-year expenditures, RFPs, new hires.

Also, part of the Strategic Planning Committee.

I. Legislative Update

Weeks of March 15 and March 22

Mr. Russell addressed the Board.

For your information.

SBA opposes Conflict of Interest – probably due to the fact that everyone already has this policy.

J. Committee Reports

None.

K. Correspondence

Outreach Coordinator Report

For your information.

L. Board Member Comments

Ms. Lynch: National Autism day is tomorrow; wear blue.

Ms. Whiting: Congrats Ms. LaMothe – Citizen of the Year

Ms. LaMothe: On the Strategic Planning Committee. The committee will be having public input days.

More information as to dates soon.

Ms. Orellana: Happy to hear Professional Development day went well. Happy with administration's commitment for student success.

Mr. Price: Please remember to talk so the public can understand you.

M. Non-Public Session

Ms. LaMothe moved to enter into Non-Public Session at 8:00 pm under RSA 91-A:3II (B, C), second by Ms. Orellana. Chair called for a roll call vote: Ms. Whiting-yes, Ms. LaMothe-yes, Ms. Orellana-yes, Mr. Price-yes. Motion passes 4-0.

Enter Non-Public at 8:00 pm.

Ms. Orellana moved to elect Gloria Hussey to the position of Assistant Principal at Nottingham West at a salary of \$83,414, second by Ms. LaMothe. Motion passes 4-0.

Ms. Orellana moved to exit non-public, second by Ms. LaMothe. Motion passes 4-0. The board exited non-public at 8:25 pm.

The board continued with a workshop. No action taken.

Ms. Orellana moved to adjourn, second by Ms. LaMothe. Motion passes 4-0.

N. Adjourn

Meeting adjourned at 8:56 pm.

Respectfully submitted,

Dotty Murray (public)

Mary Wilson (non-public)



New Hampshire School Boards Association

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New Hampshire School Boards Association Legislative Bulletin

Week of March 29th

Dear Members,

NHSBA was an active participant in several committee meetings at the Legislative Office Building this past week. Critical bills of interest had public hearings and were acted upon throughout the legislature. Of note, HB 564, possession of firearms on school grounds and the medley of school funding bills striving to create both short- and long-term solutions to the school funding crises in NH.

House Criminal Justice

HB 564, relative to possession of firearms in safe school zones.

NHSBA Position: Opposed. As previously reported when HB 564 was first heard by the House Education Committee, NHSBA opposed HB 564 in response to actions and votes at the 2019 NHSBA Delegate Assembly. Similar to the legislature, NHSBA membership is decidedly split on this matter. HB 564 was originally introduced in House Education and passed out of committee and to the floor of the House. The bill passed the floor of the House with a vote of 194-154 and then referred to the House Criminal Justice and Public Safety Committee. It was referred to criminal justice as concerns were expressed on the House floor seeking clarity on the definition of a school zone under the federal Safe School Zones Act. The House Criminal Justice Committee held their public hearing and executive sessions this week. HB 564 saw an amendment and passed as amended with a committee vote of 12-8. The amendment seeks to provide clarity on safe school zones by amending the language to say school property. The link to the amendment is provided. HB 564 now returns back to the full House for a second vote.

http://gencourt.state.nh.us/bill_status/billtext.aspx?sy=2019&txtFormat=amend&id=2019-1239H

House Finance

HB 177-FN, relative to the calculation of stabilization grants.

NHSBA Position: Support. This bill limits the education grant to each municipality for fiscal year 2020 and thereafter to an amount equal to the total education grant to that municipality for the fiscal year in which the grant is calculated plus the amount of the fiscal year 2016 stabilization grant to that municipality. A motion was made to retain HB 177, the motion carried. HB 177 is funded in HB2, one of two budget bills. Retaining this bill allows the committee to reinstitute the bill if the Housed budget bill fails or sustains cuts.

HB 551-FN-A, establishing a school funding commission and making an appropriation therefor.

NHSBA Position: Support. This bill establishes a school finance commission and makes an appropriation therefor. A motion was made to retain HB 551, the motion carried. HB 551 is funded in HB2, one of two budget bills. Retaining this bill allows the committee to reinstitute the bill if the Housed budget bill fails or sustains cuts.

HB 686-FN-A-L, relative to calculating and funding the interim cost of an opportunity for an adequate education and extending the interest and dividends tax to capital gains.

NHSBA Position: Support. HB 686 provides the funding stream for HB 709 through a capitol gains tax. A motion was made to retain, the motion carried.

HB 709-FN-A-L, relative to the formula for determining funding for an adequate education.

NHSBA Position: Support. HB 709 proposes a revised formula for providing an adequate education. The bill offers an interim solution for school funding in NH while the legislature studies the issue and brings forward a more comprehensive and long-term solution. A motion was made to retain. The motion carried.

Reaching Higher NH offers abundant content on their website detailing the history of NH school funding as well as updates on current legislation and judicial processes. Their content may be accessed via this link.

<http://reachinghighernh.org/category/news/educationfunding/>

Senate Education and Workforce Development

HB 123, relative to emergency response plans in schools.

NHSBA Position: Signed in support. HB 123 amends RSA 189:64, emergency response plans in schools. The bill revises the required 10 annual fire drills to include 4 all-hazard drills of which at least one of the four will test a school's response to an armed assailant. The overall number of drills does not increase, the bill simply modifies the types of drills that occur within the required 10. The armed assailant drill does not have to involve students or occur during school hours. Schools have flexibility in how they facilitate these drills. A motion was made, ought to pass. The motion carried, 5-0.

