

Agenda Worksheet

School Administrative Unit #101
Wakefield School District Board Meeting:
Paul School Library
60 Taylor Way, Sanbornville, NH 03872
sau101.org

Date: Tuesday, April 1, 2025 at 6:00pm

Transportation Committee 5:15pm

1. CALL TO ORDER- Chair, followed by FLAG SALUTE

2. AGENDA REVIEW

3. NON-PUBLIC; RSA 91-A;3 II (C)

4. PRESENTATIONS, PUBLIC HEARINGS

PTA

5. PUBLIC COMMENTS: Public's opportunity to speak to items on the agenda.

6. REPORTS

- a. Transportation
- b. Student Services
- c. Enrollment

7. CONSENT AGENDA

- a. AP Manifest-Batch #45869, \$126.54; Batch #45856, \$9,137.00; Batch #45858, \$1,054,734.70; Batch# 45812, \$53,245.77; Batch #45828, \$1,138.00; Batch #45840, \$982.27
- b. Payroll Manifest-Batch #45795, \$4,569.46; Batch #45823, \$1,979.02; Batch #45824, \$1,520.00; Batch# 45825, \$79,405.88; Batch #45820, \$214,325.75

8. MEETING MINUTES

- a. WSB Public Minutes 3/18/2025
- b. WSB Public Minutes 3/20/2025

9. OLD BUSINESS

- a. Buses
- b. Gym Floor- Insurance Co. Offer
- c. Staff List
- d. Paraprofessional Renewals FYI
- e. Year Round Staff FYI

10. NEW BUSINESS

- a. Field Trip Request
- b. IT- Student Computers
- c. Date for Orientation
- d. Custodian Job Description
- e. Superintendent Job Description

f. Budget Transfer

11. COMMITTEE UPDATES

- a. Culture and Climate Committee
- b. Grant Review Committee
- c. Stipend Committee
 - i. Curricular Stipends

12. POLICIES

- a. AC- Non-Discrimination, Equal Opportunity Employment and Anti-Discrimination Plan- **1st Reading**
- b. AC-R(2)- Non-Discrimination, Equal Opportunity Employment, and Anti-Discrimination Plan- Annual Notice of Contact Information- **1st Reading**
- c. ACA- Discrimination and Harassment Grievance Procedure- **1st Reading**
- d. IHBCA- Accommodation of Pregnancy and Related Medical Conditions: Students- **1st Reading**
- e. IGE- Parental Objections to Specific Course Material- **1st Reading**
- f. IHAMA- Teaching about Alcohol, Drugs, and Tobacco- **1st Reading**
- g. IHAM- Health Education and Exemption from Instruction- **1st Reading**
- h. ACAA- withdraw
- i. ACAA-R1- withdraw
- j. ACAA-R2- withdraw
- k. ACAB- withdraw
- l. ACAB-R1- withdraw
- m. ACAB- R2- withdraw
- n. JIE- withdraw
- o. IHCD- withdraw
- p. IMBA- withdraw

13. NOMINATIONS/HIRES/RESIGNATIONS

- a. Tom Leonard
- b. Kelly Pitard

14. FOLLOW-UP

15. PUBLIC COMMENTS: Public's opportunity to speak to items on the agenda.

16. NON-PUBLIC; RSA 91-A;3 II (C), if required

- a. Sealed Minutes- 3/18/25 Non Public Session 1
- b. Sealed Minutes- 3/18/25 Non Public Session 2
- c. Sealed Minutes- 3/20/25 Non Public

17. ADJOURNMENT:

PM

Upcoming: The next Wakefield School Board meeting will be held April 15, 2025

Agenda Worksheet

Statutory Reasons cited as foundation for the Nonpublic Sessions.

91-A:3, II (a): The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a public meeting, and (2) requests that the meeting be open, in which case the request shall be granted.

91-A:3, II (b): The hiring of any person as a public employee.

91-A:3, II (c): Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of this board, unless such person requests an open meeting. This exemption shall extend to include any application for assistance or tax abatement or waiver of a fee, fine or other levy, if based on inability to pay or poverty of the applicant.

91-A:3, II (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 averse to those of the general community.

91-A:3, II, (e): Consideration or negotiation of pending claims or litigation which has been threatened in writing or filed by or against this board or any subdivision thereof, or by or against any member thereof because of his or her membership therein, until the claim or litigation has been fully adjudicated or otherwise settled.

91-A:3, II (i): Consideration of matters relating to the preparation for and the carrying out of emergency functions, including training to carry out such functions, developed by local or state safety officials that are directly intended to thwart a deliberate act that is intended to result in widespread or severe damage to property or widespread injury or loss of life.

91-A:3, II (j): Consideration of confidential, commercial, or financial information that is exempt from public disclosure under RSA 91-A:5, IV in an adjudicative proceeding pursuant to RSA 541 or RSA 541-A.

91-A:3, II (k): Consideration by a school board of entering into a student or pupil tuition contract authorized by RSA 194 or RSA 195-A, which, if discussed in public, would likely benefit a party or parties whose interests are averse to those of the general public or the school district that is considering a contract, including any meeting between the school boards, or committees thereof, involved in the negotiations.

91-A:3, II (l): Consideration of legal advice provided by legal counsel, either in writing or orally, to one or more members of the public body, even where legal counsel is not present.

Transportation Committee Meeting

4/1/2025 5:15pm

- Vans-
 - February 4th School Board Meeting Minutes;

Mrs. Peaslee made a motion, seconded by Mrs. Collins, to check with the town to make sure they don't need the 2017 van or the 2019 van, and If not, have the lettering removed, batteries replaced and the safety inspection completed. Also have radios and cameras removed if they are in them. Then put them out to bid with an end date of ninety days using Kelly Blue Book minimum values in the bids. (Vote 4-1)

Inspection stickers are complete. School tags, signs and stickers have been removed. The town has been asked and does not have interest in them. The vans are at DiPrizzios and need to be picked up and have any cameras and radios removed before posting for sale.

- Buses-
 - March 18th School Board Meeting Minutes;

Transportation

Mrs. Taliaferro thinks they should still get the buses fixed. Mr. Ouellette said we don't have the money. Mrs. Taliaferro said we need to decide if we are going to fix them and sell them or keep them. Mrs. Collins said we just don't have the money to fix them. Mr. DeColfmacker said we already have contracted services. He said that there should be a vote at the next meeting.

Attached are the values and offers from First Student and Cressey. As well as the contact information for both companies.

Student Services Report: April 1, 2025
Carol Keenan, Director of Student Services

1. Every Student. Every Day. Whatever It Takes.
2. Enrollment Data includes the following:
 - A.) Paul Elementary School = 98 students on IEPs
 - B.) Spaulding High School = 31 students on IEPs
 - C.) Bud Carlson Academy High School = 2 students on IEPs
 - D.) Kingswood Regional High School = 3 students on IEPs
 - E.) Out of District = 6 students on IEPs
3. New students to Paul Elementary School on IEPs: none
4. New Special Education Referrals = 3 New Referrals
5. Special Education Disabilities include the following: (8 TBD at IEP Meetings)
 - A.) Autism = 17 students
 - B.) Development Delay = 12 students
 - C.) Emotional Disability = 6 students
 - D.) Intellectual Disability = 4 students
 - E.) Other Health Impairment = 32 students
 - F.) Specific Learning Disability = 40 students
 - G.) Speech Language Impairment = 21 students
6. Section 504 Accommodation Plans at Paul School = 26 students
7. Section 504 Accommodation Plan Referrals = 2 New Referrals
8. Wakefield School District Current NHDOE Compliance Data = 96%!!
9. **New Updates/Information:**
Crisis Prevention Institute (CPI) is the world's leading provider of evidence-based de-escalation training. CPI programs equip school staff with crisis intervention and de-escalation skills that reduce challenging behavior and help prevent future incidents. Over 17 million individuals are trained in CPI's de-escalation techniques and are making measurable impacts on the safety of their schools. Below are the three levels of CPI.

I. Verbal Intervention Training (*for all school staff*)

This training provides staff with the skills to verbally de-escalate disruptive behaviors.

II. Nonviolent Crisis Intervention (*for some school staff*)

This training provides staff with the skills to safely recognize and respond to everyday crisis situations, including safe disengagements and restrictive interventions.

III. NCI With Advanced Physical Skills (*for few school staff*)

This training provides staff who work with students who demonstrate dangerous or complex behavior and teaches safe and advanced disengagement skills.

CPI Train-the-Trainer Model:

This August, the principal, assistant principal, and PAWS Program Coordinator will attend a 3 day training to become Certified CPI Trainers in all three levels. We will then train appropriate staff in the appropriate CPI level. CPI is recognized nationally and used in most school districts. It will be so beneficial for The Paul School to be trained in CPI.

Thanks so much.

lp

Paul School Enrollment Report

	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
LP	15	16	17	16	17	18	16			
K	30	31	31	30	29	30	30			
1	33	33	33	35	34	34	34			
2	40	40	40	40	40	41	41			
3	39	41	41	40	40	40	38			
4	47	47	46	43	42	41	41			
5	63	65	65	65	65	66	66			
6	55	57	56	56	54	54	55			
7	46	47	47	47	47	46	46			
8	45	45	46	45	45	45	45			
Out of District	2	2	2	4	4	4	4			
Total	415	424	424	421	417	419	416	0	0	0

High School Enrollment Report

	Sept	Oct	Nov	Dec	Jan.	Feb.	Mar.	Apr.	May	June
Spaulding	171	166	163	161	162	162	156			
Kingswood	14	14	14	14	14	14	14			
Bud Carlson	9	10	10	10	10	10	10			
Brewster	1	1	1	1	1	1	1			
Out of District	2	2	2	2	2	2	2			
Total	197	193	190	186	187	187	181	0	0	0

as of 3/27/2025

WAKEFIELD SCHOOL DISTRICT AP CHECK REGISTER

Report # 68595

Check Batch: 45869
 Check Header: (N / A)
 Check Numbers: (First) - (Last)
 Check Dates: (Earliest) - (Latest)
 Cash Account Numbers: (First) - (Last)
 Bank Account Code: (N/A)
 Check Authorization Code: AP
 Minimum Check Amount: \$0.00
 Sorted By:
 Include Payable Information: No
 Include Payable Dist Information: No
 Include Authorization Information: Yes

Batch #	Check #	Check Date	Vendor Code	Vendor Name	Electronic Amount	Check Amount
45869	24107	03/24/2025	305	COLBATH, PRICILLA	0.00	126.54
Totals:					<u>0.00</u>	<u>\$126.54</u>

WAKEFIELD SCHOOL DISTRICT - SCHOOL BOARD AND TREASURER APPROVALS

Robert DeColfmancker
 Robert DeColfmancker, School Board Chairman

Bob Ouellette
 Bob Ouellette, School Board Vice Chairman

Mary Collins
 Mary Collins, School Board Member

 Sandra Taliaferro, School Board Member

Heather Wilcauskas
 Heather Wilcauskas, School Board Member

Carlene Stewart
 Carlene Stewart, Treasurer

WAKEFIELD SCHOOL DISTRICT AP CHECK REGISTER

Report # 68572

Check Batch: 45856
 Check Header: (N / A)
 Check Numbers: (First) - (Last)
 Check Dates: (Earliest) - (Latest)
 Cash Account Numbers: (First) - (Last)
 Bank Account Code: (N/A)
 Check Authorization Code: AP
 Minimum Check Amount: \$0.00

Sorted By:
 Include Payable Information: No
 Include Payable Dist Information: No
 Include Authorization Information: Yes

Batch #	Check #	Check Date	Vendor Code	Vendor Name	Electronic Amount	Check Amount
45856	24083	03/21/2025	1779	CENTER FOR RESPONSIVE SCHOOLS, INC	0.00	8,177.00
	24084	03/21/2025	9787	TRAVERS, SUZAN	0.00	960.00
Totals:					<u>0.00</u>	<u>\$9,137.00</u>

WAKEFIELD SCHOOL DISTRICT - SCHOOL BOARD AND TREASURER APPROVALS

Robert DeColimack
 Robert DeColimack, School Board Chairman

Bob Ouellette
 Bob Ouellette, School Board Vice Chairman

Mary Collins
 Mary Collins, School Board Member

Sandra Taliaferro, School Board Member

Heather Wilcauskas
 Heather Wilcauskas, School Board Member

Carlene Stewart
 Carlene Stewart, Treasurer

WAKEFIELD SCHOOL DISTRICT AP CHECK REGISTER

Report # 68575

Check Batch: 45858
 Check Header: (N/A)
 Check Numbers: (First) - (Last)
 Check Dates: (Earliest) - (Latest)
 Cash Account Numbers: (First) - (Last)
 Bank Account Code: (N/A)
 Check Authorization Code: AP
 Minimum Check Amount: \$0.00

Sorted By:
 Include Payable Information: No
 Include Payable Dist Information: No
 Include Authorization Information: Yes

Batch #	Check #	Check Date	Vendor Code	Vendor Name	Electronic Amount	Check Amount
45858	24085	03/21/2025	310	AMAZON BUSINESS	0.00	462.74
	24086	03/21/2025	1190	CLEAN-O-RAMA	0.00	2,885.28
	24087	03/21/2025	913	CONWAY OFFICE TECHNOLOGY GROUP	0.00	109.31
	24088	03/21/2025	363	DIPRIZIO GMC TRUCKS INC.	0.00	100.00
	24089	03/21/2025	9741	FIRST STUDENT	0.00	95,680.06
	24090	03/21/2025	1402	FRESH PICKS CAFE, C/O Whitsons Food Serv	0.00	25,261.40
	24091	03/21/2025	585	HEALTH TRUST	0.00	5,831.71
	24092	03/21/2025	1005	LONGMEADOW FARM & HOME SUPPLY	0.00	31.98
	24093	03/21/2025	9768	McShane, James	0.00	829.87
	24094	03/21/2025	1366	NEW ENGLAND CENTER FOR CHILDREN	0.00	29,193.17
	24095	03/21/2025	596	NH SCHOOL HEALTH CARE COALITION	0.00	86,446.00
	24096	03/21/2025	9711	NHAEOP	0.00	317.00
	24097	03/21/2025	9290	PAGE STREET LEASING, LLC	0.00	75.00
	24098	03/21/2025	9681	Pam Harris Consulting LLC	0.00	600.00
	24099	03/21/2025	9502	PANDADOC, INC.	0.00	204.27
	24100	03/21/2025	9710	PIF TECHNOLOGIES	0.00	2,893.62
	24101	03/21/2025	686	ROCHESTER SCHOOL DEPARTMENT	0.00	795,638.68
	24102	03/21/2025	9679	STORAGE NETWORKS CORPORATION	0.00	344.00
	24103	03/21/2025	1675	THE HOME DEPOT CREDIT SERVICES	0.00	501.93
	24104	03/21/2025	9191	TORRES, LUIS	0.00	627.20
	24105	03/21/2025	804	TREASURER, STATE OF NH	0.00	6,209.26
	24106	03/21/2025	9669	VOYA BENEFITS COMPANY	0.00	492.22
Totals:					0.00	\$1,054,734.70

WAKEFIELD SCHOOL DISTRICT AP CHECK REGISTER

Report # 68575

Batch #	Check #	Check Date	Vendor Code	Vendor Name	Electronic Amount	Check Amount
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WAKEFIELD SCHOOL DISTRICT - SCHOOL BOARD AND TREASURER APPROVALS

Robert DeColfmacke
Robert DeColfmacke, School Board Chairman

Bob Ouellette
Bob Ouellette, School Board Vice Chairman

Mary Collins
Mary Collins, School Board Member

Sandra Taliaferro, School Board Member

Heather Wilcauskas
Heather Wilcauskas, School Board Member

Carlene Stewart
Carlene Stewart, Treasurer

22 Checks Listed.

WAKEFIELD SCHOOL DISTRICT AP CHECK REGISTER

Report # 68464

Check Batch: 45812
 Check Header: (N/A)
 Check Numbers: (First) - (Last)
 Check Dates: (Earliest) - (Latest)
 Cash Account Numbers: (First) - (Last)
 Bank Account Code: (N/A)
 Check Authorization Code: AP
 Minimum Check Amount: \$0.00
 Sorted By:
 Include Payable Information: No
 Include Payable Dist Information: No
 Include Authorization Information: Yes

Batch #	Check #	Check Date	Vendor Code	Vendor Name	Electronic Amount	Check Amount
45812	24063	03/14/2025	1987	A&B LOCKSMITH	0.00	532.00
	24064	03/14/2025	9690	ACAPELLA TECHNOLOGIES, LLC	0.00	3,500.00
	24065	03/14/2025	310	AMAZON BUSINESS	0.00	1,856.82
	24066	03/14/2025	9762	CHARACTERSTRONG LLC	0.00	999.00
	24067	03/14/2025	9542	GARY NOYES	0.00	70.00
	24068	03/14/2025	9779	HILL ELECTRICAL SERVICES LLC	0.00	650.00
	24069	03/14/2025	2161	HOWE TWO LAWN CARE & LANDSCAPING LLC	0.00	4,125.00
	24070	03/14/2025	9768	McShane, James	0.00	589.33
	24071	03/14/2025	1993	MONARCH SCHOOL OF NEW ENGLAND	0.00	3,018.45
	24072	03/14/2025	192	NEW ENGLAND BACKFLOW, INC	0.00	5,720.00
	24073	03/14/2025	1366	NEW ENGLAND CENTER FOR CHILDREN	0.00	359.55
	24074	03/14/2025	9711	NHAEOP	0.00	383.00
	24075	03/14/2025	1209	SALMON PRESS, INC	0.00	450.00
	24076	03/14/2025	1113	SHERWIN-WILLIAMS	0.00	201.95
	24077	03/14/2025	1706	CHARTER COMMUNICATIONS	0.00	79.98
	24078	03/14/2025	762	STRAFFORD LEARNING CENTER	0.00	24,610.80
	24079	03/14/2025	9191	TORRES, LUIS	0.00	392.00
	24080	03/14/2025	9087	TYLER TECHNOLOGIES	0.00	4,365.00
	24081	03/14/2025	9669	VOYA BENEFITS COMPANY	0.00	112.50
	24082	03/14/2025	9669	VOYA BENEFITS COMPANY	0.00	1,230.39
Totals:					0.00	\$53,245.77

WAKEFIELD SCHOOL DISTRICT AP CHECK REGISTER

Report # 68464

Batch #	Check #	Check Date	Vendor Code	Vendor Name	Electronic Amount	Check Amount
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WAKEFIELD SCHOOL DISTRICT - SCHOOL BOARD AND TREASURER APPROVALS

Robert DeColfmaacker
Robert DeColfmaacker, School Board Chairman

Bob Ouellette
Bob Ouellette, School Board Vice Chairman

Mary Collins
Mary Collins, School Board Member

Sandra Taliatferro, School Board Member

Heather Wilcauskas, School Board Member

Carlene Stewart
Carlene Stewart, Treasurer

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20 Checks Listed.

WAKEFIELD SCHOOL DISTRICT Manual AP CHECK REGISTER

Report # 68516

Check Batch: 45828
 Check Header: (N/A)
 Check Numbers: (First) - (Last)
 Check Dates: (Earliest) - (Latest)
 Cash Account Numbers: (First) - (Last)
 Bank Account Code: (N/A)
 Check Authorization Code: AP
 Minimum Check Amount: \$0.00
 Sorted By:
 Include Payable Information: No
 Include Payable Dist Information: No
 Include Authorization Information: Yes

Batch #	Check #	Check Date	Vendor Code	Vendor Name	Electronic Amount	Check Amount
45828	90401	03/17/2025	9608	BMO HARRIS BANK N.A.	0.00	1,138.00
Totals:					0.00	\$1,138.00

WAKEFIELD SCHOOL DISTRICT - SCHOOL BOARD AND TREASURER APPROVALS

Robert DeColomack
 Robert DeColomack, School Board Chairman

Bob Ouellette
 Bob Ouellette, School Board Vice Chairman

Mary Collins
 Mary Collins, School Board Member

Sandra Taliaferro, School Board Member

Heather Wilcauskas, School Board Member

Carlene Stewart
 Carlene Stewart, Treasurer

WAKEFIELD SCHOOL DISTRICT Manual AP CHECK REGISTER

Report # 68531

Check Batch: 45840
 Check Header: (N / A)
 Check Numbers: (First) - (Last)
 Check Dates: (Earliest) - (Latest)
 Cash Account Numbers: (First) - (Last)
 Bank Account Code: (N/A)
 Check Authorization Code: AP
 Minimum Check Amount: \$0.00
 Sorted By:
 Include Payable Information: No
 Include Payable Dist Information: No
 Include Authorization Information: Yes

Batch #	Check #	Check Date	Vendor Code	Vendor Name	Electronic Amount	Check Amount	
45840	90402	03/18/2025	8926	IRVING ENERGY	0.00	982.27	
Totals:						0.00	\$982.27

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WAKEFIELD SCHOOL DISTRICT - SCHOOL BOARD AND TREASURER APPROVALS

Robert DeColfmaacker
 Robert DeColfmaacker, School Board Chairman

Bob Ouellette
 Bob Ouellette, School Board Vice Chairman

Mary Collins
 Mary Collins, School Board Member

Sandra Taliaferro, School Board Member

Heather Wilcauskas, School Board Member

Carlene Stewart
 Carlene Stewart, Treasurer



Wakefield School Board Public Minutes

Tuesday March 18, 2025

Held in the Library

Draft

BOARD MEMBERS		ADMINISTRATORS	
Robert DeColfmacker, Chair	✓	Jerry Gregoire, Superintendent Designee	✓
Bob Ouellette, Vice Chair	✓	Business Administrator	
Mary Collins	✓	Carol Keenan, Student Services Director	✓
Sandrea Taliaferro	✓	Norma DiRocco, Principal	✓
Heather Wilcauskas	✓	Ivy Levitt-Carlson, Assistant Principal	

Others Present: Asha Roy, Michele Lambert, Jackie Jukubec and Max Gehring from Clearview TV.

Mr. Gregoire led those present in the flag salute at 6:00.

Board Reorganization

Mr. Gregoire asked for nominations for Chairman.

Mr. Ouellette made a motion, seconded by Mrs. Collins, to make Robert DeColfmacker Chair. (Vote 5-0)

Vice Chair

Mr. DeColfmacker made a motion, seconded by Mrs. Collins, to make Bob Ouellette Vice-Chair. (Vote 5-0)

Non Public

Mr. Ouellette made a motion, seconded by Mrs. Collins, to enter non public under RSA 91-A;3 ll (c) at 6:01. Roll Call Vote: DeColfmacker aye, Collins Aye, Ouellette aye, Taliaferro aye, Wilcauskas aye.

The Board returned to public session at 6:54.

Teacher Nominations

Mr. Gregoire nominated the staff as written except for the person identified in non public.

Mr. Ouellette made that motion and it was seconded by Mrs. Collins. (Vote 4-1)

Mr. Ouellette made a motion, seconded by Mrs. Collins to accept the job descriptions of the Special Education Coordinator for the Paws Program. (Vote 5-0)

Mr. Ouellette made a motion, seconded by Mrs. Collins to seal the non public minutes of Session #1 for one year. (Vote 5-0)

Mr. Ouellette made a motion, seconded by Mrs. Collins to accept the job descriptions of the BCBA. (Vote 5-0)

Mrs. Taliaferro made a motion, seconded by Mr. Ouellette, to accept the resignation of Frank Markiewicz, Business Administrator. (Vote 5-0)

Committee Assignments

Budget Committee

Mrs. Collins made a motion, seconded by Mr. DeColfmacker, to nominate Mr. Ouellette as Budget Committee Rep. (Vote 5-0)

Mrs. Collins made a motion, seconded by Mr. DeColfmacker, to name Ms. Wilcauskas as the alternate Budget Committee Rep. (Vote 5-0)

CIP

Mr. DeColfmacker made a motion, seconded by Mr. Ouellette, to name Mrs. Collins to the CIP Committee. (Vote 5-0)

Curriculum Committee

Mrs. Taliaferro made a motion, seconded by Mr. Ouellette, to name Mrs. Collins and Ms. Wilcauskas to the Curriculum Committee. (Vote 5-0)

Facility Committee

Mr. Ouellette made a motion, seconded by Ms. Wilcauskas to nominate Mr. DeColfmacker and Mrs. Taliaferro to the Facilities Committee. (Vote 5-0)

Safety Committee

Mrs. Collins made a motion, seconded by Mr. DeColfmacker, to name Mr. Ouellette to the Joint Loss Safety Committee. (Vote 5-0)

NHSBA Delegate

Tabled

Policy Committee

Mrs. Taliaferro made a motion, seconded by Mr. Ouellette, to name Mrs. Collins and Ms. Wilcauskas to the Policy Committee. (Vote 5-0)

Professional Development Committee

Mr. DeColfmacker made a motion, seconded by Ms. Wilcauskas, to name Mrs. Collins to the Professional Development Committee. (Vote 5-0)

Strategic Planning Committee

Mrs. Taliaferro made a motion, seconded by Mr. Ouellette, to name Mrs. Collins to the Strategic Planning Committee. (Vote 5-0)

Technology Committee

Mr. Ouellette made a motion, seconded by Mrs. Taliaferro, to nominate Mr. DeColfmacker to the Technology Committee. (Vote 5-0)

Transportation Committee

Mr. DeColfmacker made a motion, seconded by Mrs. Collins, to name Mrs. Taliaferro to the Transportation Committee. (Vote 5-0)

Wellness Committee

Mr. DeColfmacker made a motion, seconded by Mrs. Collins, to name Mrs. Collins to the Wellness Committee. (Vote 5-0)

Stipend Committee

Mrs. Collins made a motion, seconded by Ms. Wilcauskas, to name Mr. DeColfmacker to the Stipend Committee. (Vote 5-0)

Mrs. Collins made a motion, seconded by Ms. Wilcauskas, to name Mrs. Taliaferro as alternate to the Stipend Committee. (Vote 5-0)

Public Comment

None

Old Business

Non Public

Mrs. Collins made a motion, seconded by Mr. Ouellette, to enter non public session at 6:12 under RSA 91-A;3 II (c). Roll Call Vote: DeColfmacker aye, Collins Aye, Ouellette aye, Taliaferro aye, Peaslee aye.

The Board returned to public session at 7:33.

Mr. Ouellette made a motion, seconded by Mrs. Collins to seal the non public minutes for ten years. (5-0)

Reports

Facilities Update

Latest completions:

New England Backflow replaced both domestic backflow preventers on main water lines to a newer (lead free) device. The older model devices were pre 1989 models which contained a higher lead count than is acceptable in today's standards. NHDES has launched a grant program to cover the remediation costs which we have applied for. NHDES is sending a resampling kit and the 8 remaining outlets will be retested.

LED Emergency lighting upgrade complete.

Hackworth Fire and Security has installed outdoor speaker strobes on exterior portions of the building.

A new (independent) light switch has been installed in Phycologist cubby near gym bathroom. Remaining window shades have been installed to complete the building. New weatherstripping has been installed on main entry doors and interior lobby.

Hood suppression Test passed 6-month inspection (Kitchen)
Updated chemical inventory has been completed and input in to Velocity EHS software (SDS sheets)
During February break our custodial crew worked hard at power washing bathrooms, repainting walls, organizing, resupplying, deep cleaning carpets and entryways.
New heat tape installed on water lines underneath modular buildings.

Upcoming:

Addressing and replacing broken skirting and damaged siding around SAU building.
Repair protruding flooring in primary wing near the lobby to modulars
Deposit will be made on the new maintenance building once funds are received from the trust account. Lead time on materials and installation is 8-12 weeks after 50% deposit is made.
Addressing loose and wobbly decking and handrails on rear exits of 4'h grade modulars.
Possibly rebuilding
Investigating options of non-slip traction paint for kitchen. Commercially applied

Mr. DeColfmacker said he and Mrs. Taliaferro discussed facilities and maintenance lines in the budget not being spent on the items they were budgeted for. They feel there should be a way to protect certain lines in the budget. He said for two years in a row Mr. Davis has been told that he can't spend money. They feel that money should stay in those lines to be spent for what they were intended for. Mrs. Taliaferro said that transportation and facilities should not be touched in a freeze. She asked if a line could be added to the policy about a freeze, that a freeze will not pertain to facilities or transportation unless approved by the Board. Mrs. Lambert said money isn't being moved the lines are being overspent. It's a bottom line budget. Mrs. Taliaferro said we have Trust Funds that cover emergencies. Mrs. Collins said the Policy Committee will look at that policy.

Transportation

Mrs. Taliaferro thinks they should still get the buses fixed. Mr. Ouellette said we don't have the money. Mrs. Taliaferro said we need to decide if we are going to fix them and sell them or keep them. Mrs. Collins said we just don't have the money to fix them. Mr. DeColfmacker said we already have contracted services. He said that there should be a vote at the next meeting.

Consent Agenda

Mrs. Collins made a motion, seconded by Mr. Ouellette, to approve the Consent Agenda. (Vote 4-1)

Meeting Minutes

Mrs. Collins made a motion, seconded by Mr. Ouellette, to approve the non public minutes of session #2 of March 4, 2025. (Vote 4-0-1)

Mrs. Collins made a motion, seconded by Mr. Ouellette, to approve the public minutes of March 4, 2025. (Vote 4-0-1)

Mrs. Taliaferro made a motion, seconded by Mrs. Collins, to freeze the hiring of any other guidance counselors. (Vote 5-0)

Committee Updates

Curriculum Development Update

Mr. DeColfmacker said he had a conversation with the Vice Principal and she's going to come to the Board quarterly for more robust updates on the status of the curriculum.

Nominations/Resignations

FYI Alex Matos resignation. Mrs. DiRocco thanked Mr. Mantos for his contribution to Paul School. He will be missed.

Non Public

Mrs. Collins made a motion, seconded by Ms. Wilcauskas, to enter non public under RSA 91-A;3 II (c) and (e) 8:22 Roll Call Vote: DeColfmacker aye, Collins Aye, Ouellette aye, Taliaferro aye, Peaslee aye.

The Board returned to public session at 8:29.

Mrs. Taliaferro made a motion, seconded by Mrs. Collins, to seal the non public minutes of Session #2 for 4 years. (Vote 5-0)

Adjournment

Mr. Ouellette made a motion, seconded by Me. Wilcauskas, to adjourn the meeting at 8:30. (Vote 5-0)

Respectfully submitted for approval at the next School Board meeting,

Priscilla Colbath
School Board Secretary

Wakefield School Board Public Minutes

Tuesday March 20, 2025

Held in the Library

Draft



BOARD MEMBERS		ADMINISTRATORS	
Robert DeColfmacker, Chair	✓	Jerry Gregoire, Superintendent Designee	
Bob Ouellette, Vice Chair	✓	Business Administrator	
Mary Collins	✓	Carol Keenan, Student Services Director	✓
Sandrea Taliaferro	✓	Norma DiRocco, Principal	
Heather Wilcauskas	✓	Ivy Levitt-Carlson, Assistant Principal	

Mr. DeColfmacker opened the meeting at 4:15 and led all present in the flag salute.

