HOOKSETT SCHOOL BOARD MEETING
and Public Forum on Warrant Articles and Budget
AGENDA
Tuesday, February 6, 2018 – 6:00 p.m.

LOCATION OF MEETING: David R. Cawley Middle School Media Center

I. CALL TO ORDER – Phil Denbow, Chair
A. Pledge of Allegiance – Fred C. Underhill Student

II. PROOF OF POSTING - Dr. Charles P. Littlefield

III. OPPORTUNITY FOR PUBLIC TO ADDRESS THE BOARD
Please see Guidelines for Public Comment on Page 2 of agenda.

IV. APPROVAL OF MINUTES
A. Approval of January 16, 2018 Minutes* **(Action Required)**

V. WEST HIGH SCHOOL LIAISON-Madeline Robbins

VI. REPORTS
A. Reports of the Administrators* (Informational)
B. Reports of Standing Committees – Budget, NHSBA, SERESC, Sick Bank, Transportation, Policy, Communications

VII. UPDATES FROM DR. CHARLES P. LITTLEFIELD, Superintendent of Schools

VIII. FINANCE
A. Review of Manifest and Action Relating Thereto **(Action Required)**

IX. PERSONNEL (if necessary)

X. OLD BUSINESS
A. Goals*
B. Driver's Education Contract* (Tabled from 1/2/18)
C. Full-Day Kindergarten (Discussion)

XI. NEW BUSINESS
A. Update of the SAU Board Meeting

XII. POLICY UPDATE
A. 2nd Reading/Adoption*
B. 1st Reading/Review*

XIII. OPPORTUNITY FOR PUBLIC TO ADDRESS THE BOARD
Please see Guidelines for Public Comment on page 2 of agenda

XIV. INFORMATIONAL ITEMS AND CORRESPONDENCE
A. Learning Enhancement Plan (#2)

XV. NON-PUBLIC SESSION: RSA 91-A:3 Section II (If Needed)

XVI. ADJOURNMENT (Action Required) – The next regularly scheduled meeting of the Hooksett School Board is **Tuesday, March 6, 2018** at 6:00 p.m. at the David R. Cawley Middle School Media Center.

There will be an SAU #15 meeting on Wednesday, February 14, 2018 at 6:30 p.m. at the Henry W. Moore School Media Center.

GUIDELINES FOR PUBLIC COMMENT AT HOOKSETT SCHOOL BOARD MEETINGS

Guidelines when addressing the Hooksett School Board under OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD section of the Hooksett School Board meeting agenda:

1. Public comment will occur at the beginning and the end of each School Board meeting.
2. Each individual wishing to speak will be given 3 minutes. Everyone is expected to be courteous and polite.
3. Questions for the School Board will be taken under advisement and will be addressed as soon as possible in a manner deemed appropriate by the Board.
4. Members of the public that would like to be included in a current discussion of the Board (at a time other than the Opportunity for the Public to Address the Board) will be allowed to do so only if the entire Board agrees to it.

Unapproved

HOOKSETT SCHOOL BOARD MEETING
MINUTES
Tuesday, January 16, 2018 – 6:00 p.m.
LOCATION OF MEETING: David R. Cawley Middle School Media Center

CALL TO ORDER
K. Salvas, Acting Chair called the meeting to order at 6:02 pm.

Pledge of Allegiance – Hooksett Boy Scouts Troop 292

PROOF OF POSTING
Dr. Charles P. Littlefield provided proof of posting.

ATTENDANCE
Adam Gianunzio, Lindsey Laliberte, Greg Martakos, Kara Salvas, James Sullivan and Allan Whatley
Dr. Phil Littlefield, Superintendent, and Marge Polak, Assistant Superintendent
Excused: Phil Denbow

APPROVAL OF MINUTES
Approval of January 2, 2018 Minutes
J. Sullivan motioned to approve the minutes of January 2, 2018. Seconded by G. Martakos. Vote unanimously in favor

Approval of January 8, 2018 Minutes
A. ***Whatley motioned to approve the minutes of January 8, 2018. Seconded by J. Sullivan. Vote unanimously in favor***

OPPORTUNITY FOR PUBLIC TO ADDRESS THE BOARD

REPORTS
Reports of Standing Committees
K. Salvas, SERESC will hold their delegates assembly on Saturday.
J. Sullivan, Policy Committee will meet on Thursday.
L. Laliberte, Communication Committee will hold a meeting next Tuesday.

UPDATES FROM DR. CHARLES P. LITTLEFIELD, Superintendent of Schools
We have submitted a request for State Infrastructure money for the surveillance videos we installed. The Governor sent the district a letter awarding $32,000 as part of the money for *security enhancements.*

We will be submitting again for money to cover costs for a proposal received today to have all radios at all 3 schools have the ability to talk each other.

PRESENTATIONS– ATHLETIC PROGRAM
Matt Benson

PERSONNEL (if necessary)
Superintendent's Nomination
A. Whatley motioned to approve the nomination of Kim Levine Stiles as Special Education Facilitator. Seconded by J. Sullivan
Vote unanimously in favor.

FINANCE
Review of Manifest
A. Gianunzio ***motioned to approve the manifest for January 2, 2018 in the amount of $931,491.37 . Seconded by A. Whatley.***
Vote unanimously in favor.

Budget Adjustments
J. Sullivan motioned to approve the Budget Adjustments for January 16, 2018 in the amount of $126,041.62. Seconded by A. Whatley
Vote unanimously in favor

Warrant Article - Operating Budget
Budget Committee Recommendations $33,697,490 38
Default $33,811,728
$308,015 cut by Budget Committee

Dr. Littlefield: The Board needs to decide whether they will recommend the new Budget Committee Budget. The concern is the $125,000 cut from Special Education.

J. Sullivan suggested asking to add $125,000 to the Budget at the deliberative session.

G. Martakos motions to recommend the Operating Budget in the $33,697,490.38. Seconded by J. Sullivan.
Vote unanimously opposed.

OLD BUSINESS
Goals
Goals were adjusted based on input from the last Board meeting.

Full-Day Kindergarten (discussion)
An informational night will be held next Tuesday, January 23rd at Underhill at 7:00 pm to present the bond for the all-day Kindergarten expansion and the Cawley Field Warrant Article

Calendar Approval* (tabled from 1/2/18)
L. Laliberte suggested changing the last day of school to the Friday, June 14th and changing the day before Thanksgiving, November 21st to a half day.

L. Laliberte motioned to have the last day of school as June 14th as a half day and all else remains the same for the 2018-2019 Calendar. Seconded J. Sullivan.

G. Martakos motioned to amend the motion to add a half day to November 21st, 2018. Seconded by A. Whatley.
3:3 motion failed

Original motion vote
0:6 motion failed

J. Sullivan motioned to accept the 2018-19 Calendar as presented. Seconded by A. Whatley.
Vote 5:1 motion carried

NEW BUSINESS
Primex Liability Insurance and Workman's Compensation*

G. Martakos motioned to accept the Primex agreement for Liability and Workmen's Comp as presented. Seconded by L. Laliberte.
Vote unanimously in favor.

K. Salvas asked Dr. Littlefield to bring forward the historical enrollment data.

Dr. Littlefield: The current 8th graders are the 3rd group to make a choice under the Pinkerton Contract. The next year we are required to send a minimum of the average of the first 3 years. The first year was 59, the second year was approximately 63 and the third year made their selection this fall but we won't know the actual attending until October 1st. It looks like around 60. Griffin is verifying the number and before he and I leave will be sure to show how the calculation was done and bring that information to the Board.

POLICY UPDATES
Second Reading/Adoption
J. Sullivan motioned to approve the second reading and adopt Policies ILDA, IMDA, JICD, JICFA, DKA, KIH, and KCD. Seconded by A. Whatley.
Vote unanimously in favor.

OPPORTUNITY FOR PUBLIC TO ADDRESS THE BOARD
Kate Griffin thanked a member of the staff for their dedication and work.

ADJOURNMENT

G. Martakos motioned to adjourn at 8:20 pm. Seconded by A. Whatley. Vote unanimously in favor.

Respectfully submitted,
Lee Ann Moynihan

The next regularly scheduled meeting of the Hooksett School Board is Tuesday, February 6, 2018 **at 6:00 p.m. at David R. Cawley Middle School Media Center.**

Hooksett School Board Meeting
Assistant Superintendent Report
2/6/18

Science Program Pilot

- The SAU K-5 science pilot teachers met on 1/23 with school principals and curriculum leaders. This session led by science consultant, Chris Harper, had teachers share their experiences and observations and review each program based on a 13-point checklist (core discipline ideas, science engineering, STEM, performance expectations, real world problem solving).
- Teachers have indicated their preferred choice of the two programs *(HMH Science Dimensions* and *McGraw Hill Science Inspire*) piloted but have decided to use the programs for a while longer to ensure that all teachers in their building have the opportunity to explore the programs and weigh in on the decision. A final decision will be made in April.

Next Generation Science Exemplar (NGSX) Training

- This state-wide project which took place in SAU 15 last summer was designed to train a cadre of elementary, middle and high school science faculty from a number of NH districts to effectively apply the three major science dimensions of disciplinary core ideas, scientific and engineering practices, and cross cutting concepts. The goal was then to have these teachers train teachers in their own districts.
- Our teachers (Mary Pacheco – Candia Gr.3, Nicole Blanchard – Auburn Gr.5, and Margaret Collins – Hooksett Gr. 8) will lead this training/study group with SAU 15 teachers beginning this month. The series will be held on 2/8, 2/13, 3/13, 3/16, and 3/30.