HB 329, relative to review and adoption of school data security plans.

NHSBA Position: Testified in support. HB 329 amends a bill passed last session (HB 1612) requiring school districts to design and adopt data privacy and security plans. HB 329 simply clarifies that content of these plans may be discussed in non-public session protecting information concerning a school's response to a data security or privacy breach and vulnerabilities determined as a result of a digital threat assessment.

HB 226, relative to the renomination of teachers.


NHSBA Position: Signed in opposition. HB 226 amends RSA 189:14-a, I(c) returning the renomination of teacher's statute back to 3 years from 5.

HB 149, relative to the apportionment of costs in cooperative school districts.

NHSBA Position: Signed in support. HB 149 permits the apportionment formula for a cooperative school district to be subject to review 5 years after an article to continue the current formula was passed.

[Click here to view the legislative calendar for the week of April 1, 2019](#)

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New Hampshire School Boards Association

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New Hampshire School Boards Association Legislative Bulletin

Week of April 5th

Dear Members,

Crossover is underway where bills move from one house to the other. Both the House and Senate Education committees held public hearings on bills that did not have origins within their respective house. The purpose of this week's update is a summary of current activity at the legislature and a call to action on two bills the Association has been tracking and now has evolving concerns given the successful passage of the bills and/or amendments to the content.

Call to Action

HB 637, relative to criminal history background checks by employers and public agencies. **NHSBA Position:** Was tracking and now assumes a position of opposition. This bill requires the division of state police to maintain an electronic database on the division's public website containing public criminal history record information which would be accessible to an individual, and to a state agency to obtain public criminal history record information. A public access point to such information would address some of the demand and impact the turn-around time on criminal records information. Simply stated, the bill creates the opportunity for any individual to pull the criminal record on any other individual for a fee. We encourage membership to contact their local legislators about this bill. In addition to contacting your local legislator, an email expressing concern to the Senate Judiciary Committee may impact the course and/or language of this bill.

NHSBA has concerns that this bill is in conflict with SB 100. SB 100 seeks to prohibit employers from conducting pre-interview criminal background checks on applicants for employment, prior to the candidate's initial interview. In contrast, HB 637 opens up the criminal background check in a wider manner.

A link is provided offering a summary of this week's public hearing in Senate Judiciary.

http://gencourt.state.nh.us/bill_status/HearingReport.aspx?id=5784&sy=2019

SB 148, relative to notification to public employees regarding their right to join or not join a union.

NHSBA Position: Was tracking and now assumes a position of opposition. SB 148 began as bill requiring employers to notify new hires about their constitutional rights in joining or not joining a union. In addition to this notification, the bill also requires employers to notify hires of the annual

expense to be a union member per pay period. While the above-referenced components continue to reside in SB 148, the bill did see an amendment which successfully passed. The amendment contains numerous provisions regarding employee rights within the workplace. NHSBA believes that these provisions are best addressed through local collective bargaining. A link to the amended bill is provided, paragraph 2 defines what access means. We encourage membership to contact their local legislators and the House Labor, Industrial and Rehabilitative Services Committee. A **public hearing** is scheduled for **April 10, 2019 at 10:00AM** in LOB 307.

http://gencourt.state.nh.us/bill_status/billText.aspxsy=2019&id=1075&txtFormat=pdf&v=current

Senate Education and Workforce Development

HB 171, establishing a commission to study equal access and opportunity for students with disabilities to participate in co-curricular activities.

NHSBA Position: Signed in support and e-mailed amended language more strongly aligned with the bill's intent. HB 171 proposes a study commission to explore an integrated sports and extra-curricular activities model. NHSBA provided technical assistance and a suggested edit to HB 171 identifying the bill's intent was to include both co-curricular and extra-curricular activities.

HB 175, relative to the requirements for school building aid grants.

NHSBA Position: Signed in support. HB 175 clarifies the process and timeline for school districts in seeking school building aid grants. The bill:

1. Establishes a timeline for school districts to apply for building aid grants. This timeline is now more expansive promoting a more thorough review by the NHDOE with a realistic timeline in place.
2. Clarifies information to be provided in building aid applications. The completeness of a submitted application will now carry weight and indicators/criteria in the application have been revised.
3. Provides opportunities for emergency related projects.
4. Requires an on-site clerk of works to represent the owner of the property.

HB 719-FN-A, establishing the position of school nurse coordinator in the department of education and making an appropriation therefor.

NHSBA Position: Signed in support. This bill establishes the position of school nurse coordinator in the division of learner support at the NHDOE. There is a fiscal note attached recognizing an appropriation at the state level is necessary to fund such a position.

House Education Committee

SB 140, relative to credit for alternative, extended learning, and work-based programs.

NHSBA Position: Testified in support. SB 140 provides a clarification and correction to SB 435, passed last session which gave the State Board of Education authority to engage in rule-making on alternative learning programs. The State Board of Education is currently engaged in such rule-making and the proposed rules are known as Learn Everywhere. NHSBA has been

active in opposing these rules as they encroach on matters of local control and the awardment of graduation credits. Please review pervious legislative updates for more information.

SB 141, establishing a committee to study violence against school personnel.

NHSBA Position: Signed in support. This bill establishes a committee to study violence against school personnel. There was broad support for this bill during public hearing as many individuals testified in support of the bill and/or offered amendments to strengthen and expand the goals of the bill. NHSBA would not be surprised to see amended language for SB 141. Of those who testified, many suggested that such a study committee should focus on school violence more broadly and the necessary training personnel need to address the comprehensive and complicated issues schools face today in the areas of behavior, discipline, and student profile/experience.