Mrs. Keenan said the contract with NECC was ending on March 31st. The Partner Program will now be called the Paws Program. Not using the NECC will save the district \$68,000. Mrs. Keenan said she would like to hire Beth Corbett for the coordinator for the Paws Program. She does not have to be nominated by the Superintendent Designee as she won't be part of the CBA as she will be a year round employee.

Mr. Ouellette made a motion, seconded by Mrs. Collins, to approve Beth Corbett as Special Education Coordinator for the Paws Program. (Vote 4-0)

Non Public

Mr. Ouellette made a motion, seconded by Mrs. Collins, to enter non public under RSA 91-A:3 II (c) at 4:20. Roll Call Vote: DeColfmacker aye, Collins Aye, Ouellette aye, Wilcauskas aye.

Mrs. Taliaferro entered the meeting at 4:30

Mrs. Collins left the meeting at 4:35.

The Board returned to public session at 4:45.

Mr. Ouellette made a motion, seconded by Ms. Wilcauskas to seal the non public minutes for a year. (Vote 4-0)

Adjournment

Mr. Ouellette made a motion, seconded by Me. Wilcauskas, to adjourn the meeting at 4:45. (Vote 5-0)

Respectfully submitted for approval at the next School Board meeting,

Priscilla Colbath

NOMINATIONS LIST 2025/2026 SCHOOL YEAR

LAST	FIRST	CERTIFICATE EXPIRATION DATE	SOE OR CERTIFICATE #	SOE OR CERTIFICATE	ENDORSEMENT	FY26 POSITION
BALSER	BRANDON	6/30/2026	109972	CERTIFICATE	PE	PE TEACHER
BAUSSMANN	TRACY	6/30/2026	122196	CERTIFICATE	ELEMENTARY (K-6)	MATH INTERVENTIONIST
BOSTON	ANGELA	6/30/2025	93548	CERTIFICATE	EARLY CHILDHOOD (N-3)	PRE-K TEACHER
BOUCHER	PETER	6/30/2027	76703	CERTIFICATE	ELEMENTARY (K-6)	6TH GRADE TEACHER
BOURQUE	LAUREN	6/30/2027	147505	CERTIFICATE	SPECIAL ED TEACHER	CASE MANAGER
BRUNELLE	GEORGIA	6/30/2027	116976	CERTIFICATE	SCHOOL NURSE 3	NURSE
CAPEN	BETHANY	6/30/2026	58615	CERTIFICATE	ELEMENTARY (K-6) & SPECIAL ED TEACHER	CASE MANAGER
COURTS	LAURA	6/30/2027	75908	CERTIFICATE	ELEMENTARY (K-8)	1ST GRADE TEACHER
DEXTER	CAROLINE	6/30/2025	140088	CERTIFICATE	VISUAL ART EDUCATION	ART TEACHER
DIROCCO	NORMA	6/30/2026	100998	CERTIFICATE	ELEMENTARY (K-8) & PRINCIPAL	PRINCIPAL
ELLIS	ELAYNE	6/30/2026	68848	CERTIFICATE	ELEMENTARY (K-8)	TITLE 1 TEACHER
ERRICOLO	ALISON	9/25/2026	SOE ISSUED 9/25/2023		0040- SCHOOL COUNSELOR	COUNSELOR
FAIRFIELD	SAMUEL	6/30/2026	127886	CERTIFICATE	SOCIAL STUDIES (5-12)	MS SOCIAL STUDIES
GEHRING	ANN	6/30/2026	46526	CERTIFICATE	ELEMENTARY (K-8) & PRINCIPAL & READING & WRITING SPECIALIST	NA
GILLIKIN	ALEXANDER	6/30/2027	116169	CERTIFICATE	WRITING SPECIALIST	NA
GILLIKIN	SARA	6/30/2026	113793	CERTIFICATE	ENGLISH (5-12)	MS ELA
HUCKINS	PENNY	6/30/2026	57165	CERTIFICATE	EARLY CHILDHOOD(N-3) - EEECE	3RD GRADE TEACHER
HURLEY	LINDSAY	6/30/2027	116929	CERTIFICATE	ELEMENTARY (K-8)	TITLE 1 TEACHER
JAKUBEC	JACLYN	6/30/2027	76449	CERTIFICATE	ENGLISH (5-12)	MS ELA
KEENAN	CAROLINE	6/30/2027	58208	CERTIFICATE	EARLY CHILDHOOD (N-3)	1ST GRADE TEACHER
KELLY	MEGHAN	6/30/2027	79283	CERTIFICATE	ELEMENTARY (K-8)	STUDENT SERVICE DIRECTOR
KRAFTON	SHANE	6/30/2026	72285	CERTIFICATE	EARLY CHILDHOOD (N-3)	KINDERGARTEN TEACHER
LEVESQUE	ANDREA	6/30/2026	81702	CERTIFICATE	ELEMENTARY ED (K-8)	2ND GRADE TEACHER
LEAVITT-CARLSON	IVY	6/30/2027	81702	CERTIFICATE	ELEMENTARY ED (K-8)	4TH GRADE TEACHER
					BIOTECHNOLOGY, LIFE SCIENCE ED (7-12) & PRINCIPAL	ASSISTANT PRINCIPAL
LIBBY	MEGHAN	6/30/2026	73167	CERTIFICATE	ELEMENTARY (K-8) & READING & WRITING SPECIALIST	
NASON	AARON	6/30/2025	112241	CERTIFICATE	SPECIALIST	KINDERGARTEN TEACHER
NASON	MEGHAN	6/30/2026	90776	CERTIFICATE	ELEMENTARY (K-6) & SPECIAL ED TEACHER	SPECIAL EDUCATION TEACHER
ONEILL	DIANE	6/30/2026	109362	CERTIFICATE	ELEMENTARY ED (K-8) & SPECIAL ED TEACHER	CASE MANAGER
OSMER	MICHELLE	6/30/2025	94554	CERTIFICATE	ELEMENTARY ED (K-6)	TITLE 1 TEACHER
PERKINS	MARK	6/30/2027	68907	CERTIFICATE	ELEMENTARY ED (K-8)	4TH GRADE TEACHER
					ELEMENTARY ED (K-8)	6TH GRADE TEACHER

THESE EMPLOYEES ARE PAID OUT OF A THE TITLE 1 GRANT

LAST	FIRST	CERTIFICATE EXPIRATION DATE	SOE OR CERTIFICATE #	SOE OR CERTIFICATE	ENDORSEMENT	FY26 POSITION
POLLACK	SANDRA	6/30/2025	144236	CERTIFICATE	SPECIAL ED TEACHER	CASE MANAGER
REYNOLDS	LINDSAY	6/30/2027	118905	CERTIFICATE	ELEMENTARY ED (K-6) & SPECIAL ED TEACHER	3RD GRADE TEACHER
ROYLE	LAUREE	6/30/2026	57993	CERTIFICATE	ELEMENTARY ED (K-8)	2ND GRADE TEACHER
SIEGLER	SHANNON	6/30/2025	76636	CERTIFICATE	ENGLISH (5-12)	5TH GRADE TEACHER - ELA ONLY
SOUJY	LAURIANNE	6/30/2025	63058	CERTIFICATE	ELEMENTARY ED (K-8)	READING INTERVENTIONIST
SULLIVAN	JULIE	6/30/2027	58906	CERTIFICATE	MUSIC ED	MUSIC TEACHER
THOMAS	ERIN	6/30/2025	143308	CERTIFICATE	MATHEMATICS, UPPER LEVEL (PRE-ALGEBRA TO ap MATH)	MS MATH

LAST NAME, FIRST	PARA or ABA	Budget Line Item
Arnold, Breanne	ABA Tutor	120051230
Baniewicz, John	ABA Tutor	120051230
Benard, Sara	Student Support Para	120051140
Blackwood, Amy	ABA Tutor	120051230
Bourne, Donita	ABA Tutor	120051230
Brault, Aleigha	ABA Tutor	120051230
Carr, Nicolle	Student Support Para	120051140
Castonguay, Michelle	Student Support Para	120051140
Decolfmacker, Meghan	Behaviorist	100-1100-51140
Drinkard, Stephanie	Student Support Para	120051140
Drum, Theresa	Reg Ed Para	100-1100-51140
Foster, Ella	Student Support Para	120051140
Gehring, Austin (Max)	ABA Tutor (Partner Program)	120051230
Gustavson, Valerie	Student Support Para	120051140
Hartford, Shelby	Student Support Para	120051140
Lamper, Amber	Student Support Para	120051140
Lanctot, Kayla	Reg Ed Para	100-1100-51140
McKellar, Danielle	Reg Ed Para	100-1100-51140
Nason, Amy	Student Support Para	120051140
O'Blenes, Maggie	Student Support Para - PP	120051140
Pitard, Kelly	Student Support Para - PP	120051140
Sampson, David	Student Support Para - PP	120051140
Shepard, Karen	Student Support Para	120051140
Simmons, Linda	Student Support Para	120051140
Stone, Dawn	Student Support Para	120051140
Trentsch, Cindy	Student Support Para	120051140
Wallingford, Alicia	ABA Tutor	120051230
Welch, Jolene	Reg Ed Para	100-1100-51140
<i>Canney, Tammy</i>	<i>SLPA</i>	
<i>Dong, Jodie</i>	<i>LNA</i>	

Year-Round Staff

Brad Davis

Ronald Burpee

Tyla Guy

Lucas Salisbury

Sara Borelli

Michelle Farina

Michelle Naughton

Michele Lambert

Jen Hayward

Ashia Roy

Wakefield School District
SAU #101
Field Trip Activity Sheet

Teachers Name: Aaron Nason Grade 7
Date of Trip 4/22 Possible Rain Date: 4/23
Departure Time 8:30 Return Time 3:00
Destination Franklin Zoo in Boston MA
Number of students 48 Approx Number of Chaperones: 7-8
Potential Cost to students? YES or NO If YES, how much? \$23

1. Briefly describe the field trip along with the objectives:

Trip to Franklin Zoo to learn about
endangered animals and ecosystems.

2. How does this field trip enhance the topics you are teaching?

7th graders will be learning about endangered
and extinct species. They also have learned about
specific animal adaptations and heredity.

3. Describe activities students will be doing in class to prepare for this trip.

see above.

4. Describe activities students will do as a follow up to this trip.

Project research project focused
on endangered animals

Principals Signature of approval N. Madigan 3/25/22

All arrangements for field trips are to be made by the teacher(s), not the front office. Any requests must be submitted to the principal 4 weeks prior to the requested trip.

In Book

First Student

Caring for students today, tomorrow, together:

CHARTER BUS REQUEST FORM

Ms. Mason Use Only

PHONE: 603-692-4406
FAX: 603-692-4327

Customer Requesting Charter: Paul Elementary School Phone: 603-522-8891

Billing Address: 60 Taylor Way Fax: _____

City: Sanbornville ST: NH Zip: 03872 Date Ordered: 3/12/2025

Trip Date: 4/22/25 Day of the Week Req. Tuesday Round Trip One Way

Trip Times: (Include AM or PM) Load Time: 8:30 AM PM Depart Time: 10:30 AM PM
Return P/U: 1:00 AM PM Arrival at Home: 3:00 AM PM

TRIP INFORMATION: New Order Change Order

Bus Size	3 Per Seat	2 Per Seat	# of Buses

PASSENGER COUNT

CHILDREN 48
ADULTS 7
TOTAL

Group Name / Activity: 7th Grade Field Trip

Pick-Up Information:

P/U Location: Paul Elementary School
Address: 60 Taylor Way, Sanbornville NH 03872 City: _____ Zip: _____

Special Instructions: _____ Bus to stay: Yes No

Destination Information:

P/U Location: Franklin Park Zoo
Address: 1 Franklin Park Way City: Boston MA Zip: 02121

Special Instructions: _____ Bus to stay: Yes No

Ordered By: Aaron Nason

Confirmation#: <i>OK Per Paula</i>	First Student Office Use Only	Conf Fax Date: _____	# Buses: _____
Estimated Cost: <i>346³⁵</i>	GL#: _____	# of Passengers: _____	
Customer #: _____	Price Code: _____	COD: <input type="radio"/> INV: <input type="radio"/>	P.O.# _____

Wakefield Schools

Parent/Guardian Field Trip Permission Form

Activity: Franklin Park Zoo **Location:** 1 Franklin Park Rd. Boston, MA 02121

Date of trip: Tuesday April, 22nd **Means of transportation:** Bus

Departure: 8:30 **Return:** 3:00 **Cost of trip:** \$23

I need a scholarship to participate

Meals: Brown Bag or School Lunch **Additional spending \$ Optional** (There is a gift shop)

Teacher(s): Nason, Bultman, Fairfield, Gillikin

Student:	Home phone:	DOB
Parent's name:		Daytime phone:
Medical Information		
Does the participant have any of the following? (If yes, explain below. Use back if necessary)		
<input type="checkbox"/> Special diet	<input type="checkbox"/> Chronic/recurring illnesses	<input type="checkbox"/> surgery or serious illness in the past year
<input type="checkbox"/> Allergies	<input type="checkbox"/> Medication	<input type="checkbox"/> Physical condition that limits activity
<hr/> <hr/> <hr/> <hr/>		

In consideration of permission granted to my son/daughter by Wakefield School District, to participate in the aforementioned activities, I hereby release and discharge the Wakefield School District, its agents, employees, and officers, from all claims, demands, actions, judgments and executions which the undersigned heirs, executors, administrators or assigns may have, or claim or unknown and injuries to property, caused by or arising out of the above named activities.

I am aware that participation in this program may present strain on my child's body, or its part and therefore I represent to the School District that to the best of my knowledge my child is in proper physical condition to allow him/her to participate and that I assume the risk of participating.

I understand that incase of injury or illness, I will be notified. If it is possible to contact me and its is an emergency, I hereby give permission to the attending physician to treat, hospitalize, administer anesthesia or to order injections or surgery for the safety of my child.

I, the undersigned, have read this release and understand all of its terms. I execute it voluntarily and with full knowledge of its significance. I have executed this release on the date indicated next to my name.

Signature of parent or guardian _____
Date

Deal ID 28636903

Message from your Sales Rep

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Regards,
Mike Vinals

Product	Unit Price	Quantity	Subtotal
Dell Chromebook 3120	\$441.52	100	\$44,152.00

Subtotal: \$44,152.00
 Shipping: \$0.00
 Non-Taxable Amount: \$44,152.00
 Taxable Amount: \$0.00
 Estimated Tax: \$0.00

Total: \$44,152.00

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Shipping Group Details

Shipping To
 SAU 101 IT DEPT
 WAKEFIELD SCHOOL DISTRICT
 76 TAYLOR WAY
 SANBORNVILLE, NH 03872-4350
 (603) 871-5802

Shipping Method
 Standard Delivery

29



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Checkout

Sales Representative

Mike Vinals
Michael.Vinals@Dell.com
(800) 456-3355

Order Information

[Download Quote Documentation](#)

Quote Number : 3000187514052.3

Expiration Date : Thursday, April 24, 2025 12:59 AM

Deal ID : 28636903

Contract Details

Dell Contract Name: Dell NASPO Computer Equipment PA - New Hampshire
Dell Contract Code: C000001094087
Customer Agreement Number: 23026 / 8003325

Order Contact

[Change](#)

Tom Leonard
Wakefield School District (SAU101)
Phone Number: (603) 871-8502
Email: tom.leonard@sau101.org

Billing Address

WAKEFIELD SCH DISTRICT
WAKEFIELD SCHOOL DISTRICT
76 TAYLOR WAY
SANBORNVILLE, New Hampshire, 03872-4350
Phone Number: (603) 871-8502
Email: TOM.LEONARD@SAU101.ORG
Customer Number: 10706854

ⓘ If you would like to make any changes to your quote billing address, Please contact your sales representative.

Digitally Fulfilled Software

[Change](#)

This order has software that is delivered digitally. Instructions will be emailed to the email addresses shown below

End Customer email(s)
TOM.LEONARD@SAU101.ORG

Shipping Address

[Change](#)

SAU 101 IT DEPT
WAKEFIELD SCHOOL DISTRICT
76 TAYLOR WAY
SANBORNVILLE, New Hampshire, 03872-4350
Phone Number: (603) 871-5802
Email: TOM.LEONARD@SAU101.ORG
Customer Number: 10706854

30

Delivery

[Change](#)

Standard

Get it by Monday, March 31

\$0.00 ~~\$836.00~~

Tax Exemption

[Change](#)

This order is not tax exempt

Trade Compliance

Dell is a US corporation, and is therefore subject to all US Export Laws and Regulations. The export of any Dell products or software must be made in accordance with all applicable laws of the United States and local country regulations, including but not limited to, the US Export Administration.

How will these products be used? *

Select Option

Where will these products be used?

- I do not want to export outside the United States
- I want to export outside the United States

Save

Note: You can add up to 10 quotes in checkout

[Add Quotes](#)

Summary



Dell Chromebook 3120

\$44,152.00

Quantity 100

\$441.52 each

Get it by Monday, March 31, 2025

[Specs](#)

Catalog Number: 26/s002c3120usr

Option	Selection	SKU	Quantity
Chromebook 3120	Dell Chromebook 3120	[210-BLHG]	1
Base Options	Intel(R) Processor N100(6MB cache,4 cores,4 threads,up to 3.40 GHz Turbo,4.80W),4GB Memory,64GB EMMC	[338-CNJT]	1
Memory	4 GB: LPDDR5, 4800 MT/s (onboard)	[370-BCDT]	1
Hard Drive	64 GB eMMC, on-board	[400-BNIB]	1
LCD	11.6", HD 1366x768, 60Hz, Non-Touch,Anti-Glare, Cam/Mic, WLAN	[391-BHWR]	1
Keyboard	Single Pointing Non Backlit, US English	[583-BINI]	1

31

Mouse	No Mouse	[570-AADK]	1
Wireless	Intel(R) Wi-Fi 6 AX203, 2x2, 802.11ax, MU-MIMO, Bluetooth(R) 5.1 wireless card	[555-BLGB]	1
Primary Battery	3 Cell, 42Whr	[451-BDGL]	1
Power Supply	65W AC adapter, USB Type-C	[492-BDTG]	1
Power Cord	E4 Power Cord 1M for US	[537-BBDO]	1
Placemat	Quickstart Guide	[340-DMHK]	1
Back Cover	LCD, Clamshell, Non-touch, TNR	[320-BFPR]	1
Google Management & Enrollment	Chrome Education Upgrade with Google Zero Touch Enrollment	[634-BYQH] [634-BYQI]	1
Documentation/Disks	Safety/Environment and Regulatory Guide (English/French Multi-language)	[340-AGIK]	1
FGA Module	3120_ADL_1HFY25_002/US/BTS	[998-HBQN]	1
Label	Laptop, TNR Camera, 2 USBC, NonTouch	[389-FGWT]	1
Packaging	System Shipment, Chromebook 3120	[340-DRTW]	1
Processor Branding	Intel Process N100/N200 CPU Label	[389-EFSH]	1
Transportation from ODM to region	Smart Selection Shipment, Chromebook (VS)	[800-BBQM]	1
Packaging Label	POD Label, 100% tie to L10 BTS & BTP	[389-BKKL]	1
Mobile Broadband	No Mobile Broadband Card	[556-BBCD]	1
Chassis Options	Bottom Door WLAN	[321-BKQD]	1
PalmRest	Palmrest for Clamshell	[346-BKXJ]	1
Standard Hardware Support Service	4Y ProSupport Plus with ProSupport and AD and Service Account Mgr	[709-8510] [709-8516] [709-8521] [709-8530] [709-8890] [975-3461] [997-8367]	1

Show Less ^

Subtotal (100)	\$44,152.00
Delivery	Free
Total	\$44,152.00

32

Quote: [3000187514052.3](#)

- [1] Chromebook 3120 - Dell Chromebook 3120
- [149] Base Options - Intel(R) Processor N100(6MB cache,4 cores,4 threads,up to 3.40 GHz Turbo,4.80W),4GB Memory,64GB EMMC, 2 USBC
- [3] Memory - 4GB 4800MHz LPDDR5 Non-ECC
- [8] Hard Drive - 64GB eMMC Hard Drive
- [760] LCD - 11.6", HD 1366x768, 60Hz, Non-Touch,Anti-Glare, Cam/Mic, WLAN
- [4] Keyboard - Single Pointing Non Backlit, US English
- [12] Mouse - No Mouse
- [19] Wireless - Intel(R) Wi-Fi 6 AX203, 2x2, 802.11ax, MU-MIMO, Bluetooth(R) 5.1 wireless card
- [112] Primary Battery - 3 Cell, 42Whr
- [1015] Power Supply - 65W AC adapter, USB Type-C
- [20] Power Cord - E4 Power Cord 1M for US
- [60] Placemat - Quickstart Guide
- [376] Back Cover - LCD, Clamshell, Non-touch, TNR
- [200445] Google Management & Enrollment - Google Zero Touch Enrollment
- [200445] Google Management & Enrollment - Chrome Education Upgrade
- [21] Documentation/Disks - SERI Guide (ENG/FR/Multi)
- [572] FGA Module - Fixed Hardware Configuration
- [676] Label - Laptop, TNR Camera, 2 USBC, NonTouch
- [465] Packaging - System Shipment, Chromebook 3120
- [749] Processor Branding - Intel Process N100/N200 CPU Label
- [200080] Transportation from ODM to region - BTS/BTP Smart Selection Shipment, Chromebook (VS)
- [292] Packaging Label - POD Label, 100% tie to L10 BTS & BTP
- [114] Mobile Broadband - No Mobile Broadband Card
- [116] Chassis Options - Bottom Door WLAN
- [55] PalmRest - Palmrest for Clamshell
- [29] Standard Hardware Support Service - ProSupport Plus Accidental Damage Service, 4 Years
- [29] Standard Hardware Support Service - ProSupport Plus Next Business Day Onsite, 1 Year
- [29] Standard Hardware Support Service - ProSupport Plus Next Business Day Onsite, 3 Years Extended
- [29] Standard Hardware Support Service - ProSupport Plus 7x24 Technical Support, 4 Years
- [29] Standard Hardware Support Service - Dell Limited Hardware Warranty Initial Year
- [29] Standard Hardware Support Service - Dell Limited Hardware Warranty Extended Year(s)
- [29] Standard Hardware Support Service –



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Quote No.	3000187573178.1	Sales Rep	Sarah Hepfer
Total	\$56,907.00	Phone	1(800) 456-3355, 6182734
Customer #	99067154	Email	Sarah_Hepfer@Dell.com
Quoted On	Mar. 24, 2025	Billing To	LIZ SOTICHECK ENTRE COMPUTER 138 MEMORIAL AVE STE 1 WEST SPRINGFIELD, MA 01089-4046
Expires by	Apr. 23, 2025		
Contract Name	Standard Governing Terms in Supplier's Quote		
Contract Code	C000000006679		
End User Details	WAKEFIELD SCHOOL DISTRICT SANBORNVILLE, NH 03872-4350		

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Regards,
Sarah Hepfer

Product	Unit Price	Quantity	Subtotal
Dell Chromebook 3120	\$569.07	100	\$56,907.00

Subtotal:	\$56,907.00
Shipping:	\$0.00
Non-Taxable Amount:	\$56,907.00
Taxable Amount:	\$0.00
Estimated Tax:	\$0.00

Total:	\$56,907.00
---------------	--------------------



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Shopping Cart

ADD ITEM TO CART

Enter CDW# or MFG#

Add

Save to Cart | Email Cart


Order Summary

Subtotal: **\$46,539.00**

Tax and Shipping calculated at checkout.

Lease Option Pricing ?
\$1,344.98 / Month

Checkout

ITEM	AVAILABILITY	PRICE	QUANTITY	ITEM TOTAL
 <p>36</p> <p>Dell Chromebook 3120 (2024) - 11.6" - Intel N-series - N100 - 4 GB RAM - 64 MFG Part: CC6PF CDW Part: 7948614 UNSPSC: 43211503</p>	Item Backordered This item will ship once it is in stock.	\$512.15 \$335.72 My CDW ● G Price	100	\$33,572.00
<hr/>				
<p>CDW 4 Year Premium Product Protection-Chromebook Device Value \$0-\$599.99 MFG Part: CDW600CHMUCAD48 CDW Part: 6027910 UNSPSC:</p>	In Stock	\$129.67 My CDW ● G Price	100	\$12,967.00

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^ Top Recommendations

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Dell Chromebook 3120 (2024) - 11.6" - Intel N-series - N100 - 4 GB RAM - 64 GB eMMC

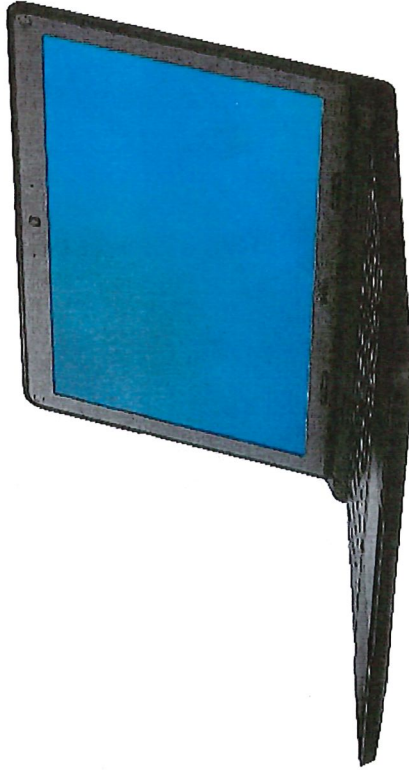
MFG # CC6PF CDW # 7948614 UNSPSC 43211503

~~\$512.15~~ Save \$176.43

\$335.72

My CDW.G Price

Not Yet Reviewed (0)



37

Availability: Item Backordered

This item will ship once it is in stock. CDW cannot guarantee an in-stock date.

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Choose A Warranty

No Protection Plan

CDW 4 Year Premium Product Protection-Chromebook- Device Value \$0-\$599.99 **\$129.67**

Quick Tech Specs

- Intel N-series
- Chrome OS
- 4 GB RAM
- 11.6" TN 1366 x 768 (HD)
- N100 / up to 3.4 GHz
- UHD Graphics
- 64 GB eMMC
- Wi-Fi 6

- BTS
- Disti SNS

- with 1 Year Dell Mail-In Service

[View Details](#)

View All ↓

CDW 3 Year Standard+ Product Protection-Chromebook- **\$65.83**
Device Value \$0-\$599.99

[View Details](#)

CDW 3 Year Premium Product Protection-Chromebook- **\$91.76**
Device Value \$0-\$599.99

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Accessories **More Warranties**

Know Your Gear

The Dell Chromebook 3120 is designed for users seeking portability and functionality with its compact and lightweight build. Featuring an 11.6-inch anti-glare display with a native resolution of 1366 x 768, it ensures a comfortable viewing experience while maintaining vibrant imagery. The quad-core Intel N100 processor, alongside 4 threads and a max turbo speed of 3.4 GHz, enables smooth multitasking and efficient performance for everyday tasks. Equipped with a 64 GB SSD, this Chromebook offers fast data access and storage options, making it an ideal choice for students and professionals alike. A variety of connectivity options, including USB-C and USB 3.2 ports, along with Bluetooth and Wi-Fi 6 capabilities, ensure users stay connected effortlessly. With built-in security features and a webcam that includes advanced image enhancement technologies, this device stands out in versatility and ease of use.



Tech Specs

Expand all Specs +

Overview	▼	Technical Information	▼
Processor	▼	Product Information	▼
Memory	▼	Scanning	▼
Storage	▼	Software	▼



Compare to Similar Model ↓



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CDW 4 YR Premium Product Protection Plan - Chromebook - Device Value \$0 - \$599.99 - Requires 1 YR Manufacturer Warranty

MFG # CDW600CHMUCAD48D

CDW # 6027910

39

\$129.67

My CDW.G Price

Not Yet Reviewed (0)

1

Availability: In Stock

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CDW 4 Year Premium Product Protection

Quick Tech Specs

- Only applicable to devices with at least a 1 Year OEM
- Extended Warranty with Accidental Damage Coverage

- Warranty
- Unlimited Number of Covered Repairs
 - Protects against Accidental Damage from Handling, Liquid Spills and Submersion, Mechanical and Electrical Failure, Manufacturer Defects, Failure from Normal Use, and Power Surges
- Includes the cost of Parts and Labor with No Deductibles or Service Fees
 - Hardware Retail Value \$0-\$599.99

View All ↓

Know Your Gear

40

CDW Product Protection provides peace of mind for a longer period of time at a reasonable cost. Manufacturer warranties are limited by design, both in duration and in coverage. CDW Product Protection provides enhanced coverage consumers demand, while helping your productivity and business grow.

Tech Specs

Expand all Specs +

Overview

Product Information



Licensing

Service & Support



Items (200)	\$45012.00
Coupons	\$0.00
Shipping	FREE
Total	\$45012.00

200 items in cart



HP Fortis G11 14" Chromebook, Intel N100, 4GB RAM, 32GB eMMC,...

Item #: IM1JM7024 | Model #:
9R389UT#ABA

Delivery by Tuesday, April 01

100 @ \$320.13 Each \$32013.00

\$32013.00



100 @ \$129.99 Each \$12999.00

\$12999.00



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HP Fortis G11 14" Chromebook, Intel N100, 4GB RAM, 32GB eMMC, ChromeOS (9R389UT#ABA)

Item #: IM1JM7024 | Model #: 9R389UT#ABA

No reviews yet [Write a review](#) [Ask a question](#)

\$320.13

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Deliver by Tue, Apr 01 to **Atlanta, GA** ▾

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~~\$149.99~~ **Save \$120!**
\$29.99
McAfee™ Premium Individual for unlimited users when you buy this laptop.



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Quantity
1 ▾

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Highlights [View all details](#)

PROCESSOR
Intel N100 processor

DISPLAY
14-inch 1366x768 resolution

GRAPHICS CARD
Intel UHD Graphics

MEMORY
4GB RAM LPDDR5

HARD DRIVE
32GB eMMC

OPERATING SYSTEM
Google Chrome

Share Compare Add to list

Protect your purchase
Tech help available for set-up & troubleshooting. If something happens that we can't repair it, we'll replace or reimburse you.

No protection plan

Accident Protection Plan

2-Year **\$104.99**

4-Year **\$129.99**

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for Microsoft 365 Family or Personal with device purchase

Exclusive Offers

42

Microsoft 365 Family 15-Month Subscription for Windows/Mac for 6 Users, Download

\$129.99

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HP Fortis G10 11.6" Chromebook, Intel N100, 4GB Memory, 64GB eMMC, ChromeOS (9R3A9UT)

No reviews yet

\$339.20

1

Bundle & save even more

when purchased together:



HP Fortis G11 14" Chromebook, Intel N100, 4GB RAM, 32GB eMMC, ChromeOS (9R389UT#ABA)

No reviews yet

\$320.13



Bundle & Save \$120.00

McAfee+ Premium Individual for Unlimited Users, Windows/Mac/Android/iOS/ChromeOS, Download (MPP21ESTURD3D)

★★★★★ 4

\$29.99 ~~\$149.99~~

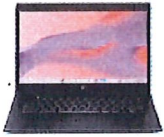
Reg \$470.12

Your savings \$120.00

Total \$350.12

Customers bought together

Your Product




HP Fortis G11 14" Chromebook, Intel N100, 4GB RAM, 32GB eMMC, ChromeOS (9R389UT#ABA)

No reviews yet

\$320.13

Selected



Lenovo ThinkVision T34w-30 34" Curved 60Hz LED Monitor, Raven Black (63D4GAR1US)

★★★★☆ 17

\$894.60

Selected

Price for both

\$1,214.73

Details

About this product

43

The 14" Fortis G11 Chromebook from HP provides reliability and performance in a rugged design with a 180° hinge that allows it to lie flat. This system is powered by a 0.8 GHz Intel N100 4-Core processor and 4GB of 6400 MHz LPDDR5 memory.