South Central Curriculum Instruction Group

- This meeting of the south central Assistant Superintendents took place on 1/19/2017 in Bedford. Julie Couch, Assessment Administrator for the NHDOE was in attendance to discuss topics including high school SAT administration, and the new science assessment that will take place this spring.

Middle School Competency Work

- On January 25th and 26th, middle school teachers across the SAU worked in grade level teams on mathematics competencies. This work was facilitated by Becky Wing. The goal was to revisit the work that was done over the past year to ensure that a coherent progression of skills and concepts was evident across grades K-8. In particular, we determined the best format for transitioning from elementary competencies to those our students will work toward at the high school level. Once this part is accomplished, math teachers will develop rubrics to accompany the grade level competencies. This month, other content areas will be addressed following a similar process.

Middle School Report Card

- Principals of middle school grades and curriculum coordinators across the SAU have decided to begin discussions and work on a revised 6-8 report card. Parents have also expressed interest in having a middle school report card that provides more detailed information similar to that in grades K-5. After some preliminary work-sessions we will create a timeline for the project.

Upcoming and On-going Projects

- **Dyslexia Law:** A group of administrators and teachers across the SAU have been meeting on a regular basis to develop a plan to meet the requirements of RSA 200:59. Our school districts recognize the importance of students developing the early literacy skills of reading and writing. This month, as parents receive their child's Kindergarten DIBELS scores, they will also receive information regarding this law. If a student has not met the winter benchmark, parents will be informed of plans to address the need as well as timelines to measure progress. Another benchmark will be administered in June.

- **Writing Plan:** This month, we will begin working on the writing plan for grades 6-8. Consultants from *Keys To Literacy* who have been working with our staff for the past few years will lead the work with grade level teachers.

- **Hooksett Learning Enhancement Plan:** I will meet with building principals to make adjustments to the Learning Enhancement Plan to address district priorities and instructional needs based on assessment and observational data.

Fred C. Underhill School
Principal's Report
February 2018

Underhill School Renovation/Addition Project Presentation

On Tuesday, January 23, 2018, we presented the proposed renovation/addition project at Underhill School along with information regarding full-day kindergarten as well as the Cawley Middle School Athletic Fields Project. Despite the wintry weather, we had a number of community members in attendance. Dr. Littlefield facilitated the presentation along with the question and answer portion of the presentation. Representatives from the Turner Group were on hand to provide additional detail about the Underhill project and the Cawley Middle School field project. The slides from the presentation can be found on the Underhill website and we will be hosting another full presentation on February 21, 2018 in the Underhill School gym from 7-8pm.

Homeland Security Assessment Report

I received the Physical Security Assessment Report from Homeland Security, which assists the school's leadership in identifying effective solutions to increase physical security capabilities of the school building and property. The three physical security capabilities include surveillance, access control, and emergency alerting. In the report, Sean Heichlinger of Homeland Security and Emergency Management commended the school leadership for organizing the comprehensive emergency operation plan and active shooter protocol training this past June.

The report also referenced the significant advancements made by the school in regards to the surveillance system and door access system. The report provided options for consideration to enhance existing security measures including additional cameras and a monitoring system, the main entrance area, ID Badges, doors and windows, communications, and training. We are in the process of prioritizing the considerations and developing next steps for enhancing our building security.

Writing

Karen Murray and Nancy Dupont, the reading specialists, have led the teachers implementing the SAU 15 writing plan and teaching writing strategies. Earlier this year, students learned about narrative writing and they are currently learning about opinion writing. The teachers have provided the students with instruction on the essential components of narrative writing and opinion writing. The students have learned how to expand their writing by adding more details, examples, and explanations. The students will wrap up the year with learning about informative writing.

ALPs Update

Invention Convention

- Students have learned about famous inventors and inventions. As a part of the Young Inventors Program, students will have the opportunity to either innovate an existing invention or to create a new invention to solve a real world problem through the design process. Students who sign up to participate in the Invention Convention will be able to showcase their inventions on February 19, 2018. Guest judges will select the top inventors from first and second grade who will then be able to participate in the State-wide Invention Convention in March at SNHU.

Fred C. Underhill School
Principal's Report
February 2018

Math Enrichment

- Math Enrichment will begin for small groups of second graders, who will be selected based on academic performance and teacher input. These students will work in a collaborative challenge environment (for a 5-6 week period) drawing upon their math strengths and applying them to various situations involving real-world problem solving and engaging strategy games.

Dash and Dot

- First and Second graders are going to be introduced to robotics and coding. Dash and Dot are robots with the ability to be programmed in different ways. Students will initially be exposed to the robots and their functions. They will eventually learn how to use coding to make the robots perform tasks. This unit builds off of the Hour of Code experience and as a result, the students will be able to get to the hands-on portion of the activities more quickly.

Wellness Committee Update

The Underhill School Wellness Committee is promoting healthy eating in new and fun way starting in February. We're going to introduce Color Theme Days. Each day of the week will be a different color, and every week students can decide what healthy snack they will bring for the day.

Monday - Red
Tuesday - Orange
Wednesday - Yellow
Thursday - Green
Friday - Blue/Purple

For example, Monday will be Red Day. Students can bring a healthy food that is any shade of red like strawberries, watermelon, red pepper, etc. We are hoping that this becomes a fun way to encourage healthy eating every day. We're exploring ways to incorporate this wellness initiative into the learning experiences in some of our content areas.

On-Site SNHU Math Methods Course

This semester, we are hosting a math methods course for undergraduate students from SNHU. Not only will the SNHU students be receiving instruction from their college professor, but they will also have the opportunity to observe Underhill teachers' math instruction and study how the students learn math concepts. The SNHU students will also provide some short-term support to second graders who may need extra help with place value and multi-digit subtraction.

Upcoming Events:

February 2018

- February 6, 2018 -- Budget Public Forum - 6:00pm at Cawley Middle School
- February 9, 2018 -- Deliberative Session - 7:00pm at Cawley Middle School

Fred C. Underhill School
Principal's Report
February 2018

- February 13, 2018 -- Lynn Lyons Workshop for Parents and Educators - 6:30-8:30pm at Hooksett Memorial School
- February 15, 2018 -- New Incoming Student Information Night - 6:30pm at Underhill School
- February 19, 2018 -- Invention Convention for First and Second Grade
- February 20, 2018 -- Budget Public Forum - 6:00pm at Cawley Middle School
- February 21, 2018 -- Underhill School Renovation/Addition Project and Cawley Middle School Athletic Fields Repair Project Presentation - 7:00pm at Underhill School

Respectfully submitted,

Benjamin Loi, M.Ed.
Principal

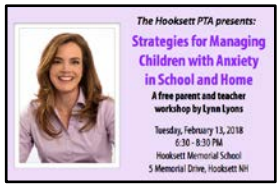
Hooksett Memorial School

Principal's Report - February 2018

Inspiring Excellence Together

SAU #15 Core Values

1. Schools are for students.
2. Students meet and exceed high academic standards.
3. We each have the responsibility to ensure the success of all students.
4. Twenty-first century instruction is necessary for twenty-first century learning.
5. We believe that it does, in fact, "take a village to raise a child."



Lynn Lyons Presenting Free Anxiety Workshop - February 13, 2018

Mark your calendars for Tuesday, February 13 at 6:30-8:30PM. The Hooksett PTA is bringing renowned author and psychotherapist Lynn Lyons to our district to present a free workshop titled "Strategies for Managing Children with Anxiety in School and Home." Lynn is an anxiety expert who has appeared all over TV, radio, and podcasts where she delivers strategies parents and teachers can use to help children with anxiety. Thanks to the Hooksett PTA for helping to support this district-wide event.

Spelling Bee

Principal Harrises and Naima

Our school conducted the annual Spelling Bee on January 24, with class competitions and a whole school competition for grades 4 and 5. Congratulations to our school champion, Naima Elmera, a Fifth grader in Mrs. Godbout's class. Kaden Wood, in Mrs. Rehm's fourth grade class, was our runner-up and will be the alternate to the state bee. The 2018 New Hampshire State Spelling Bee will be held on Saturday, February 24, 2018, at 1:00 PM, at the Capitol Center for the Arts in Concord. The student to emerge as the top speller will represent the Granite State at the Scripps National Spelling Bee in Washington, D.C. in May. Good luck to Naima! The HMS Fifth Grade Classroom Representatives were Keegan Blake, Isabella Rivet, Makenzie Towne, Gavin Stone, Ella Bono, Naima Elmera, Jake Soucy, Andrew Cote, Chloe Daniels, Kyra Courtemanche, Elliot Doty, Emily Black, Amber Burgan, and Kyle Woodward, The Fourth Grade Classroom Representatives were Lukas Kritos, Seth Fabilia, Kaden Wood, Isabel McIntyre, Yianni Kalampalikis, Madison Ball, Seth
Record, Brayden Huffman, Laura Palazzo, Luke Parcel, Ady Lavallee, Connor Dempsey, Camila Baez and Olivia Gardner.