SB 82-FN, relative to school food and nutrition programs.

NHSBA Position: Signed in support. This bill requires schools to make at least one free or reduced cost meal available to children who meet federal eligibility guidelines. The bill also directs the department of education to request an appropriation sufficient to provide a free breakfast to students eligible for reduced cost meals.

SB 142-L, requiring feminine hygiene products in school restrooms.

NHSBA Position: No position to date. This bill requires school boards to make feminine hygiene products available, free of charge, in girls restrooms located in public middle and high schools. Like SB 141, SB 142 witnessed broad support in House Education. Interestingly, this bill has its origins with a student who brought the matter before her local board seeking her school district to provide for products within her local schools. The board responded and has made such products a standing line item in the local budget. SB 142 is a national and international movement with the goal of elevating

SB 196, relative to non-academic surveys administered by a public school to its students.

NHSBA Position: Testified in support. SB 196 makes changes to the requirements for school district policies governing the administration of non-academic surveys and questionnaires. SB 196 restores the system of student surveys to what previously existed, an opt-out instead of an opt-in. It also requires parental notifications by e-mail or text, in addition to written notice given via the student.

[Click here to view the legislative calendar for the week of April 8, 2019](#)

Nicole Heimarck

NHSBA Director of Governmental Relations

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(603) 228-2061

HUDSON SCHOOL BOARD MEMBERS 2019-2020

Member	Term	Contact Info	Committees
Malcolm Price 8 Eayers Pond Road Hudson, NH 03051	March 2020	978-726-2297 mprice@sau81.org	HSB Chair AFSCME Contract Negotiations Hudson Capital Improvement Plan Committee (CIC) Hudson Municipal Budget Committee (alternate) Alvirne Trustees (alternate) Hudson Board of Selectmen (alternating meetings)
Darcy Orellana 12 Robin Drive Hudson, NH 03051	March 2021	603-557-2694 dorellana@sau81.org	HSB Vice-chair AFSCME Contract Negotiations Policy Committee Alvirne Trustees Hudson Board of Selectmen (alternating meetings)
Gretchen Whiting 22 Glen Drive Hudson, NH 03051	March 2020	603-425-3367 gwhiting@sau81.org	Teamsters Contract Negotiations Policy Committee Hudson Board of Selectmen (alternating meetings) Cable Utility Committee (alternate)
Diana LaMothe 21 St. Laurent Drive Hudson, NH 03051	March 2022	603-204-4500 dlamothe@sau81.org	Teamsters Contract Negotiations CTEC Building Committee Strategic Planning Committee Hudson Municipal Budget Committee Hudson Board of Selectmen (alternating meetings)
Gary Gasdia 4 MacCann Road Hudson, NH 03051	March 2022	603-339-3879 ggasdia@sau81.org	CTEC Building Committee Strategic Planning Committee Hudson Board of Selectmen (alternating meetings) Cable Utility Committee
Caitlin Lynch 8 St. Francis Place Hudson, NH 03051		603.233.7744 clynch19@sau81.org	Student Representative
Dorothy Murray 55 Kienia Road Hudson, NH 03051		603.396.5460 fdtrng@aol.com	Recording Secretary

Technology Integration Status Report

March 2019

District-wide

- During our Professional Workday I assisted Jennifer Stylianos with training our Special Education Teachers how to use Read and Write, Kami and Snap and Read extensions. I also participated in a morning workshop with other teachers and collaborated with the Liberians during the second workshop for the morning session.
- Assisting teachers with lessons in the Computer labs at H.G., H.O. and NWES
- I continue to model lessons for the third-grade teachers at H.G. for to help achieve goals for state standards for research techniques.
- I have continued through this month working with the 3rd graders at H. G. to finish student research projects and teaching them proper techniques when using word or google documents.
- I have been working with the YMCA consultants Christine and Clark to ensure they have materials and extra resources that are useful and available when using the laptops with students.
- I continue to monitor the district websites.
- I work with teachers across the district at the elementary level to update information on teacher websites as needed. I accomplish this either face to face or through emails.
- I continue to work with students in the lab teaching the importance of digital citizenship and continuing to share with teachers and staff resources to incorporate digital citizenship into daily instruction.
- I provide information per grade level on helpful resources to use towards class projects and/or preparing for state standards per grade level.

ELC – H.O. Smith

- I Continue to support teachers with classroom questions regarding Technology.
- Assisting the teachers in the Lab with students working in programs for typing. Getting students more familiar with the keyboard and building their typing skills.
- The first graders in Ms. Root's, Ms. Breen's, Ms. Dodge's classes are using Typing club on a regular basis to help improve students typing skills. Other teachers are using the program as well when time permits.
- Working with the first-grade classes focusing on building their typing skills using district approved typing programs. Students are learning the proper use of the keyboard and learning how to position their hands and use their fingers while working on accuracy when typing.
- I assisted Lisa at ELC with the Special Services website using forms for parents to fill out and submit.
- I met with Kathy Wolf to discuss co teaching Online Safety/ Digital Citizenship with her classes. We will meet and work with her classes with lessons and activities in April.

- I worked with Christine from YMCA to assist students in Beverly's Kindergarten class logging on/off computers and being able to access an online book.