Features an Intel N100 processor from the Alder Lake-N series, with 4 cores, 4 threads, and a base frequency of 0.8 GHz, capable of boosting for demanding tasks.

Equipped with a 32GB eMMC SSD.

It operates on ChromeOS.

4 GB memory seamlessly handle multiple programs together

It utilizes high-speed, efficient LPDDR5 memory operating at 6400 MHz.

Features a screen resolution of 1366 x 768 pixels

It features a 14-inch anti-glare display for comfortable viewing in various lighting conditions.

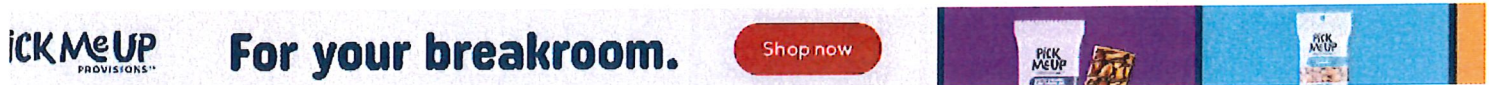
Supports Wi-Fi 6E (802.11ax) and Bluetooth 5.3 for wireless connectivity.

It features integrated Intel UHD Graphics, optimized for everyday tasks like web browsing, video playback, and basic productivity.

Features dual speakers and dual-array microphones

Certifications & Standards: Energy Star, TCO Certified

Comes with a 1 year limited warranty



Top Rated Laptops

<p>Lenovo IdeaPad Slim 3i 15.6" LCD Touchscreen Laptop, Int...</p> <p>★★★★☆ 464</p> <p>\$479.99 \$679.99</p> <p>Free delivery by Fri, Mar 28</p> <p>1-hr pickup</p> <p>1 Add</p>	<p>In-store only</p> <p>HP 15.6" FHD Laptop, Intel Core i7-1355U, 12GB RAM,...</p> <p>★★★★☆ 67</p> <p>\$549.99 \$789.99</p> <p>See alternate delivery items</p> <p>1-hr pickup</p> <p>Pick up</p>	<p>New at Staples</p> <p>Lenovo V15 G4 15.6" Laptop, Intel Core i5-13420H, 16GB...</p> <p>★★★★☆ 73</p> <p>\$529.99 \$849.99</p> <p>Free delivery by Thu, Mar 27</p> <p>1 Add</p>	<p>In-store only</p> <p>Lenovo IdeaPad Slim 5 16" FHD Laptop, Intel Core 7-150U,...</p> <p>★★★★☆ 464</p> <p>\$599.99 \$899.99</p>	<p>HP 250R G9 15.6" Laptop, Intel Core i3-1315U, 16GB Memor...</p> <p>★★★★☆ 141</p> <p>\$429.99 \$599.99</p> <p>Free delivery by Tue, Apr 01</p> <p>1 Add</p>
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44

From the manufacturer



Engineered for durability

Rugged, fan-less, durable design undergoes MIL-STD 810¹ and drop testing², and resists keycap picking.

Productivity empowered

Quickly stream and access online content, thanks to an Intel[®] quad-core processor³ and plenty of memory.



Immersive interaction

Confidently engage others with a lay-flat hinge and an HDMI port to connect displays and projectors.⁴

Simplify deployments

Get a low-maintenance experience with the automatic software updates and virus protection of the Chrome OS.⁵

Universal connectivity and charging with USB-C™

Use the USB-C™ port to access and charge your USB-C™ accessories from your Chromebook™ or charge your Chromebook™ from any USB-C™ adapter.

Apps and content for expanded learning

Take learning in new directions with access to the Google Play™ Store and Android™ apps, which include thousands of instantly shareable and easily manageable innovative education apps.⁵



45

Simple PC management

Spend less time and get right to the updates you need with HP Support Assistant.⁶



Advanced wireless connectivity

Stay connected, even in crowded wireless networks, with a fast, reliable wireless connection. This Fortis Chromebook's Wi-Fi 6E or optional Wi-Fi 6 wireless LAN comes with MU-MIMO, HP Extended Range Wireless LAN, and supports Bluetooth® technology.⁷

Display

14" diagonal HD display

Processor

Intel® N-series N100

Memory

4 GB LPDDR5

Hard drives

32 GB eMMC

Graphics

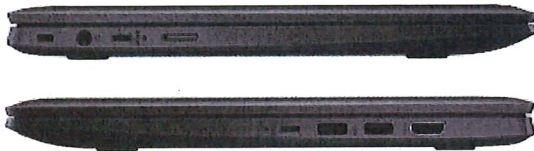
Intel® UHD Graphics

Operating System

ChromeOS

[+Expand to see more](#)

Ports



- 2 USB Type-C® 5Gbps signaling rate (USB Power Delivery, video and data support)
- 2 USB Type-A 5Gbps signaling rate
- 1 HDMI 1.4
- 1 stereo headphone/microphone combo jack

¹ MIL-STD testing is not intended to demonstrate fitness for U.S. Department of Defense contract requirements or for military use. Test results are not a guarantee of future performance under these test conditions. Accidental damage requires an optional HP Accidental Damage Protection Care Pack.

² 122cm test on plywood and 76cm test on concrete. Drop test is not a guarantee of future performance under these test conditions. Any accidental damage requires an optional HP Accidental Damage Protection Care Pack.

³ Multicore is designed to improve performance of certain software products. Not all customers or software applications will necessarily benefit from use of this technology. Performance and clock frequency will vary depending on application workload and your hardware and software configurations. Intel's numbering, branding and/or naming is not a measurement of higher performance.

⁴ HDMI cables sold separately and not included.

⁵ Internet access required and sold separately. Some apps may require purchase.

⁶ Internet access required.

⁷ Wi-Fi 6E requires a Wi-Fi 6E router, sold separately, to function in the 6GHz band. Availability of public wireless access points limited. Wi-Fi 6E is backwards compatible with prior 802.11 specs and available in countries where Wi-Fi 6E is supported. Wireless access point and internet service required and sold separately. Availability of public wireless access points limited. Wi-Fi 6 (802.11 ax) is backwards compatible with prior 802.11 specs. Multiple-Input Multiple-Output (MU-MIMO) is a wireless technology that uses multiple transmitters and receivers to enhance data transfer. MIMO requires a MU-MIMO router, sold separately.

⁸ Multi-core is designed to improve performance of certain software products. Not all customers or software applications will necessarily benefit from use of this technology. Performance and clock frequency will vary depending on application workload and your hardware and software configurations. Intel's numbering, branding and/or naming is not a measurement of higher performance.

⁹ Intel® Turbo Boost performance varies depending on hardware, software and overall system configuration. See <http://www.intel.com/technology/turboboost/> for more

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information.

¹⁰ Weight will vary by configuration. Does not include power adapter.

¹¹ FHD/HD content required to view FHD/HD images.

¹² Resolutions are dependent upon monitor capability, and resolution and color depth settings.

¹³ Actual brightness will be lower with touchscreen.

¹⁴ All specifications represent the typical specifications provided by HP's component manufacturers; actual performance may vary either higher or lower.

¹⁵ HDMI cable sold separately.

¹⁶ External power supplies, power cords, cables and peripherals are not Low Halogen. Service parts obtained after purchase may not be Low Halogen.

Specifications

*KEY SPECS

Processor Type [?]	Intel N100
Battery Life [?]	Not Rated
Screen Size (inches) [?]	14
Screen Resolution [?]	1366x768
Installed RAM [?]	4GB
Weight (lbs.) [?]	3.59
SSD Capacity [?]	32GB
Hard Drive Type	eMMC
Computer Operating System	Google Chrome

CONNECTIVITY

Number of HDMI Ports	1
Number of Video Output Ports	3
Number of USB Ports	4
Number of Display Ports	0
Wireless Connectivity [?]	802.11ax
Number of DVI Ports	0
Media Card Reader [?]	No
Bluetooth Compatible	Yes

DIMENSIONS

Depth in Inches [?]	9.1
Laptop Weight	3 to 3.9 lbs.

47

Width in Inches ⓘ 13

Height in Inches ⓘ 0.87

DISPLAY

Computer Screen Display Type ⓘ LCD

FEATURES

Touch-Screen No Touch-Screen

Finger Print Reader No

Backlit Keyboard No

2-in-1 ⓘ Not 2-in-1

Optical Drive No

Features ⓘ Anti-glare Screen

GRAPHICS

Laptop Video Graphics ⓘ Intel UHD Graphics

Graphics Processor ⓘ Other Intel

Computer Graphic Card Type ⓘ Integrated

MEMORY

CPU Cache Size ⓘ 6MB

Memory Type LPDDR5

POWER

Laptop Battery Type Lithium-Ion Polymer (LiPo) Battery

PROCESSOR

NPU ⓘ No

Processor Core Generation ⓘ N100

Processor Speed (Ghz) ⓘ 0.8

Processor Speed (Up To Ghz) 48 3 to 3.9 GHz

STORAGE

HDD Capacity [?]	Under 320GB
Hard Drive Size (GB)	32

WARRANTY

Warranty Information [?]	1 Year
-----------------------------------	--------

ADDITIONAL DETAILS

Computer Use	Business
Laptop Refurbished	No
Series or Collection [?]	Fortis G11
Computer Audio [?]	Dual Speakers
True Color [?]	Black
Laptop Style	Chromebook
Color Family [?]	Black

Reviews

Reviews

There are no reviews yet. Be the first to write one!

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49



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What's covered in the plan?	Staples Protection & Tech Help	Typical Mfr's warranty
Malfunctions due to defects in materials and workmanship	✓ <small>after mfr's warranty</small>	✓
Mechanical & electrical breakdowns (malfunction)	✓	-
Malfunctions due to normal wear and tear	✓	-
Drops, spills & cracked screens on tablets and laptops	✓	-
Parts and labor	✓	-
Tech Help	✓	-

Staples 4-Year Computer/Tablet Accident Protection & Tech Help Plan, \$300-\$399.99

Item #: 24580448 | Model #: DOTCOMCOMPADH11

4.7 ★★★★★ 48 Reviews | 1 Question

\$129.99

Klarna 4 interest-free payments of \$32.49. [Learn More](#)

Length of Coverage

4-Year 2-Year

Minimum Qualifying Item Price

0 **300** 100 900 500 700 800 600 400
1000 50

Maximum Qualifying Item Price

49.99 **399.99** 299.99 999.99 599.99 799.99 899.99
699.99 499.99 10000 99.99



Highlights [View all details](#)

- NO ADDITIONAL COST: No deductibles. No hidden fees. Parts, labor and shipping included.
- COVERAGE: 4-Year Plan starts on the date of purchase. Drops, spills and cracked screens due to normal use are covered from day one.
- EASY CLAIMS PROCESS: File a claim anytime online at www.asurion.com/staples or by phone. Most claims approved within minutes. If we can't repair it, we'll send you a Staples eGift Card for the purchase price of your covered product or replace it.

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Staples TECH 4-Port USB 2.0 Hub.



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Details

About this product

Exclusive Offers

Save up to 50% off the cost of a replacement in the future?

1

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Protect your computer or tablet with the Staples Protection & Tech Help Plan, offered from the date of purchase. No additional costs, including parts, labor, and shipping. File claims easily online or by phone, with most approved within minutes. If

50

repairs aren't possible, receive a Staples eGift Card or a replacement. Plus, access 24/7 expert tech help for setup, connectivity issues, and troubleshooting. For more details, review the Terms & Conditions.

NO ADDITIONAL COST: No deductibles. No hidden fees. Parts, labor and shipping included.

COVERAGE: 4-Year Plan starts on the date of purchase. Drops, spills and cracked screens due to normal use are covered from day one.

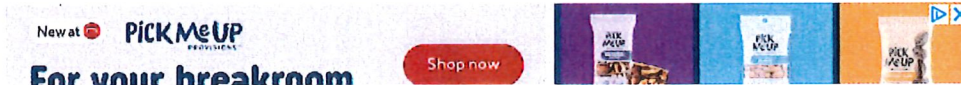
EASY CLAIMS PROCESS: File a claim anytime online at www.asurion.com/staples or by phone. Most claims approved within minutes. If we can't repair it, we'll send you a Staples eGift Card for the purchase price of your covered product or replace it.

EXPERT TECH HELP: Real experts are available 24/7 to help set-up, connectivity issues, troubleshooting and much more.

TERMS & DETAILS: More information about this protection plan is available with the Terms & Conditions:






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 <p>HP 17.3" Laptop, Intel Core i3-1215U, 8GB RAM, 512GB SS...</p> <p>★★★★☆ 1217</p> <p>\$379.99 599.99</p> <p>Free delivery by Thu, Mar 27</p> <p>1 <input type="button" value="Add"/></p>	 <p>In-store only</p> <p>Asus Vivobook 15 FHD 15.6" Laptop, Intel Core 5-120U,...</p> <p>★★★★☆ 271</p> <p>\$399.99 599.99</p> <p>See alternate delivery items</p> <p>1-hr pickup</p> <p><input type="button" value="Pick up"/></p>	 <p>HP 250R G9 15.6" Laptop, Intel Core i3-1315U, 16GB Memor...</p> <p>★★★★★ 141</p> <p>\$429.99 599.99</p> <p>Free delivery by Tue, Apr 01</p> <p>1 <input type="button" value="Add"/></p>	 <p>HP 15.6" Laptop, Intel Core i5-1335U, 8GB RAM, 256GB SS...</p> <p>★★★★☆ 1217</p> <p>\$379.99 659.99</p> <p>Free delivery by Thu, Mar 27</p> <p>1-hr pickup</p> <p>1 <input type="button" value="Add"/></p>	 <p>In-store only</p> <p>HP Slim Desktop Computer, Intel Core i3-1210, 8GB RAM,...</p> <p>★★★★☆ 943</p> <p>\$399.99 509.99</p> <p>See alternate delivery items</p> <p>1-hr pickup</p> <p><input type="button" value="Pick up"/></p>
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Specifications

Warranty Purchase Point	At-Purchase
Accidental Damage Protection	Yes
100 Percent Parts and Labor	Y
Maximum Qualifying Item Price	399.99
Product Type	Laptop
Length of Coverage	1 <input type="button" value="v"/>
24x7 Support	

51

SCHOOL ADMINISTRATIVE UNIT 101

WAKEFIELD SCHOOL DISTRICT

76 Taylor Way

Sanbornville, NH 03872

(603) 871-8502 FAX (603) 871-8608

TITLE: CUSTODIAN

EDUCATION and QUALIFICATIONS:

- High School diploma, or equivalent
- More than on-year experience in custodial work preferred

REPORTS TO: Facilities Manager and Principal

EVALUATOR: Facilities Manager and Principal

OBJECTIVE:

To provide students with a safe and clean, comfortable, and efficient place in which to learn, play and develop.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Keep floors in good condition by sweeping daily with a dry mop, vacuum or other equipment as needed. Washes and waxes tile floors as required. Spot clean rugs as required. Dusts classroom and multipurpose room furniture as needed;
- Scrubs and disinfects toilet floors, sanitary fixtures, and drinking fountains daily. Replenish paper products and soap dispensers;
- Removes trash from the building daily, store appropriately and replace can liners as necessary;
- Uses equipment, tools, and materials normally associated with custodian work and keeps equipment assigned to him/her clean and in good working condition;
- Maintain and organize janitorial and supply closets. Keep work spaces clean and orderly;
- Keeps building main entrance neat and clean as required for special events;
- Is willing to learn basic knowledge of building systems, fire protection, security control, lighting, and heat ventilation and air conditioning systems where manual temperature setbacks/adjustments are required;
- Is on call by alarm monitoring companies or police per schedule;

Mary Collins, Chairperson
Bob Ouellette, Vice Chairperson
Robert DeColfmacker
Heather Wilcauskas
Sandrea Taliaferro

Adopted by the Board:

- Checks daily to insure all doors and windows are locked when the building is unoccupied. Opens the building and rooms for scheduled events and secures sections of the building as appropriate to control access by occupants;
- Remains on the premises when the use of the building has been authorized and his/her attendance is required;
- Reports immediately to Facilities Manager, any damage to school property;
- Always follows safety practices;
- Is willing to work overtime in emergency situations and to cover special events;
- Attend and participate in training programs assigned by Supervisor.
- Seasonal and School Vacation Activity: Hours may be adjusted during school and summer vacations;
- Strips wax and refinishes (wax) floors, cleans carpeting, cleans walls, radiators, light fixtures, vents and air grills etc. per schedule;
- Sand, scrape, paint and re-finish walls as needed;
- Performs such yard-keeping chores and mowing, shrub trimming and the like necessary to maintain the school grounds (when necessary);
- Washes windows inside and out as scheduled;
- Keeps grounds free of rubbish;
- Performs minor building and equipment preventive maintenance and repairs work based on the employee knowledge and or/willingness to learn;
- Receives school supplies;
- Moves Furniture and equipment within the building for various activities as directed by the Facilities Manager or Principal;
- All other duties are assigned by the Facilities Manager or Principal;
- Maintains a professional attitude with coworkers, staff and students.

PHYSICAL DEMANDS:

Physical demands are a way of describing the physical activities that a job requires.

Strength: Light-Heavy lifting, 30 pounds maximum with frequent lifting and/or carrying of objects weighing up to 30 pounds.

- Far Acuity (C) Clarity of vision at 20 feet or more.
- Field of Vision (C) Observing an area that can be seen up and down or right and left when eyes are fixed on a given point.
- Handling (C) Seizing, holding, grasping, turning or otherwise work with hand(s).
- Hearing (C) Perceiving the nature of sounds by the air.
- Near Acuity (C) Clarity of vision at 20 inches or less.
- Reaching (C) Extending the hand(s) and arm(s) in any direction.
- Standing: (C)
- Color Vision (F) Ability to identify and distinguish colors.
- Fingering (F) Picking, pinching, or otherwise working with fingers primarily.

Mary Collins, Chairperson
 Bob Ouellette, Vice Chairperson
 Robert DeColfmacker
 Heather Wilcauskas
 Sandra Taliaferro

Adopted by the Board:

- Lifting: (O)
- Sitting: (O)
- Talking (O) Expressing or exchanging ideas by means of the spoken word.
- Walking: (O)

Key:

Constantly (C): 2/3 of the time or more
 Frequently (F): From 1/3 to 2/3 of the time
 Occasionally (O): Up to 1/3 of the time

TERMS OF EMPLOYMENT:

- Fair Labor Standards Act (FLSA Status): Non-Exempt – Hourly Employee
- Intent to Employ, compensation, benefits, and hours, determined by the Wakefield School Board.

SAU #101 shall not discriminate in its education programs, activities, or employment practices on the basis of race, color, national origin, age, sex, sexual orientation, marital status, religion or handicap under the provision of Title VI of the Civil Rights Act of 1964, the Age Discrimination Act of 1967, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973. Any person having inquiries concerning the School District’s compliance with the regulations implementing these laws may contact the Superintendent of Schools.

I have read and understand the preceding position description.

 Signature

 Date

Mary Collins, Chairperson
 Bob Ouellette, Vice Chairperson
 Robert DeColfmacker
 Heather Wilcauskas
 Sandra Taliaferro

Adopted by the Board:

**SCHOOL ADMINISTRATIVE UNIT 101
WAKEFIELD SCHOOL DISTRICT
76 Taylor Way
Sanbornville, NH 03872
(603) 871-8502 FAX (603) 871-8608**

TITLE: **SUPERINTENDENT**

EDUCATION and QUALIFICATIONS:

- Master's Degree in Educational Leadership at CAGS or Doctoral Level;
- Certification as a NH School Superintendent; and
- Proven educational leader with Central Office Experience

REPORTS TO: School Board

EVALUATOR: School Board

OBJECTIVE:

In New Hampshire, a school district superintendent's responsibilities encompass leading the district, implementing school board policies, overseeing staff, and ensuring a safe and effective learning environment for all students, while also collaborating with the community.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Educational Leadership and Policy Implementation:

- **Develop and implement an educational mission:**
The superintendent, in collaboration with the school board and community, develops and promotes an educational mission that aligns with the needs of the students and the community.
- **Implement school board policies:**
Superintendents are responsible for carrying out the policies established by the school board, ensuring they are effectively implemented across the district.
- **Develop and recommend educational plans:**
Superintendents develop and recommend educational plans, including curriculum, instruction, and assessment programs, in accordance with local school board policies, state statutes, and state board rules.
- **Advise the school board:**
Superintendents advise the school board on matters related to education, providing information and recommendations on policies, programs, and procedures.
- **Ensure compliance:**
Superintendents ensure that the school district complies with federal, state, and local education policies and regulations.

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Mary Collins
Sandrea Taliaferro
Heather Wilcauskas

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Approved by the Board:

SCHOOL ADMINISTRATIVE UNIT 101
WAKEFIELD SCHOOL DISTRICT
76 Taylor Way
Sanbornville, NH 03872
(603) 871-8502 FAX (603) 871-8608

Staff Management and Operations:

- Nominate and recommend certified staff:
Superintendents nominate certified staff and recommend their employment to the school board.
- Oversee and direct labor relations:
Superintendents oversee and direct labor relations, conflict resolution, and collective bargaining.
- Recruit and retain quality personnel:
Superintendents are responsible for recruiting and retaining qualified staff, including teachers, administrators, and support staff.
- Supervise and evaluate staff:
Superintendents supervise and evaluate the performance of staff, including principals, teachers, and other employees.
- Manage the budget:
Superintendents are responsible for developing and managing the school district budget, ensuring responsible use of funds.
- Ensure a safe and secure environment:
Superintendents are responsible for ensuring the safety and security of students and staff, addressing any challenges that may arise.
- Maintain records and file reports:
Superintendents maintain accurate records and file reports as required by state law and regulations.
- Admit pupils to the resident school district:
Superintendents are responsible for admitting pupils to the resident school district.
- Plan and maintain physical plant safety:
Superintendents are responsible for planning and maintaining the safety of school buildings and facilities.

Community Engagement:

- Collaborate with families and community members:
Superintendents collaborate with families and community members to improve teaching and learning and to mobilize community resources.
- Engage parents, staff, and community members:
Superintendents use effective communication strategies to engage parents, staff, families, and community members in achieving the district's mission, vision, and goals.
- Build relationships in the community:
Superintendents build relationships with community members, fostering a sense of partnership and collaboration.

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PHYSICAL DEMANDS:

Physical demands are a way of describing the physical activities that a job requires.
Strength: Light-Heavy lifting, 30 pounds maximum with frequent lifting and/or carrying of objects weighing up to 30 pounds.

- Far Acuity (C) Clarity of vision at 20 feet or more.
- Field of Vision (C) Observing an area that can be seen up and down or right and left when eyes are fixed on a given point.

- Handling (C) Seizing, holding, grasping, turning or otherwise work with hand(s).
- Hearing (C) Perceiving the nature of sounds by the air.
- Near Acuity (C) Clarity of vision at 20 inches or less.
- Reaching (C) Extending the hand(s) and arm(s) in any direction.
- Standing: (C)
- Color Vision (F) Ability to identify and distinguish colors.
- Fingering (F) Picking, pinching, or otherwise working with fingers primarily.
- Lifting: (O)
- Sitting: (O)
- Talking (O) Expressing or exchanging ideas by means of the spoken word.
- Walking: (O)

Key:

Constantly (C): 2/3 of the time or more
Frequently (F): From 1/3 to 2/3 of the time
Occasionally (O): Up to 1/3 of the time

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**SCHOOL ADMINISTRATIVE UNIT 101
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TERMS OF EMPLOYMENT:

Fair Labor Standards Act (FLSA Status): Non-Exempt – Hourly Employee
Intent to Employ, compensation, benefits, and hours, determined by the Wakefield School Board.

SAU #101 shall not discriminate in its education programs, activities, or employment practices on the basis of race, color, national origin, age, sex, sexual orientation, marital status, religion or handicap under the provision of Title VI of the Civil Rights Act of 1964, the Age Discrimination Act of 1967, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973. Any person having inquiries concerning the School District's compliance with the regulations implementing these laws may contact the Superintendent of Schools.

I have read and understand the preceding position description.

Signature

Date

Robert DeColfmacker, Chairman
Bob Ouellette, Vice Chairman
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BUDGET TRANSFER REQUEST FORM

For General Fund Budget Only

SECTION A	
FALSE Permanent	TRUE One Time
<u>EXPLANATION</u>	

SECTION B		
<u>BUDGETED DOLLAR INCREASE</u>		
Account Number	Account Name	Amount
100-1100-53390-1-00-00000	Replacement Equipment	4844
TOTAL INCREASE		
<u>BUDGETED DOLLAR DECREASE</u>		
Account Number	Account Name	Amount
100-1100-56500-1-00-00000	Reg Ed Software	4844
TOTAL DECREASE		
Reconcilement - Equal		TRUE

SECTION C		
<u>REQUESTED BY</u>		
Norma Dracco	Norma Dracco	3/21/25
Print Name	Signature	Date
Check box that is applicable to the approval per School Board policy DBJ		
<input type="checkbox"/> TRUE	Administrator assigned budget responsibility may authorize transfer of funds between non-salary and non-benefit amounts up to \$500	
<input type="checkbox"/> FALSE	Business Administrator may authorize transfers up to \$2,000 between any budgetary accounts	
<input type="checkbox"/> FALSE	Superintendent may authorize transfers that exceed \$2,000 but do not exceed \$5,000 within the same budget function	
<input type="checkbox"/> FALSE	School Board approval required on transfers in excess of \$5,000 or any transfer between functions in excess of \$2,000	
<input type="checkbox"/> FALSE	School Board approval required on all transfers that impact wage accounts, regardless of the amount of the transfer	

<u>APPROVED BY</u>		
Print Name	Signature	Date

SCHOOL BOARD APPROVED:

[Attach a copy of the approved Minutes] Date

ENTERED BY:

Print Name	Signature	Date

APPROVER TO SEND SIGNED FORM TO SAU OFFICE FOR PROCESSING

NOTE: Budget Transfers are not allowed from any object code 100's and 200's

BUDGET TRANSFER REQUEST FORM

For General Fund Budget Only

SECTION A	TRUE One Time
FALSE Permanent	EXPLANATION

SECTION B		
BUDGETED DOLLAR INCREASE		
Account Number	Account Name	Amount
100-1100-57390-1-00-0000	replacement Equipment	3,000
TOTAL INCREASE		
BUDGETED DOLLAR DECREASE		
Account Number	Account Name	Amount
100-1100-57330-1-00-0000	New Furniture + Fixture	\$ 3,000
TOTAL DECREASE		
Reconciliation - Equal		
TRUE		

SECTION C		
REQUESTED BY		
Norma DiRocco	<i>Norma DiRocco</i>	3/21/25
Print Name	Signature	Date
Check box that is applicable to the approval per School Board policy DBJ		
TRUE	Administrator assigned budget responsibility may authorize transfer of funds between non-salary and non-benefit amounts up to \$500	
FALSE	Business Administrator may authorize transfers up to \$2,000 between any budgetary accounts	
FALSE	Superintendent may authorize transfers that exceed \$2,000 but do not exceed \$5,000 within the same budget function	
FALSE	School Board approval required on transfers in excess of \$5,000 or any transfer between functions in excess of \$2,000	
FALSE	School Board approval required on all transfers that impact wage accounts, regardless of the amount of the transfer	

APPROVED BY		
Print Name	Signature	Date

SCHOOL BOARD APPROVED:
 [Attach a copy of the approved Minutes] Date

ENTERED BY:

Print Name	Signature	Date

APPROVER TO SEND SIGNED FORM TO SAU OFFICE FOR PROCESSING

NOTE: Budget Transfers are not allowed from any object code 100's and 200's

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Culture and Climate Committee
March Meeting Notes
3-11-25

Attendees: Kathy Frothingham, Sara Gillikin, Meghan Kelly, Linda Simmons, Angela Boston

Meeting time: 3:20-4:10

Discussion:

*Book Character Dress up day- for Read Across America Month- March 28th

*Ideas for state testing: Making a big deal. Encouraging notes on desks. K-2 take some sort of testing or diagnostic test at the same time- talk to admin about that. Can grades earn extra recess or pep rally after testing is over?

*Pep Rally?- Class makes a sign. Grade level makes their own cheer

*Ice Cream Social?

*Hat Fundraiser? -April 4th

*Operation Send a Little Love?

* Treats for staff in staff room: popcorn, soda

*Put out donation box whenever we supply goodies in the teachers lounge- Caroline to make donation box

*Send Birthday card or announcement for staff birthdays-

*Staff breakfast in April 18th. Sign up for what to bring

*Next meeting- Apr 8, 2025

Needs:

Completed:

*Birthday Survey

*Staff Breakfast- November 1st

*Reach out to Pub for donations

*50s day

*Pizza for Teachers- at Parent Teacher Conference

*100th day of school- February 5th

*Sweet Treat for Valentine's day- Cards/treat

*Sweet Treat for Valentine's day- Cards/treat

NONDISCRIMINATION, EQUAL OPPORTUNITY EMPLOYMENT AND ANTI DISCRIMINATION PLAN

A. INTRODUCTION AND GENERAL POLICY AGAINST DISCRIMINATION AND HARASSMENT

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

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

As described above, the blanket prohibition afforded under this policy, as well as other Board policies, reflects, but goes further than, some of the same protections afforded under multiple State and Federal statutes or regulations, such as, but not limited to, NH RSA 354-A, and NH RSA 193:38-39, Titles IV, VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1972, the Americans with Disabilities Act of 1990, the Age Discrimination in Employment Act of 1967, and the Pregnant Worker Fairness Act. Additionally, bullying or general harassment of students unrelated to any of the characteristics (“protected classes”) identified above, is further prohibited under Board policy **{**}**JICK and RSA 193-F. Statutory and regulatory statements and notices of nondiscrimination are included in Section 1 of this policy.

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

B. DEFINITIONS

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

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

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

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

"*Harassment*" generally refers to the use of words or engaging in behaviors that annoy, threaten, intimidate, or demean a person without a legitimate purpose. Harassment will often constitute bullying prohibited under Board policy {**}JICK . Additionally, harassment may constitute illegal discrimination if the harassing statements or behaviors include explicit or implicit reference to age, sex, gender identity, sexual orientation, race, color, marital status, familial status, disability, religion or national origin.