Principal's Student Advisory Council

Grade level representatives, one from each class, meet monthly during a 'working lunch'. Students share many ideas about what is going well at HMS and some things they would like to see. Their ideas have been very well articulated at each grade level. The advisory council will continue to discuss issues and ideas that are important to our student body throughout the school year. Staff and administration will work collaboratively to incorporate the input of the council.

NH Kids Code

During the week of January 8, three fifth grade classes had the opportunity to code an Android app! Mrs. Godbout and Mrs. Brotherson's students in partnerships designed and coded an Emoji Book Finder App, while Mrs. Levesque's students designed and coded a Smores App. Throughout the week the students were led by Heather Drolet. They collaborated and communicated, while using critical thinking and creativity. Students are able to continue coding on their own using the resource: www.thunkable.com .

Fitness Fridays

Hooksett Memorial School will be continuing 'Fitness Fridays' starting Friday, February 2, 2018. This program has been

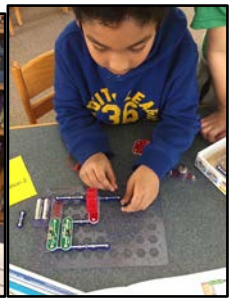
successfully implemented at HMS since Spring 2013. Students will engage in many sports and physical activities, all of which support student health and wellness. What a great way to start the day! Typically we have between 50 to 80 students participating weekly. Parent volunteers will again be coordinating this activity this school year. We thank our HMS volunteers for their dedication to the children at our school.

Invention Convention at HMS

Student inventors in all grades will combine many skills in the areas of science, social studies, language, writing, art and math, thus promoting analytical, creative thinking and problem solving. In addition to activities in classrooms and unified arts, students will participate in the Memorial School Invention Convention on February 15, 2018. The convention is a showcase of students who have chosen to create their own invention at home. This special project is guided by the Young Inventors' Program, from the national Academy of Applied Science. Each participating student is developing an original idea for an invention and taking it from concept to a completed project. Parents can support their child at home by encouraging creative ideas and by assisting them with making models. The inventions aim to solve a real problem in a way that has not been done before. Students are building working models of their ideas. Perhaps your pet needs a more effective way to let you know it needs to get outside. Maybe those mittens just never seem to dry out before you want to use them again. Do you wonder if you can prevent the bar of soap from breaking in half before it runs out? These are all problems which could be solved by students with inventive minds. Want to know more, visit: http://www.aas-world.org/YIP/.

Tinker Days @ HMS

Rosanne Beaudoin, HMS Media Specialist, has been working with Grace Larochelle and Heather Dresser from the Hooksett Public Library to offer an opportunity for all students to "tinker" with different STEM products and activities. Each classroom will have the opportunity to explore coding through Ozobots, Probots, and Sphero; learn about electricity and circuitry through Snapcircuits and clay circuit activities; focus on logic and sequencing by playing Gravity Maze and other games; and learn to think spatially and use creativity by using recyclables and MakeDo kits to create new objects. It's been exciting to see the classes that have done the Tinker Day and the other classes are looking forward to it. The materials will be available for loan to classrooms as well.



Northwest Evaluation Association (NWEA) Measures of Academic Progress Winter Testing

Hooksett Memorial School students will be completing the NWEA Measures of Academic Progress testing in early February. The data from this testing provides valuable and highly useful sources of information about individual student performance in the areas of reading and mathematics. These tests help determine a student's instructional level and measures academic growth. These computer-based tests provide almost immediate data for staff to use to help guide a more personalized instructional program for each child.

Quote to Note

'The function of education is to teach one to think intensively and to think critically.
Intelligence plus character - that is the goal of true education.'
Martin Luther King, Jr.

Respectfully Submitted,

Stephen A. Harrises, Principal

Upcoming Events at Hooksett Memorial School

February 2018	**March 2018**
2/2 - Fitness Friday Begins 2/5 - McIntyre Ski Program 2/7 - Destination Imagination 2/12 - McIntyre Ski Program 2/13 - PTA Presentation - Lynn Lyons/Peer Leader Meeting 2/14 - Destination Imagination 2/15 - Invention Convention 2/16 - Grade 4 Field Trip to State House 2/19 - 2/23 - HMS Spirit Week 2/20 - Peer Leader Meeting 2/21 - Destination Imagination 2/23 - TIGER Presentation 2/26 - 3/2 - February Vacation	3/1 - 3/2 - Winter Break 3/5 - Grade 4 Field Trip to State House 3/7 - Grade 5 Field Trip to Christa McAuliffe/Destination Imagination 3/13 - Professional Day - No School 3/14 - Destination Imagination 3/15 - Wellness Night

CAWLEY MIDDLE SCHOOL
PRINCIPAL'S REPORT
"Make a Mark, Make A Difference:
2017 New Hampshire Middle School of the Year

February 2018

The National Writing Project in New Hampshire

Congratulations to seventh graders Makenna True and Janvi Thorn for being awarded the silver key in the Scholastic Art & Writing Awards, Middle/High School Voices and the National Writing Project in New Hampshire. Seventh grade language arts teacher Ashley Jones help coordinate the submissions of the "This I Believe" essays.

The committee received a record number of submissions this year. A panel of New Hampshire writers, teachers and literary professionals selected both students' work from among the many outstanding works submitted as the most exceptional in the state. New Hampshire students sent more than 780 submissions to The Scholastic Writing Awards this year. Ninety-eight Silver Keys were awarded for distinguished works from New Hampshire.

MaKenna and Janvi are invited to attend the Middle High School Voices celebration and the New Hampshire regional awards ceremony to be held at Plymouth State University on May 3 at the Savage Welcome Center and Ice Arena. The girls' writing will be published in this year's edition of *Middle/High School Voices*.

International Space Station

Eighth grade science teacher, Margaret Collins applied for an "ISS Above" device through her NSTA (National Science Teacher Association) membership. Cawley was chosen to be one of 100 schools to receive an "ISS Above." ISS stands for International Space Station. Once connected to a monitor the "ISS-Above" which is a Raspberry Pi – Model 2B has software installed on it that will allow students to continuously track orbits, speed, position, current crew, news updates in addition to live video from the Space Station's external cameras when in daylight.

Cawley Vex Competition

In the VEX Robotics Competition, presented by the Robotics Education & Competition Foundation, teams of students are tasked with designing and building a robot to play against other teams in a game-based engineering challenge. Classroom STEM concepts are put to the test as students learn lifelong skills in teamwork, leadership, communications, and more. Tournaments are held year-round at the regional, state, and national levels and culminate at the VEX Robotics World Championship each April. Students at Cawley competed in their first competition in January.

"Learn by doing" was the theme of the day. Members of the team were able to see how the robotic competitions worked and then started developing a strategy for how to best compete. The robot went through a couple of design variations during the day as students problem solved what worked and what did not (in one of the early matches their claw attachment actually fell off). Cawley finished in 11th place overall. The top 10 teams qualified for the state meet. Cawley did finish 4th for the skills competition.

Unified Sports

Cawley is currently participating in their third year of Unified Sports. There are 25 students with and without disabilities participating in weekly practices focusing on skill development, sport specific rules, and physical fitness in the sport of basketball. These student athletes are having a great time developing new relationships and learning from each other at every practice. The first basketball competition will be on February 8 at Rundlett Middle School against Rundlett and Mountain View Middle Schools. Cawley will host the two other schools on February 16.

Builders Club

The Cawley Builders Club ended 2017 with a very busy schedule. The club made 65 holiday cards for Hooksett families along with 54 reindeer candy canes. The members teamed up with the Salvation Army for a Saturday of bell ringing. About 60 cookies were made for the Friendly Kitchen in Concord thanks to Mrs. Olsen's resources and Mrs. Kahn's time. Students helped at the Hooksett Public Library for the "Countdown to Noon" party. Members are working hard to plan for the Lip Sync battle contest on February 7.

Lynn Lyons to Present

Lynn Lyons who is an anxiety expert who has appeared on television, radio and podcasts in which she delivers strategies that parents and teachers can use to help children with anxiety is presenting on February 13 at 6:30 pm at Hooksett Memorial School. The Hooksett PTA is paying for renowned author and psychotherapist to present a workshop titled "Strategies for Managing Children with Anxiety in School and Home."

Athletics

Congratulations to the boys and girl's basketball teams in advancing to the quarterfinal round of the Tri-County playoffs. The boys finished with the four seed after playing lights out the second half of the season. They hosted South Meadow on January 29. The girls finished with the seventh seed and showed a great deal of improvement throughout the season. They girls traveled to Nashua Catholic on January 29.

Cheer has been working hard gearing up for their upcoming competitions in February. Co-Ed volleyball will start practice on February 5 after school. Volleyball is a non-cut sport and open to all students.

Performing Arts

The Cawley chorus and band students are gearing up to participate in the New Hampshire Music Educators Association Large Group Festival at Goffstown High School on March 10. At this event other music educators in the areas of performance and sight-reading will adjudicate students.

The Fine Arts department is excited to announce that they received a generous grant from the Maud T. Kernan Trust. The Fine Arts department purchased a new marimba for the band, folders for chorus and ukuleles.

The cast list for this year's 8th Grade Musical, "Guys and Dolls Jr.", is out. Students have begun rehearsals and production staff projects in preparation for the shows on April 5 and 6 at 9:30 am and 7:00 pm.

The Drama Club students, under the direction of Angelica Rosenthal are in the process of selecting the show for their spring performance. T hey have been busily engaged in ensemble building and acting exercises, and can't wait to share their creative talents.