Hills-Garrison

- Modeling lessons for the third-grade team to demonstrate proper usage of the internet.
- Assisting students at the third-grade level with keywords and key phrases when searching topics.
- Shared lessons with teachers for their specific grade level and topics appropriate with the current lesson being taught.
- Focused on follow-up lessons to assist students with searching techniques for research papers.
- Met with third-grade teachers to discuss me helping with students learning how to search a topic such as, an animal for a project.
- I have met weekly with Third grade teachers to assist students with proper typing techniques and proper format for research papers.
- Clark has had successful lessons using laptops with the 3rd and 4th graders. I followed up through email and he will get back to me to let me know how the use of laptops work with the other grades. I have given him worksheets and assignment ideas for integrating technology in his lessons.
- I reach out to him weekly to offer my support with collecting ideas and assignments for him to implement in his sessions with students.
- Lu Hurley is having me work with her third-grade class learning proper search techniques and how to use Microsoft tools.
- I was able to work in Lu's class to assist students with finishing projects along with in the Lab.
- Diana Giuffrida is having me work with her third- graders learning proper techniques while using SAS testing site. I was there to assist and help students follow along with their teacher as she explained the parts of the reading section. She also demonstrated how to use the tools while taking the test. Such as, Split screen high lighting and moving to one screen.
- I am also working with Ashley Klingseisen class on Digital Citizenship and using proper research techniques for their 3rd grade project.
- I discussed the use of Read and Write extension for some of Diana Giuffrida's students who struggle with reading assignments. We are working on setting up a time for me to work with those students.

Nottingham West

- Reached out to teachers to work on updating teacher webpages and assisting the teachers who need help.
- I have sent out links through email for students to share with students on Digital Citizenship.
- I have communicated with the Second grade Teachers to further projects or assignments using technology devices.
- I requested times to meet so I can assess their student's progress to see where their levels are with using technology in class to prepare for next year.
- Students learned how to use the tools in a Word document in the second grade for Raelynn's class.
- Gathered lessons for teachers to use for Computer Class I have offered to model lessons for teachers.
- I have shared math websites for teachers to integrate technology in their lessons.
- I have met with Ms. Dillon's Ms. Mahoney's class during a practice session with the reading portion for SAS testing.

- I assisted students with logging into the site and monitored how they used the tools per the reading test to ensure they were using these tools correctly.
- I met with Kristi LeShane a few times regarding Online Safety week at her school. She advised me of lessons and activities that work well with her students and I have shared those with other school Liberians.

Memorial Middle School

- Met with Jennifer Stylianos and various teachers for a day at HMS. We discussed and demonstrated different teachers and how to use the extensions properly through google classroom.
- Met with Jessica C. to work on getting students logged in using the extension available for Snap & Read and Read & Write.
- I met with Jessica's classes to demonstrate how to use Read and Write extension. I did a lesson with the group, so they could practice how to use this extension.
- Spoke with Rebecca O. discussing how teachers use the approved resource sites in their classes.
- I spoke to Stacey regarding coming to her classes to demonstrate to her students how to use read & write.

BUILDING COMMITTEE
March 7, 2019
CHECKERS RESTAURANT

7:30-9:05 am
MINUTES

In attendance: Steve Beals (Co-Chair), Karen Burnell (Co-Chair), Lee Lavoie, Len Lathrop, Dave Ross, Kara Saranich, Kevin Rauseo, John Pratte and Don Jalbert. Lawrence Russell

Presenters: Carl DuBois and James Brennan, Harvey Construction
Lance Whitehead, Ryan Tirrell and Jay Doherty, Lavallee Brensinger

- Review and Approve MINUTES from January 3, 2019

Motion to approve the MINUTES of January 3, 2109 by Lee Lavoie, seconded by Len Lathrop. All in favor, unanimously approved. Minutes will be added to the school board packet.

- Update Environmental and Geotechnical Work

Carl reported that all reports are now in from both Geotechnical and Environmental surveys. In both cases, results were as good as we could have hoped for. Only very minor issues for consideration and mitigation. The results will be forwarded to the site contractors. Karen to update the budget reflective of actual expenditures for these two studies to Lance.

- Steve reported that progress into the design phase of the project is on-going. Specific discussion on the status of a Pre-School space based on curricular and community concerns ensued. It was noted that a space of approximately 400 square feet has been designed into the back end of the Careers in Education space. An area that had previously housed a small office and a faculty room would be repurposed should this space evolve. The outdoor playground as currently configured will be totally removed. Since the new program application (Film, Video and Photographic Arts) was not approved by the DOE, some changes to the first floor (art area & STEM area) were made. The green space, previously the “amphitheater” concept has also evolved, now into a more outdoor classroom space(s).

A question was raised around drainage (specifically in the greenspace). The engineers are aware of this issue and the drainage will be dealt with. There will be a full reporting relative to the site and permitting processes at the April meeting. A question was raised relative to electrical service in the green space. This is being covered. A question was raised about snow removal (specifically around the curtain wall). This is something that will need to be taken under advisement. A concern was also raised that this “greenspace” might not be appropriate to serve as a dog-run for the Vet Sci program, preferring to use the farm area for all animal uses.

- Budget review / update documents were distributed. The Variance Report shows some lines up a little and other lines down a little. Overall, the budget still appears to be in balance. Carl is comfortable that the budget tracking is on target. The escalation budget has been reduced to support updated numbers through the trades. Next big items up for review will be a traffic study and finalizing the wetlands permitting processes. Lance went over the overall budget showing that this remains a reliable document. Steve addressed the on-going conversations with the State. We are meeting with the Commissioner of Education on 03/15 for further clarification. Continuing to communicate with local and state legislators to garner their on-going support is critical.

Student representatives were invited to the meeting for the following presentation:
Present: Lauren Vecchiarello, Shayla Davis, Emily Lizotte, Jennasis Martin, Emily Wagner.