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

C. POLICY APPLICATION

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

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D. REPORT, COMPLAINT, AND GRIEVANCE PROCEDURES

1. Reports or complaints of sex harassment or sexual violence should be made under Board policy **{**}**ACAC;
2. Reports or complaints by students of discrimination on the basis of educational disability under the IDEA should be made under Board policy **{**}**ACE;
3. Reports or complaints of bullying or other harassment of pupils should be made under Board policy **{**}**JICK;
4. Reports or complaints of discrimination, harassment, or retaliation not specified above, including, without limitation, claims relating to race, ethnicity, disability (e.g., ADA or 504), religion, access to the Boy Scouts of America or other Title 36 youth group listed in Title 36, Subtitle II, Part B of the United States Code (as a patriotic society) that is intended to serve young people under the age of 21, and not involving or relating to the District's food services (see number 5 below) should be made under the grievance procedure in Board policy **{**}**ACA; and
5. Reports or complaints of discrimination based upon protected classes relative to any of the District's food and nutrition services (FNS) programs (school lunches, etc.) should be made under Board policy **{**}**ACF, unless the alleged discriminatory conduct relates to a class identified in Sections D.1 or D.2:
 - Any person who believes that he or she has been discriminated against, harassed, or bullied in violation of this policy by any student, employee, or other person under the supervision and control of the school system, or any third person who knows or suspects conduct that may constitute discrimination, harassment, or bullying, should contact the District **Director of Student Services**, or otherwise as provided in the policies referenced above under this same heading.

Any employee who has witnessed, or who has reliable information that another person may have been subjected to discrimination, harassment, or bullying in violation of this policy has a duty to report such conduct to his/her immediate supervisor, the District **Director of Student Services** or as provided in one of the policies or administrative procedures referenced above under this same heading. Additionally, employees who observe an incident of harassment or bullying are expected to intervene to stop the conduct in situations in which they have supervisory control over the perpetrator and it is safe to do so. If an employee knows of an incident involving discrimination, harassment, or bullying and the employee fails to report the conduct or take proper action or knowingly provides false information in regard to the incident, the employee will be subject to disciplinary action up to, and including, dismissal.

Investigations and resolution of any complaints shall be according to the policies listed

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above and related administrative procedures or regulations. Complaints or reports regarding matters not covered in those policies should be made to the District **Director of Student Services**

E. ALTERNATIVE COMPLAINT PROCEDURES AND LEGAL REMEDIES

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

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

F. RETALIATION PROHIBITED

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

G. DIRECTOR OF STUDENT SERVICES, TITLE IX AND 504/ADA COORDINATORS

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

Director of Student Services

Title IX Coordinator

504/ADA Coordinator

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

- U.S. Department of Education, Office of Civil Rights
- U.S. Department of Agriculture, Office of Civil Rights
- N.H. Human Rights Commission
- N.H. Department of Justice, Civil Rights Unit
- N.H. Department of Education, Commissioner of Education

H. DISTRICT ANTI-DISCRIMINATION PLAN

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

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

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

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

I. STATUTORY AND REGULATORY NONDISCRIMINATION STATEMENTS AND NOTICES

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

Under State or Federal law and Board policy, no person shall be excluded from, denied the benefits of, or subjected to discrimination in the District’s public schools because of their age, sex, gender identity, sexual orientation, race, color, marital status, familial status, disability, religion or national origin. As used in this section, “race” means immutable traits associated with race, including hair texture and protective hairstyles and “protective hairstyles” means hairstyles or hair type, including braids, locs, tight coils or curls, cornrows, Bantu knots, Afros, twists, and

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headwraps. Discrimination, including harassment, against any person in the District's education programs, on the basis of any of the above classes, or a person's creed, is prohibited.

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

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

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

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

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

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

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

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

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

J. COLLABORATION WITH OUTSIDE AGENCIES

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

K. ADDITIONAL REPORTING REQUIREMENTS

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

L. ADMINISTRATIVE PROCEDURES, REGULATIONS AND TRAINING PROGRAMS

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

M. NOTICE OF COMPLIANCE

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

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Adopted by the Board: 13 August 2024
Adopted by the Board:

Policy AC: Nondiscrimination, Equal Opportunity Employment, and Anti-Discrimination Plan

Status: ADOPTED

Original Adopted Date: 07/01/1998 | Last Revised Date: 02/28/2025 | Last Reviewed Date: 02/28/2025

Category: Priority/Required by Law

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**ADOPTION/REVISION NOTES -**

Text between the highlighted lines "~~~~", and highlights in this sample should be removed prior to adoption.

- a. Many districts have adopted policies other than NHSBA's policies relative to discrimination, harassment, etc., and used different policy codes than NHSBA. Districts should take extra care to cross-reference according to their own policies and policy codes.
- b. General - As with all sample policies, NHSBA recommends that each district carefully review this sample prior to adoption to assure suitability with the district's own specific circumstances, internal coding system, current policies, and organizational structures. Highlighted language or blank, underscored spaces indicate areas which Boards must change/complete to reflect local personnel titles, policy references, duty assignments etc.
- c. Withdrawn and earlier versions of revised policies should be maintained as permanent records of the District. Some districts maintain a "Repealed/Revised" section within their manuals.
- d. **[\*\*]** indicates a reference to another NHSBA sample policy. A district should check its own current policies and codes to assure internal consistency. **Green highlights** indicate internal paragraph references which might change if a district modified suggested language.

NHSBA history: Revised - February 27, 2025, February 10, 2025; July 2024; May 2024; November 2019; September 2018; September 2008; February 2005; February 2004, July 1998

NHSBA revision notes: February 27, 2025, revised section I.3 to reflect changes in USDA required notice of non-discrimination (see also corresponding change to sample policy ACF. February 10, 2025, revised in response to nullification of 2024 Title IX regulations (described more fully in the introduction to the NHSBA 2025 Special Title IX Policy Update Summary), with additional revisions to clarify some responsibilities of districts. Revisions include: (a) removal of the specific Title IX notice formerly in Section I.4 that had been required under the now nullified 2024 Title IX regulations; and (b) added language in paragraph D(4) to reflect the Boy Scouts of America Equal Access Act, and added the Act as a reference. July 2024, Repealed and replaced to: (1) reflect changes to Title IX, (2) reflect passage HB1169 amending RSA 193:38 and adoption of RSA 275:37-e to include certain hairstyles as attributes of race and therefore protected from discrimination; and (3) aligning with new ACA, policy for a uniform grievance procedure. May 2024, (1) re-inserted section heading for Section A, the nondiscrimination statement, as heading and section reference had been inadvertently omitted when the policy was uploaded to the new sample policy site; (2) removed "of students" formerly in that same heading, as the nondiscrimination requirements apply more broadly, except as noted; (3) added USDA nondiscrimination statement; and (4) added cross-reference to new policy ACF relating to USDA civil rights requirements. November 2019, Sample policy AC was revised to reflect the 2019 passage of SB263, 2019 N.H. Laws Ch. 282, which among other things: (1) identifies education as a civil right protected under RSA 354-A;(2) expanded (or clarified) the list of classes protected against discrimination under state law; (3) created specific right of claimants or the state attorney General's office to bring discrimination complaints to the NH Human Rights Commission and Superior Court, and (3) requires each district to adopt a policy that sets the framework for developing a coordinated plan to prevent and address incidents of discrimination. The November 2019 revision is intended to meet the minimum requirements of SB263, while more extensive revisions to related NHSBA sample discrimination policies and procedures undergo review and revision. Additionally, incorporates the substantive provisions of former NHSBA sample policy GBA. September 2018, Addition of provision prohibiting discrimination in employment practices on the basis of gender identity is required by the passage of HB1319 (2018), which, among other things, amended RSA 354-A:6, and 354-A:7. September 2014, Addition of provision prohibiting discrimination on the basis of economic status, per RSA 186:11, XXXIII (effective July 2014). Addition of new paragraph prohibiting discrimination in employment matters against victims of domestic violence, harassment, sexual assault, or stalking, per RSA 275:71 (effective July 2014).

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A. INTRODUCTION AND GENERAL POLICY AGAINST DISCRIMINATION AND HARASSMENT

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

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

be excluded from or denied the benefits of educational programs or activities on the basis of any of the above classes or economic status.

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

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

B. DEFINITIONS

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

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

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

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

"Harassment" generally refers to the use of words or engaging in behaviors that annoy, threaten, intimidate, or demean a person without a legitimate purpose. Harassment will often constitute bullying prohibited under Board policy **§§**JICK. Additionally, harassment may constitute illegal discrimination if the harassing statements or behaviors include explicit or implicit reference to age, sex, gender identity, sexual orientation, race, color, marital status, familial status, disability, religion or national origin.

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

C. POLICY APPLICATION

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

D. REPORT, COMPLAINT, AND GRIEVANCE PROCEDURES

1. Reports or complaints of sex discrimination, including sex-based harassment, or sexual violence should be made under Board policy **§§**ACAC;
2. Reports or complaints by students of discrimination on the basis of educational disability under the IDEA should be made under Board policy **§§**ACE;
3. Reports or complaints of bullying or other harassment of pupils should be made under Board policy **§§**JICK;

4. Reports or complaints of discrimination, harassment, or retaliation not specified above, including, without limitation, claims relating to race, ethnicity, disability (e.g., ADA or 504), religion, access to the Boy Scouts of America or other Title 36 youth group listed in Title 36, Subtitle II, Part B of the United States Code (as a patriotic society) that is intended to serve young people under the age of 21, and not involving or relating to the District's food services (see number 5 below) should be made under the grievance procedure in Board policy **[**]ACA**; and
5. Reports or complaints of discrimination based upon protected classes relative to any of the District's food and nutrition services (FNS) programs (school lunches, etc.) should be made under Board policy **[**]ACF**, unless the alleged discriminatory conduct relates to a class identified in **Sections D.1 or D.2**.

Any person who believes that he or she has been discriminated against, harassed, or bullied in violation of this policy by any student, employee, or other person under the supervision and control of the school system, or any third person who knows or suspects conduct that may constitute discrimination, harassment, or bullying, should contact the District **Human Rights Officer**, or otherwise as provided in the policies referenced above under this same heading.

Any employee who has witnessed, or who has reliable information that another person may have been subjected to discrimination, harassment, or bullying in violation of this policy has a duty to report such conduct to his/her immediate supervisor, the District **Human Rights Officer**, or as provided in one of the policies or administrative procedures referenced above under this same heading. Additionally, employees who observe an incident of harassment or bullying are expected to intervene to stop the conduct in situations in which they have supervisory control over the perpetrator and it is safe to do so. If an employee knows of an incident involving discrimination, harassment, or bullying and the employee fails to report the conduct or take proper action or knowingly provides false information in regard to the incident, the employee will be subject to disciplinary action up to, and including, dismissal.

Investigations and resolution of any complaints shall be according to the policies listed above and related administrative procedures or regulations. Complaints or reports regarding matters not covered in those policies should be made to the District **Human Rights Officer**.

E. ALTERNATIVE COMPLAINT PROCEDURES AND LEGAL REMEDIES

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

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

F. RETALIATION PROHIBITED

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

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

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

Human Rights [or Nondiscrimination] Officer _____ [check district policies for title]

Title IX Coordinator **[i][delete endnote]**

504/ADA Coordinator **[ii][delete endnote]**

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

U.S. Department of Education, Office of Civil Rights
U.S. Department of Agriculture, Office of Civil Rights
N.H. Human Rights Commission
N.H. Department of Justice, Civil Rights Unit
N.H. Department of Education, Commissioner of Education

H. DISTRICT ANTI-DISCRIMINATION PLAN

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

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

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

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

I. STATUTORY AND REGULATORY NONDISCRIMINATION STATEMENTS AND NOTICES

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

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

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

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

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

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

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

3. USDA Nondiscrimination Statement (copied from Policy **[**]** ACE).

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

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

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

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

J. COLLABORATION WITH OUTSIDE AGENCIES

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

K. ADDITIONAL REPORTING REQUIREMENTS

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

L. ADMINISTRATIVE PROCEDURES, REGULATIONS AND TRAINING PROGRAMS

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

M. NOTICE OF COMPLIANCE

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

[i][Delete endnote] The specific title "Title IX Coordinator" is required by federal regulations.

[ii][Delete endnote] The specific titles of "504 Coordinator" and "ADA Coordinator" are required by federal rules/guidelines. One person can serve as Coordinator for both and have the title "504/ADA Coordinator" shown here, or different people can serve in each role.

District Policy History:

First reading: _____

Second reading/adopted: _____

District revision history:

**NONDISCRIMINATION, EQUAL OPPORTUNITY EMPLOYMENT,
AND ANTI-DISCRIMINATION PLAN- ANNUAL NOTICE OF
CONTACT INFORMATION**

Pursuant to Board policy {}AC, *Nondiscrimination, Equal Opportunity Employment, and District Anti-Discrimination Plan***, the District administration is directed to update and publish a list of current personnel and contact information for various positions and outside agencies relating to the District's anti-discrimination policies.

DISTRICT PERSONNEL:

Director of Student Services

Name:
Address:
Telephone:
Email Address:

Title IX Coordinator

Name:
Address:
Telephone:
Email Address:

504/ADA Coordinator

Name:
Address:
Telephone:
Email Address:

OUTSIDE AGENCIES:

Office for Civil Rights, U.S. Department of Education; 5 Post Office Square, 8th Floor, Boston, MA 02109-3921; Telephone - 617-289-0111; Email - OCR.Boston@ed.gov

Office of the Assistant Secretary for Civil Rights, U.S. Department of Agriculture; 1400 Independence Avenue, SW, Washington, D.C., 20250-9410; Telephone - 866-632-9992; Email - program.intake@usda.gov

Boston Area Office, U.S. Equal Employment Opportunity Commission; JFK Federal Building, 15 New Sudbury Street, Room 475, Boston, MA 02203-0506; Telephone - 1-800-669-4000; ASL Videophone - 1-844-234-5122; Email - info@eeoc.gov

Mr. Robert DeColfmacker, Chairman
Mr. Bob Ouellette, Vice Chairman
Mrs. Sandra Taliaferro
Mrs. Brennan Peaslee
Mrs. Mary Collins

Adopted by the Board:

New Hampshire Commission for Human Rights; 57 Regional Drive, Suite 8, Concord, NH 03301; Telephone - 603-271-2767; Email - humanrights@hrc.nh.gov

New Hampshire Department of Justice, Civil Rights Unit; 33 Capitol Street, Concord, NH 03301; Telephone - 603-271-3650; Email - doj.civilrights@doj.nh.gov

N.H. Department of Education, Commissioner of Education; 25 Hall Street, Concord, NH 03301; Telephone - 603-271-3494; Email - info@doe.nh.gov

Mr. Robert DeColfmacker, Chairman
Mr. Bob Ouellette, Vice Chairman
Mrs. Sandra Taliaferro
Mrs. Brennan Peaslee
Mrs. Mary Collins

Adopted by the Board:

Appendix AC-R(2): Nondiscrimination, Equal Opportunity Employment, and Anti-Discrimination Plan - Annual Notice of Contact Information

Status: ADOPTED

Original Adopted Date: 07/26/2024 | Last Revised Date: 02/10/2025 | Last Reviewed Date: 02/10/2025

Category: Priority/Required by Law

ADOPTION/REVISION NOTES - Text between the highlighted lines "~~~~~", and highlights in this sample should be removed prior to adoption.

- (a) AC-R(2) replaces the former AC-E which has been rescinded.
- (b) General - As with all sample policies, NHSBA recommends that each district carefully review this sample prior to adoption/revision to assure suitability with the district's own specific circumstances, internal coding system, current policies, and organizational structures.
- (c) Highlighted language or blank, underscored spaces indicate areas which Boards should review, change or complete to reflect local personnel titles, internal/external policy references, duty assignments etc.
- (d) **[**]** indicates a reference to another NHSBA sample policy. A district should check its own current policies and codes to assure internal consistency. **Green** highlights indicate section and paragraph references to samples AC and ACAC that should be checked prior to finalization of a district's version of the three policies.
- (e) Withdrawn & earlier versions of revised policies should be maintained separately as part of the permanent records of the District.

NHSBA History: Revised - February 10, 2025, July 2024. New policy supplement - November 2019, New policy Appendix.

NHSBA Revision Notes: February 10, 2025, only revisions are: (a) removal of notice that had been required by Title IX regulations passed in 2024 and nullified in January 2025 (for a more complete discussion, see the introduction to the NHSBA 2025 Special Title IX Policy Update Summary); (b) moving Title IX Coordinator contact information back to the main contact list section; and (c) change in the mailing address of the New Hampshire Department of Education. July 2024, revisions included (1) adding required Title IX Notice of Nondiscrimination; re-coding AC-E to AC-R(2) corresponding to rescission of AC-E; (3) changing 504 Coordinator to 504/ADA Coordinator; and (4) updating contact information for NH Commission for Human Rights and NH Department of Justice. November 2019, This appendix was created to help meet statutory requirements that LEA policies include the specific name and contact information for persons serving in certain capacities (e.g., Title IX Coordinator).

Pursuant to Board policy **[**]AC, Nondiscrimination, Equal Opportunity Employment, and District Anti-Discrimination Plan**, the District administration is directed to update and publish a list of current personnel and contact information for various positions and outside agencies relating to the District's anti-discrimination policies.

DISTRICT PERSONNEL:

Human Rights [or Nondiscrimination] Officer [check district policies for title]

- Name:
- Address:
- Telephone:
- Email Address:

Title IX Coordinator **[i][delete endnote]**

- Name:
- Address:
- Telephone:
- Email Address:

504/ADA Coordinator **[ii][delete endnote]**

- Name:
- Address:
- Telephone:
- Email Address:

OUTSIDE AGENCIES:

Office for Civil Rights, U.S. Department of Education; 5 Post Office Square, 8th Floor, Boston, MA 02109-3921;
Telephone - 617-289-0111; Email - OCR.Boston@ed.gov

Office of the Assistant Secretary for Civil Rights, U.S. Department of Agriculture; 1400 Independence Avenue, SW, Washington, D.C., 20250-9410; Telephone - 866-632-9992; Email - program.intake@usda.gov

Boston Area Office, U.S. Equal Employment Opportunity Commission; JFK Federal Building, 15 New Sudbury Street, Room 475, Boston, MA 02203-0506; Telephone - 1-800-669-4000; ASL Videophone - 1-844-234-5122; Email - info@eeoc.gov

New Hampshire Commission for Human Rights; 57 Regional Drive, Suite 8, Concord, NH 03301; Telephone - 603-271-2767; Email - humanrights@hrc.nh.gov

New Hampshire Department of Justice, Civil Rights Unit; 33 Capitol Street, Concord, NH 03301; Telephone - 603-271-3650; Email - doj.civilrights@doj.nh.gov

N.H. Department of Education, Commissioner of Education; 25 Hall Street, Concord, NH 03301; Telephone - 603-271-3494; Email - info@doe.nh.gov

[i][Delete endnote] The specific title "Title IX Coordinator" is required by federal regulations.

[ii][Delete endnote] The specific titles of "504 Coordinator" and "ADA Coordinator" are required by federal rules/guidelines. One person can serve as Coordinator for both and have the title "504/ADA Coordinator" shown here, or different people can serve in each role.

District revision history:

DISCRIMINATION AND HARASSMENT GRIEVANCE PROCEDURE

A. Purpose.

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

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

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

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

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

B. Reports and Complaints of Discrimination or Harassment.

Under this policy, a **report** is nothing more than providing information to the District regarding conduct or statements that might constitute discrimination, harassment, or retaliation (“Discriminatory Conduct”) as described below.

A **grievance** or **complaint** (referred to in this policy as a “**Complaint**”) is a verbal or written report or complaint of Discriminatory Conduct that objectively can be understood as a request for the District to investigate and make a determination about alleged Discriminatory Conduct. A Complaint is required to initiate the formal Grievance Process as described below.

C. Reports – Informal Process.

Contact information for the District’s **Dirac**, Title IX Coordinator, and 504/ADA Coordinator can be found in AC-R(2){**}.

Mr. Robert DeColfnacker, Chairman
Mr. Bob Ouellette, Vice Chairman
Mrs. Sandra Taliaferro
Mrs. Brennan Peaslee
Mrs. Mary Collins

Adopted by the Board:

District employees and volunteers are required to report such conduct as soon as possible, but not later than the end of the next school or work day. This requirement does not apply if the employee or volunteer is the subject of the conduct, unless any student witnessed or was otherwise impacted by the conduct.

Upon receiving a report, the **Director of Student Services** may determine that the incident has been appropriately addressed or may recommend additional action.

1. Reports of prohibited or illegal Discriminatory Conduct should be made to the District **Director of Student Services** under this policy unless:
 - a. The report is about the **Director of Student Services** Title IX Coordinator, or 504/ADA Coordinator, in which case the report may be made directly to the Superintendent or Superintendent's designee, who shall then appoint an alternate to act in place of the disqualified officer.
 - b. The report concerns potential **sex discrimination, sex-based harassment, or retaliation**, in which case the report should be made to the **District Title IX Coordinator** under policy ACAC{**}.
 - c. The report concerns potential discrimination, harassment, or retaliation related to a real or perceived **disability**, in which case the report should be made to the **District's 504/ADA Coordinator** under this policy.
 - d. The report concerns **harassment that does not involve a protected class** (included in AC{**}), in which case the report shall be made to the **Building Principal** under policy JICK{**}.
2. Any person who believes they have been subjected to prohibited or illegal Discriminatory Conduct may report the alleged acts to the District **Director of Student Services** in accordance with this policy.

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

3. Any person who witnesses or receives a report of behavior they believe to be Discriminatory Conduct should report the alleged acts immediately to the District **Director of Student Services**

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

D. Definitions.

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

Mr. Robert DeColfnacker, Chairman
 Mr. Bob Ouellette, Vice Chairman
 Mrs. Sandra Taliaferro
 Mrs. Brennan Peaslee
 Mrs. Mary Collins

Adopted by the Board:

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

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

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

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

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

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

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

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 Mrs. Mary Collins

Adopted by the Board:

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

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

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

E. **Complaints and Initiation of the Formal Grievance Process.**

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

[The District’s Complaint form can be found here sau101.org or obtained from the {Director of Student Services}.] Written Complaints are strongly encouraged, as a written record provides certainty regarding the nature of the Complaint. If an oral Complaint is made, the Director of Student Services will offer to assist in the preparation of a written Complaint or, if assistance is refused, to create a recording of the oral Complaint. If both assistance and recording are refused by the Complainant, the District will investigate the expressed oral Complaint but, again, notes that an undocumented or unrecorded Complaint may result in uncertainty regarding the nature of the Complaint. The submission of a Complaint initiates Level 1 of the Grievance Process as described below. Upon receiving the Complaint, the Director of Student Services will review the Complaint to determine whether it concerns allegations more appropriately addressed under a different procedure in accordance with policy AC{**}.

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

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Mrs. Sandra Taliaferro
Mrs. Brennan Peaslee
Mrs. Mary Collins

Adopted by the Board:

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

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

Level I – Investigation and Initial Determination:

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

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

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

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

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 Mrs. Mary Collins

Adopted by the Board:

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

Level II – Appeal:

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

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

Level III – Appeal:

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

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

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

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

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

Upon receiving a written appeal, the School Board Chair will promptly confer with the School Board's attorney for guidance as to whether assigning the appeal to an outside hearing officer is in the best interests of the District. This conference may occur with the Board in the context of a consultation with counsel under 91-A:2, II (b) within 21 days, the School Board will determine whether to hear the appeal or submit it to an outside hearing officer.

The Complainant(s), the victim(s) (if someone other than the victim(s) filed the Complaint), and each Respondent will be allowed to address or otherwise submit information to the Board/hearing officer, and the Board/hearing officer may call for the presence of other persons the Board/hearing officer deems necessary. The Board/hearing officer will issue a decision within 30 working days after the hearing or submission of information for implementation by the administration. The Complainant(s), the victim(s) (if someone other than the victim(s) filed the Complaint), and each Respondent will be notified in writing, within five working days of the Board/hearing officer's decision, subject to such confidentiality as is consistent with applicable policy and law. **The Level III decision is final.**

F. **Confidentiality.**

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

G. **District Actions in Absence of Formal Complaint.**

Even if the person who is the subject of the alleged discriminatory conduct does not file a Complaint under this policy, if the District otherwise learns about possible discrimination, harassment, or retaliation, including violence, the **Director of Student Services** will conduct a prompt, impartial, adequate, reliable, and thorough investigation

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to determine whether conduct in violation of law, District policy, or District [Code of Conduct] occurred, and will consult with the Building Principal and/or Superintendent regarding recommended supportive measures, remedies, and/or disciplinary consequences as deemed necessary or appropriate.

H. **Interim and/or Supportive Measures.**

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

I. **Consequences and Remedies.**

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

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

J. **Training.**

The District will provide training to employees on identifying and reporting acts that may constitute discrimination, harassment, or retaliation. The District will instruct employees to make all reports to proper personnel, specifically the Building Principal. The Building Principal will refer reports of illegal discrimination, harassment, or retaliation to the

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proper personnel, as found in policies AC{**} and AC-R(2){**}. The District will inform employees of the consequences of violating this policy and the remedies the District may use to rectify policy violations. All employees will have access to the District's current policies, required notices, and complaint forms. The District will provide training to any person responsible for investigating potential discrimination, harassment, or retaliation.

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

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Adopted by the Board:

Policy ACA: Discrimination and Harassment Grievance Procedure

Status: ADOPTED

Original Adopted Date: 07/26/2024 | Last Revised Date: 02/10/2025 | Last Reviewed Date: 02/10/2025

Category: Priority/Required by Law

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**ADOPTION/REVISION NOTES -**

Text between the highlighted lines "~~~~", and highlights in this sample should be removed prior to adoption.

- A. General – As with all sample policies, NHSBA recommends that each district carefully review this sample prior to adoption/revision to assure suitability with the district’s own specific circumstances, internal coding system, current policies, and organizational structures.
- B. Highlighted language or blank, underscored spaces indicate areas which Boards should review, change or complete to reflect local personnel titles, internal/external policy references, duty assignments etc.
- C. {\*\*} indicates a reference to another NHSBA sample policy. A district should check its own current policies and codes to assure internal consistency.
- D. Rescinded & earlier versions of revised policies should be maintained separately as part of the permanent records of the District.

NHSBA history: Revised - February 10, 2025. New policy, July 2024.

NHSBA notes: February 10, 2025 - Revised (a) to better align with other discrimination policies/procedures; (b) added language describing the grounds for appeal that a party may assert in a Level III appeal; and (c) added a definition of "complaint" and moved the information about how to file complaints from the Level III appeal section to the definition of "Complaint." July 26, 2024, New sample policy to provide a uniform grievance procedure for discrimination and harassment issues for which no other procedures is required; the grievance procedure also includes "appeal" steps that align with sample ACAC and Title IX's allowance for an appeal process that is "comparable" to other discrimination processes.

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A. Purpose.

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

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

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

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

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

B. Reports and Complaints of Discrimination or Harassment.

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

C. Reports – Informal Process.

Contact information for the District's Human Rights Officer, Title IX Coordinator, and 504/ADA Coordinator can be

found in AC-R(2){**}.[See and delete endnote]

District employees and volunteers are required to report such conduct as soon as possible, but not later than the end of the next school or work day. This requirement does not apply if the employee or volunteer is the subject of the conduct, unless any student witnessed or was otherwise impacted by the conduct.

Upon receiving a report, the Human Rights Officer may determine that the incident has been appropriately addressed or may recommend additional action.

1. Reports of prohibited or illegal Discriminatory Conduct should be made to the District [or building {if applicable}] Human Rights Officer under this policy unless:
 - a. The report is about the Human Rights Officer, Title IX Coordinator, or 504/ADA Coordinator, in which case the report may be made directly to the Superintendent or Superintendent's designee, who shall then appoint an alternate to act in place of the disqualified officer.
 - b. The report concerns potential sex discrimination, sex-based harassment, or retaliation, in which case the report should be made to the District [or building {if applicable}] Title IX Coordinator under policy ACAC{**}.
 - c. The report concerns potential discrimination, harassment, or retaliation related to a real or perceived disability, in which case the report should be made to the District's 504/ADA Coordinator under this policy.
 - d. The report concerns harassment that does not involve a protected class (included in AC{**}), in which case the report shall be made to the Building Principal under policy JICK{**}.
2. Any person who believes they have been subjected to prohibited or illegal Discriminatory Conduct may report the alleged acts to the District [or building {if applicable}] Human Rights Officer in accordance with this policy.

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

3. Any person who witnesses or receives a report of behavior they believe to be Discriminatory Conduct should report the alleged acts immediately to the District [or building {if applicable}] Human Rights Officer. [Delete endnote]

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

D. Definitions.

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

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

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

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

"Discriminatory Conduct" refers to discrimination, harassment, or retaliation.

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

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

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

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

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

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

E. Complaints and Initiation of the Formal Grievance Process.

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

[The District's Complaint form can be found here {insert website link to form} or obtained from the {Human Rights Officer}.] Written Complaints are strongly encouraged, as a written record provides certainty regarding the nature of the Complaint. If an oral Complaint is made, the Human Rights Officer will offer to assist in the preparation of a written Complaint or, if assistance is refused, to create a recording of the oral Complaint. If both assistance and recording are refused by the Complainant, the District will investigate the expressed oral Complaint but, again, notes that an undocumented or unrecorded Complaint may result in uncertainty regarding the nature of the Complaint.

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

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

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

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

Level I – Investigation and Initial Determination:

The Human Rights Officer will initiate an impartial investigation within five days of receiving the Complaint. The

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

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

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

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

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

Level II – Appeal:

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

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

Level III – Appeal:

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

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

1. Procedural irregularity that affected the outcome of the matter;
2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter;
3. **[Additional bases may be added by a district if made available equally to both parties];** OR
4. The Investigator, or Superintendent/designee had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

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

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

Upon receiving a written appeal, the School Board Chair will promptly confer with the School Board's attorney for guidance as to whether assigning the appeal to an outside hearing officer is in the best interests of the District. This

conference may occur with the Board in the context of a consultation with counsel under 91-A:2, II (b) within 21 days, the School Board will determine whether to hear the appeal or submit it to an outside hearing officer.

The Complainant(s), the victim(s) (if someone other than the victim(s) filed the Complaint), and each Respondent will be allowed to address or otherwise submit information to the Board/hearing officer, and the Board/hearing officer may call for the presence of other persons the Board/hearing officer deems necessary. The Board/hearing officer will issue a decision within 30 working days after the hearing or submission of information for implementation by the administration. The Complainant(s), the victim(s) (if someone other than the victim(s) filed the Complaint), and each Respondent will be notified in writing, within five working days of the Board/hearing officer's decision, subject to such confidentiality as is consistent with applicable policy and law. **The Level III decision is final.**

F. Confidentiality.

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

G. District Actions in Absence of Formal Complaint.

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

H. Interim and/or Supportive Measures.

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

I. Consequences and Remedies.

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

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

J. Training.

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

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

[Delete endnote] The Human Rights Officer may serve multiple roles in the District and in small districts, may even be the Superintendent or Principal. The specific titles of "504 Coordinator" and "ADA Coordinator" are required by federal rules/guidelines but the title of Human Rights Officer may vary by district. One person can serve as both 504 Coordinator and ADA Coordinator and have the title "504/ADA Coordinator" shown here, or different people can serve in multiple roles.