Re-Take Procedure

As part of the "Hooksett School Board's Goal of "Reviewing classroom assessment and retake policy and procedures," a draft has been developed by the teachers and administrators at Cawley.

Retake Protocol Guidelines (DRAFT 1/29/18)

- Only major grades are eligible for a retake.
- Retakes are for only grades 90% and below
- The retake grade can be no higher than an 90%
- A student study plan developed by the teacher must be completed before retake
- The student study plan shall include completing all originally assigned homework and classwork, correcting first assessment and conference or communication with teacher and any learning activities that relate to the standards of the assignment
- Students **will not** be required to write why they did poorly on the first assessment
- Retake test must be of similar length and subject matter as the original test.
- Retake timeline completion is determined by the teacher.

- Students can only retake the assessment one time.
- Alternative **major** grades (projects, labs, essays, other long term assignments, etc.) are subject to teacher discretion for retake approval and teachers must communicate retake eligibility in writing before the assignment.
- Students must fill out the retake Cawley Middle School form prior to the retake assignment.
- Students with absences still have the opportunity to have a retake for a make-up exam. (This includes absences for vacations)

Cawley Middle School Sample Form

Request to Retake

This form must be submitted before retaking the assessment. Retakes are for only for grades of 90% and below. The retake grade can be no higher than a 90%.

Name: _____ Today's Date:_____

Name of Assessment to Retake:_____

What was the score on the first assessment? _____

Student Study Plan: (EXAMPLE)

Correct first assessment (Please attach)

Complete all homework (Please attach)

Conference or communication with teacher: Date _____

Other: (Please attach or write a short description)

_____

_____

Teacher Approved Plan on: _____

Student will retake the assessment on: _____

Student Signature: _____ Date: _____

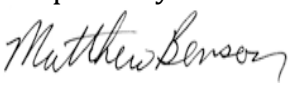
Teacher Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Upcoming Key Dates to Note at Cawley:

January 29 – Feb 12:	Magazine Drive
February 7:	Builders Club Lip Sync Battle, 6:30 pm
February 13:	Lynn Lyons Presentation @ HMS, 6:30 pm
February 26 – March 2:	February Vacation

Respectfully Submitted,



Matthew Benson, Principal

Hooksett School Board Meeting
February 6, 2018

Director of Student Services Report

English for Speakers of Other Languages:

- ACCESS for ELLs (Assessing Comprehension and Communication in English State-to-State for English Language Learners) is a secure large-scale English language proficiency assessment administered to Kindergarten through 12th graders who have been identified as English Language Learners (ELLs). It is given annually in WIDA Consortium member states to monitor students' progress in acquiring academic English.
- The assessment administration window is January 22rd to March 16th.

Title I

- Title I services will soon be provided at Cawley Middle School. The leadership team, including district and building administrators, teachers, and parents have been working diligently to incorporate a model that provides in-addition to learning time before and after school in the areas of language arts and mathematics.
- It is anticipated that the grant funding will be approved for full implementation immediately after February vacation.

Special Education Building Facilitator

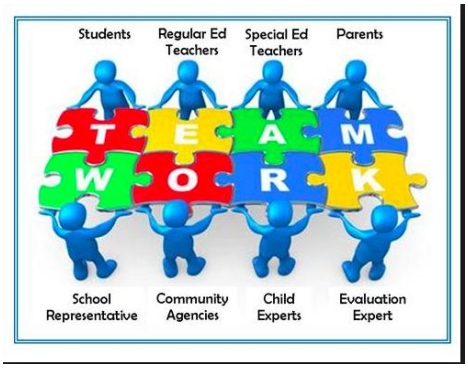
- Kim Stiles was appointed to this position at the last school board meeting. In the two weeks that she has been on board, Kim has been working closely with myself and school personnel to maximize learning for all students. She has an extensive background and the district is very lucky to have her.

Elementary Special Education Coordinator

- The current coordinator, Dawn Luke, has submitted for her resignation effective for the 2018-2019 school year. I will be compiling an interview team and beginning the search process immediately to secure a highly qualified replacement.

Respectfully Submitted,

Christine Gialousis



Hooksett School District
Technology Department Report
February 2018

The Hooksett Tech Team will begin the installation of the Memorial Wifi upgrades on February 12th, the process of access point and switching configurations and replacements will take 2-3 days to complete the project. We expect minimal downtime of internet at the facility.

We continue to monitor an ongoing wifi issue at Cawley Middle School. We have replaced one access point on the 200 hall and this has temporarily alleviate the 200 hall wifi issue to date. We continue to monitor this area as we are searching for the best solution. We will be adding several of the wifi access point that are being removed from Memorial in their upgrade project and moving them to Cawley to add additional AP's to high use areas to help deliver stronger signalling. The original Cawley system is going on 2 years of age, however, all the product warranties have expired. Therefore the tech department is working with existing equipments to solve the connectivity issues at Cawley in lieu of a access point and system replacement.

The bandwidth expansion at Memorial and Underhill continue to improve the connectivity and the increase in devices numbers on the wireless system.

The team continues to monitor the number of tickets that continue to come in to the tech office in regards to problems with apple tv's. We are consistently have to restart, reset or hardwire the apple tv's in order for faculty to fully use the devices.

We are in the process of completing the chromebook repairs and have returned 12 chromebooks back into circulation with new keyboards. We still 14 chromebooks to repair and replace keyboards at this point. These repairs are mainly impacting the earlier versions of chromebooks such as the N21 and N22. We now purchase the N23 that has a more robust keyboard setup and design which makes breaking the keys off more difficult.

Currently, we are evaluating the responses from teachers in the first round of surveys and will be working on a second survey to go to faculty and staff in the coming weeks. The tech team has also met with a small teacher group at Memorial to understand further their immediate tech needs and the types of technology that is currently being used that is available to them. The tech department will continue to work collaboratively with the building principals and teachers to meet their technological needs and support for growth of technology in each school. The department strives to understand from the front lines, the needs, concerns and future implementations that best server the teachers and students in their day to day instructional time.

Christy Prosser
HSD Technology Director
01/30/2018

Hooksett School Board Meeting
Director of Mathematics, Accountability & Assessment Report
2/6/18

Mathematics

Coaching

- I will continue to check in with the teachers who took part in coaching during the first semester regularly as they continue to focus on their personal growth goals throughout the rest of the year.
- A second round of coaching will begin in March after NWEA results are analyzed and I've met with each teacher individually.

Walk-Throughs

- Throughout January I have been conducting solo walk-throughs in mathematics classrooms and giving feedback to teachers regarding instructional practices and student learning.

Middle School Competency Work

- Grade 6, 7 & 8 mathematics teachers from across the SAU met to review and revise the middle school mathematics competencies in preparation for a new middle school report card. The groups worked on developing a balanced progression from 5th to 9th grade. Feedback on the work sessions was very positive. We will continue our work on the March 13th SAU-wide workshop day.

Accountability

Leading the Way: Transforming and Personalizing Student Grading and Reporting Workshop

- I attended a workshop presented by Dr. Thomas Guskey on January 12th along with other district and school administrators and teachers. All participants had the opportunity to gain understanding of the advantages and shortcomings of different grading strategies; explore the use of professional judgment to ensure fair, accurate and meaningful reporting; and discuss competency-based grading practices.

Assessment

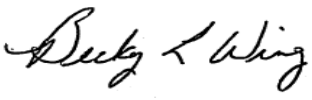
NWEA MAP Growth (Northwest Evaluation Association's Measures of Academic Progress)

- Winter MAP Growth testing in the areas of reading and mathematics in grades K-8 is underway and will continue through February 16th

NHSAS (New Hampshire State Assessment System) & DLM (Dynamic Learning Maps)

- We are beginning our preparations for the new state assessments. The testing window opens mid-March and runs through the beginning of June.

Respectfully Submitted,



Becky L. Wing
Director of Mathematics,
Accountability & Assessment

Hooksett School Libraries

HSD School Board Report February 2018

Fred C Underhill School **Items circulated this month: 1,776**

Mrs. Landsman & Mrs. Eaton held 14 kindergarten classes in the library this month. Kindergarten students learned to connect text to themselves as they explored the concept of Peace with *The Peace Book* by Todd Parr in connection with Martin Luther King, Jr. Day. Students created drawings and wrote or dictated their "*Peace is* ___" sentence to demonstrate understanding of the connection between illustrations and text. Students also listened to two stories by upcoming visiting author Eric Pinder. They discussed what an author does and brainstormed questions to ask the author when he comes to Underhill School.

There were 28 first grade classes in the library in January. First grade students learned that inventing is a process, similar to the research process, in preparation for the upcoming *Invention Convention*. We read the stories *Rosie Revere, Engineer* and *The Most Magnificent Thing* which illustrate examples of the invention process. Students learned that a biography has information about a real person as they explored biographies of famous inventors

During first grade Digital Citizenship classes, Mrs. Baldoumas's and Mrs. Vilela's classes began a four lesson Digital Citizenship unit to learn about internet safety regarding passwords, personal information, safe downloads and using good "netiquette". They learned about being kind online and how to avoid becoming a cyberbully.