- Ryan provided an update on interior finishes/materials - CADD renderings depicting interior spaces were presented to the committee for review. A concept of the Deconstructed Forest has driven the design. Focus has been on the canopy, the standing forest and the ground (ceilings/caps, walls / millwork and the flooring). The color scheme has reflected the colors in the current CTE logo. Sample materials were shared. Feedback included a concern that laminates are NOT the same as “the real thing”, wood and stone. LB will look for appropriate locations/applications where wood and or stone might work. Student questions were excellent! Steve took some time to elaborate on some floor plan concepts by way of clarification. There was expressed sentiment that the color scheme was on the right track for the renovated spaces.
- Likely that we will now start scheduling meetings monthly. Next meeting is April 4th 7:30 a.m. – 8:45 a.m. Do not hesitate to connect with Steve between meetings as thoughts / issues arise. Lee Lavoie will come off the SAU #81 School Board this month. It is hoped that he will remain a member of the Building Committee. The School Board will appoint a new member as representative to this committee.
- Motion to adjourn made by Kevin Rauseo @ 9:05 a.m. no objections!

Next meeting: Thursday, April 4th from 7:30 a.m.-8:45 a.m.

COMPLAINT

On February 4th -6th, 2019, *Hudson (NH) School District (SAU 81)* allowed the entity *Challenge Day* to perform group psycho-therapy on minor students at Alvrine High School without the proper consent from parents, proper approval by school board or proper licensing by the NH Board of Psychologists.

According to their website, ChallengeDay.org, Challenge Day is a 501 © (3) nonprofit, located in Concord, California. Program leaders travel from nearby location to facilitate Challenge Day programs around the world.

Challenge Day does not appear to be registered with the State of NH to do business in NH. I question whether the company or any of their employees are licensed by the State of NH Board of Psychologists to perform psychotherapy.

The videos on the website ChallengeDay.org demonstrate their standard program, including inducing/conditioning minor students into an altered psychological state where they are more receptive to cooperating and responding. Standard techniques and a game are used to solicit responses to deep probing psychological questions. Parent volunteers/students confirmed this standard program was administered.

The undue influence of non-licensed, parent volunteers are typically used and were used to solicit psychotherapy to the students. Parents/teachers were instructed to report any behavior that they felt would warrant further attention and counseling. Students were warned that any behavior or comments that were deemed to show a student was a danger to themselves or others would have to be reported. (per parent volunteer)

Parents were notified by email that the Challenge Day programming was going to take place and were given the option to opt out. There was no direct consent obtained from the parents of the minor students. Consent was *implied* if you didn't opt out. Consent form belonged to Challenge Day and not the Hudson School District.

A response to a RIGHT to KNOW request I made to the Hudson School District shows that the program was funded by a private donor, Debbie Nash of Nash Foundation. This response further indicates that neither the donation nor the program was properly authorized by the Hudson School Board, the governing body for the school district.

HUDSON SCHOOL DISTRICT – SAU #81
20 Library Street
Hudson, NH 03051-4240

FINANCE OFFICE MEMORANDUM

To: Karen Burnell, Business Administrator
From: Cindy McNickle, Finance Director
Date: 4/8/2019
RE: Year to Date Financial Statement

As of April 1, 2019, the General Fund is projected to have a Fund Balance of \$409,825 for fiscal year 2019.

Medicaid revenue is lower than planned but overall revenue is expected to be \$109,442 higher than planned primarily due to an increase in:

- Special Education Aid;
- Pre-school Tuition;
- Benefit refunds; and
- Interest Income.

Expenditures, including prior year encumbrances, are expected to be \$300,383 lower than planned primarily due to lower than anticipated medical and dental care costs.

Compared to the prior report, the fund balance has decreased \$2,246.

- Revenues are higher (\$9K) than previously expected primarily due to increased interest income and higher than anticipated funds from the state education grant.
- Expenditures are higher (\$11K) than previously anticipated.

Year to date revenues for the CTE Renovation Construction Fund include the proceeds from the Bond Anticipation Note (\$1,500,000) and the proceeds from the NH Municipal Bond offering (\$8,262,500). Upon receipt of the bond proceeds, the Bond Anticipation Note was repaid in full in February 2019.

Year to date expenditures of \$824,018 are for architect fees and environmental study fees.

**HUDSON SCHOOL DISTRICT
FY2019
UNAUDITED FUND BALANCE**

GENERAL FUND

as of: **4/1/2019**

<u>REVENUE</u>	REVENUE BUDGET	ACTUAL YTD REVENUE	ANTICIPATED REVENUE	TOTAL ANTICIPATED REVENUE	EXCESS/ (SHORTFALL)
10 1121 CURRENT TAX APPROPRIATION	41,374,156	30,996,703	10,377,453	41,374,156	-
10 1320 TUITION FROM OTHER LEA'S	70,000	25,591	44,745	70,336	336
10 1340 PRE-SCHOOL TUITION	85,000	65,935	28,400	94,335	9,335
10 1510 INTEREST ON INVESTMENTS	20,000	31,530	8,400	39,930	19,930
10 1710 ATHLETIC FEES	9,000	9,350	-	9,350	350
10 1730 1:1 COMPUTER INSURANCE	-	4,430	-	4,430	4,430
10 1900 OTHER LOCAL REVENUE	10,000	45,920	1,200	47,120	37,120
10 1901 ERATE	25,000	5,443	19,557	25,000	-
10 1903 IMPACT FEES	250,000	-	250,000	250,000	-
11 1910 RENTALS	30,000	8,587	21,414	30,000	-
10 1921 ROTC PROGRAM CONTRIBUTIONS	65,000	45,865	19,520	65,385	385
10 3210 SCHOOL BUILDING AID	278,632	139,316	139,316	278,632	-
10 3241 SPECIAL EDUCATION AID	368,729	460,567	-	460,567	91,838
10 3242 VOCATIONAL TUITION AID	145,000	(42,111)	169,007	126,896	(18,104)
10 3800 EDUCATION GRANT	7,572,068	7,575,891	-	7,575,891	3,823
10 4580 MEDICAID	300,000	124,219	125,781	250,000	(50,000)
10 5220 INDIRECT COSTS	35,000	33,569	11,431	45,000	10,000
TOTAL GENERAL FUND REVENUE	50,637,586	39,530,805	11,216,223	50,747,028	109,442
10 5202 UNRESERVED FUND BALANCE	358,542				
	50,996,128				