District Policy History:

First reading: _____

Second reading/adopted: _____

District revision history:

ACCOMMODATION OF PREGNANCY AND RELATED MEDICAL CONDITIONS: STUDENTS

A. Policy Purpose.

This policy is intended to enable students who are pregnant or who have related medical conditions receive the accommodations to which they are entitled under Title IX of the Education Amendments of 1972 (Title IX) and state law NH RSA 193:38.

The District does not treat students differently concerning current, potential, or past parental, family, or marital status on the basis of sex. The District does not discriminate against any student based on the student's current, potential, or past pregnancy or related conditions.

B. Definitions.

1. Pregnancy. "Pregnancy" refers to the pregnancy of the specific student in question and include, but are not limited to, current pregnancy; past pregnancy; termination of pregnancy; potential or intended pregnancy (which can include infertility, fertility treatment, and the use of contraception); labor; and childbirth (including vaginal and cesarean delivery).
2. Related Medical Conditions. "Related medical conditions" are medical conditions relating to pregnancy. This includes prenatal/antenatal, and postpartum medical conditions, recovery from pregnancy as defined above, as well as lactation and related conditions. See Policy {**}ACN for lactation accommodations.

C. District and Employee Responsibilities Upon Notification of Student Pregnancy or Related Condition.

When a student, or a person who has a legal right to act on behalf of the student, informs any District employee of the student's pregnancy or related medical conditions, the employee shall promptly provide that person with the Title IX Coordinator's contact information and inform that person that the Title IX Coordinator can coordinate specific actions to prevent sex discrimination and ensure the student's equal access to the District's educational programs and activities.

Pursuant to Board policy {**}ACAC and Title IX, any staff member who learns that a student is pregnant or is informed of such by the pregnant student will immediately inform the Title IX

Mr. Robert DeColfnacker, Chairman
Mr. Bob Ouellette, Vice Chairman
Mrs. Sandra Taliaferro
Mrs. Brennan Peaslee
Mrs. Mary Collins

Adopted by the Board: 4 April 2001
Reaffirmed by the Board: 17 October 2002
Reaffirmed by the Board: 3 November 2010
Revised by the Board: 3 May 2017
Revised by the Board:

Coordinator.

Consistent with RSA 186:11, IX-e, no employee of the District, including the Title IX Coordinator, may withhold from a parent/guardian information regarding a student's pregnancy unless such employee reasonably believes, and a reasonably prudent person would believe, that such disclosure would result in abuse, abandonment, or neglect. If information indicating abuse, abandonment or neglect exists, the employee is mandated to report such information as described in policy **{**}**JLF and RSA 169-C:29 and 30.

D. Specific Actions to Prevent Discrimination and Ensure Equal Access.

When the student, or a person who has a legal right to act on behalf of the student, informs the Title IX Coordinator of the pregnancy or related condition, the Title IX Coordinator shall act to prevent sex discrimination and ensure equal access to the District's educational programs and activities. The Title IX Coordinator must inform the person of the District's obligations and provide adequate notice of nondiscrimination.

Based on the student's individualized needs and in consultation with the student, the District will make reasonable modifications to policies, practices, or procedures as necessary to prevent sex discrimination and ensure equal access to the District's educational programs and activities. The Title IX Coordinator will help the student access these rights.

The student may accept or decline each reasonable modification offered by the District. If the student accepts an offered reasonable modification, the District must implement it.

Examples of reasonable modifications may include, but are not limited to, the following:

1. breaks to attend to health needs associated with pregnancy or related conditions, including eating, drinking, or using the restroom;
2. intermittent absences to attend medical appointments;
3. access to extended learning opportunities, such as online or homebound education;
4. changes in schedule or course sequence; extensions of time for coursework and rescheduling of tests and examinations;

Mr. Robert DeColfmacker, Chairman
 Mr. Bob Ouellette, Vice Chairman
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 Mrs. Brennan Peaslee
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Adopted by the Board: 4 April 2001
 Reaffirmed by the Board: 17 October 2002
 Reaffirmed by the Board: 3 November 2010
 Revised by the Board: 3 May 2017
 Revised by the Board:

5. allowing a student to sit or stand, or carry or keep water nearby;
6. counseling;
7. changes in physical space or supplies (for example, access to a larger desk or a footrest);
elevator access;
8. other changes to policies, practices, or procedures; or
9. breaks during class to express breast milk or breastfeed in an appropriate lactation space (i.e., a space other than a bathroom, that is clean, shielded from view, free from intrusion from others, and which may be used by a student for expressing breast milk or breastfeeding as needed). See Policy **{**}**ACN regarding lactation.

E. Voluntary Leaves of Absence.

The student may voluntarily take a leave of absence from school for, at minimum, the period of time deemed medically necessary by the student's licensed healthcare provider. If the student qualifies for a longer period of leave under another District leave policy, the student is permitted to take voluntary leave under that policy instead, if the student so chooses. Upon return to school, the student will be reinstated to the academic status and, as practicable, the extracurricular status that the student held when the voluntary leave began.

F. Supporting Documentation.

The District will treat pregnancy or related conditions in the same manner and under the same policies as any other temporary medical conditions. The District may not require supporting documentation for activities that are generally available to students without documentation.

The District will only require supporting documentation when it is necessary and reasonable for determining reasonable modifications to make or whether to take additional specific actions. Supporting documentation is not necessary and reasonable when the student's need is obvious, such as when a student who is pregnant needs a bigger desk, water nearby, or restroom breaks, or when a postpartum student has lactation needs.

The District may not require a student who is pregnant or has related conditions to

Mr. Robert DeColfinacker, Chairman
Mr. Bob Ouellette, Vice Chairman
Mrs. Sandra Taliaferro
Mrs. Brennan Peaslee
Mrs. Mary Collins

Adopted by the Board: 4 April 2001
Reaffirmed by the Board: 17 October 2002
Reaffirmed by the Board: 3 November 2010
Revised by the Board: 3 May 2017
Revised by the Board:

provide certification that the student is physically able to participate in class, programs, or extracurricular activity unless such certification is required of all students participating in the class, program, or extracurricular activity.

G. Complaints or Reports.

Complaints or reports regarding violations of this policy should be made in the first instance according to the procedures found in policy ******ACAC.

Mr. Robert DeColfmacker, Chairman
Mr. Bob Ouellette, Vice Chairman
Mrs. Sandra Taliaferro
Mrs. Brennan Peaslee
Mrs. Mary Collins

Adopted by the Board: 4 April 2001
Reaffirmed by the Board: 17 October 2002
Reaffirmed by the Board: 3 November 2010
Revised by the Board: 3 May 2017
Revised by the Board:

Policy IHBCA: Accommodation of Pregnancy and Related Medical Conditions: Students

Status: ADOPTED

Original Adopted Date: 07/01/1998 | Last Revised Date: 02/10/2025 | Last Reviewed Date: 02/10/2025

Category: Recommended

ADOPTION/REVISION NOTES -

Text between the highlighted lines "~~~~", and highlights in this sample should be removed prior to adoption.

- a. General - As with all sample policies, NHSBA recommends that each district carefully review this sample prior to adoption/revision to assure suitability with the district's own specific circumstances, internal coding system, current policies, and organizational structures.
- b. Highlighted language or blank, underscored spaces indicate areas which Boards should review, change or complete to reflect local personnel titles, internal/ external policy references, duty assignments etc.
- c. **[**]** indicates a reference to another NHSBA sample policy. A district should check its own current policies and codes to assure internal consistency.
- d. Withdrawn & earlier versions of revised policies should be maintained separately as part of the permanent records of the District.

NHSBA History: Revised - February 10, 2025, July 2024, April 2016, November 1999, July 1998.

NHSBA Notes: February 10, 2025, Only changes are to these revision notes, which were revised to reflect the vacatur of the 2024 Title IX regulations, which resulted in the reinstatement of the 2020 Title IX regulations (described more fully in the introduction found in the NHSBA 2025 Special Title IX Policy Update Summary). Although the provisions that had been contained in the 2024 Title IX regulations concerning accommodation of pregnant students are no longer specifically included in the regulations, this policy remains a recommended practice to facilitate compliance with both federal and state nondiscrimination laws. July 2024, repealed and replaced in full. Primary changes include Title IX protections prohibiting sex-based harassment or discrimination for pregnant students and those with pregnancy related medical conditions and to refer to policy **[**]** ACAC for grievance procedure. April 2016, Significant additions are made to this policy in response to member requests for guidance relative to school district responsibilities with respect to pregnant students. NHSBA reminds its members that matters involving student pregnancy are significantly complex. NHSBA advises its members to contact local legal counsel in the event such a situation arises.

A. Policy Purpose.

This policy is intended to enable students who are pregnant or who have related medical conditions receive the accommodations to which they are entitled under Title IX of the Education Amendments of 1972 (Title IX) and state law NH RSA 193:38.

The District does not treat students differently concerning current, potential, or past parental, family, or marital status on the basis of sex. The District does not discriminate against any student based on the student's current, potential, or past pregnancy or related conditions.

B. Definitions.

- 1. Pregnancy. "Pregnancy" refers to the pregnancy of the specific student in question and include, but are not limited to, current pregnancy; past pregnancy; termination of pregnancy; potential or intended pregnancy (which can include infertility, fertility treatment, and the use of contraception); labor; and childbirth (including vaginal and cesarean delivery).
- 2. Related Medical Conditions. "Related medical conditions" are medical conditions relating to pregnancy. This includes prenatal/antenatal, and postpartum medical conditions, recovery from pregnancy as defined above, as well as lactation and related conditions. See Policy **[**]** ACN for lactation accommodations.

C. District and Employee Responsibilities Upon Notification of Student Pregnancy or Related Condition.

When a student, or a person who has a legal right to act on behalf of the student, informs any District employee of the student's pregnancy or related medical conditions, the employee shall promptly provide that person with the Title IX Coordinator's contact information and inform that person that the Title IX Coordinator can coordinate specific actions to prevent sex discrimination and ensure the student's equal access to the District's educational programs and activities.

Pursuant to Board policy **[**]**ACAC and Title IX, any staff member who learns that a student is pregnant or is informed of such by the pregnant student will immediately inform the Title IX Coordinator.

Consistent with RSA 186:11, IX-e, no employee of the District, including the Title IX Coordinator, may withhold from a parent/guardian information regarding a student's pregnancy unless such employee reasonably believes, and a reasonably prudent person would believe, that such disclosure would result in abuse, abandonment, or neglect. If information indicating abuse, abandonment or neglect exists, the employee is mandated to report such information as described in policy **[**]**JLF and RSA 169-C:29 and 30.

D. Specific Actions to Prevent Discrimination and Ensure Equal Access.

When the student, or a person who has a legal right to act on behalf of the student, informs the Title IX Coordinator of the pregnancy or related condition, the Title IX Coordinator shall act to prevent sex discrimination and ensure equal access to the District's educational programs and activities. The Title IX Coordinator must inform the person of the District's obligations and provide adequate notice of nondiscrimination.

Based on the student's individualized needs and in consultation with the student, the District will make reasonable modifications to policies, practices, or procedures as necessary to prevent sex discrimination and ensure equal access to the District's educational programs and activities. The Title IX Coordinator will help the student access these rights.

The student may accept or decline each reasonable modification offered by the District. If the student accepts an offered reasonable modification, the District must implement it.

Examples of reasonable modifications may include, but are not limited to, the following:

1. breaks to attend to health needs associated with pregnancy or related conditions, including eating, drinking, or using the restroom;
2. intermittent absences to attend medical appointments;
3. access to extended learning opportunities, such as online or homebound education;
4. changes in schedule or course sequence; extensions of time for coursework and rescheduling of tests and examinations;
5. allowing a student to sit or stand, or carry or keep water nearby;
6. counseling;
7. changes in physical space or supplies (for example, access to a larger desk or a footrest); elevator access;
8. other changes to policies, practices, or procedures; or
9. breaks during class to express breast milk or breastfeed in an appropriate lactation space (i.e., a space other than a bathroom, that is clean, shielded from view, free from intrusion from others, and which may be used by a student for expressing breast milk or breastfeeding as needed). See Policy **[**]**ACN regarding lactation.

E. Voluntary Leaves of Absence.

The student may voluntarily take a leave of absence from school for, at minimum, the period of time deemed medically necessary by the student's licensed healthcare provider. If the student qualifies for a longer period of

leave under another District leave policy, the student is permitted to take voluntary leave under that policy instead, if the student so chooses. Upon return to school, the student will be reinstated to the academic status and, as practicable, the extracurricular status that the student held when the voluntary leave began.

F. Supporting Documentation.

The District will treat pregnancy or related conditions in the same manner and under the same policies as any other temporary medical conditions. The District may not require supporting documentation for activities that are generally available to students without documentation.

The District will only require supporting documentation when it is necessary and reasonable for determining reasonable modifications to make or whether to take additional specific actions. Supporting documentation is not necessary and reasonable when the student's need is obvious, such as when a student who is pregnant needs a bigger desk, water nearby, or restroom breaks, or when a postpartum student has lactation needs.

The District may not require a student who is pregnant or has related conditions to provide certification that the student is physically able to participate in class, programs, or extracurricular activity unless such certification is required of all students participating in the class, program, or extracurricular activity.

G. Complaints or Reports.

Complaints or reports regarding violations of this policy should be made in the first instance according to the procedures found in policy ******ACAC.

District Policy History:

First reading: _____

Second reading/adopted: _____

District revision history:

PARENTAL OBJECTIONS TO SPECIFIC COURSE MATERIAL

The Board recognizes that there may be specific course materials which some parents/guardians find objectionable.

In the event a parent/guardian finds specific course material objectionable, the parent/guardian may notify the building Principal of the specific material to which they object and request that the student receive alternative instruction, sufficient to enable the child to meet state requirements for education in the particular subject area. This notification and request shall be in writing. The Board recognizes that there may be specific course materials which some parents/guardians find objectionable.

In the event a parent/guardian finds specific course material objectionable, the parent/guardian may notify the building Principal of the specific material to which they object and request that the student receive alternative instruction, sufficient to enable the child to meet state requirements for education in the particular subject area. This notification and request shall be in writing. Parent/Guardian names and any reasons given for an objection to material shall not be public information.

The building Principal and the parent/guardian must mutually agree to the alternative instruction. The alternative instruction agreed upon must meet state requirements for education in the particular subject area.

School District staff will make reasonable efforts, within the scope of existing time, schedules, resources and other duties, to accommodate alternative instruction for the student. Alternative instruction may be provided by the school through approved independent study, or through another method agreed to by the parent/guardian and the building Principal. Any cost associated with the alternative instruction shall be borne by the parent/guardian.

Nothing in this policy shall be construed as giving parents/guardians the right to appeal to the School Board.

Parents/guardians who wish for particular instructional material to be reviewed for appropriateness may submit a request for review in accordance with Board policy {**}KEC.

In accordance with the federal Protection of Pupil Rights statute, as a School District that receives federal Department of Education funds, and NH RSA 186:11, IX-c, the Superintendent shall develop procedures to allow parent/guardian of a student to inspect any instructional material used as part of the educational curriculum for the student. The procedures will provide access to the requested instructional material promptly (as is reasonable under the circumstances).

Mr. Robert DeColfmacker, Chairman
Mr. Bob Ouellette, Vice Chairman
Mrs. Sandra Taliaferro
Mrs. Heather Wilcauskas
Mrs. Mary Collins

Adopted by the Board: 15 May 2018
Adopted by the Board:

NOTE regarding human sexuality and human sexual education: In addition to the protections under this policy, per RSA 186:11, IX-c and Board policy {**}IHAM, parents/guardians are afforded additional affirmative rights with respect to instruction or program of human sexuality, human sexual education, sexual orientation, gender, gender identity, or gender expression, including, among other things, the right to receive a minimum of 2 weeks advance notice of any curriculum course material to be used with respect to such instruction or program. Such notice will be delivered via email, other direct written means, website/social media posting, or phone call. As indicated in RSA 186:11, IX-c, no notice is required if the District employee is responding to a question from a student during class.

Mr. Robert DeColfmacker, Chairman
Mr. Bob Ouellette, Vice Chairman
Mrs. Sandra Taliaferro
Mrs. Heather Wilcauskas
Mrs. Mary Collins

Adopted by the Board: 15 May 2018
Adopted by the Board:

Policy IGE: Parental Objections to Specific Course Material

Status: ADOPTED

Original Adopted Date: 01/01/2012 | Last Revised Date: 09/30/2024 | Last Reviewed Date: 09/30/2024

Category: Priority/Required by Law

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**ADOPTION/REVISION NOTES -**

**Text between the highlighted lines "~~~~~", and highlights in this sample should be removed prior to adoption.**

- a. General – As with all sample policies, NHSBA recommends that each district carefully review this sample prior to adoption/revision to assure suitability with the district’s own specific circumstances, internal coding system, current policies, and organizational structures.
- b. **Highlighted language** or blank, underscored spaces indicate areas which Boards should review, change or complete to reflect local personnel titles, internal/ external policy references, duty assignments etc.
- c. **{\*\*}** indicates a reference to another NHSBA sample policy. A district should check its own current policies and codes to assure internal consistency.
- d. Withdrawn & earlier versions of revised policies should be maintained separately as part of the permanent records of the District.

**NHSBA history:** Revised – Sept. 2024, Sept. 2021, Sept. 2017. New policy – January 2012.

**NHSBA revision notes: September 30, 2024,** Revised to reflect updates to NH RSA 186:11, IX-c due to HB1312. **September 2021,** revision included (i) reference to RSA 193:40 “Prohibition on Teaching Discrimination” enacted in 2021, (ii) modifying language regarding minimum state standards to track language of 186:11, IX-c; (iii) addition of related policies; and (iv) revising provision regarding human sexual education; **September 2017,** The 2017 update adds new second paragraph requiring notice to parents and guardians in response to 2017 House Bill 103, Laws of 2017 Chapter 9 which added a requirement that advance notice of no less than two (2) weeks be given of curriculum course material to be used for instruction of human sexuality or human sexual education. The last paragraph applies only for School districts that receive federal funds administered by the federal Department of Education. It addresses a requirement in the Protection of Pupil Rights Amendment (PPRA), that Local Education Agencies adopt a policy that permits parents to inspect instructional material.

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The Board recognizes that there may be specific course materials which some parents/guardians find objectionable.

In the event a parent/guardian finds specific course material objectionable, the parent/guardian may notify the building Principal of the specific material to which they object and request that the student receive alternative instruction, sufficient to enable the child to meet state requirements for education in the particular subject area. This notification and request shall be in writing. Parent/Guardian names and any reasons given for an objection to material shall not be public information.

The building Principal and the parent/guardian must mutually agree to the alternative instruction. The alternative instruction agreed upon must meet state requirements for education in the particular subject area.

School District staff will make reasonable efforts, within the scope of existing time, schedules, resources and other duties, to accommodate alternative instruction for the student. Alternative instruction may be provided by the school through approved independent study, or through another method agreed to by the parent/guardian and the building Principal. Any cost associated with the alternative instruction shall be borne by the parent/guardian.

Nothing in this policy shall be construed as giving parents/guardians the right to appeal to the School Board.

Parents/guardians who wish for particular instructional material to be reviewed for appropriateness may submit a request for review in accordance with Board policy **{**}**KEC.

In accordance with the federal Protection of Pupil Rights statute, as a School District that receives federal Department of Education funds, and NH RSA 186:11, IX-c, the Superintendent shall develop procedures to allow parent/guardian of a student to inspect any instructional material used as part of the educational curriculum for the student. The procedures will provide access to the requested instructional material promptly (as is reasonable under the circumstances).

NOTE regarding human sexuality and human sexual education: In addition to the protections under this policy, per RSA 186:11, IX-c and Board policy [**]IHAM, parents/guardians are afforded additional affirmative rights with respect to instruction or program of human sexuality, human sexual education, sexual orientation, gender, gender identity, or gender expression, including, among other things, the right to receive a minimum of 2 weeks advance notice of any curriculum course material to be used with respect to such instruction or program. Such notice will be delivered via email, other direct written means, website/social media posting, or phone call. As indicated in RSA 186:11, IX-c, no notice is required if the District employee is responding to a question from a student during class.

District Policy History:

First reading: _____

Second reading/adopted: _____

District revision history:

TEACHING ABOUT ALCOHOL, DRUGS, AND TOBACCO

District personnel shall provide students, parents, and legal guardians with information and resources relative to existing drug and alcohol counseling and treatment for students. The Superintendent shall oversee the development, distribution, and maintenance of a comprehensive list of local, regional, statewide drug and alcohol counseling, and treatment resources which are available to district students. This information may be published in student/parent handbooks, posted on district websites, distributed along with other course material during drug and alcohol education, and shall be available through the principal's office, school nurses' office, athletic program offices, guidance offices and other locations deemed appropriate by the principal.

As part of the health education program for grades **K-8** the District shall provide aged and developmentally appropriate education based upon the needs of pupils and the community regarding the effects of alcohol and other drugs, abuse thereof, the hazards of using tobacco products, e-cigarettes, liquid nicotine and like suspensions, as well as the state laws and related penalties for prohibiting minors using or possessing such products. The Superintendent shall be responsible to establish and periodically review the District's guidelines for staff members providing such health education or education on such topics. An evidence-based prevention program, approved by the Superintendent, may be used for this purpose.

Mr. Robert DeColfmacker, Chairman
Mr. Bob Ouellette, Vice Chairman
Mrs. Mary Collins
Mrs. Sandra Taliaferro
Mrs. Heather Wilcauskas

Adopted by the Board: 14 March 2001
Reaffirmed by the Board: 6 May 2002
Reaffirmed by the Board: 16 May 2012
Adopted by the Board:

Policy IHAMA: Teaching about Alcohol, Drugs, and Tobacco

Status: ADOPTED

Original Adopted Date: 07/01/1998 | Last Revised Date: 11/01/2019 | Last Reviewed Date: 11/01/2019

Category: Priority/Required by Law

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**ADOPTION/REVISION NOTES -**

**Text between the highlighted lines "~~~~", and highlights in this sample should be removed prior to adoption.**

- a. General - As with all sample policies, NHSBA recommends that each district carefully review this sample prior to adoption/revision to assure suitability with the district's own specific circumstances, internal coding system, current policies, and organizational structures.
- b. **Highlighted language** or blank, underscored spaces indicate areas which Boards should review, change or complete to reflect local personnel titles, internal/ external policy references, duty assignments etc.
- c. **{\*\*}** indicates a reference to another NHSBA sample policy. A district should check its own current policies and codes to assure internal consistency.
- d. *Withdrawn & earlier versions of revised policies should be maintained separately as part of the permanent records of the District.*

**NHSBA history:** Revised - November 2019; July 2004; and July 1998.

**NHSBA note, November 2019**, revised in response to 2019 N.H. Laws Ch. 346:104 & 346:109 (HB 4). That provision, rather awkwardly written included a requirement that districts adopt specific policies regarding violations of 126-K:8, I and education on the same. NHSBA notes that state law already required: (a) health education to address tobacco use (189:11-d), prohibited minors from using or possession tobacco products (126-K:6), prohibited smoking indoors in public places (RSA 155:64-77), a policy to that effect (RSA 155:68); and smoking on school property (RSA 126-K-7). Other than the health education component, all of these provisions are addressed in NHSBA sample policy ADB/GBED/JICG. **September 2017**, revised to reflect the 2016 enactment of SB 369, establishing RSA 189:11-d, Drug and Alcohol Education.

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District personnel shall provide students, parents, and legal guardians with information and resources relative to existing drug and alcohol counseling and treatment for students. The Superintendent shall oversee the development, distribution, and maintenance of a comprehensive list of local, regional, statewide drug and alcohol counseling, and treatment resources which are available to district students. This information may be published in student/parent handbooks, posted on district websites, distributed along with other course material during drug and alcohol **education**, and shall be available through the principal's office, school nurses' office, athletic program offices, guidance offices and other locations deemed appropriate by the principal in each school.

As part of the health education program for grades [K - 12 _____], the District shall provide aged and developmentally appropriate education based upon the needs of pupils and the community regarding the effects of alcohol and other drugs, abuse thereof, the hazards of using tobacco products, e-cigarettes, liquid nicotine and like suspensions, as well as the state laws and related penalties for prohibiting minors using or possessing such products. The Superintendent shall be responsible to establish and periodically review the District's guidelines for staff members providing **such health education or education on such topics**. An evidence-based prevention program, approved by the Superintendent, may be used for this purpose.

District Policy History:

First reading: _____

Second reading/adopted: _____

District revision history:

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HEALTH EDUCATION AND EXEMPTION FROM INSTRUCTION

Consistent with state law and Department of Education requirements, health and physical education, including, instruction about parts of the body, reproduction, sexuality education, human immunodeficiency virus (HIV)/acquired immunodeficiency syndrome (AIDS) and related topics, will be included in the instructional program. Sexuality education shall include instruction relative to abstinence and sexually transmitted infections.

Instruction must be appropriate to grade level, course of study, and development of students and must occur in a systematic manner. The Superintendent will require that faculty members who present this instruction receive continuing in-service training, which includes appropriate teaching strategies and techniques.

Parents and legal guardians shall be notified by e-mail, other written means, website/social media postings or phone call, not less than two (2) weeks in advance of use of the curriculum course material to be used for instruction of human sexuality or human sexual education. Such notice will be delivered via email, other direct written means, website/social media posting, or phone call. To the extent practicable, a school district shall make curriculum course materials available to parents or legal guardians for review upon request. Accordingly, the notice will identify and provide contact information for the Principal or other staff member a parent or guardian should contact to arrange an opportunity to inspect the curriculum course material.

Opt-Out Procedure and Form

Parents/guardians, or students over eighteen years of age, who do not want their child to participate in a particular unit of health or sex education instruction for religious reasons or religious objections, are allowed to have their child opt-out of such instruction. (Note: Per RSA 186:11, IX-c, **Parents/guardians have additional opt-out rights under Board policy {**}IGE.**)

Parents/guardians who do not want their child to participate in a particular unit of health or for religious reasons must complete a Health and Sex Education Exemption/Objectionable Course

Material: Opt-Out Form. Opt-Out Forms are available from either the health education teacher or the Principal. Opt-out requests must be submitted annually and are valid only for the school year in which they are submitted.

Any student who is exempted by request of the parent/guardian under this policy may be given an alternative assignment sufficient to meet state requirements for health education. The alternative assignment will be provided by the health or physical education teacher in conjunction with the Principal.

In accordance with the federal Protection of Pupil Rights Amendment, as a School District that receives federal Department of Education funds, the Superintendent shall develop procedures to

Mr. Robert DeColmacker, Chairman
Mr. Bob Ouellette, Vice Chair
Mrs. Heather Wilcauskas
Mrs. Sandra Taliaferro
Mrs. Mary Collins

Adopted by the Board: 5 May 2010
Revised by the Board: 16 May 2012
Adopted by the Board:

allow the parent/guardian of a student to inspect any instructional material used as part of the educational curriculum for the student. The procedures will provide reasonable access to instructional material within a reasonable period of time after the request is received.

Legal References:

20 U.S.C §1232h, (c)(1)(C), Protection of Pupil Rights

RSA 186:11, IX-c & IX-e Notice to Parents/Guardian Required

NH Code of Administrative Rules, Section Ed 306.40, Health Education Program

NH Code of Administrative Rules, Section Ed 306.41, Physical Education Program

RSA 186:11, IX-b, Health and Sex Education

Appendix IHAM-R, Health or Physical Education Opt-Out Form

Revised: September 2017

New Policy: September 2008

Mr. Robert DeColfmacker, Chairman
Mr. Bob Ouellette, Vice Chair
Mrs. Heather Wilcauskas
Mrs. Sandra Taliaferro
Mrs. Mary Collins

Adopted by the Board: 5 May 2010
Revised by the Board: 16 May 2012
Adopted by the Board:

Policy IHAM: Health Education and Exemption From Instruction

Status: ADOPTED

Original Adopted Date: 09/01/2008 | Last Revised Date: 09/30/2024 | Last Reviewed Date: 09/30/2024

Category: Priority/Required by Law

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**ADOPTION/REVISION NOTES -**

Text between the highlighted lines "~~~~", and highlights in this sample should be removed prior to adoption

- a. *Special* - As indicated in the first sentence of the last paragraph of this sample, that provisions of that paragraph apply only to districts which receive moneys from any US DOE funded programs.
- b. *General* - As with all sample policies, NHSBA recommends that each district carefully review this sample prior to adoption/revision to assure suitability with the district's own specific circumstances, internal coding system, current policies, and organizational structures.
- c. *General* - **Highlighted language** or blank, underscored spaces indicate areas which Boards should review, change or complete to reflect local personnel titles, internal/ external policy references, duty assignments etc.
- d. *General* - **{\*\*}** indicates a reference to another NHSBA sample policy. A district should check its own current policies and codes to assure internal consistency.
- e. *General* - *Withdrawn & earlier versions of revised policies should be maintained separately as part of the permanent records of the District.*

NHSBA history: Revised - Sept. 2024, July 2020, September 2017; New policy - September 2008

NHSBA revision notes: **September 30, 2024** - Revised to reflect updates to 186:11, IX-c due to HB1312 regarding curricula requiring parental notification. **June 2020**, amendments intended to (1) more directly connect requirements for education about sexually transmitted diseases (previously found in policy IHAMC/GBGAA/JLCCA) into health education provisions, (2) adding language distinguishing parental opt-out of health education based upon religious reasons (RSA 186:11, IX-b) from opt-out process for other "objectionable course material" as spelled out in policy IGE, and (3) clarifying the inspection right/process; **September 2017**, added language to reflect enactment of RSA 186:11, IX-c and its requirements of notice and rights of inspection of materials regarding human sexuality/sexual education (see September 2017 update for additional information).

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Consistent with state law and Department of Education requirements, health and physical education, including instruction about parts of the body, reproduction, sexuality education, human immunodeficiency virus (HIV)/acquired immunodeficiency syndrome (AIDS), and related topics, will be included in the instructional program. Sexuality education shall include instruction relative to abstinence and sexually transmitted infections.

Instruction or programming must be appropriate to grade level, course of study, and development of students and must occur in a systematic manner. The Superintendent will require that faculty members who present this instruction receive continuing in-service training, which includes appropriate teaching strategies and techniques.

Parents and legal guardians shall be notified by e-mail, other written means, website/social media postings or phone call, not less than two (2) weeks in advance of use of the curriculum course material to be used for instruction or program of human sexuality, human sexual education, sexual orientation, gender, gender identity, or gender expression. Such notice will be delivered via email, other direct written means, website/social media posting, or phone call. The notice shall identify and provide contact information for the Principal or other staff member whom a parent or guardian should contact to arrange an opportunity to inspect the curriculum course material. However, no notice is required if a District employee is responding to a question from a student during class.

In accordance with the federal Protection of Pupil Rights Amendment, as a School District that receives federal Department of Education funds, and also in accordance with NH RSA 186:11, IX-c, the Superintendent shall develop procedures to allow the parent/guardian of a student to inspect any instructional material used as part of the educational curriculum for the student. The procedures will provide access to the requested instructional material promptly (as is reasonable under the circumstances) to instructional material within a reasonable period of time after the request is received. Accordingly, the notice will identify and provide contact information for the Principal or other staff member whom a parent or guardian should contact to arrange an opportunity to inspect the

curriculum course material.