Twenty-six second grade classes were held in the library this month. Second graders learned to use a technology tool to create and present ideas; they created word clouds with words connected to the beliefs of Martin Luther King, Jr., and the concepts behind the Civil Rights Movement. Second grade students also explored the process of inventing in preparation for the upcoming *Invention Convention*. Students reviewed the elements of a biography as they read *Marvelous Mattie: How Margaret Knight became an inventor* and explored the biographies of other inventors such as Thomas Edison, Alexander Graham Bell and Benjamin Franklin.

During second grade Digital Citizenship classes, Mrs. Girard's and Mrs. Field's classes completed the unit on internet safety, focusing on what to do in different situations both online and in the real world. Mrs. Young's Class has participated in three lessons on *Internet Safety*, *Online Neighborhood*, *Digital Footprints*, and *Being Kind Online*.

In addition to weekly library classes, Mrs. Landsman collaborated with classroom teachers to implement several units: Mrs. Devereaux's class completed their *Tree Research* slide presentation connected to the Imagine It! story *Tell Me, Tree;* Mrs. Noboa's class continued working on the year-long research unit on New Year Celebrations by starting research on Chinese New Year; Mrs. Cassedy's class began researching Women Civil Rights Leaders; Mrs. Smith's class completed a lesson using atlas maps to prepare for an upcoming Mystery Skype.

The Student Literature Circle continues to read and discuss the novel *Matilda* by Roald Dahl. Activities and assignments included exploration of characters, the theme of power, and discussion of exaggeration as a literary device. Students to learned to use venn diagrams to compare and contrast characters in the story with people in their own lives.

Hooksett Memorial School **Items circulated this month: 1,001**

Ms. Beaudoin & Mrs. Sigel have held 25 third grade classes in the library media center this month. Third graders learned about blogs and shared their thoughts on recently read ImagineIt! titles by posting comments to the HMS Book Blog. Students have been noting their favorite NH Ladybug book award nominees on the display in the library. Mrs. Sigel has been sharing the story *Balto and the Great Race* by Elizabeth Cody Kimmel; students watched a short Smithsonian video on how an outbreak of diphtheria was the origin of the Iditarod race, which is coming up in March.

Twenty-two fourth grade classes were held in the library in January. Fourth grade students continued with lessons on creating presentations with Google slides to promote a specific section of our non-fiction collection. While familiarizing themselves with our rich collection of non-fiction titles, students have been practicing advanced features of Google slides including masking images, using the Explore tool, citing sources, creating a table within a slide, and adding transitions and animations. Students will have the opportunity to view and provide feedback on classmates' slide presentations upon project completion, and will have their presentations shared on the hallway LCD display for the school community to view.

Mrs. Sigel has continued to share stories about inventors, inventions, and related topics, including *Hoop Genius: How a Desperate Teacher and a Rowdy Gym Class Invented Basketball* by John Coy, *Whoosh! Lonnie Johnson's Super-Soaking Stream of Inventions* by Chris Barton, and *Mesmerized: How Ben Franklin Solved a Mystery That Baffled All of France* by Mara Rockliff.

There were 22 fifth grade classes in the library this month. Fifth grade classes have had some interesting discussions on plagiarism and copyright during this past month's lessons. Activities included working as groups to complete a Common Sense Media plagiarism quiz, and exploring an iPad app by National Geographic photographer George Steinmetz, highlighting why we should give credit when we use images from the internet. Students finished the unit by creating a short bibliography.

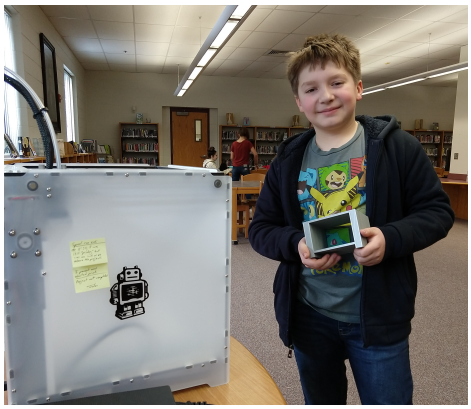
In addition to regularly scheduled library classes, Mrs. Beaudoin and Mrs. Sigel hosted two 5th Grade Library Club meetings with 36 students this month. On Friday, January 12th, Ms. Beaudoin & Ms. LaRochelle, Youth Librarian from the Hooksett Public Library, collaborated to transform the Library Media Center into a Makerspace. All 5th grade classes came to the

library to "tinker" with new library resources that can be used to support STEM in our classrooms. One hundred forty-five students explored stations focusing on coding with Ozobots, Probots, and Sphero; electricity and circuitry with Snap-circuits and clay circuit activities; logic and sequencing with Gravity Maze and other games, and creative design using recyclables with MakeDo kits to build new objects. Items will be available to circulate to classrooms. All of these activities connect to and support the Invention Convention, as well as STEAM initiatives across all grades.

David R Cawley Middle School **Items circulated this month: 435**

There were 40 classes and 15 before/after school meetings held in the CMS library this month. All 8th grade classes have been conducting research in the library this month related to the effects of social media on teens. Students accessed our library databases, books and links to websites to gather facts and information. Ms. Piccolo shared a lesson on summarizing and note taking, while later in the month I reviewed the benefits of using NoodleTools for organizing and generating source citations.

Mr. Fluery's grade six science students continue to refine their 3D designs for a microscope illumination device. We have had many successful designs created with the 3D printer. Over the month I met with groups of students learning to use the 3D design software, and how to translate a drawing into a 3 dimensional design conforming to specific measurements. Additionally, we used the 3D printer to create a number of MakeDo hinges for Ms. Beaudoin's 5th grade classes to use during HMS Tinker Day.



We welcomed Ms. Larochelle back to the library this month; she shared a number of new graphic novels with all sixth grade classes as well as information about the many activities being offered to middle school students at the Hooksett Public Library this month.

Respectfully submitted,

Justine Thain

Justine Thain, Library Media Director

Hooksett School District
School Board Goals 2017-2018
February 6, 2018

In Process ***Ongoing*** ***Complete***

High School	Curriculum, Instruction & Assessment	Full Day Kindergarten	Communication & School Board Functions
Renegotiate high school MOUS	Improve student achievement at all grade levels	Develop a full day K implementation plan • Programming • Facilities • Timeline	Improve communication with parents and the community on important and timely topics: budget, programming, etc.
	Ensure that administrators and teachers have a deep understanding of assessment data and its use in improving instruction		
Expand the role of a HS Liaison to provide program/academic updates	Explore research-based instructional strategies for core classroom instruction to improve student outcomes	Identify educational value vs. convenience value	Identify multiple platforms of communication with families and community. Website, email, etc.
Review preparedness for high school in terms of study skills and organization	Articulate the vision of the "Whole Child". Describe our academic, social and emotional programming	Curriculum implications grades 1-8	Investigate ways to increase interest in district activities and school board initiatives
Student Services	Review ALPs model with a focus on Tier 3	Explore Pre-K options (SNHU)	Support district and building administrators in leadership initiatives – Skillful Teacher
Conduct a program review of special education services Including communication, assessments, timeline	Challenge all students to achieve at high levels	Review ½ Day K Program and Curriculum	**Facilities and Finance**
	Review classroom assessment retake policy and procedures	**Technology Integration**	Identify energy efficiencies and green initiatives
Review the role of para-professionals. Hiring practices/level of experience	Continue implementation of study skills in the curriculum at all grade levels	Review technology integration practices at each grade level	Consider upgrades at Underhill • Playground • Stage/Multi-purpose Area
Review Title I Program and procedures	Review intervention practices K-8: Instructional options, assessment and progress monitoring, parent involvement, and considerations for improvement	Investigate how technology enhances learning	Discuss possibility of community turf fields
Safety	Continue and expand STEM opportunities in all grade levels	Review BYOD procedures	Update school board regularly during contract negotiations
Investigate inter-school radio communication for emergency purposes	Collaborate with private entities and other school districts who have demonstrated excellence in programming and student outcomes	**Professional Responsibilities & Accountability**	Develop a model or incentive plan to reduce the number of sick days taken at the end of the school year
Re-evaluate Cop-Sync	Review grading practices for consistency	Maintain updated teacher websites	Present a solid well thought out cost effective budget
Review the issue of guns on school property during elections	Implement new science standards and update curriculum and materials	Respond to parent inquiries in a timely manner	
		Demonstrate ownership in fulfilling job responsibilities	

HOOKSETT SCHOOL DISTRICT

DRIVER EDUCATION CONTRACT

This Agreement is made January 2, 2018 by and between the Hooksett School District, a New Hampshire municipal corporation with a principal place of business in c/o SAU No. 15, 90 Farmer Road, Hooksett, New Hampshire 03106 (hereinafter called the "District") and Jack's Driving School LLC.

WHEREAS the District desires to provide its students with the opportunity to enroll in driver education classes and experience behind-the-wheel instruction by a licensed provider of driver education and a certified instructor in driver education;

WHEREAS Jack's Driving School LLC has a state approved registered/inspected and maintained vehicle to provide behind-the-wheel instruction as required by state standards;

WHEREAS the District has agreed to provide a classroom and audio/visual equipment to Jack's Driving School LLC to provide classroom driver education;

NOW, THEREFORE, in consideration of the foregoing and the mutual promises and benefits contained herein, the parties hereto

agree as follows:

Driving School's Responsibilities

1. Jack’s Driving School LLC agrees to provide a state approved vehicle, registered, inspected, fueled and maintained in order to provide behind-the-wheel instruction as required by state standards for driver education.