as of: **4/1/2019**

**HUDSON SCHOOL DISTRICT
FY2019
UNAUDITED FUND BALANCE**

GENERAL FUND					
<u>REVENUE</u>	REVENUE BUDGET	ACTUAL YTD REVENUE	ANTICIPATED REVENUE	TOTAL ANTICIPATED REVENUE	EXCESS/ (SHORTFALL)
TOTAL GENERAL FUND REVENUE (From Page 1)	50,637,586	39,530,805	11,216,223	50,747,028	109,442
<u>EXPENDITURES</u>	APPROPRIATION BUDGET	ACTUAL YTD EXPENDITURES	ANTICIPATED EXPENDITURES	TOTAL ANTICIPATED EXPENDITURES	(EXCESS)/ SHORTFALL
FY18 PRIOR YEAR ENCUMBRANCES	360,940	401,457	(53,588)		13,071
Prior Year Encumbrances (FY18)					
Prior Year Encumbrances Paid to Date					
Anticipated Revenue - State Infrastructure Fund					
Anticipated Prior Year Encumbrance Payments					
EXCESS/SHORTFALL					
FY19 APPROPRIATION BUDGET	50,996,128				
Expenditures		33,315,233			
Current Year Encumbrances			14,421,433		
Anticipated Revenue - State Infrastructure Fund			(341,221)		
Anticipated Expenditures			3,313,372		
TOTAL ANTICIPATED EXPENDITURES				50,708,817	
EXCESS/SHORTFALL					287,312
ANTICIPATED FUND BALANCE					409,825

HUDSON SCHOOL DISTRICT
 FY2019
 UNAUDITED FUND BALANCE

CONSTRUCTION FUND

as of: 4/1/2019

<u>REVENUE</u>	REVENUE BUDGET	ACTUAL YTD REVENUE	ANTICIPATED REVENUE	TOTAL ANTICIPATED REVENUE	EXCESS/ (SHORTFALL)
30 3243 VOCATIONAL AID	17,000,000		17,000,000	17,000,000	-
30 5110 SALE OF BONDS AND NOTES	8,262,500	8,262,500	-	8,262,500	-
30 5110 BOND ANTICIPATION NOTE		1,500,000	-	1,500,000	1,500,000
TOTAL CONSTRUCTION FUND REVENUE	25,262,500	9,762,500	17,000,000	26,762,500	1,500,000

<u>EXPENDITURES</u>	APPROPRIATION BUDGET	ACTUAL YTD EXPENDITURES	ANTICIPATED EXPENDITURES	TOTAL ANTICIPATED EXPENDITURES	(EXCESS)/ SHORTFALL
FY19 APPROPRIATION BUDGET	25,262,500				
EXPENDITURES		824,018			
BOND ANTICIPATION NOTE REPAYMENT		1,500,000			
CURRENT YEAR ENCUMBRANCES					
ANTICIPATED EXPENDITURES			24,438,482		
TOTAL ANTICIPATED EXPENDITURES				26,762,500	
EXPENDITURE (EXCESS)/SHORTFALL					(1,500,000)

<u>ANTICIPATED FUND BALANCE</u>	-
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**HUDSON SCHOOL DISTRICT
FY2019 FINANCIAL STATEMENT
FUNCTION SUMMARY REPORT
GENERAL FUND**

as of: 4/1/2019

FUNCTION	DESCRIPTION	BUDGET	REVISED BUDGET	YTD EXPENDED	ENCUMBERED	ANTICIPATED EXPENDITURE	AVAILABLE BUDGET
1100	Regular Programs	19,668,157	19,460,991	12,116,843	6,382,550	939,974	21,624
1200	Special Education	8,122,085	8,072,713	4,707,287	2,609,926	666,663	88,838
1300	Vocational	1,946,059	1,976,999	1,214,935	599,692	88,575	73,798
1400	Student Activities	717,841	717,841	478,179	45,648	194,117	(102)
2100	Student Services	4,780,328	4,820,898	2,913,465	1,548,184	289,605	69,644
2200	Student Support (Instruction)	1,543,672	1,658,104	1,110,662	296,065	250,007	1,370
2300	Student Support (Administration)	825,382	844,859	637,669	158,894	39,346	8,951
2400	School Administration	3,201,013	3,222,926	2,340,550	785,408	37,968	59,001
2500	School Resources	1,001,798	1,026,443	741,843	189,494	86,592	8,514
2600	Operations/Maint. Of Plant	5,334,860	5,342,063	4,240,767	1,032,507	402,729	(333,941)
2700	Student Transportation	2,217,797	2,217,797	1,494,583	751,339	23,076	(51,202)
2800	Information Mgt Services	345,011	342,370	222,060	20,728	99,735	(154)
4000	Facilities	25,447,500	185,000	156,481	-	28,519	-
5100/5200	Principal/Interest/Fund Transfers	1,107,125	1,107,125	939,909	1,000	166,466	(250)
TOTAL		76,258,628	50,996,128	33,315,233	14,421,433	3,313,372	(53,909)