Opt-Out Procedure and Form

Parents/guardians, or students over eighteen years of age, who do not want their child to participate in a particular unit of health or sex education instruction for religious reasons or religious objections, are allowed to have their child opt-out of such instruction. (Note: Per RSA 186:11, IX-c, parents/guardians have additional opt-out rights under Board policy ******IGE.)

Parents/guardians who do not want their child to participate in a particular unit of health or for religious reasons must complete a Health and Sex Education Exemption/Objectionable Course Material Opt-Out Form. Opt-out Forms are available from either the health education teacher or the Principal. Opt-out requests must be submitted annually and are valid only for the school year in which they are submitted.

Any student who is exempted by request of the parent/guardian under this policy may be given an alternative assignment sufficient to meet state requirements for health education. The alternative assignment will be provided by the health education teacher in conjunction with the Principal.

District Policy History:

First reading: _____

Second reading/adopted: _____

District revision history:

ACAA: HARASSMENT OF STUDENTS

The school district prohibits harassment of students on the basis of:

- Race;
- Sex, sexual orientation, gender identity, sex stereotypes, sex characteristics, pregnancy or related conditions;
- Parental, family, or marital status;
- Color;
- Religion;
- Ancestry or national origin; and
- Disability.

Such conduct is a violation of Board policy and may constitute illegal discrimination under state and/or federal laws.

School employees, fellow students, volunteers, visitors to the schools, and other individuals with whom students may interact in order to pursue or engage in education programs and activities, are required to refrain from such conduct.

A. Harassment

Harassment includes but is not limited to, verbal abuse and other unwelcome, offensive conduct based on the protected categories listed above. Harassment that rises to the level of physical assault, battery, and/or abuse, and/or bullying behavior are also addressed in Board Policies *JICIA – Weapons, Violence and School Safety* and *JICK – Bullying*.

B. Sexual/Sex-Based Harassment

Sexual Harassment and other forms of Sex-Based Harassment are addressed under federal and state laws/regulations. The scope and definitions of sexual/sex-based harassment under these laws differ, as described below.

1. Sex-Based Harassment Under Title IX

Under the federal Title IX law and its accompanying regulations, sex-based harassment includes harassment on the basis of sex, including sexual orientation, gender identity, sex stereotypes, sex characteristics, pregnancy, or related conditions, that is:

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- a. "Quid pro quo" harassment by a school employee, agent, or other person authorized by the school district to provide aid, benefit, or service under an education program or activity, explicitly or impliedly conditioning the provision of such aid, benefit, or service (such as a better grade or college recommendation) on the individual's participation in unwelcome sexual conduct.
- b. "Hostile environment" harassment: Unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offense, and is so severe or pervasive that it limits or denies an individual's ability to participate in or benefit from the school district's education program or activity (i.e., creates a hostile environment). Whether a hostile environment has been created is a fact-based inquiry that includes consideration of a number of factors (identified in *ACAA-R2 – Student Sex Discrimination/Harassment Complaint Procedure*).
- c. Sexual assault, dating violence, domestic violence, and stalking, as these terms are defined in applicable federal laws/regulations.

2. Sexual Harassment Under New Hampshire Law

Under New Hampshire law, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, non-verbal, or physical conduct of a sexual nature in the following situations:

- a. Submission to such conduct is made either explicitly or implicitly a term or condition of a student's educational benefits;
- b. Submission to or rejection of such conduct by a student is used as the basis for decisions on educational benefits; or
- c. Such conduct has the purpose and effect of substantially interfering with a student's academic performance, or creates an intimidating, hostile, or offensive environment.

C. Reports and Complaints of Harassment

All employees (except employees designated by the school district as "confidential employees" in regard to sexual/sex-based harassment complaints) are required to report possible incidents of harassment involving students to the Human Rights Officer/Title IX Coordinator. Failure to report such incidents may result in disciplinary action.

Students, parents/guardians, and other individuals are strongly encouraged to report possible incidents of harassment involving students to the Human Rights Officer/Title IX Coordinator so that they can be appropriately addressed.

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The Human Rights Officer/Title IX Coordinator is also available to answer questions and provide assistance to any individual who is unsure whether harassment has occurred.

Reports of discrimination and harassment of students shall be addressed through *ACAA-R1 – Discrimination and Harassment of Students Complaint Procedure*. Reports of sex discrimination, including sexual/sex-based harassment, are addressed in *ACAA-R2 – Student Sex Discrimination/Harassment Complaint Procedure*.

Legal References: Americans with Disabilities Act, 42 U.S.C. §§ 12101-12213, as amended by 28 C.F.R. § 35.107.
 Section 504 of the Rehabilitation Act of 1973 (Section 504), 29 U.S.C. § 794, as amended by 34 C.F.R. § 104.7.
 Title IX of the Education Amendments of 1972 (Title IX), 20 U.S.C. §§ 1681-1688, as amended by 34 C.F.R. § 106.
 Title IV of the Civil Rights Act of 1964, 42 U.S.C. §§ 2000c to 2000c-9.
 New Hampshire Human Rights Act, RSA 354-A:7, RSA 354-A:27-28.

Cross Reference: ACAA-R1 – Student Discrimination and Harassment Complaint Procedure
 ACAA-R2 – Student Sex Discrimination/Harassment Complaint Procedure
 AC – Nondiscrimination/Equal Opportunity and Human Rights
 ACAB – Harassment of Employees
 ACAB-R1 – Employee Discrimination and Harassment Complaint Procedure
 ACAB-R2 – Employee Sex Discrimination/Harassment Complaint Procedure
 ACAD – Hazing
 GBEB – Staff Conduct with Students
 JFCK – Student Use of Cellular Telephones and Other Electronic Devices
 JICIA – Weapons, Violence and School Safety
 JICK – Bullying
 JIE – Pregnant Students

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ACAA-R1: STUDENT DISCRIMINATION AND HARASSMENT COMPLAINT PROCEDURE

The Board has adopted this student procedure in order to provide prompt and equitable resolution of complaints of unlawful discrimination and harassment based on race, color, religion, ancestry or national origin, and disability. Complaints of sex discrimination, including sexual/sex-based harassment, are addressed in *ACAA-R2 – Student Sex Discrimination/Harassment Complaint Procedure*. In cases where allegations include sex discrimination or sexual/sex-based harassment and one or more other protected categories, ACAA-R2 will be used.

Complaints alleging unlawful discrimination and harassment of an employee are addressed under *ACAB-R1 - Employee Discrimination and Harassment Complaint Procedure* or *ACAB-R2 – Employee Sex Discrimination/Harassment Complaint Procedure*.

Any individual who is unsure about whether unlawful discrimination or harassment has occurred, and/or which complaint procedure applies, is encouraged to contact the Human Rights Officer/Title IX Coordinator.

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Sanbornville, NH 03872
603-522-8891 x310
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Section 1. Definitions

For purposes of this complaint procedure, the following definitions will be used.

- A. "Discrimination": Treating individuals differently or interfering with or preventing them from enjoying the advantages or privileges afforded to others because of their membership in a protected category.
- B. "Harassment": Oral, written, graphic, electronic, or physical conduct relating to an individual's actual or perceived membership in a protected category that is sufficiently severe or pervasive so as to interfere with or limit that individual's ability to participate in the school district's education program or activities by creating a hostile, intimidating, or offensive environment.

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- C. "Complaint" is defined as an allegation that a student has been discriminated against or harassed on the basis of race, color, religion, ancestry, national origin, or disability.

Section 2. Complaint Procedure

This procedure should be used to address any report or complaint of unlawful discrimination or harassment based on membership in a protected category which does not involve sex discrimination or sexual/sex-based harassment.

A. How to Make a Complaint

1. School employees are required to promptly make a report to the Human Rights Officer/Title IX Coordinator if they have reason to believe that a student has been discriminated against or harassed.
2. Students (and others) who believe that they or another student has been harassed or discriminated against should report their concern promptly to the Human Rights Officer/Title IX Coordinator.
3. The individual making the report must provide basic information concerning the allegation of discrimination or harassment (i.e., date, time, location, individuals involved, nature of the allegation(s)) to the Human Rights Officer/Title IX Coordinator. If the report is made orally, the Human Rights Officer/Title IX Coordinator will document it.
4. If the individual is unsure as to whether unlawful discrimination or harassment has occurred, or needs assistance in preparing a complaint, they are encouraged to discuss the matter with the Human Rights Officer/Title IX Coordinator.
5. Individuals will not be retaliated against for reporting suspected discrimination or harassment or for participating in an investigation. Retaliation is illegal under federal and state nondiscrimination laws, and any retaliation will result in disciplinary action, up to and including termination for employees and expulsion for students.
6. Individuals are encouraged to utilize the school district's complaint procedure. However, individuals are hereby notified that they also have the right to report incidents of discrimination or harassment to:

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- New Hampshire Commission for Human Rights, 2 Industrial Park Drive, Concord, NH 03301; telephone 603-271-2767; and/or
- Office for Civil Rights, U.S. Department of Education, 5 Post Office Square, 8th Floor, Boston, MA 02109-3921 (telephone: 617-289-0111).

B. Complaint Handling and Investigation

1. The HRO/Title IX Coordinator will promptly inform the Superintendent and the person who is the subject of the complaint (respondent) that a complaint has been received.
 - a. If the allegations include sex discrimination or sexual/sex-based harassment, ACAA-R2 will be followed instead of this procedure.
2. The HRO/Title IX Coordinator may pursue an informal resolution of the complaint with the agreement of the parties involved. Any party to the complaint may decide to end the informal resolution process and pursue the formal process at any point. Any informal resolution is subject to the approval of the parties and the Superintendent, who shall consider whether the resolution is in the best interest of the school district and the parties in light of the particular circumstances and applicable policies and laws.
3. The HRO/Title IX Coordinator may implement supportive measures for a student to reduce the risk of further discrimination or harassment of the student while an investigation is pending. Examples of supportive measures include, but are not limited to, ordering no contact between the individuals involved, changing class schedules, or other steps.
4. The complaint will be investigated by a trained internal or external individual designated by the Superintendent and the HRO/Title IX Coordinator. Any complaint about an employee who holds a supervisory position shall be investigated by a person who is not subject to that supervisor's authority. Any complaint about the Superintendent should be submitted to the Board Chair, who should consult with legal counsel concerning the handling and investigation of the complaint.

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5. The investigator shall consult with the HRO/Title IX Coordinator as appropriate during the investigation process.
6. The respondent will be provided with an opportunity to be heard as part of the investigation.
7. The complainant and the respondent may suggest witnesses to be interviewed and/or submit materials they believe are relevant to the complaint.
8. If the complaint is against an employee of the school district, any rights conferred under an applicable collective bargaining agreement will be applied.
9. Privacy rights of all parties to the complaint shall be maintained in accordance with applicable state and federal laws.
10. The investigation will be completed within forty (40) school days of receiving the complaint, if practicable.
11. The investigator will provide a written report and findings to the HRO/Title IX Coordinator.

C. Findings and Subsequent Actions

1. The HRO/Title IX Coordinator shall consult with the Superintendent concerning the investigation and findings.
2. If there is a finding that discrimination or harassment occurred, the HRO/Title IX Coordinator, in consultation with the Superintendent, shall:
 - a. Determine what remedial action(s), if any, are required to end the discrimination or harassment, remedy its effect, and prevent recurrence; and
 - b. Determine what disciplinary action(s) should be taken against the individual(s) who engaged in discrimination or harassment, if any.
3. Inform the complainant and the respondent in writing of the results of the investigation and its resolution (in accordance with applicable state and federal privacy laws).

D. Appeals

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1. After the conclusion of the investigation, the complainant or respondent may seek an appeal of the findings solely on the basis of either:
 - a. Prejudicial procedural error; or
 - b. The discovery of previously unavailable relevant evidence that could significantly impact the outcome.
2. Appeals must be submitted in writing to the Superintendent within five (5) school days after receiving notice of the resolution.
3. Upon receipt of a valid appeal, the Superintendent shall provide notice to the other party, along with an opportunity to provide a written statement within five (5) school days.
4. The Superintendent shall review the available documentation and may conduct further investigation if deemed appropriate.
5. The Superintendent's decision on the appeal will be provided to the parties within ten (10) school days, if practicable. The Superintendent's decision is final.

E. Records

The HRO/Title IX Coordinator will keep a written record of the complaint process and actions taken.

Cross References: AC – Nondiscrimination/Equal Opportunity district and Human Rights
ACAA – Harassment of Students
ACAA-R2 – Student Sex Discrimination/Harassment Complaint Procedure
JIE - Pregnant Students

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ACAA-R2: STUDENT SEX DISCRIMINATION/HARASSMENT COMPLAINT PROCEDURE

The Board has adopted this student procedure in order to provide prompt and equitable resolution of reports and complaints of unlawful sex discrimination, including allegations of sexual harassment and other forms of sex-based harassment, as described in Policies AC – *Nondiscrimination/Equal Opportunity and Human Rights* and ACAA – *Harassment of Students*.

Although the specific provisions under Title IX and New Hampshire law differ somewhat in regard to sex discrimination and sexual/sex-based harassment, the Board has chosen to address all such complaints under this procedure, which meets all Title IX and New Hampshire law requirements.

Complaints alleging unlawful discrimination or harassment of a student on the basis of other protected categories (race, color, religion, ancestry or national origin, and disability) are addressed under *ACAA-R1 – Student Discrimination and Harassment Complaint Procedure*.

Complaints alleging unlawful discrimination and harassment of an employee are addressed under *ACAB-R1 - Employee Discrimination and Harassment Complaint Procedure* or *ACAB-R2 – Employee Sex Discrimination/Harassment Complaint Procedure*.

Any individual who is unsure about whether unlawful discrimination or harassment has occurred and/or which complaint procedure applies is encouraged to contact the Human Rights Officer/Title IX Coordinator.

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Section 1. Definitions

For purposes of this complaint procedure, the following definitions will be used.

- A. "Complainant" means: (1) the student victim of alleged sex discrimination (including sexual/sex-based harassment); or (2) other victim of alleged sex discrimination (including sexual/sex-based harassment) who was participating or attempting to

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participate in the school district's education programs or activities at the time of the alleged sex discrimination.

- B. "Complaint" under the Title IX regulations: An oral or written request to the [school district] to investigate and make a determination about alleged discrimination under Title IX." An oral request for investigation should be documented by the Human Rights Officer/Title IX Coordinator.

- C. "Confidential employee" means: (1) an employee of the school district whose communications are privileged or confidential under federal or state law. The employee's confidential status, for purposes of Title IX, is only with respect to information received while the employee is functioning within the scope of their duties to which privilege or confidentiality applies; or (2) an employee of the school district designated as confidential for the purpose of providing services to persons related to sex discrimination (in which case the employee's confidential status applies only to information received about sex discrimination in connection with providing those services).

- D. "Discrimination": Treating individuals differently or interfering with or preventing them from enjoying the advantages or privileges afforded to others because of their membership in a protected category.

- E. "Gender identity": The gender-related identity, appearance, mannerisms or other gender-related characteristics of an individual, regardless of the individual's assigned sex at birth."

- F. "Parental status": The status of a person who, with respect to another person who is under the age of 18 or who is 18 or older but is incapable of self-care because of a physical or mental disability, is: (1) a biological parent; (2) an adoptive parent; (3) a foster parent; (4) a stepparent; (5) a legal custodian or guardian; (6) in loco parentis with respect to such a person; or (7) actively seeking legal custody, guardianship, visitation, or adoption of such a person."

- G. "Party": A complainant or respondent.

- H. "Pregnancy and related conditions" include "(1) Pregnancy, childbirth, termination of pregnancy, or lactation; (2) Medical conditions related to pregnancy, childbirth, termination of pregnancy, or lactation; or (3) Recovery from pregnancy, childbirth, termination of pregnancy, lactation, or related medical conditions."

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- I. "Respondent": A person who is alleged to have violated the school district's prohibition on sex discrimination.
- J. "Retaliation": Intimidation, threats, coercion, or discrimination against any person by the school district, a student, or an employee or other person authorized by the recipient to provide aid, benefit, or services under the [school district's] education program or activity, for the purpose of interfering with any right or privilege secured by Title IX/regulations, or because the person has reported information, made a complaint, testified, assisted, or participating or refused to participate in any manner in an investigation, proceeding, or other action taken by a school district in regard to allegations of sex discrimination."
- K. "Sex-based harassment" under Title IX: Harassment on the basis of sex, including sexual orientation, gender identity, sex stereotypes, sex characteristics, pregnancy, or related conditions, that meets one of the following:
 1. "Quid pro quo" harassment by a school employee, agent, or other person authorized by the school district to provide aid, benefit, or service under an education program or activity, explicitly or impliedly conditioning the provision of such aid, benefit, or service on the individual's participation in unwelcome sexual conduct.
 2. "Hostile environment" harassment: Unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive, and is so severe or pervasive that it limits or denies an individual's ability to participate in or benefit from the school district's education program or activity (i.e., creates a hostile environment). A school district is obligated to address a sex-based hostile environment under its education program or activity, even when some conduct alleged to be contributing to the hostile environment occurred outside the recipient's education program or activity. Whether a hostile environment has been created is a fact-based inquiry that includes consideration of a number of factors.
 - i. Factors to consider in regard to the creation of a "hostile environment": "(i) the degree to which the conduct affected the complainant's ability to access the [school district's] education program or activity; (ii) the type, frequency, and duration of the conduct; (iii) the parties' ages, roles within the [school district's] education program or activity, previous interactions, and other factors about each party that may be relevant to evaluating the effects of the conduct; (iv) the location of the conduct and the context in which the conduct occurred; and (v)

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other sex-based harassment in the [school district's education program or activity.”

3. Sexual assault, dating violence, domestic violence, and stalking, as these terms are defined below or in the Title IX regulations.
 - i. “Sexual assault” is an offense classified as a forcible or nonforcible sex offense under the uniform reporting system of the Federal Bureau of Investigation. Such offenses include but are not limited to rape, sodomy, sexual assault with an object, and fondling.
 - ii. “Dating violence” is violence committed by a person: (a) who is or has been in a social relationship of a romantic or intimate nature with the victim; (b) where the existence of such a relationship shall be determined based on a consideration of the following factors: (1) the length of the relationship, (2) the type of relationship; and (3) the frequency of interaction between the persons involved in the relationship.”
 - iii. “Stalking”: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to: (a) fear for the person’s safety or the safety of others; or (b) suffer substantial emotional distress.”
- L. “Sexual harassment” under New Hampshire law: Unwelcome sexual advances, requests for sexual favors, and other verbal, non-verbal or physical conduct of a sexual nature in the following situations:
 1. Submission to such conduct is made either explicitly or implicitly a term or condition of a student’s educational benefits;
 2. Submission to or rejection of such conduct by a student is used as the basis for decisions on educational benefits; or
 3. Such conduct has the purpose and effect of substantially interfering with a student’s academic performance, or creates an intimidating, hostile, or offensive environment.
- M. “Sexual orientation”: Under New Hampshire law means “having or being perceived as having an orientation for heterosexuality, bisexuality, or homosexuality.” Sexual orientation is also covered by Title IX.
- N. “Gender identity”: Under New Hampshire law, means “a person’s gender-related identity, appearance, or behavior, whether or not that gender-related identity, appearance, or behavior is different from that traditionally associated with the person’s physiology or assigned sex at birth.

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O. "Student": A person enrolled in the school district.

Section 2. Complaint Procedure

This procedure should be used to address any report or complaint of sex discrimination or sexual/sex-based harassment of a student.

A. Reports of Alleged Sex Discrimination or Sexual/Sex-Based Harassment

1. Any school district employee (except for designated confidential employees) who receives a report or has reason to believe that a student may have been discriminated against or harassed on the basis of sex is required to promptly notify the Human Rights Officer/Title IX Coordinator.
2. Confidential employees who receive a report that a student may have experienced sex discrimination or sexual/sex-based harassment must inform the person making the report that the employee is designated "confidential" and inform them of the circumstances in which the employee is not required to make a report to the Human Rights Officer/Title IX Coordinator. The confidential employee will provide the reporter with the Human Rights Officer/Title IX Coordinator's contact information and explain that the Human Rights Officer/Title IX Coordinator may be able to offer and coordinate supportive measures, initiate an informal resolution process, or initiate an investigation under this complaint procedure.
3. Students (and others) who believe that they or another student has been discriminated against or harassed on the basis of sex should report their concern promptly to the Human Rights Officer/Title IX Coordinator. The report will be documented by the Human Rights Officer/Title IX Coordinator.
4. The individual making the report should provide basic, available information orally or in writing concerning the allegation (i.e., individuals involved, date, time, location, and type of allegation). If the information is conveyed orally, the Human Rights Officer/Title IX Coordinator will document it.
5. If an individual is unsure as to whether unlawful discrimination or harassment has occurred, they are encouraged to discuss the matter with the Human Rights Officer/Title IX Coordinator.

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6. Individuals will not be retaliated against for reporting suspected discrimination or harassment or for participating in an investigation. Retaliation is illegal under federal/state nondiscrimination laws and Board policies, and any retaliation will result in disciplinary action, up to and including termination for employees and expulsion for students.
7. The Superintendent will be promptly notified of all reports of alleged discrimination or harassment of a student.
8. Students and others are encouraged to utilize this complaint procedure. However, individuals are hereby notified that they also have the right to report incidents of discrimination or harassment to:
 - New Hampshire Commission for Human Rights, 2 Industrial Park Drive, Concord, NH 03301 (telephone: 603-271-2767); and/or
 - Office for Civil Rights, U.S. Department of Education, 5 Post Office Square, 8th Floor, Boston, MA 02109-3921 (telephone: 617-289-0111).

B. Processing of Complaints

1. The Human Rights Officer/Title IX Coordinator will treat complainants and respondents equitably through the complaint procedure.
2. If the individual making the report is the alleged victim, or if the alleged victim is identified by the individual making the report, the Human Rights Officer/Title IX Coordinator will meet with the alleged victim to discuss the allegations and supportive measures that may be appropriate in the particular circumstances and to explain the complaint procedure.

If the alleged victim is unknown to the Human Rights Officer/Title IX Coordinator, the person who made the report will be notified of the availability of the complaint procedure.

3. Supportive Measures
 - a. Supportive measures are individualized measures designed to ensure the student can continue to access educational programs and activities (including

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- but not limited to: requiring no contact between individuals, changing schedules, classes, extracurricular activities, etc.).
- b. Supportive measures must not unreasonably burden either party and must be designed to protect the safety of the parties or the school district's educational environment or to provide support during the complaint procedure or an informal resolution process. The school district may not impose such measures for punitive or disciplinary reasons.
 - c. Supportive measures may be continued even if a complaint or informal resolution process is not initiated, or after the conclusion of such processes, if appropriate under the circumstances.
 - d. Complainants and respondents must be provided with a timely opportunity to seek, from an appropriate and impartial employee, modification or reversal of a decision to provide, deny, modify, or terminate supportive measures applicable to them. This employee must not be the Human Rights Officer/Title IX Coordinator and must have the authority to modify or reverse the decision.
 - e. Complainants and respondents also have the opportunity to seek additional modification or termination of a supportive measure applicable to them if circumstances change.
 - f. The school district will not disclose information about supportive measures to persons other than the person to whom they apply unless it is necessary to provide a supportive measure or to restore or preserve a party's access to education programs and activities.
 - g. If a complainant or respondent is a student with a disability, the Human Rights Officer/Title IX Coordinator will consult with one or more members of the student's IEP team or Section 504 Team, if any, to determine how to comply with the requirements of the IDEA and Section 504 in implementing supportive measures.
4. If the Human Rights Officer/Title IX Coordinator reasonably determines that the conduct alleged does not involve illegal discrimination or harassment, the school district is not obligated to initiate the complaint process and may dismiss the complaint (See Subsection C.1. below). If the alleged conduct potentially violates other laws, Board policies/procedures, or professional expectations (in the case of employees), the matter may be referred to the Superintendent and/or other appropriate administrator(s) to address as deemed appropriate.
 5. In response to a complaint alleging prohibited sex discrimination or sexual/sex-based harassment, the Human Rights Officer/Title IX Coordinator will initiate the complaint process or the informal resolution process (if available and appropriate)

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according to this procedure. When feasible, the decision to initiate an investigation or informal resolution process or dismiss the complaint will be made within ten (10) school days of receipt of the complaint.

6. In certain circumstances, the Human Rights Officer/Title IX Coordinator may initiate the investigation process, even when the alleged victim chooses not to, after any or all allegations are withdrawn by the alleged victim, or when an informal resolution process is not initiated or is terminated. To make this fact-specific determination, the Human Rights Officer/Title IX Coordinator will consider, at a minimum:
 - a. The complainant's request not to proceed with initiating a complaint;
 - b. The complainant's reasonable safety concerns regarding initiating a complaint;
 - c. The risk that additional acts of discrimination or harassment would occur if a complaint is not initiated;
 - d. The severity of the alleged discrimination or harassment, including whether the discrimination, if established, would require the removal of a respondent from school or imposition of another disciplinary sanction to end the discrimination or harassment and prevent its recurrence;
 - e. The age and relationship of the parties, including whether the respondent is an employee of the school district;
 - f. The scope of the alleged discrimination or harassment, including information suggesting a pattern, ongoing discrimination/harassment, or discrimination/harassment alleged to have impacted multiple individuals;
 - g. The availability of evidence to assist a decisionmaker in determining whether discrimination or harassment occurred; and
 - h. Whether the school district could end the alleged discrimination or harassment and prevent its recurrence without initiating the complaint procedure.

If, after considering these and any other factors that may be relevant, the Human Rights Officer/Title IX Coordinator determines that the alleged conduct presents an imminent and serious threat to the health or safety of the complainant or other individuals or that the alleged conduct prevents the school district from ensuring equal access to its education programs and activities, the Human Rights Officer/Title IX Coordinator may initiate a complaint.

7. If the Human Rights Officer/Title IX Coordinator initiates a complaint, the complainant will receive prior notice and any reasonable safety concerns will be addressed.

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8. The Human Rights Officer/Title IX Coordinator will confirm the initiation of an investigation or informal resolution process in writing to both parties. The communication will include: a) a copy of the complaint procedure; b) sufficient information available at the time to allow the parties to respond to the allegations (including the identities of the parties involved, the conduct alleged to constitute sex discrimination or sexual/sex-based harassment, and the date(s) and location(s) of the alleged incident(s); c) notice that retaliation is prohibited; and d) notice that the parties are entitled to an equal opportunity to access the relevant and not otherwise impermissible evidence.
9. Regardless of whether an investigation is initiated, the Human Rights Officer/Title IX Coordinator will take appropriate, prompt, and effective steps to ensure that discrimination or harassment does not continue or recur. The Human Rights Officer/Title IX Coordinator will also coordinate supportive measures as appropriate.
10. If a complainant or respondent is a student with a disability, the Human Rights Officer/Title IX Coordinator will consult with one or more members of the student's IEP team or 504 Team, if any, to determine how to comply with the requirements of the IDEA and Section 504 during the course of the complaint procedure.
11. If the Human Rights Officer/Title IX Coordinator decides to investigate additional allegations of discrimination or harassment made by the complainant against the respondent after the parties receive notice of the complaint, the Human Rights Officer/Title IX Coordinator will notify the parties of the additional allegations in writing.
12. The Human Rights Officer/Title IX Coordinator may consolidate complaints of discrimination or harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against another party, when the allegations arise out of the same facts or circumstances.
13. The school district will presume that the respondent is not responsible for alleged discrimination or harassment until a determination is made at the conclusion of the investigation.
14. The school district will take reasonable steps to protect the privacy of the parties and witnesses during the complaint procedure and will comply with applicable state and federal privacy laws. These steps will not restrict the ability of the parties to obtain and present evidence, including by speaking to witnesses; consult with their

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family; confidential employees/resources; or otherwise prepare for and participate in the complaint procedure.

C. Dismissal of Complaints

1. The Human Rights Officer/Title IX Coordinator may dismiss a complaint in the following circumstances:
 - a. The school district is unable to identify a respondent after taking reasonable steps to do so;
 - b. The respondent is not participating in the school district's education programs and activities, or is not employed by the school district;
 - c. The complainant voluntarily withdraws any or all allegations in the complaint, the Human Rights Officer/Title IX Coordinator declines to initiate a complaint and determines that, without the complainant's withdrawn allegations, the alleged conduct remaining, if any, would not constitute discrimination or harassment even if proven; or
 - d. The Human Rights Officer/Title IX Coordinator determines that the conduct alleged in the complaint, even if proven, would not constitute discrimination or harassment under state/federal laws and regulations.
2. Upon dismissal, the Human Rights Officer/Title IX Coordinator will promptly notify the complainant (and the respondent, if they had received notice of the complaint allegations) of the basis for the dismissal, and provide the opportunity to appeal the dismissal.
3. Dismissals may be appealed on the following bases:
 - a. Procedural irregularity that would change the outcome;
 - b. New evidence that would change the outcome and that was not reasonably available when the dismissal [or determination in the case] was made; and
 - c. The Human Rights Officer/Title IX Coordinator, investigator, or decisionmaker had a conflict or bias for or against complainants or respondents generally, or the individual complainant or respondent that would change the outcome.
4. An appeal of a complaint dismissal must be made in writing to the Human Rights Officer/Title IX Coordinator within five (5) school days and state the basis for the appeal.

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5. If the dismissal is appealed, the Human Rights Officer/Title IX Coordinator shall:
 - a. Notify the respondent of the appeal if they had received notice of the complaint allegations;
 - b. Implement the appeal procedure equally for the parties;
 - c. Ensure that the trained decisionmaker for the appeal did not take part in an investigation of the allegations or dismissal of the complaint;
 - d. Provide the parties a reasonable and equal opportunity to make a statement in support of, or challenging, the outcome; and
 - e. Notify the parties in writing of the result of the appeal and the rationale for it within five (5) school days, if feasible.

6. When a complaint is dismissed, the Human Rights Officer/Title IX Coordinator will, at a minimum:
 - a. Offer supportive measures to the complainant and respondent if appropriate; and
 - b. Take other prompt and effective steps, as appropriate to ensure that discrimination or harassment does not continue or recur within the school district's program or activity.

7. The Human Rights Officer/Title IX Coordinator will document actions taken during the appeal process.

D. Emergency Removal of a Student

The Superintendent may remove a student from education programs and activities on an emergency basis during the complaint procedure, provided:

1. There is a determination, following an individualized safety and risk analysis, that a student respondent presents an imminent and serious threat to the health or safety of a complainant, or any students, employees, or other persons arising from the allegations of discrimination or harassment, that justifies emergency removal.

2. The respondent and the student's parent/legal guardian will be provided with an immediate opportunity to challenge the decision following the removal, and has the burden of demonstrating that such removal is unreasonable.

3. Any such removal shall be made in compliance with any applicable disability laws, including the IDEA, Section 504, and the Americans with Disabilities Act.

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4. The Human Rights Officer/Title IX Coordinator will document actions taken during the emergency removal process.