2. Jack’s Driving School LLC shall maintain 1 million-dollar insurance coverage with a company licensed to do business in the State of New Hampshire in a form satisfactory to the District, with the School District listed as an "additional insured." A copy of this Certificate must be provided to the District prior to this contract becoming effective.

3. Jack’s Driving School LLC shall employ Jack Wedemeyer who shall at all times maintain state certification as a driver education instructor and as a state licensing agent.

4. Jack’s Driving School LLC shall provide a minimum of thirty clock hours of classroom instruction per session and shall at all times provide sufficient classroom instruction to comply with state standards for driver education.

5. Jack’s Driving School LLC shall provide ten hours of instruction for each student enrolled in driver education at the student's convenience, scheduling no fewer than two nor more than three students in the instruction car at any one time. Jack’s Driving School LLC shall also provide six hours of state-required observation time for each enrolled student.

6. In the event of an accident or injury, Jack’s Driving

School LLC will notify the District by verbal contact immediately and provide a written report of the accident to the Superintendent of Schools within five days.

7. The District agrees to retain Jack's Driving School LLC as sole provider of driver education classes for a period of July 1, 2018 through June 30, 2021. Jack's Driving School LLC shall indemnify, defend and hold harmless the School District, its agents, officers and employees from and against any and all losses or damage suffered or incurred by the School District, and expenses including legal fees and disbursements, going out of or resulting from or occurring in connection with the execution of the work to be provided under this contract.

8. Jack's Driving School LLC will charge a total tuition to the parents for the next three years as follows:

September 2018 – September 2019	$620/per student
September 2019 – September 2020	$640/per student
September 2020 – September 2021	$650/per student

If at any time during this contract the State of New Hampshire reinstates the reimbursement of $150 per student, Jack's Driving School LLC will reduce their per student price by $100. For the remainder of this contract, Jack's Driving School LLC assures that the total tuition will remain competitive and will be reviewed by September 1 of each year with the SAU #15 Business Administrator.

9. Criminal records checks including fingerprints must be performed on all current employees and any new employees during the life of this agreement. A copy of each will be submitted to the Hooksett School District.

District Responsibilities

10. The Hooksett School District will provide a classroom, in a manner not to conflict with regularly scheduled classes.

11. No guarantees with respect to the number of students participating in the program are made. If more than ten (10) students sign up for and are eligible for the program, then Jack's Driving School LLC will start classroom instruction.

General Provisions

12. This contract constitutes the entire agreement between the parties. No representatives, warranties or promises pertaining to this agreement or any property effected by this agreement have been made or shall be binding on the parties, except as expressly stated herein.

13. The interpretation/construction and performance of this contract shall be governed by the laws of the State of New Hampshire.

14. The benefits and obligations of this agreement are not assignable.

15. This contract may be terminated by the District for unsatisfactory performance of this contract or if the Contractor becomes insolvent, bankrupt or makes an assignment for the benefit of creditors. The District shall give written notice to the Contractor citing the unsatisfactory performance and giving the Contractor fourteen (14) days to improve its performance to the

satisfaction of the District. If the performance of the Contractor does not improve to the satisfaction of the District, within the fourteen (14) day period, the District may terminate this contract by providing written notice to the Contractor, notifying it of final termination fourteen (14) days from the date of receipt of said notice.

Upon default by the Contractor, the District may employ another contractor or contractors to complete the terms of this Agreement and hold the Contractor responsible for any reasonable extra or added expenses or damages suffered by the District. The provisions outlined herein as the rights of the District after termination shall be in addition to any and all other legal or equitable remedies permissible under the law.

IN WITNESS WHEREOF, the parties hereto have executed and delivered this agreement the day and year first above mentioned.

Jack's Driving School LLC

BY: _____ DATE: _____

BY: _____ DATE: _____

Chair
Hooksett School Board

HOOKSETT POLICIES -2ND READING/ADOPTION- **XII.A.**

2nd Board Reading Date: February 6, 2018
1st Board Reading Date: January 2, 2018

POLICY TITLE/CATEGORY	CURRENT CODE	PROPOSED CODE	CATEGORY	STATUS	Changes Made after 1st Reading Reason for Change
Non-Educational Surveys and Questionnaire	ILDA	ILD	Priority/Required by Law		Title Changed to include read: 'Educational and Non-Educational Surveys and Questionnaires'
Patriotic Exercises	IMDA		Recommended		No Changes after 1st Reading
Student Discipline and Due Process	JICD		Priority/Required by Law		No Changes after 1st Reading
Hazing	JICFA		Priority/Required by Law		No Changes after 1st Reading
~~Reporting Child Abuse or Neglect~~	~~JLF~~		~~Priority/Required by Law~~		TABLED. For committee review 1/23/18
Payroll Procedures	DKA		Recommended		No Changes after 1st Reading
Fraud Prevention and Fiscal Management	*NEW*	DIH	Recommended		No Changes after 1st Reading
Public Gifts/Donations	*NEW*	KCD			No Changes after 1st Reading
~~Tobacco Free Schools~~	~~ADC~~				Waived 2nd Reading. ADOPTED 1/2/18

Eliminate

HSB File: ILDA

~~**HOOKSETT SCHOOL DISTRICT**~~

~~**NON-EDUCATIONAL QUESTIONNAIRES, SURVEYS AND RESEARCH**~~

~~This policy will apply to all non-academic and non-educational surveys and questionnaires implemented, used and conducted by the District. This policy is intended to be separate and distinguishable from Policy ILD - Educational Questionnaires, Surveys and Research.~~

~~Parents/guardians will be notified at least ten (10) days prior to the District administering a non-academic or non-educational survey or survey to students. Parents/guardians will be permitted to review the survey or questionnaire prior to it being administered, if so requested. Parents/guardians may opt-out their child from the survey or questionnaire. Such an opt-out notice must be in writing, including e-mail notification. Parents who do not opt-out their child(ren) from District administered surveys or questionnaires will be deemed to have consented to the survey or questionnaire.~~

~~For purposes of this policy, "non-academic survey or questionnaire" means "surveys, questionnaires, or other documents designed to elicit information about a student's social behavior, family life, religion, politics, sexual orientation, sexual activity, drug use, or any other information not related to a student's academics" or as otherwise may be defined by applicable state law or Department of Education regulation.~~

Adopted: November 3, 2015

Legal References:

RSA 186:11

HOOKSETT SCHOOL DISTRICT
EDUCATIONAL AND NON-EDUCATIONAL QUESTIONNAIRES, SURVEYS, AND RESEARCH

Protection of Pupil Rights Amendment

Pursuant to the Protection of Pupil Rights Amendment, no student will be required to submit to a survey, analysis, or evaluation which is administered or distributed by a school, and is funded in whole or in part by any program administered by the U.S. Department of Education without the prior written consent of the parent/guardian that reveals information concerning the following:

1. Political affiliations;
2. Mental and psychological problems potentially embarrassing to the student or the family;
3. Sexual behavior and attitudes;
4. Illegal, anti-social, self-incriminating, and demeaning behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the student or student's parent; or
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

School District Approval

No surveys will be administered without the prior approval of the Superintendent or his/her designee. Any survey created by a third party or funded, in whole or in part, by the U.S. Department of Education, that includes any of the eight categories listed above, will be available for inspection by parents/guardians before the survey is administered to students.

Parents/guardians will have the right to deny permission for their child to participate in taking the survey. The school will not penalize students whose parents/guardians exercise this option. The school will take reasonable precautions to protect student privacy during their participation of any survey, analysis, or evaluation containing one or more of the eight categories listed above.

Parental Notification

Parents will be notified when the school intends on issuing an educational survey. Notice will be given as early as possible before the survey is administered. Included in the notice will be information regarding how the survey or questionnaire will be administered; how it will be utilized, and the persons or entities that will have access to the results of the completed survey or questionnaire. Parents or guardians wishing to inspect a survey, analysis, or evaluation will be able to do so in the administrative office. Parents may refuse to allow their student to participate before or after reviewing the survey or questionnaire.

~~School District Use of Data~~

~~Administrators, teachers, other staff members and the school board may use surveys for many purposes. Such purposes may include, but are not limited to, the need for student services, the determination of prevailing views pertaining to proposed policies and/or practices, or the determination of student knowledge and/or attitudes related to a specific subject. These are examples of surveys and not intended to be an all-inclusive listing. Administrative approval is required for surveys. Responses will not be used in any identifying manner.~~

~~Surveys conducted for other agencies, organizations or individuals must have the recommendation of the Superintendent and the approval of the school board as to content and purpose. The results of such approved surveys must be shared with the school board.~~

~~Surveys Requesting Sexual Information~~

~~In any case in which a questionnaire or survey requesting sexual information of students is to be administered, the Superintendent will notify parents concerning the administration of such questionnaire or survey in writing prior to its administration. Such notice will inform parents of the nature and types of questions included in the questionnaire or survey, the purposes and age-appropriateness of the survey, and how any findings or results will be disclosed. Parents will have the right to review the questionnaire or survey and to exempt their child from participating in the survey. School personnel administering any such questionnaire or survey will not disclose personally identifiable information. No questionnaire or survey requesting sexual information will be administered to any student in kindergarten through grade six unless required by federal or state law or regulation.~~

~~Miscellaneous Provisions~~

~~This policy does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as the following:~~

- ~~College or post-secondary education recruitment, or military recruitment;~~
- ~~Book clubs, magazines, and programs providing access to low-cost literary products;~~
- ~~Curriculum and instructional materials used by schools;~~
- ~~Tests and assessments used by schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students, or to generate other statistical data for educational purposes;~~
- ~~The sale of products or services to raise funds for school-related or education-related activities; and~~
- ~~Student recognition programs.~~

Separate federal and state laws require that written consent be obtained from a parent or guardian before a student participates in a non-educational survey or questionnaire that asks about information not directly related to a student's academics.