**HUDSON SCHOOL DISTRICT
FY2019 FINANCIAL STATEMENT
FUNCTION SUMMARY REPORT
GENERAL FUND**

as of: 4/1/2019

FUNCTION	DESCRIPTION	BUDGET	REVISED BUDGET	YTD EXPENDED	ENCUMBERED	ANTICIPATED EXPENDITURE	AVAILABLE BUDGET
100	Salaries	25,923,933	25,788,337	16,802,634	7,843,000	1,025,722	116,981
200	Benefits	14,013,711	13,897,549	8,751,439	4,414,971	507,884	223,255
300-500	Purchased Services	32,336,420	7,270,463	4,803,205	1,791,435	1,063,252	(387,430)
600	Supplies	2,335,292	2,329,413	1,640,020	364,128	332,407	(7,142)
700	Property	469,562	530,698	313,575	7,624	209,069	429
800	Other	73,336	73,294	64,451	275	8,570	(2)
900	Principal/Interest/Fund Transfers	1,106,375	1,106,375	939,909	-	166,466	-
TOTAL		76,258,628	50,996,128	33,315,233	14,421,433	3,313,372	(53,909)

**HUDSON SCHOOL DISTRICT
FY 19 BUDGET TRANSFER REPORT**

as of: 4/1/2019

GENERAL FUND		ORIGINAL BUDGET	TRANSFERS IN	TRANSFERS OUT	DOLLAR CHANGE	% OF CHANGE
110	SALARIES	17,762,217	-	(132,863)		
111	DEPARTMENT HEAD SALARIES	1,538,342	3,287	-		
112	SALARIES	1,520,928	-	-		
113	TUTORS SALARIES	125,407	-	(21,332)		
114	SALARIES	2,327,959	15,312	-		
115	SPED MONITORS	2,200	-	-		
116	BEHAVIOR SPECIALISTS	227,339	-	-		
117	CLERICAL SALARIES	1,315,723	-	-		
118	MANAGERS SALARIES	283,920	3,042	-		
120	SUBSTITUTE SALARIES	224,500	-	-		
121	LONG TERM SUBSTITUTE SALARIES	140,000	-	-		
122	GROUNDKEEPER SALARIES	118,816	-	(296)		
123	ELECTRICIAN SALARIES	66,810	200	-		
124	HVAC SALARIES	66,810	96	-		
125	MAINTENANCE SALARIES	114,152	-	-		
126	MAINTENANCE OVERTIME	5,000	-	(1,000)		
128	ELECTRICAN O/T	1,000	1,000	-		
129	HVAC OVERTIME	10,400	-	(3,042)		
130	OVERTIME	72,410	-	-		
TOTAL SALARY TRANSFERS		25,923,933	22,937	(158,532)	(135,596)	-0.52%
211	HEALTH INSURANCE	7,483,577	-	(85,857)		
212	DENTAL INSURANCE	521,612	-	(503)		
213	LIFE INSURANCE	15,511	-	-		
214	DISABILITY INSURANCE	19,070	-	-		
220	SOCIAL SECURITY	1,936,881	15	-		
231	NON-TEACHER RETIREMENT	543,619	-	(3,730)		
232	TEACHER RETIREMENT	3,136,188	-	(22,882)		
250	UNEMPLOYMENT	41,000	-	-		
260	WORKERS COMPENSATION	183,437	-	(5,086)		
270	LEADERSHIP COURSE REIMB	29,816	-	-		
271	BARGAINING COURSE REIMB	90,000	-	-		
272	COURSE REIMBURSEMENT/SECRETRETARY	7,500	-	-		
275	COURSE REIMBURSE/TECHNOLOGY	-	1,881	-		
279	NEW HIRE PHYSICALS	2,500	-	-		
280	VOLUNTEER FINGERPRINTING	3,000	-	-		
TOTAL BENEFIT TRANSFERS		14,013,711	1,896	(118,059)	(116,162)	-0.83%