[Note: An employee may be placed on administrative leave during a complaint procedure, pursuant to the school district's customary process regarding administrative leave of employees]

E. Informal Resolution Process

1. Informal resolution is not permitted in cases where a student is the complainant and an employee is the respondent to alleged sex discrimination or harassment.
2. The Human Rights Officer/Title IX Coordinator may, if appropriate, offer the parties the opportunity to resolve the complaint through an informal resolution process at any point prior to an investigation or determination of responsibility. Engaging in an informal resolution process is voluntary on the part of each party. The Human Rights Officer/Title IX Coordinator also may decline to pursue an informal resolution despite a party's request (for example, if the alleged conduct presents a future risk of harm to the complainant or others).
3. Both (or all) parties must voluntarily agree in writing to participate in an informal resolution process, and a party may withdraw from the process at any time. The parties will not be required to attend meetings together unless they voluntarily agree to do so.
4. Before initiating an informal resolution process, the Human Rights Officer/Title IX Coordinator will ensure that the parties receive notice of: i.) the allegations; ii.) the requirements of the informal resolution process; iii.) the right of any party to withdraw from the process and initiate or resume the investigation process; iv.) that the parties' agreement to an informal resolution would preclude them from initiating or resuming the investigation; v.) potential terms that may be requested or offered in an informal resolution agreement, including notice that an agreement is binding on the parties; and vi.) what information the school district will maintain regarding the informal resolution process.

[Note: Informal resolutions can take many forms depending on the particular case, including but not limited to: restrictions on contact between the parties; facilitated discussions between the parties; restorative justice; acknowledgment of responsibility by a respondent; apologies; restrictions on attendance or participation

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in programs and activities; disciplinary actions or requirements to engage in specific services; or supportive measures.]

5. The facilitator for the informal resolution process must be trained; cannot be the same person as the investigator or decisionmaker in the matter; and must not have a conflict of interest or bias regarding parties to such matters generally or to an individual complainant or respondent.
6. The Superintendent must agree to the terms of any informal resolution reached between the parties, considering whether the resolution is in the best interest of the parties and the school district in light of the particular circumstances, applicable laws/regulations, and Board policies.
7. If an informal resolution agreement is reached, it will be agreed to in writing by both parties and the Human Rights Office/Title IX Coordinator. Any such agreement is final and binding on the parties.

F. Investigation Process

1. The complaint will be investigated by a trained internal or external individual designated by the Superintendent and the Human Rights Officer/Title IX Coordinator. The investigator shall not have a conflict of interest or bias against complainants or respondents generally, or an individual complainant or respondent, and will consult with the Human Rights Officer/Title IX Coordinator during the investigation process.
2. Any complaint about an employee who holds a supervisory position will be investigated by a person not subject to that supervisor's authority. Any complaint about the Superintendent will be submitted to the Board Chair, who will consult with legal counsel concerning the handling and investigation of the complaint.
3. The burden is on the school district, and not the parties, to gather sufficient evidence (through the investigation) in order to determine whether illegal discrimination or harassment occurred.
4. The investigator shall provide an opportunity for the complainant and respondent to be heard as part of the investigation. The parties will not be required to attend meetings together.

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5. The parties may suggest witnesses be interviewed and/or submit materials that they believe are relevant to the allegations and complaint.
6. The investigator will evaluate evidence that is relevant and not otherwise impermissible, including both inculpatory and exculpatory evidence. Credibility determinations will not be based on a person's status as a complainant, respondent, or witness.
 - a. The Title IX regulations define "relevant" as "related to the allegations of sex discrimination under investigation. Questions are relevant when they seek evidence that may aid in showing whether the alleged sex discrimination occurred, and evidence is relevant when it may aid a decisionmaker in determining whether the alleged sex discrimination occurred."
7. The following types of evidence, and questions seeking that evidence, are impermissible:
 - a. Evidence that is protected under a privilege recognized by federal or state law, or evidence provided to a confidential employee, unless the person to whom the privilege or confidentiality is owed has voluntarily waived the privilege or confidentiality in writing.
 - b. A party's or witness's records that are made or maintained by a physician, psychologist, or other recognized professional or paraprofessional in connection with the treatment to the party or witness, unless the school district obtains that party's or witness's voluntary, written consent for use in the complaint procedure; and
 - a. Evidence that relates to the complainant's sexual interests or prior sexual conduct, unless evidence about the complainant's prior sexual conduct is offered to prove that someone other than the respondent committed alleged sexual/sex-based harassment or is evidence about specific incidents of the complainant's prior sexual conduct with the respondent that is offered to prove consent to the alleged sexual/sex-based harassment. The fact of prior sexual conduct between the complainant and respondent does not by itself demonstrate or imply the complainant's consent to the alleged sex-based harassment or preclude a determination that sex-based harassment occurred.
8. The investigator will provide each party with the opportunity to review the evidence that is relevant to the allegations of discrimination or harassment (and not otherwise impermissible), and to respond to it.

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9. The Human Rights Officer/Title IX Coordinator and investigator will take reasonable steps to prevent and address the parties' unauthorized disclosure of information and evidence obtained solely through the complaint procedure. Disclosure of such information and evidence for the purposes of administering administrative proceedings or litigation related to the complaint is authorized.
10. The investigator will conclude the investigation and issue a written report to the Human Rights Officer/Title IX Coordinator within forty (40) school days, if feasible.
 - a. If the investigator has been charged with making a determination of responsibility/non-responsibility with respect to each allegation, such determination(s) and the reasons, therefore, shall be included in the report.
11. Extensions of time may be granted to complete the investigation if approved by the Human Rights Officer/Title IX Coordinator for reasonable cause. Notice of any extension and the reasons, therefore, will be provided to the parties.

G. Determinations of Responsibility

1. The standard used to determine whether illegal discrimination or harassment occurred is the preponderance of the evidence standard ("more likely than not").
2. The decisionmaker will review the investigation report, the evidence gathered (as appropriate), and will have the discretion to conduct additional interviews of parties and/or witnesses if needed to assess credibility.
3. The decisionmaker will make a written determination of responsibility/non-responsibility in regard to each allegation and the reasons therefore, which shall be shared with the Human Rights Officer/Title IX Coordinator and the parties.
4. In general, the Human Rights Officer/Title IX Coordinator will notify the parties of the determination decision(s) within five (5) school days of the determination being reached. Reasonable extensions of time may be approved by the Human Rights Officer/Title IX Coordinator for good reason. The notification will include the permissible bases for appeal and the deadline for receipt of appeals.

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5. If there is a determination that the respondent is responsible for violations, the appropriate administrator will make decisions as to appropriate disciplinary action and remedies.
6. The Human Rights Officer/Title IX Coordinator shall, as appropriate:
 - a. Coordinate the provision and implementation of remedies to a complainant and any other persons if necessary to provide equal access to the school district's educational programs and activities that had been limited or denied by discrimination or harassment;
 - b. Coordinate the imposition of any disciplinary sanctions on a respondent, including notification to the complainant of any such disciplinary sanctions; and
 - c. Take other appropriate prompt and effective steps if necessary to ensure discrimination and harassment does not continue or recur.
7. A determination of responsibility becomes final on the date that the Human Rights Officer/Title IX Coordinator provides the parties with the written determination of the results of the appeal, if an appeal is filed. If an appeal is not filed, the determination of responsibility becomes final on the date on which the appeal would no longer be considered timely.
8. The school district will not discipline a party, witness, or others participating in the complaint procedure for making a false statement or for engaging in consensual sexual conduct based solely on the determination that sex discrimination or sexual/sex-based harassment occurred.

H. Remedies, Discipline, and Other Actions

1. Remedies

Remedies are measures used to ensure that the complainant has equal access to the school district's education programs and activities following the decisionmaker's determination(s). Such remedies may include supportive measures and may include other appropriate measures, depending on the determination(s) and the needs of the complainant. The Human Rights Officer/Title IX Coordinator is responsible for implementing remedies and providing any needed assistance to the complainant.

2. Discipline and Other Actions

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Examples of disciplinary and other actions that may be imposed on a student when there is a determination that they are responsible for one or more violations of sexual/sex-based harassment include suspension, expulsion, restorative justice, required education or counseling, and other measures.

Examples of disciplinary actions that may be imposed on an employee when there is a determination that they are responsible for one or more violations of sexual/sex-based harassment include: written warning, probation, counseling, demotion, suspension without pay, termination.

I. Appeals

1. After the conclusion of the investigation and decisionmaker determination(s), the complainant or respondent may seek an appeal of the findings based on the following factors:
 - a. Procedural irregularity that would change the outcome;
 - b. New evidence that would change the outcome and that was not reasonably available when the determination was made; and
 - c. The Human Rights Officer/Title IX Coordinator, investigator, or decisionmaker had a conflict or bias for or against complainants or respondents generally or the individual complainant or respondent that would change the outcome.
2. The appeal must be made in writing to the Human Rights Officer/Title IX Coordinator within five (5) school days and state the basis for the appeal.
3. The Superintendent is responsible for making a determination on the appeal. The Superintendent will conduct an impartial review of the appeal, including consideration of the written record in the case, and may consult with legal counsel or other school district officials in making their decision.
4. The Superintendent will issue the appeal determination in writing within ten (10) school days of receipt of the appeal, if feasible.
5. The Superintendent's decision is final.

Section 3. Recordkeeping

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The Human Rights Officer/Title IX Coordinator shall maintain a record of documents and action in each case, and records of trainings provided, for a period of seven (7) years.

- Cross References:
- AC – Nondiscrimination/Equal Opportunity and Human Rights
 - ACAA – Harassment of Students
 - ACAA-R1 – Student Discrimination and Harassment Complaint Procedure
 - ACAB – Harassment of Employees
 - ACAB-R1 – Employee Discrimination and Harassment Complaint Procedure
 - ACAB-R2 – Employee Sex Discrimination/Harassment Complaint Procedure
 - JIE - Pregnant Students

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ACAB: HARASSMENT OF EMPLOYEES

The school district prohibits harassment of employees on the basis of:

- Race;
- Sex, sexual orientation, gender identity, sex stereotypes, sex characteristics, pregnancy or related conditions;
- Parental, family, or marital status;
- Color;
- Religion;
- Ancestry or national origin;
- Age;
- Disability; and
- Genetic information.

Such conduct is a violation of Board policy and may constitute illegal discrimination under state and/or federal laws.

A. Harassment

Harassment includes but is not limited to, verbal abuse, threats, physical assault/battery, and other unwelcome, offensive conduct based on the protected categories listed above. Harassment that rises to the level of physical assault, battery, and/or abuse is also addressed in Board Policy JICIA – Weapons, Violence and School Safety.

B. Sexual/Sex-Based Harassment

Sexual Harassment and other forms of Sex-Based Harassment are addressed under federal and state laws/regulations. The scope and definitions of sexual/sex-based harassment under these laws differ, as described below.

1. Sex-Based Harassment Under Title IX

Under the federal Title IX law and its accompanying regulations, sexual/sex-based harassment includes harassment on the basis of sex, including sexual orientation, gender identity, sex stereotypes, sex characteristics, pregnancy, or related conditions, that is:

- a. "Quid pro quo" harassment by a school employee, agent, or other person authorized by the school district to provide aid, benefit, or service under an

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education program or activity, explicitly or impliedly conditioning the provision of such aid, benefit, or service (such as a promotion or favorable evaluation) on the individual's participation in unwelcome sexual conduct.

- b. "Hostile environment" harassment: Unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offense, and is so severe or pervasive that it limits or denies an individual's ability to participate in or benefit from the school district's education program or activity (i.e., creates a hostile environment). Whether a hostile environment has been created is a fact-based inquiry that includes consideration of a number of factors (identified in *ACAB-R2 – Employee Sex Discrimination/Harassment Complaint Procedure*).
- c. Sexual assault, dating violence, domestic violence, and stalking, as these terms are defined in applicable federal laws/regulations.

2. Sexual Harassment Under New Hampshire Law

Under New Hampshire law, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, non-verbal or physical conduct of a sexual nature in the following situations:

- a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- b. Submission to or rejection of such conduct by an employee is used as the basis for employment decisions affecting the employee; or
- c. Such conduct has the purpose and effect of substantially interfering with an employee's work performance or creates an intimidating, hostile, or offensive environment.

C. Reports and Complaints of Harassment

Any employee who believes they have been harassed or sexually harassed is strongly encouraged to make a report to the Human Rights Officer/Title IX Coordinator. The Human Rights Officer/Title IX Coordinator is also available to answer questions and provide assistance to any individual who is unsure whether harassment has occurred.

All reports and complaints of discrimination/harassment of employees shall be addressed through *ACAB-R1 – Discrimination and Harassment of Employees Complaint Procedure* or *ACAB-R2 – Employee Sex Discrimination/Harassment Complaint Procedure*.

Legal References: Americans with Disabilities Act, 42 U.S.C. §§ 12101-12213, as amended by 28 C.F.R. § 35.107.

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Section 504 of the Rehabilitation Act of 1973 (Section 504), 29 U.S.C. § 794, as amended by 34 C.F.R. § 104.7.

Title IX of the Education Amendments of 1972 (Title IX), 20 U.S.C. §§ 1681-1688, as amended by 34 C.F.R. § 106.

Title VI of the Civil Rights Act of 1964, 42 U.S.C. §§ 2000d to 2000d-7.

Title VII of the Civil Rights Act of 1965, 42 U.S.C. §§ 2000e to 2000e-17, as amended by 29 C.F.R. § 1604.11.

Age Discrimination in Employment Act, 29 U.S.C. §§ 623-634.

Genetic Information Nondiscrimination Act of 2008, 29 U.S.C. §§ 2000ff to 2000ff-11.

Pregnant Workers Fairness Act, 42 U.S.C. §§ 2000gg to 2000gg-6.

New Hampshire Human Rights Act, RSA 354-A:7.

Cross Reference: ACAB-R1 – Employee Discrimination and Harassment Complaint Procedure
ACAB-R2 – Employee Sex Discrimination/Harassment Complaint Procedure
AC – Nondiscrimination/Equal Opportunity and Affirmative Action
ACAA – Harassment of Students
ACAA-R1 – Student Discrimination and Harassment Complaint Procedure
ACAA-R2 – Student Sex Discrimination/Harassment Complaint Procedure
GBGB – Workplace Bullying
ACAD – Hazing
JICIA – Weapons, Violence and School Safety
JIE – Pregnant Students

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ACAB-R1: EMPLOYEE DISCRIMINATION AND HARASSMENT COMPLAINT PROCEDURE

The Board has adopted this employee procedure in order to provide prompt and equitable resolution of complaints of unlawful discrimination and harassment based on race; color; religion; ancestry or national origin; age; disability; and genetic information. Complaints of sex discrimination, including sexual/sex-based harassment, are addressed in *ACAB-R2 – Employee Sex Discrimination/Harassment Complaint Procedure*. In cases where allegations include sex discrimination or sexual/sex-based harassment and one or more other protected categories, *ACAB-R2* will be used.

Complaints alleging unlawful discrimination and harassment of an employee are addressed under *ACAB-R1 - Employee Discrimination and Harassment Complaint Procedure* or *ACAB-R2 – Employee Sex Discrimination/Harassment Complaint Procedure*.

Any individual who is unsure about whether unlawful discrimination or harassment has occurred, and/or which complaint procedure applies, is encouraged to contact the Human Rights Officer/Title IX Coordinator.

*Carol Keenan, Human Rights Officer and Title IX Coordinator
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Section 1. Definitions

For purposes of this complaint procedure, the following definitions will be used.

- A. "Discrimination": Treating individuals differently or interfering with or preventing them from enjoying the advantages or privileges afforded to others because of their membership in a protected category.
- B. "Harassment": Oral, written, graphic, electronic, or physical conduct relating to an individual's actual or perceived membership in a protected category that is sufficiently severe or pervasive so as to interfere with or limit that individual's ability to participate in the school district's education program or activities by creating a hostile, intimidating, or offensive environment.

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- C. "Complaint" is defined as an allegation that an employee has been discriminated against or harassed on the basis of race, color, religion, ancestry, national origin, age, disability, or genetic information.

Section 2. Complaint Procedure

This procedure should be used to address any report or complaint of unlawful discrimination or harassment based on a protected category which does not involve sex discrimination or sexual/sex-based harassment.

A. How to Make A Complaint

1. An employee who believes they have been unlawfully discriminated against or harassed is encouraged to try to resolve the problem by informing the individual(s) that the behavior is unwelcome or offensive and requesting that the behavior stop. This will not prevent the employee from making an immediate complaint to the Human Rights Officer/Title IX Coordinator.
2. Any employee who believes they have been harassed or discriminated against should report their concern promptly to the Human Rights Officer/Title IX Coordinator.
3. The individual making the report must provide basic information concerning the allegation of discrimination or harassment (i.e., date, time, location, individuals involved, nature of the allegation(s)) to the Human Rights Officer/Title IX Coordinator. If the report is made orally, the Human Rights Officer/Title IX Coordinator will document it.
4. If the individual is unsure as to whether unlawful discrimination or harassment has occurred, or needs assistance in preparing a complaint, they are encouraged to discuss the matter with the Human Rights Officer/Title IX Coordinator.
5. Individuals will not be retaliated against for reporting suspected discrimination or harassment or for participating in an investigation. Retaliation is illegal under federal and state nondiscrimination laws, and any retaliation will result in disciplinary action, up to and including termination.
6. Employees are encouraged to utilize the school district's complaint procedure. However, employees are hereby notified that they also have the right to report incidents of discrimination or harassment to:
 - New Hampshire Commission for Human Rights, 2 Industrial Park Drive, Concord, NH 03301; telephone: 603-271-2767; and/or

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- Office for Civil Rights, U.S. Department of Education, 5 Post Office Square, 8th Floor, Boston, MA 02109-3921 (telephone: 617-289-0111).

B. Complaint Handling and Investigation

1. The Human Rights Officer/Title IX Coordinator will promptly inform the Superintendent and the person who is the subject of the complaint (respondent) that a complaint has been received.
 - a. If the allegations include sex discrimination or sexual/sex-based harassment, ACAB-R2 will be followed instead of this procedure.
2. The Human Rights Officer/Title IX Coordinator may pursue an informal resolution of the complaint with the agreement of the parties involved. Any party to the complaint may decide to end the informal resolution process and pursue the formal process at any point. Any informal resolution is subject to the approval of the parties and the Superintendent, who shall consider whether the resolution is in the best interest of the school district and the parties in light of the particular circumstances and applicable policies and laws.
3. The Human Rights Officer/Title IX Coordinator may implement supportive measures for an employee to reduce the risk of further discrimination or harassment of the employee while an investigation is pending. Examples of supportive measures include, but are not limited to, ordering no contact between the individuals, temporarily moving work locations or changing schedules, etc.
4. The complaint will be investigated by a trained internal or external individual designated by the Superintendent and the Human Rights Officer/Title IX Coordinator. Any complaint about an employee who holds a supervisory position shall be investigated by a person who is not subject to that supervisor's authority.
5. Any complaint about the Superintendent should be submitted to the Board Chair, who should consult with legal counsel concerning the handling and investigation of the complaint.
6. The investigator shall consult with the Human Rights Officer/Title IX Coordinator as appropriate during the investigation process.
7. The respondent will be provided with an opportunity to be heard as part of the investigation.
8. The complainant and the respondent may suggest witnesses to be interviewed and/or submit materials they believe are relevant to the complaint.

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9. If the complaint is against an employee of the school district, any rights conferred under an applicable collective bargaining agreement will be applied.
10. Privacy rights of all parties to the complaint shall be maintained in accordance with applicable state and federal laws.
11. The investigation will be completed within forty (40) school days of receiving the complaint, if practicable.
12. The investigator will provide a written report and findings to the Human Rights Officer/Title IX Coordinator.

C. Findings and Subsequent Actions

1. The Human Rights Officer/Title IX Coordinator shall consult with the Superintendent concerning the investigation and findings.
2. If there is a finding that discrimination or harassment occurred, the Human Rights Officer/Title IX Coordinator, in consultation with the Superintendent, shall:
 - a. Determine what remedial action(s), if any, are required to end the discrimination or harassment, remedy its effects, and prevent recurrence; and
 - b. Determine what disciplinary action(s) should be taken against the individual(s) who engaged in discrimination or harassment, if any.
3. Inform the complainant and the respondent in writing of the results of the investigation and its resolution (in accordance with applicable state and federal privacy laws).

D. Appeals

1. After the conclusion of the investigation, the complainant or respondent may seek an appeal of the findings solely on the basis of either:
 - a. Prejudicial procedural error; or
 - b. The discovery of previously unavailable relevant evidence that could significantly impact the outcome.
2. Appeals must be submitted in writing to the Superintendent within five (5) school days after receiving notice of the resolution.
3. Upon receipt of a valid appeal, the Superintendent shall provide notice to the other party, along with an opportunity to provide a written statement within five (5) school days.

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4. The Superintendent shall review the available documentation and may conduct further investigation if deemed appropriate.
5. The Superintendent's decision on the appeal will be provided to the parties within ten (10) school days, if practicable. The Superintendent's decision is final.

E. Records

The Human Rights Officer/Title IX Coordinator will keep a written record of the complaint process and actions taken.

Cross References: AC – Nondiscrimination/Equal Opportunity and Human Rights
ACAB – Harassment of Employees
ACAB-R2 – Employee Sex Discrimination/Harassment Complaint Procedure
JIE - Pregnant Employees

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ACAB-R2: EMPLOYEE SEX DISCRIMINATION/HARASSMENT COMPLAINT PROCEDURE

The Board has adopted this employee procedure in order to provide prompt and equitable resolution of reports and complaints of unlawful sex discrimination, including allegations of sexual harassment and other forms of sex-based harassment, as described in Policies AC – *Nondiscrimination/Equal Opportunity and Human Rights and ACAB – Harassment of Employees.*

Although the specific provisions under Title IX and New Hampshire law differ somewhat in regard to sex discrimination and sexual/sex-based harassment, the Board has chosen to address all such complaints under this procedure, which meets all Title IX and New Hampshire law requirements.

Complaints alleging unlawful discrimination or harassment of an employee on the basis of other protected categories (race, color, religion, ancestry or national origin, age, disability, and genetic information) are addressed under *ACAB-R1 – Employee Discrimination and Harassment Complaint Procedure.*

Complaints alleging unlawful discrimination and harassment of an employee are addressed under *ACAB-R1 - Employee Discrimination and Harassment Complaint Procedure* or *ACAB-R2 – Employee Sex Discrimination and Sexual/Sex-Based Harassment Complaint Procedure.*

Any individual who is unsure about whether unlawful discrimination or harassment has occurred, and/or which complaint procedure applies is encouraged to contact the Human Rights Officer/Title IX Coordinator.

*Carol Keenan, Human Rights Officer and Title IX Coordinator
Wakefield School District, SAU 101
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Section 1. Definitions

For purposes of this complaint procedure, the following definitions will be used.

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- A. "Complainant" means: (1) the employee victim of alleged sex discrimination (including sexual/sex-based harassment); or (2) other victim of alleged sex discrimination (including sexual/sex-based harassment) who was participating or attempting to participate in the school district's education programs or activities at the time of the alleged sex discrimination.
- B. "Complaint" under the Title IX regulations: An oral or written request to the [school district] to investigate and make a determination about alleged discrimination under Title IX." An oral request for investigation should be documented by the Human Rights Officer/Title IX Coordinator.
- C. "Confidential employee" means: (1) an employee of the school district whose communications are privileged or confidential under federal or state law. The employee's confidential status, for purposes of Title IX, is only with respect to information received while the employee is functioning within the scope of their duties to which privilege or confidentiality applies; or (2) an employee of the school district designated as confidential for the purpose of providing services to persons related to sex discrimination (in which case the employee's confidential status applies only to information received about sex discrimination in connection with providing those services).
- D. "Discrimination": Treating individuals differently, or interfering with or preventing them from enjoying the advantages or privileges afforded to others because of their membership in a protected category.
- E. "Gender identity": The gender-related identity, appearance, mannerisms or other gender-related characteristics of an individual, regardless of the individual's assigned sex at birth."
- F. "Parental status": The status of a person who, with respect to another person who is under the age of 18 or who is 18 or older but is incapable of self-care because of a physical or mental disability, is: (1) a biological parent; (2) an adoptive parent; (3) a foster parent; (4) a stepparent; (5) a legal custodian or guardian; (6) in loco parentis with respect to such a person; or (7) actively seeking legal custody, guardianship, visitation, or adoption of such a person."
- G. "Party": A complainant or respondent.
- H. "Pregnancy and related conditions" includes "(1) Pregnancy, childbirth, termination of pregnancy, or lactation; (2) Medical conditions related to pregnancy, childbirth, termination of pregnancy, or lactation; or (3) Recovery from pregnancy, childbirth, termination of pregnancy, lactation, or related medical conditions."
- I. "Respondent": A person who is alleged to have violated the school district's prohibition on sex discrimination.

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- J. "Retaliation" under Title IX: Intimidation, threats, coercion, or discrimination against any person by the school district, an employee or other person authorized by the recipient to provide aid, benefit, or services under the [school district's] education program or activity, for the purpose of interfering with any right or privilege secured by Title IX/regulations, or because the person has reported information, made a complaint, testified, assisted, or participating or refused to participate in any manner in an investigation, proceeding, or other action taken by a school district in regard to allegations of sex discrimination."
- K. "Sex-based harassment" under Title IX: Harassment on the basis of sex, including sexual orientation, gender identity, sex stereotypes, sex characteristics, pregnancy, or related conditions, that meets one of the following:
- a. "Quid pro quo" harassment by a school employee, agent, or other person authorized by the school district to provide aid, benefit, or service under an education program or activity, explicitly or impliedly conditioning the provision of such aid, benefit, or service on the individual's participation in unwelcome sexual conduct.
 - b. "Hostile environment" harassment: Unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies an individual's ability to participate in or benefit from the school district's education program or activity (i.e., creates a hostile environment). A school district is obligated to address a sex-based hostile environment under its education program or activity, even when some conduct alleged to be contributing to the hostile environment occurred outside the recipient's education program or activity. Whether a hostile environment has been created is a fact-based inquiry that includes consideration of a number of factors.
 - i. Factors to consider in regard to the creation of a "hostile environment": "(i) the degree to which the conduct affected the complainant's ability to access the [school district's] education program or activity; (ii) the type, frequency, and duration of the conduct; (iii) the parties' ages, roles within the [school district's] education program or activity, previous interactions, and other factors about each party that may be relevant to evaluating the effects of the conduct; (iv) the location of the conduct and the context in which the conduct occurred; and (v) other sex-based harassment in the [school district's] education program or activity."
 - c. Sexual assault, dating violence, domestic violence, and stalking, as these terms are defined below.
 - i. "Sexual assault" is an offense classified as a forcible or nonforcible sex offense under the uniform reporting system of the Federal Bureau of Investigation. Such offenses include but are not limited to rape, sodomy, sexual assault with an object, and fondling.
 - ii. "Dating violence" is violence committed by a person: (a) who is or has been in a social relationship of a romantic or intimate nature with the victim; (b) where the existence of

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such a relationship shall be determined based on a consideration of the following factors: (1) the length of the relationship, (2) the type of relationship; and (3) the frequency of interaction between the persons involved in the relationship.”

- iii. “Domestic violence” is defined in the Title IX regulations as “Felony or misdemeanor crimes committed by a person who: (a) is a current or former spouse or intimate partner of the victim under the family or domestic violence laws of the jurisdiction of the recipient, or a person similarly situated to a spouse of the victim; (b) is cohabitating, or has cohabitated with the victim as a spouse or intimate partner; (c) shares a child in common with the victim; or (d) commits acts against a youth or adult who is protected from those acts under the family or domestic violence laws of the jurisdiction.”
 - iv. “Stalking”: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to: (a) fear for the person’s safety or the safety of others; or (b) suffer substantial emotional distress.”
- L. “Sexual harassment” under New Hampshire law: Unwelcome sexual advances, requests for sexual favors, and other verbal, non-verbal or physical conduct of a sexual nature in the following situations:
- a. Submission to such conduct is made either explicitly or implicitly a term or condition of an employee’s educational benefits;
 - b. Submission to or rejection of such conduct by an employee is used as the basis for decisions on educational benefits; or
 - c. Such conduct has the purpose and effect of substantially interfering with an employee’s academic performance or creates an intimidating, hostile, or offensive environment.
- M. “Sexual orientation” under New Hampshire law means “having or being perceived as having an orientation for heterosexuality, bisexuality, or homosexuality.” Sexual orientation is also covered by Title IX.
- N. “Gender identity” under New Hampshire law means “a person’s gender-related identity, appearance, or behavior, whether or not that gender-related identity, appearance, or behavior is different from that traditionally associated with the person’s physiology or assigned sex at birth.” Gender identity is also covered by Title IX.

Section 2. Complaint Procedure

This procedure should be used to address any report or complaint of sex discrimination or sexual/sex-based harassment of an employee.

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A. Reports of Alleged Sex Discrimination or Sexual/Sex-Based Harassment

1. Any school district employee (except for designated confidential employees) who receives a report or has reason to believe that an employee may have been discriminated against or harassed on the basis of sex is required to make a report to the Human Rights Officer/Title IX Coordinator.
2. Confidential employees who receive a report that an employee may have experienced sex discrimination or sexual/sex-based harassment must inform the person making the report that the employee is designated "confidential" and inform them of the circumstances in which the employee is not required to make a report to the Human Rights Officer/Title IX Coordinator. The confidential employee will provide the reporter with the Human Rights Officer/Title IX Coordinator's contact information and explain that the Human Rights Officer/Title IX Coordinator may be able to offer and coordinate supportive measures, initiate an informal resolution process, or initiate an investigation under this complaint procedure.
3. Employees who believe that they have been discriminated against or harassed on the basis of sex should report their concern promptly to the Human Rights Officer/Title IX Coordinator. The report will be documented by the Human Rights Officer/Title IX Coordinator.
4. The individual making the report should provide basic, available information orally or in writing concerning the allegation (i.e., individuals involved, date, time, location, and type of allegation). If the information is conveyed orally, the Human Rights Officer/Title IX Coordinator will document it.
5. If an individual is unsure as to whether unlawful discrimination or harassment has occurred, they are encouraged to discuss the matter with the Human Rights Officer/Title IX Coordinator.
6. Individuals will not be retaliated against for reporting suspected discrimination or harassment or for participating in an investigation. Retaliation is illegal under federal/state nondiscrimination laws and Board policies, and any retaliation will result in disciplinary action, up to and including termination.
7. The Superintendent will be promptly notified of all reports of alleged discrimination or harassment of an employee.
8. An employee who believes they have been discriminated against or harassed on the basis of sex is encouraged to utilize this complaint procedure. However, employees are hereby notified that they also have the right to report incidents of discrimination or harassment to:

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- New Hampshire Commission for Human Rights, 2 Industrial Park Drive, Concord, NH 03301 (telephone: 603-271-2767); and/or
- Office for Civil Rights, U.S. Department of Education, 5 Post Office Square, 8th Floor, Boston, MA 02109-3921 (telephone: 617-289-0111).