Federal law, the Protection of Pupil Rights Amendment, imposes the prior written consent requirement only if the survey, analysis, or evaluation or its administration is paid for or in any way uses federal funds from the federal Department of Education and reveals information concerning the following:

1. **Political affiliations;**
2. **Mental and psychological problems potentially embarrassing to the student or the family;**

3. Sexual behavior and attitudes;
4. Illegal, anti-social, self-incriminating, and demeaning behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the student or student's parent; or
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

State law, RSA 186:11, IX-d, imposes the prior written consent requirement on questionnaires, or other documents designed to elicit information about:

1. **A student's social behavior;**
2. **family life;**
3. **religion;**
4. **politics;**
5. **sexual orientation;**
6. **sexual activity;**
7. **drug use;**
8. **or any other information not related to a student's academics.**

School District Approval

For the purpose of this policy, "non-academic survey" shall include a survey, analysis, or evaluation which seeks any information in the categories listed above. All non-academic surveys must have the prior approval of the Superintendent or his/her designee.

Surveys conducted for other agencies, organizations or individuals must have the recommendation of the Superintendent and the approval of the School Board as to content and purpose. The results of such approved surveys must be shared with the School Board.

No questionnaire or survey requesting sexual information will be administered to any student in kindergarten through grade six unless required by federal or state law or regulation. School personnel administering any such questionnaire or survey will not disclose personally identifiable information.

Parental Notification

Prior written consent from a parent or legal guardian is required to administer a non-academic survey to a student, unless the student is an adult or an emancipated minor who consents. Parents/Guardians will be notified at least ten (10) days prior to administration when a school intends to administer a non-academic survey. Included in the notice will be information regarding the purpose of the non-academic survey, how the survey will be administered; how it will be utilized; and the persons or entities that will have access to the results of the completed survey. Parents or guardians wishing to inspect a non-academic survey will be able to do so in the administrative office. Parents may refuse to give consent for their student to participate, with or without first reviewing the non-academic survey. The school will not penalize students whose parents/guardians decline to provide written consent. The school will take reasonable precautions to protect student privacy during their participation in any non-academic survey.

Youth Risk Behavior Survey Developed by the Centers for Disease Control and Prevention

State law does not require prior written consent from a parent or guardian for administration of the Youth Risk Behavior Survey developed by the Centers for Disease Control and Prevention. Guidance issued by the Center for Disease Control, United States Department of Health and Human Services, concludes that federal law, including the Protection of Pupil Rights Amendment, also does not require prior written consent from parents or guardians because students are not required to participate and the survey is not paid for by the United States Department of Education. As required by both New Hampshire and federal law, the District shall provide parents and guardians with notice at least ten (10) days before the Youth Risk Behavior Survey is administered. Parents may inspect the Youth Risk Behavior Survey at the school's administrative office. Parents or guardians may opt their student out of participating in the Youth Risk Behavior Survey by providing the Principal with written notice. District staff administering the Youth Risk Behavior Survey shall insure students understand that participation is voluntary and that students who opt-out will not be penalized.

Miscellaneous Provisions

This policy does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as the following:

- **College or post-secondary education recruitment, or military recruitment;**
- **Book clubs, magazines, and programs providing access to low-cost literary products;**
- **Curriculum and instructional materials used by schools;**
- **Tests and assessments used by schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students, or to generate other statistical data for educational purposes;**
- **The sale of products or services to raise funds for school-related or education-related activities; and**
- **Student recognition programs.**

Legal References:

20 U.S.C. § 1232h; 34 CFR Part 98, Protection of Pupil Rights Amendment
RSA 186:11, IX-d
2017 CDC YRBS Guidance Manual

Adopted: January 5, 2016

HSD File: IMDA

HOOKSETT SCHOOL DISTRICT
PATRIOTIC EXERCISES

The school district should begin the day with the recitation of the Pledge of Allegiance. Pupil participation in the recitation of the Pledge of Allegiance shall be voluntary. People in corridors or areas where there are no flags should show proper respect by remaining still and silent. Pupils not participating in the recitation of the Pledge of Allegiance may silently stand or remain seated but shall be required to respect the rights of those pupils electing to participate. If this paragraph should be declared unconstitutional or otherwise invalid, the remaining paragraphs in this section shall not be affected, and shall continue in full force and effect.

In accordance with federal law, the District shall offer an education program(s) each year on Constitution Day to commemorate the September 17, 1787 signing of the United States Constitution. The Principal shall establish administrative guidelines ensuring that the District observes Constitution Day properly and in a manner befitting the importance of the event.

Further, during the weeks of Memorial Day and Veterans Day, the district will devote time for exercises of a patriotic nature, including a discussion of the words, meaning, and history of the Pledge of Allegiance and the Star Spangled Banner.

New Hampshire observes General John Stark Day on the second Monday in April. Schools in the District may commemorate the day with appropriate educational activities.

Adopted: January 2, 2001
Reviewed/Revised: January 3, 2017

Legal Reference:
RSA 194:15-c, **NH Patriot Act,** RSA 189:18, **Patriotic Exercises, 36 U.S. C. 106, Constitution Day and Citizenship Day,** Section 111 of Div. J of Public Law 108-447; **RSA 4:12-1, General John Stark Day**

HSD File: JICD

HOOKSETT SCHOOL DISTRICT
STUDENT CONDUCT, DISCIPLINE AND DUE PROCESS ~~– SAFE SCHOOL ZONE~~

~~Inappropriate student conduct that causes material and substantial disruption to the school environment, interferes with the rights of others, or presents a threat to the health and safety of others will not be tolerated. Students are expected to exhibit appropriate classroom behavior that allows teachers to communicate and educate effectively.~~

~~Students will conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others while on school district property or property within the jurisdiction of the school district; while on school owned and/or operated school or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district. Consequences for the misconduct will be fair and developmentally appropriate in light of the circumstances.~~

~~Students who fail to abide by this policy and the administrative regulations supporting it may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to participate in or obtain their education; conduct that is violent or destructive; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation, and expulsion.~~

~~Suspension means an in-school suspension, an out-of-school suspension, a restriction from activities or loss of eligibility. An in-school suspension means the student will attend school but will be temporarily isolated from one or more classes while under supervision. An in-school suspension will not exceed ten consecutive school days. An out-of-school suspension means the student is removed from the school environment, which includes school classes and activities. An out-of-school suspension will not exceed ten days. A restriction from school activities means a student will attend school, classes, and practice but will not participate in school activities.~~

~~School Board authorizes the Superintendent, following a hearing, to continue the suspension of a pupil for a period in excess of 10 school days.~~

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

~~Expulsion means an action by the Board to remove a student from the school environment, which includes, but is not limited to, classes and activities, for a period of time set by the Board.~~

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

~~The Superintendent may modify expulsion requirements as provided in RSA 193:14, IV.~~

~~Students receiving special education services will be disciplined in accordance with the student's IEP and all applicable provisions of the Individual With Disabilities Education Act (IDEA).~~

~~At all times, students are required to conduct themselves in accordance with behavioral standards set forth in Policy JIC and all other applicable Board policies.~~

~~Students and parents will be notified annually of this policy.~~

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

Definitions

1. Removal from the classroom means a student is sent to the building Principal, or designee's office. It is within the discretion of the person in charge of the classroom to remove the student.

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

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

4. An out-of-school suspension means the temporary denial of a student's attendance at school for a specific period of time for gross misconduct, for neglect, or refusal to conform to school rules or policies.

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

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

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

Standards for Removal from Classroom and Detention

Students may be removed from the classroom at the classroom teacher's discretion if the student refuses to obey the teacher's directives, becomes disruptive, fails to abide by school rules or policies, or otherwise impedes the educational purpose of the class.

Likewise, classroom teachers may assign students to detention for similar conduct.

The building Principal, or designee, may assign students to detention under the same standard.

Standards for In-School Suspension, Restriction of Activities, and Probation

The building Principal, or designee, is authorized to issue in-school suspensions, restrictions of activities, or place a student on probation for any conduct that causes material or substantial disruption to the school environment, interferes with the rights of others, presents a threat to the health and safety of students, employees, and visitors, violates other board Policies, is otherwise inappropriate, or prohibited by law.

Process for Out-of-School Suspension:

The power of suspension is authorized as follows:

1. The building Principal, or designee, is authorized to suspend a student for ten (10) school days or less for gross misconduct, for neglect, or refusal to conform to school district policies and rules. The Principal, or designee, shall consult with the Superintendent prior to issuing any suspension.