**HUDSON SCHOOL DISTRICT
FY 19 BUDGET TRANSFER REPORT**

as of: 4/1/2019

GENERAL FUND		ORIGINAL BUDGET	TRANSFERS IN	TRANSFERS OUT	DOLLAR CHANGE	% OF CHANGE
319	CONTRACTED SERV/TECH SUPPORT	57,820	-	-		
320	WORKSHOPS	178,250	-	(8,345)		
321	CONTRACTED SERVICES	487,280	186,503	-		
323	SAFETY TRAINING	-	2,750	-		
330	PROFESSIONAL SERVICES	380,453	42,020	-		
331	SERVICES	86,160	-	-		
332	SERVICES	37,495	-	-		
335	LEGAL SERVICES	20,000	6,329	-		
391	GAME OFFICIALS	70,957	-	-		
430	REPAIRS	785,276	2,905	-		
431	PAINTING	20,000	-	-		
432	BOILER REPAIR & MAINT	49,080	-	-		
433	CONTRACTOR REPAIR & MAINT	131,365	-	-		
434	COMPUTER MAINTENANCE	44,596	-	-		
440	RENTAL/LEASING OF INST EQUIP	243,390	-	(11,984)		
450	SITE DEVELOPMENT	25,447,500	-	(25,262,500)	Fund 30: CTE Renovation	
519	TRANSPORTATION	2,398,176	-	-		
521	INSURANCE/PROPERTY	141,069	-	-		
531	TELEPHONE	32,414	-	-		
532	DATA COMMUNICATIONS	29,256	-	-		
534	POSTAGE/GENERAL EXPENSES	31,580	-	-		
540	ADVERTISING	10,050	-	-		
550	PRINTING & BINDING	6,300	-	-		
561	TUITION	95,858	-	-		
569	TUITION	1,404,380	-	(23,636)		
580	TRAVEL	21,100	-	-		
581	MILEAGE	3,200	-	-		
TOTAL PURCHASED SERVICES TRANSFERS		32,213,005	240,507	(25,306,464)	(25,065,957)	-77.81%
411	UTILITIES-WATER	44,525	-	-		
412	UTILITIES-SEWER	15,255	-	-		
421	UTILITIES-DISPOSAL	63,635	-	-		
621	UTILITIES-NATURAL GAS	364,000	-	-		
622	UTILITIES-ELECTRIC	536,900	-	-		
624	UTILITIES-OIL	-	-	-		
626	FUEL	17,500	-	-		
TOTAL PURCHASED SERVICES TRANSFERS		1,041,815	-	-	-	0.00%

**HUDSON SCHOOL DISTRICT
FY 19 BUDGET TRANSFER REPORT**

as of: 4/1/2019

GENERAL FUND		ORIGINAL BUDGET	TRANSFERS IN	TRANSFERS OUT	DOLLAR CHANGE	% OF CHANGE
610	SUPPLIES	809,548	-	(4,134)		
611	CUSTODIAL UNIFORMS	10,000	-	(1,200)		
612	SAFETY LENSES/SHOES	2,800	-	-		
613	CHEMICALS	53,340	-	-		
614	CO-CURRICULAR CLUB SUPPLIES	7,950	-	-		
615	REPORT CARDS/RECORDS	5,133	-	-		
619	PROGRAMS	4,400	-	(193)		
630	FOOD	10,000	-	-		
635	PUBLICATIONS/CONFERENCES	29,640	-	(1,881)		
640	TEXTBOOK REPLACEMENT	142,587	-	(20,947)		
641	NEW PROGRAMS/TEXTBOOKS	40,066	2,084	-		
642	TEXTBOOK ADOPTION	2,500	-	-		
645	TESTING MATERIALS	49,253	207	-		
648	MAPS, CHARTS, GLOBES	250	-	(250)		
649	CD'S & RECORDS	726	-	(16)		
650	SOFTWARE	248,700	20,452	-		
TOTAL SUPPLIES TRANSFERS		1,416,892	22,743	(28,622)	(5,879)	-0.41%
732	VEHICLE-NEW	30,000	788	-		
733	FURNITURE-ADDITIONAL	26,343	370	-		
734	EQUIPMENT-ADDITIONAL	106,713	1,089	-		
737	FURNITURE-REPLACEMENT	54,466	-	(756)		
738	EQUIPMENT-REPLACEMENT	61,632	7,379	-		
744	TECHNOLOGY EQUIP ADDL	82,200	50,928	-		
748	TECH EQUIP REPLACEMENT	108,208	1,337	-		
TOTAL PROPERTY TRANSFERS		469,562	61,892	(756)	61,136	13.02%
810	PROFESSIONAL MEMBERSHIP	67,006	-	(42)		
830	PRINCIPAL PAYMENTS	755,000	-	-		
890	MISCELLANEOUS	6,330	-	-		
910	INTEREST PAYMENTS	251,375	-	-		
930	FUND TRANSFERS	100,000	-	-		
TOTAL PROPERTY TRANSFERS		1,179,711	-	(42)	(42)	0.00%
TOTAL GENERAL FUND		76,258,628	349,975	(25,612,475)	(25,262,500)	-33.13%

HUDSON SCHOOL DISTRICT
 SAU # 81
 20 Library Street
 Hudson, NH 03051-4240
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To: Hudson School Board
 From: Lawrence W. Russell
 Date: April 11, 2019
 RE: March Discipline Data

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

School	In-School Suspension	Out-of-School Suspension	Reported Incidents of Bullying	Incidents of Bullying Being "Found"
ELC	0	0	0	0
Nottingham West	7	3	0	0
Hills Garrison	.5	.5	0	0
Hudson Memorial	34	11	7	4
Alvirne	37	16	0	0

Unless noted below, the number of suspensions is equal to the number of students suspended.

HMS ISS detail: 22x1; 6x2

HMS OSS detail: 5x1; 3x2

3 students served both an ISS and OSS.

AHS ISS detail: 29x1; 4x2

2 students served both an ISS and OSS.

NWES00 OSS detail: 1x3

See reverse for previous month.

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

School	In-School Suspension	Out-of-School Suspension	Reported Incidents of Bullying	Incidents of Bullying Being "Found"
ELC	0	1	0	0
Nottingham West	5	3	0	0
Hills Garrison	3	0	2	1
Hudson Memorial	66	13	5	3
Alvirne	34	17	2	1

Unless noted below, the number of suspensions is equal to the number of students suspended.

HMS ISS detail: 42x1; 6x2; 4x3

HMS OSS detail: 11x1; 1x2

11 students served both an ISS and OSS.

AHS ISS detail: 28x1; 3x2

AHS OSS detail: 11x1; 3x2;

5 students served both an ISS and OSS.

NWES ISS detail: 3x1; 1x2