B. Processing of Complaints

1. The Human Rights Officer/Title IX Coordinator will treat complainants and respondents equitably through the complaint procedure.
2. If the individual making the report is the alleged victim, or if the alleged victim is identified by the individual making the report, the Human Rights Officer/Title IX Coordinator will meet with the alleged victim to discuss the allegations and supportive measures that may be appropriate in the particular circumstances and to explain the complaint procedure.

If the alleged victim is unknown to the Human Rights Officer/Title IX Coordinator, the person who made the report will be notified of the availability of the complaint procedure.

3. Supportive Measures

- a. Supportive measures are individualized measures designed to ensure the employee can continue to access and perform their work (including but not limited to: requiring no contact between individuals, temporarily moving work locations, and changing schedules).
- b. Supportive measures must not unreasonably burden either party and must be designed to protect the safety of the parties or the school district's educational environment or to provide support during the complaint procedure or an informal resolution process. The school district may not impose such measures for punitive or disciplinary reasons.
- c. Supportive measures may be continued even if a complaint or informal resolution process is not initiated, or after the conclusion of such processes, if appropriate under the circumstances.
- d. Complainants and respondents must be provided with a timely opportunity to seek, from an appropriate and impartial employee, modification or reversal of a decision to provide, deny, modify, or terminate supportive measures applicable to them. This employee must not be the Human Rights Officer/Title IX Coordinator and must have the authority to modify or reverse the decision.
- e. Complainants and respondents also have the opportunity to seek additional modification or termination of a supportive measure applicable to them if circumstances change.
- f. The school district will not disclose information about supportive measures to persons other than the person to whom they apply unless it is necessary to provide

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a supportive measure or to restore or preserve a party's access to education programs and activities.

4. If the Human Rights Officer/Title IX Coordinator reasonably determines that the conduct alleged does not involve illegal discrimination or harassment, the school district is not obligated to initiate the complaint process and may dismiss the complaint (See Subsection C.1. below). If the alleged conduct potentially violates other laws, Board policies/procedures, or professional expectations (in the case of employees), the matter may be referred to the Superintendent and/or other appropriate administrator(s) to address as deemed appropriate.
5. In response to a complaint alleging prohibited sex discrimination or sexual/sex-based harassment, the Human Rights Officer/Title IX Coordinator will initiate the complaint process, or the informal resolution process (if available and appropriate), according to this procedure. When feasible, the decision to initiate an investigation or informal resolution process, or dismiss the complaint, will be made within ten (10) school days of receipt of the complaint.
6. In certain circumstances, the Human Rights Officer/Title IX Coordinator may initiate the investigation process, even when the alleged victim chooses not to, after any or all allegations are withdrawn by the alleged victim, or when an informal resolution process is not initiated or is terminated. To make this fact-specific determination, the Human Rights Officer/Title IX Coordinator will consider, at a minimum:
 - a. The complainant's request not to proceed with initiating a complaint;
 - b. The complainant's reasonable safety concerns regarding initiating a complaint;
 - c. The risk that additional acts of discrimination or harassment would occur if a complaint is not initiated;
 - d. The severity of the alleged discrimination or harassment, including whether the discrimination, if established, would require the removal of a respondent from school or imposition of another disciplinary sanction to end the discrimination or harassment and prevent its recurrence;
 - e. The age and relationship of the parties, including whether the respondent is an employee of the school district;
 - f. The scope of the alleged discrimination or harassment, including information suggesting a pattern, ongoing discrimination/harassment, or discrimination/harassment alleged to have impacted multiple individuals;
 - g. The availability of evidence to assist a decisionmaker in determining whether discrimination or harassment occurred; and
 - h. Whether the school district could end the alleged discrimination or harassment and prevent its recurrence without initiating the complaint procedure.

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If, after considering these and any other factors that may be relevant, the Human Rights Officer/Title IX Coordinator determines that the alleged conduct presents an imminent and serious threat to the health or safety of the complainant or other individuals, or that the alleged conduct prevents the school district from ensuring equal access to its education programs and activities, the Human Rights Officer/Title IX Coordinator may initiate a complaint.

7. If the Human Rights Officer/Title IX Coordinator initiates a complaint, the complainant will receive prior notice and any reasonable safety concerns will be addressed.
8. The Human Rights Officer/Title IX Coordinator will confirm the initiation of an investigation or informal resolution process in writing to both parties. The communication will include: a) a copy of the complaint procedure; b) sufficient information available at the time to allow the parties to respond to the allegations (including the identities of the parties involved, the conduct alleged to constitute sex discrimination or sexual/sex-based harassment, and the date(s) and location(s) of the alleged incident(s); c) notice that retaliation is prohibited; and d) notice that the parties are entitled to an equal opportunity to access the relevant and not otherwise impermissible evidence.
9. Regardless of whether an investigation is initiated, the Human Rights Officer/Title IX Coordinator will take appropriate, prompt, and effective steps to ensure that discrimination or harassment does not continue or recur. The Human Rights Officer/Title IX Coordinator will also coordinate supportive measures, as appropriate.
10. If the Human Rights Officer/Title IX Coordinator decides to investigate additional allegations of discrimination or harassment made by the complainant against the respondent after the parties receive notice of the complaint, the Human Rights Officer/Title IX Coordinator will notify the parties of the additional allegations in writing.
11. The Human Rights Officer/Title IX Coordinator may consolidate complaints of discrimination or harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against another party, when the allegations arise out of the same facts or circumstances.
12. The school district will presume that the respondent is not responsible for alleged discrimination or harassment until a determination is made at the conclusion of the investigation.
13. The school district will take reasonable steps to protect the privacy of the parties and witnesses during the complaint procedure and will comply with applicable state and federal privacy laws. These steps will not restrict the ability of the parties to obtain and present

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evidence, including by speaking to witnesses, confidential employees/resources, or otherwise prepare for and participate in the complaint procedure.

C. Dismissal of Complaints

1. The Human Rights Officer/Title IX Coordinator may dismiss a complaint in the following circumstances:
 - a. The school district is unable to identify a respondent after taking reasonable steps to do so;
 - b. The respondent is not participating in the school district's education programs and activities, or is not employed by the school district;
 - c. The complainant voluntarily withdraws any or all allegations in the complaint, the Human Rights Officer/Title IX Coordinator declines to initiate a complaint and determines that, without the complainant's withdrawn allegations, the alleged conduct remaining, if any, would not constitute discrimination or harassment even if proven; or
 - d. The Human Rights Officer/Title IX Coordinator determines that the conduct alleged in the complaint, even if proven, would not constitute discrimination or harassment under state/federal laws and regulations.
2. Upon dismissal, the Human Rights Officer/Title IX Coordinator will promptly notify the complainant (and the respondent, if they had received notice of the complaint allegations) of the basis for the dismissal, and provide the opportunity to appeal the dismissal.
3. Dismissals may be appealed on the following bases:
 - a. Procedural irregularity that would change the outcome;
 - b. New evidence that would change the outcome and that was not reasonably available when the dismissal [or determination in the case] was made; and
 - c. The Human Rights Officer/Title IX Coordinator, investigator, or decisionmaker had a conflict or bias for or against complainants or respondents generally, or the individual complainant or respondent that would change the outcome.
4. An appeal of a complaint dismissal must be made in writing to the Human Rights Officer/Title IX Coordinator within five (5) school days and state the basis for the appeal.
5. If the dismissal is appealed, the Human Rights Officer/Title IX Coordinator shall:
 - a. Notify the respondent of the appeal if they had received notice of the complaint allegations;
 - b. Implement the appeal procedure equally for the parties;

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- c. Ensure that the trained decisionmaker for the appeal did not take part in an investigation of the allegations or dismissal of the complaint;
 - d. Provide the parties a reasonable and equal opportunity to make a statement in support of, or challenging, the outcome; and
 - e. Notify the parties in writing of the result of the appeal and the rationale for it within five (5) school days, if feasible.
6. When a complaint is dismissed, the Human Rights Officer/Title IX Coordinator will, at a minimum:
- a. Offer supportive measures to the complainant and respondent if appropriate; and
 - b. Take other prompt and effective steps, as appropriate to ensure that discrimination or harassment does not continue or recur within the school district's program or activity.
7. The Human Rights Officer/Title IX Coordinator will document actions taken during the appeal process.

D. Administrative Leave

1. The Superintendent may place an employee respondent on administrative leave during the complaint procedure in accordance with any applicable state laws, school policies, and collective bargaining agreement provisions.
2. Any decision to place an employee respondent on administrative leave shall be made in compliance with any applicable disability laws, including Section 504 of the Rehabilitation Act and the Americans with Disabilities Act.
3. The Human Rights Officer/Title IX Coordinator will document actions taken during the administrative leave process.

[Note: The Superintendent may remove a student from education programs and activities on an emergency basis during the complaint procedure in accordance with the procedures set forth in ACAA-R2, Section 2.D]

E. Informal Resolution Process

1. Informal resolution is not permitted in cases where a student is the complainant and an employee is the respondent to alleged sex discrimination or harassment [such cases should be addressed under Procedure ACAA-R2].

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- 2. The Human Rights Officer/Title IX Coordinator may, if appropriate, offer the parties the opportunity to resolve the complaint through an informal resolution process at any point prior to an investigation or determination of responsibility. Engaging in an informal resolution process is voluntary on the part of each party. The Human Rights Officer/Title IX Coordinator also may decline to pursue an informal resolution despite a party's request (for example, if the alleged conduct presents a future risk of harm to the complainant or others).
- 3. Both (or all) parties must voluntarily agree in writing to participate in an informal resolution process, and a party may withdraw from the process at any time. The parties will not be required to attend meetings together unless they voluntarily agree to do so.
- 4. Before initiating an informal resolution process, the Human Rights Officer/Title IX Coordinator will ensure that the parties receive notice of: i.) the allegations; ii.) the requirements of the informal resolution process; iii.) the right of any party to withdraw from the process and initiate or resume the investigation process; iv.) that the parties' agreement to an informal resolution would preclude them from initiating or resuming the investigation; v.) potential terms that may be requested or offered in an informal resolution agreement, including notice that an agreement is binding on the parties; and vi.) what information the school district will maintain regarding the informal resolution process.

[Note: Informal resolutions can take many forms, depending on the particular case, including but not limited to: restrictions on contact between the parties; facilitated discussions between the parties; restorative justice; acknowledgement of responsibility by a respondent; apologies; disciplinary actions against a respondent or requirements to engage in specific services; or supportive measures.]

- 5. The facilitator for the informal resolution process: must be trained; cannot be the same person as the investigator or decisionmaker in the matter; and must not have a conflict of interest or bias regarding parties to such matters generally or to an individual complainant or respondent.
- 6. The Superintendent must agree to the terms of any informal resolution reached between the parties, considering whether the resolution is in the best interest of the parties and the school district in light of the particular circumstances, applicable laws/regulations, and Board policies.
- 7. If an informal resolution agreement is reached, it will be agreed to in writing by both parties and the Human Rights Office/Title IX Coordinator. Any such agreement is final and binding on the parties.

F. Investigation Process

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1. The complaint will be investigated by a trained internal or external individual designated by the Superintendent and the Human Rights Officer/Title IX Coordinator. The investigator shall not have a conflict of interest or bias against complainants or respondents generally, or an individual complainant or respondent, and will consult with the Human Rights Officer/Title IX Coordinator during the investigation process.
2. Any complaint about an employee who holds a supervisory position will be investigated by a person not subject to that supervisor's authority. Any complaint about the Superintendent will be submitted to the Board Chair, who will consult with legal counsel concerning the handling and investigation of the complaint.
3. If the complaint is against an employee of the school district, any rights conferred under an applicable bargaining agreement will be applied, to the extent they do not conflict with the requirements of Title IX and accompanying regulations.
4. The burden is on the school district, and not the parties, to gather sufficient evidence (through the investigation) in order to determine whether illegal discrimination or harassment occurred.
5. The investigator shall provide an opportunity for the complainant and respondent to be heard as part of the investigation. The parties will not be required to attend meetings together.
6. The parties may suggest witnesses to be interviewed and/or submit materials that they believe are relevant to the allegations and complaint.
7. The investigator will evaluate evidence that is relevant and not otherwise impermissible, including both inculpatory and exculpatory evidence. Credibility determinations will not be based on a person's status as a complainant, respondent, or witness.
 - a. The Title IX regulations define "relevant" as "related to the allegations of sex discrimination under investigation. Questions are relevant when they seek evidence that may aid in showing whether the alleged sex discrimination occurred, and evidence is relevant when it may aid a decisionmaker in determining whether the alleged sex discrimination occurred."
8. The following types of evidence, and questions seeking that evidence, are impermissible:
 - a. Evidence that is protected under a privilege recognized by federal or state law, or evidence provided to a confidential employee, unless the person to whom the privilege or confidentiality is owed has voluntarily waived the privilege or confidentiality in writing.

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- b. A party's or witness's records that are made or maintained by a physician, psychologist, or other recognized professional or paraprofessional in connection with the treatment to the party or witness, unless the school district obtains that party's or witness's voluntary, written consent for use in the complaint procedure; and
 - a. Evidence that relates to the complainant's sexual interests or prior sexual conduct, unless evidence about the complainant's prior sexual conduct is offered to prove that someone other than the respondent committed alleged sexual/sex-based harassment or is evidence about specific incidents of the complainant's prior sexual conduct with the respondent that is offered to prove consent to the alleged sexual/sex-based harassment. The fact of prior sexual conduct between the complainant and respondent does not by itself demonstrate or imply the complainant's consent to the alleged sex-based harassment or preclude a determination that sex-based harassment occurred.
9. The investigator will provide each party with the opportunity to review the evidence that is relevant to the allegations of discrimination or harassment (and not otherwise impermissible), and to respond to it.
10. The Human Rights Officer/Title IX Coordinator and investigator will take reasonable steps to prevent and address the parties' unauthorized disclosure of information and evidence obtained solely through the complaint procedure. Disclosure of such information and evidence for the purposes of administering administrative proceedings or litigation related to the complaint are authorized.
11. The investigator will conclude the investigation and issue a written report to the Human Rights Officer/Title IX Coordinator within forty (40) school days, if feasible.
 - a. If the investigator has been charged with making a determination of responsibility/non-responsibility with respect to each allegation, such determination(s) and the reasons, therefore, shall be included in the report.
12. Extensions of time may be granted to complete the investigation if approved by the Human Rights Officer/Title IX Coordinator for reasonable cause. Notice of any extension and the reasons, therefore, will be provided to the parties.

G. Determinations of Responsibility

1. The standard used to determine whether illegal discrimination or harassment occurred is the preponderance of the evidence standard ("more likely than not").

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2. The decisionmaker will review the investigation report, the evidence gathered (as appropriate), and will have the discretion to conduct additional interviews of parties and/or witnesses if needed to assess credibility.
3. The decisionmaker will make a written determination of responsibility/non-responsibility in regard to each allegation and the reasons therefore, which shall be shared with the Human Rights Officer/Title IX Coordinator and the parties.
4. In general, the Human Rights Officer/Title IX Coordinator will notify the parties of the determination decision(s) within five (5) school days of the determination being reached. Reasonable extensions of time may be approved by the Human Rights Officer/Title IX Coordinator for good reason. The notification will include the permissible bases for appeal and the deadline for receipt of appeals.
5. If there is a determination that the respondent is responsible for violations, the appropriate administrator will make decisions as to appropriate disciplinary action and remedies.
6. The Human Rights Officer/Title IX Coordinator shall, as appropriate:
 - a. Coordinate the provision and implementation of remedies to a complainant and any other persons if necessary to provide equal access to the school district's educational programs and activities that had been limited or denied by discrimination or harassment;
 - b. Coordinate the imposition of any disciplinary sanctions on a respondent, including notification to the complainant of any such disciplinary sanctions; and
 - c. Take other appropriate prompt and effective steps if necessary to ensure discrimination and harassment does not continue or recur.
7. A determination of responsibility becomes final on the date that the Human Rights Officer/Title IX Coordinator provides the parties with the written determination of the results of the appeal, if an appeal is filed. If an appeal is not filed, the determination of responsibility becomes final on the date on which the appeal would no longer be considered timely.
8. The school district will not discipline a party, witness, or others participating in the complaint procedure for making a false statement or for engaging in consensual sexual conduct based solely on the determination that sex discrimination or sexual/sex-based harassment occurred.

H. Remedies, Discipline, and Other Actions

1. Remedies

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Remedies are measures used to ensure that the complainant has equal access to the school district's education programs and activities following the decisionmaker's determination(s). Such remedies may include supportive measures and may include other appropriate measures, depending on the determination(s) and the needs of the complainant. The Human Rights Officer/Title IX Coordinator is responsible for implementing remedies and providing any needed assistance to the complainant.

2. Discipline and Other Actions

Examples of disciplinary and other actions that may be imposed on a student when there is a determination that they are responsible for one or more violations of sexual/sex-based harassment include suspension, expulsion, restorative justice, required education or counseling, and other measures.

Examples of disciplinary actions that may be imposed on an employee when there is a determination that they are responsible for one or more violations of sexual/sex-based harassment include: written warning, probation, counseling, demotion, suspension without pay, termination.

I. Appeals

1. After the conclusion of the investigation and decisionmaker determination(s), the complainant or respondent may seek an appeal of the findings based on the following factors:
 - a. Procedural irregularity that would change the outcome;
 - b. New evidence that would change the outcome and that was not reasonably available when the determination was made; and
 - c. The Human Rights Officer/Title IX Coordinator, investigator, or decisionmaker had a conflict or bias for or against complainants or respondents generally or the individual complainant or respondent that would change the outcome.
2. The appeal must be made in writing to the Human Rights Officer/Title IX Coordinator within five (5) school days and state the basis for the appeal.
3. The Superintendent is responsible for making a determination on the appeal. The Superintendent will conduct an impartial review of the appeal, including consideration of the written record in the case, and may consult with legal counsel or other school district officials in making their decision.

Mr. Robert DeColfmacker, Chairman
 Mr. Bob Ouellette, Vice Chairman
 Mrs. Sandra Taliaferro
 Mrs. Brennan Peaslee
 Mrs. Mary Collins

Adopted by the Board: 13 August 2024

4. The Superintendent will issue the appeal determination in writing within ten (10) school days of receipt of the appeal, if feasible.
5. The Superintendent's decision is final.

Section 3. Recordkeeping

The Human Rights Officer/Title IX Coordinator shall maintain a record of documents and action in each case, and records of trainings provided, for a period of seven (7) years.

Cross References: AC – Nondiscrimination/Equal Opportunity and Human Rights
 ACAB – Harassment of Employees
 ACAB-R1 – Employee Discrimination and Harassment Complaint
 Procedure
 ACAB-R2 – Employee Sex Discrimination/Harassment Complaint
 Procedure
 JIE - Pregnant Students

Mr. Robert DeColfmacker, Chairman
Mr. Bob Ouellette, Vice Chairman
Mrs. Sandra Taliaferro
Mrs. Brennan Peaslee
Mrs. Mary Collins

Adopted by the Board: 13 August 2024

JIE: PREGNANT STUDENTS

The Board has adopted this policy to comply with its obligations not to discriminate in its education programs and activities against students based on a student’s current, potential, or past pregnancy or related conditions. The Title IX Coordinator is responsible for implementing this procedure, in consultation with the Superintendent, Human Rights Officer, and others as appropriate.

For the purposes of this policy, pregnancy or related conditions include:

- Pregnancy, childbirth, termination of pregnancy, or lactation;
- Medical conditions related to pregnancy, childbirth, termination of pregnancy, or lactation; or
- Recovery from pregnancy, childbirth, termination of pregnancy, lactation, or related medical conditions.

A. Notifications

When a student or their parent/guardian informs any school district employee of a student’s pregnancy or related condition(s), the employee must promptly provide the student or the parent/legal guardian with the Title IX Coordinator’s contact information so that the Title IX Coordinator can take any necessary actions to ensure the student’s equal access to the school district’s education programs and activities. The employee should also notify the Title IX Coordinator of the pregnancy or related condition(s), unless the employee reasonably believes that the Title IX Coordinator has already been notified.

Once the Title IX Coordinator is informed of a student pregnancy, they shall inform the student (or the parent/legal guardian if they informed the Title IX Coordinator), of the school district’s obligations (outlined below) and provide a copy of Board Policy AC.

B. Reasonable Modifications

1. Reasonable modifications to the school district’s policies, procedures, and practices shall be made to prevent sex discrimination and ensure equal access to education programs and activities, based on the student’s individualized needs. The Title IX Coordinator will consult with the student regarding any such modifications. Modifications that fundamentally alter the nature of an education program or activity are not considered “reasonable” under Title IX regulations.

Mr. Robert DeColfmacker, Chairman
 Mr. Bob Ouellette, Vice Chairman
 Mrs. Sandra Taliaferro
 Mrs. Brennan Peaslee
 Mrs. Mary Collins

Adopted by the Board: 13 August 2024

2. The student has the discretion to accept or decline each reasonable modification offered. If a student accepts a modification, the Title IX Coordinator will see that it is implemented.
3. Reasonable modifications may include, but are not limited to:
 - a. Breaks during class to express breast milk, breastfeed, or attend to health needs associated with pregnancy or related conditions (such as eating, drinking, or using the restroom);
 - b. Intermittent absences to attend medical appointments;
 - c. Access to online or homebound education;
 - d. Change in schedule or course sequence;
 - e. Extensions of time for coursework and rescheduling of tests and examinations;
 - f. Allowing a student to sit or stand, or carry or keep water nearby;
 - g. Counseling;
 - h. Changes in physical space or supplies (such as access to a larger desk or a footrest);
 - i. Elevator access; and/or
 - j. Other reasonable changes in policies, procedures, or practices.

C. Voluntary Access to Separate and Comparable Portions of Education Programs or Activities

1. If the school district offers a separate and comparable portion of an education program or activity, the student must voluntarily agree to participate in such program or activity.

D. Voluntary Leave of Absence

1. The school district shall allow a student to voluntarily be absent from school to cover, at a minimum, the period of time deemed medically necessary by the student's licensed health care provider.
2. When the student returns to the school district's education programs and activities, they shall be reinstated to the academic status, and to the extent practical, any extracurricular status, that they held prior to the voluntary leave.

E. Lactation Space

1. The student shall be able to access a lactation space, other than a bathroom, that is clean, shielded from view, free from intrusion from others, and may be used by the student for expressing breast milk or breastfeeding as needed.

F. Limits on Requiring Documentation

Mr. Robert DeColfmacker, Chairman
Mr. Bob Ouellette, Vice Chairman
Mrs. Sandra Taliaferro
Mrs. Brennan Peaslee
Mrs. Mary Collins

Adopted by the Board: 13 August 2024

1. The Title IX Coordinator shall not require supporting documentation from the student, except to the extent it is necessary and reasonable to determine the reasonable modifications to make or to determine whether additional specific actions are needed.
2. Examples of situations where requiring supporting documentation is not necessary and reasonable include, but are not limited to, when the student's need for a specific action under this procedure is obvious, such as when a pregnant student needs a larger uniform or desk, needs break time, etc. Supporting documentation is also not necessary and reasonable if a specific action is available to other students who are not pregnant or have related conditions.
3. The Title IX Coordinator shall not require a student who is pregnant or has related conditions to provide certification from a healthcare provider or any other person that the student is physically able to participate in a class, program, or extracurricular activity unless:
 - a. The certified level of physical ability or health is necessary for participation in the class, program, or extracurricular activity;
 - b. The school district requires such certification of all participating students; and
 - c. The information obtained is not used as a basis for discrimination against the student.

Legal References: Title IX of the Education Amendments of 1972 (Title IX), 20 U.S.C. §§ 1681-1688; 34 C.F.R. § 106.40.
RSA 193:38.
RSA 354-A:27-28.

Cross Reference: AC – Nondiscrimination/Equal Opportunity and Affirmative Action
ACAA – Harassment of Students
ACAA-R2 – Student Sex Discrimination/Harassment Complaint Procedure

Mr. Robert DeColfmacker, Chairman
Mr. Bob Ouellette, Vice Chairman
Mrs. Sandra Taliaferro
Mrs. Brennan Peaslee
Mrs. Mary Collins

Adopted by the Board: 13 August 2024

ADVANCED COURSE WORK/ADVANCED PLACEMENT COURSES & STEM DUEL & CONCURRENT ENROLLMENT PROGRAM

Any student who is capable of and wishes to do advanced course work or take advanced placement classes while in school should be permitted to do so. School district administrators and guidance counselors will provide assistance to students who wish to enroll in such courses. If advanced course work or advanced placement courses are not available within the school district, administrators or guidance counselors are instructed to assist students in identifying alternative means of taking such classes. These means may include taking courses at a different public school or a private school, or through distance education courses or other suitable means.

Any student whose eligibility for taking advanced course work is recommended by his/her counselor may enroll in a course. Credit may be given, provided the course comports with applicable District policies and state standards. The District will not be responsible for any tuition, fees, or other associated costs incurred by the student for enrollment in such courses.

STEM Dual and Concurrent Enrollment Program

High School and Career Technical Education Center qualified students in grades 10 and 12 may participate in the Dual and Concurrent Enrollment Program, through which a student may earn both High School and College credits by enrolling in STEM (science technology, engineering, and mathematics) and STEM-related courses designated by the Community College System of New Hampshire ("CCSNH").

The Superintendent shall be responsible for coordinating any agreements with CCSNH, and other measures necessary to implement and maintain the Dual and Concurrent Enrollment Program within the District. The Superintendent shall also designate a point of contact for the program who can provide for student counseling, support services, course scheduling, managing course forms and student registration, program evaluation, course transferability, and assisting with online courses. The Superintendent or his/her designee shall establish regulations for the program which, among other things, will:

1. Require compliance with measurable educational standards and criteria approved by the CCSNH;
2. Require that courses meet the same standard of quality and rigor as courses offered on campus by CCSNH;
3. Require that program and courses comply with the standards for accreditation and program development established by the National Alliance for Concurrent Enrollment Partnerships;
4. Establish criteria for student eligibility to participate in the program;
5. Establish standards for course content;

6. Establish standards for faculty approval;
7. Establish program coordination and communication requirements;
8. Address tuition, fees, textbooks and materials, course grading policy, data collection, maintenance, and security, revenue and expenditure reporting, and a process for renewal of the agreement;
9. Require annual notification to high school students and their parents of Dual and Concurrent Enrollment opportunities; and
10. Set out how any Dual and Concurrent Enrollment courses correlate with a Career Readiness Credential under Board policy IKFG.

Legal References:

*NH Code of Administrative Rules, Section Ed 306.14(g), Advanced Course
Work*

Mr. Bob Ouellette, Chair
Mr. Relf Fogg, Vice Chair
Mrs. Tracey Kolb
Mrs. Sandy Johnson
Mrs. Mary Collins

Adopted by the Board: 5 May 2020
Revised by the Board: 16 May 2012
Revised by the Board: XX June 2020

See also IBH and IMBC

ONLINE/VIRTUAL EDUCATION

The Board may allow video-based, internet-based, and online courses as a means to fulfill curriculum requirements. Such opportunities will be implemented under the provisions set forth in policy *IHBH, Extended Learning Opportunities*.

If the course is to be taken for credit, then policy *IMBC, Alternative Credit Option*, will apply. Only students approved by the school principal shall be eligible to receive credit for distance education/on-line courses.

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

Approved courses must align with state and local standards, be delivered by staff licensed in the state where the course originates from, and contain provisions for feedback and monitoring of student progress. The district will require a syllabus, including prerequisites, specific learning goals/activities, student evaluation criteria, and teacher responsibilities to be submitted for review before the course is approved as part of the student's educational program.

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

The principal will assign a teacher to monitor student progress, grading of assignments, and testing. One teacher may supervise no more than ten students participating in online/virtual courses.

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

The school district will provide safeguards for students participating in online instruction activities, and policy *EGA or IJNDB, Internet Access for students*, will apply.

Mr. Jason Brown, Chairperson
Mr. Nathan Fogg
Mrs. Margaret Howard-Hilton
Mr. Gerald Hastings
Mrs. Janet Gagnon

Adopted by the Board: 6 September 2006
1st Reading 2/6/08

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

Credit for the course is not recognized until an official record of the final grade has been principal or designee with input from the online teacher.

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

Legal References:

- NH Code of Administrative Rules, Section Ed. 306.04(a)(12), Policy Development*
- NH Code of Administrative Rules, Section Ed. 306.22, Distance Education*
- NH Code of Administrative Rules, Section Ed. 306.27(q), High School Curriculum, Credits, Graduation Requirements, and Co curricular Program*

Mr. Jason Brown, Chairperson
Mr. Nathan Fogg
Mrs. Margaret Howard-Hilton
Mr. Gerald Hastings
Mrs. Janet Gagnon

Adopted by the Board: 6 September 2006
1st Reading 2/6/08

Certified Staff Nomination			
Name	Title	Effective Date	Salary

Staff New Hire FYI			
Name	Title	Effective Date	Salary
Kelly Pitard	Special Ed Paraprofessional	3/17/2025	\$15.50 per hour

Resignations			
Name	Title	Effective Date	Salary
Tom Leonard	IT Support Tech	5/2/2025	\$50,000.00
Frank Markiewicz	Business Administrator	3/17/2025	\$65,000.00

Retirements			
Name	Title	Effective Date	Salary

Wakefield School District School Administrative Unit #101

Intent to Hire - Support Staff Hire

To: (Name) ADMINISTRATIVE ASSISTANT
 From: (Name) Carol Keenan
 Date: (Submitting) 2-18-25
 *Include Personal Action Form

Documents Required when submitting this form:	
Completed Application	2
Resume	2
Certs or Transcripts	=
Reference Sheet	2
Union Notification	by Frank ML ✓

I wish to hire the following employee:

Employee's Name: Kelly Pitard
 Existing Employee (Yes or No): no
 If existing, current position: —
 Position being hired for: Sp Ed Para
 Replaces (Name): Kristina King
 Is this a NEW or EXISTING position? existing
 Budget Line: 120051140

Start Date: ASAP
 Hours Per Day: 7
 Days Per Week: 5
 Days Per Year: 189

Non-Certified: Step 1 ID# _____ Expiration Date: _____
 Certified: _____ ID# _____ Expiration Date: _____

Hiring Manager Comments:

Interviewed and recommended
by Norma DiRocco,
- great int.
- student-centered

Superintendent Comments:

To be filled in by the Business Administrator	
<u>Non-Cert</u>	
Step: <u>1</u>	Rate: <u>15.50</u>
B.A. Signature: <u>[Signature]</u>	Date: <u>2/24/25</u>
Superintendent Signature: _____	Date: _____

RECEIVED

MAR 21 2025

Thomas Leonard
[REDACTED]
[REDACTED]
[REDACTED]

To Whom It May Concern:

I am writing this letter to let you know that I am resigning my position, as IT Support Specialist, for the Wakefield School District effective at the end of day 2 May 2025.

I thank you for the opportunity I was given to take on this position, but after much thought I came to the conclusion that this job was not what I was expecting.

I enjoyed working with the staff, faculty and students, repairing, fixing and just overall helping with their computer issues. But the excessive work load on the paperwork end was just way too much for me to handle efficiently.

I am committed to ensuring a smooth transition during my remaining time here and am happy to assist in any way possible to prepare for my departure. Please let me know if there's anything I can do to help.

Sincerely,



Thomas Leonard