- **A. Pursuant to Ed 317.04(a)(1), a suspension of ten (10) school days or less shall be considered a "short-term suspension" and may be issued for gross misconduct, for neglect, or refusal to conform to the reasonable policies and rules of the school under RSA 193:13, I.**

- **B. As required by RSA 193:13(a), educational assignments shall be made available to the suspended pupil during the period of suspension.**

2. The Superintendent is authorized to continue the suspension of a pupil for a period in excess of ten (10) school days. Prior to this extended suspension, the Superintendent will provide an informal hearing on the matter. The informal hearing need not rise to the level and protocol of an official hearing before the School Board, but must comply with the requirements of Department of Education Administrative Rule 317.04, Disciplinary Procedures, subsection (f)(3)g.

- **A. Pursuant to Ed 317.04(a)(2), a suspension in excess of ten (10) school days shall be considered a "long-term suspension."**
- **B. A long-term suspension may be issued for an act of theft, destruction, or violence as defined in RSA Chapter 193-D, for possession of a pellet paint ball gun or BB gun or rifle as provided by RSA 193:13, II, or for any violation of any rule established using the authority granted by RSA 189:15, provided the rule includes notice that a student may receive a long-term suspension and/or may be expelled for violation of the rule and the rule has been recorded in the official records of the School Board.**

3. Any suspension in excess of ten (10) school days, as described in Paragraph 2 of this Section, is appealable to the School Board, provided the Superintendent receives the appeal in writing within ten (10) days after the issuance of the Superintendent's decision described in Paragraph 2. Any suspension in excess of ten (10) school days shall remain in effect while this appeal is pending.

4. Due process standards for short-term suspensions (ten (10) days or less) will adhere to the requirements of Ed 317.04(f)(1).

5. Due process standards for long-term suspensions (more than ten (10) days) will adhere to the requirements of Ed 317.04(f)(2).

Process for Expulsion

1. Any pupil may be expelled by the School Board for an act of theft, destruction, or violence as defined in RSA Chapter 193-D, for possession of a pellet paint ball gun or BB gun or rifle as provided by RSA 193:13, II, or for any violation of any rule established using the authority granted by RSA 189:15, provided the rule includes notice that a

student may receive a long-term suspension and/or may be expelled for violation of the rule and the rule has been recorded in the official records of the School Board.

2. Additionally, any pupil may be expelled by the School Board for bringing or possessing a firearm as defined in Section 921 U.S.C. Title 18 in a safe school zone, as defined in RSA 193-D:1, unless such pupil has written authorization from the Superintendent. Any expulsion under this provision shall be for a period of not less than twelve (12) months.

3. The District will ensure that the due process standards set forth in Ed 317.04(f)(3) are followed.

4. An expulsion will run until the School Board restores the student's permission to attend school. A student seeking restoration of permission to attend school shall file a written request with the Superintendent which details the basis for the request.

Notice

Any time there is an instance of disciplinary action mentioned in Paragraph #1, as well as any infraction covered in this policy, parents will be notified. This policy and school rules which inform the student body of the content of RSA 193:13 shall be printed in the student handbook and made available on the District's website to students, parents, and guardians. The Principal or designated building administrator shall also inform the student body concerning this policy and school rules which address the content of RSA 193:13 through appropriate means, which may include posting and announcements. See: Ed. 317.04(d).

Adopted: May 1, 2001
Adopted: November 5, 2002
Revised: November 2, 2010

Legal References:
RSA 189:15, Regulations, *RSA 193:13*, **Suspension & Expulsion of Pupils, RSA Chapter 193-D, Safe School Zones,** *NH Admin Rules, Section Ed 306.04(a)(3)* **Discipline,** *NH Admin Rules, Section Ed 306.04(f)*, **Student Discipline Policy,** *NH Admin Rules, Section Ed 317.04(b)*, **Suspension and Expulsion of Pupils Assuring Due Process Disciplinary Procedures**

HSD File: JICFA

HOOKSETT SCHOOL DISTRICT
HAZING

It is the policy of the District that no student or employee of the District shall participate in or be members of any secret fraternity or secret organization that is in any degree related to the school or to a school activity. No student organization or any person associated with any organization sanctioned by the Board of Education shall engage or participate in hazing.

~~For the purposes of this policy, hazing is defined as an activity which recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization sanctioned or authorized by the Board of Education.~~

Hazing is defined as any act directed toward a student, or any coercion or intimidation of a student to act or to participate in or submit to any act, when: (1) Such act is likely or would be perceived by a reasonable person as likely to cause physical or psychological injury to any person; and (2) Such act is a condition of initiation into, admission into, continued membership in or association with any organization. Hazing includes but is not limited to an activity which recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization sanctioned or authorized by the Board of Education.

"Endanger the physical health" shall include, but is not limited to, any brutality of a physical nature, such as whipping; beating; branding; forced calisthenics; exposure to the elements; forced consumption of any food, alcoholic beverage, drug or controlled dangerous substance; or any forced physical activity which could adversely affect the physical health or safety of the individual.

"Endanger the mental health" shall include any activity, except those activities authorized by law, which would subject the individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual.

Any hazing activity upon which the initiation or admission into or affiliation with an organization sanctioned or authorized by the Board of Education is conditioned, directly or indirectly, shall be presumed to be a forced activity, even if the student willingly participates in such activity.

This policy is not intended to deprive School District authorities from taking necessary and appropriate disciplinary action toward any student or employee. Students or employees who violate this policy will be subject to disciplinary action that may include expulsion for students and employment termination for employees.

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

Adopted: April 15, 2008

Legal Reference:
NH Ed Rule 306.04(a) (7)**, Student Hazing,** RSA 631.7, Student Hazing

HSD File: DKA

HOOKSETT SCHOOL DISTRICT
PAYROLL PROCEDURES

All salaries and supplements paid regular staff members, substitutes, and part-time personnel will be paid through the business office.

Proper payroll procedures are dependent on staff attendance accounting **and on the signing-in and signing-out of part-time and hourly workers**. The necessary procedures for this will be established by the Superintendent and carried out by the administrative personnel.

Compensation records kept by the business office will reflect an accurate history of the compensation and related benefits accorded each employee.

Pay Day Schedule

The School District pays salaries on a regular schedule throughout the school year. There shall be no salary advances.

Salary Deductions

Salary deductions are allowed. They are subject to the limitation of the accounting equipment. Authorized payroll deductions include:

1. Credit Union
2. Tax-Sheltered Annuities
3. Union Dues
4. Insurance Premium Contributions
5. ~~**Purchasing Benefits**~~

All salary deductions, other than those regulated by federal or state laws, will be deducted only upon written approval of the employee.

Adopted: December 21, 1999

Legal References:
RSA 194-C:4 (II) (a), Superintendent Services, RSA 275:43, Payment of Wages: Hourly School District Employees

HSD File: DIH

HOOKSETT SCHOOL DISTRICT
FRAUD PREVENTION AND FISCAL MANAGEMENT

Authority

The Board expects all Board members, district employees, volunteers, consultants, vendors, contractors and other parties that maintain a relationship with the school district to act with integrity, due diligence, and in accordance with law in their duties involving the District's resources. The Board is entrusted with public funds, and no one connected with the District shall do anything to erode that trust.

Definitions

Fraud, financial improprieties, or irregularities include but are not limited to:

1. **Forgery or unauthorized alteration of any document or account belonging to the District.**
2. **Forgery or unauthorized alteration of a check, bank draft, or any other financial document.**
3. **Misappropriation of funds, securities, supplies, or other assets.**
4. **Impropriety in handling money or reporting financial transactions.**
5. **Profiteering because of insider information of district information or activities.**
6. **Disclosure of confidential and/or proprietary information to outside parties.**
7. **Acceptance or seeking of anything of material value, other than items used in the normal course of advertising, from contractors, vendors, or persons providing services to the District.**
8. **Destruction, removal, or inappropriate use of District records, furniture, fixtures, or equipment.**
9. **Failure to provide financial records to authorized state or local entities.**
10. **Failure to cooperate fully with any financial auditors, investigators or law enforcement.**
11. **Other dishonest or fraudulent acts involving District monies or resources.**

Delegation of Responsibility

The Superintendent or designee shall be responsible to develop and implement internal controls designed to prevent and detect fraud, financial impropriety, or fiscal irregularities within the District, subject to review and approval by the Board.

The Superintendent shall be responsible for maintaining a sound system of internal controls that is designed to identify potential risks, evaluate the nature and extent of those risks, and manage them effectively.

District administrators are responsible to be alert to an indication of fraud, financial impropriety, or irregularity within their areas of responsibility.

The Superintendent shall recommend to the Board for its approval completion of a forensic audit when it is deemed necessary and beneficial to the District.

The Superintendent shall ensure the appropriate authorities are notified, pursuant to state law, when cases of fraud, embezzlement, or theft have been identified.

Guidelines

Reporting

An employee who suspects fraud, impropriety, or irregularity shall immediately report his/her suspicions to the Superintendent. If the report involves the Superintendent, the employee shall report his/her suspicions to the Board Chair. Employees who bring forth a legitimate concern or suspicion about a potential impropriety shall not be retaliated against. Those who do retaliate against such an employee shall be subject to disciplinary action.

Investigation

The Superintendent shall have primary responsibility for conducting necessary investigations of reported fraudulent activity.

Based on his/her judgment, the Superintendent shall coordinate investigative efforts with the District auditor, insurance agent, external agencies, and law enforcement officials, if applicable.

If the Superintendent is involved in the complaint, the Board Chair is authorized to engage the District's local legal counsel or alternate legal counsel to initiate an investigation of the complaint and coordinate the investigative efforts with individuals and agencies s/he deems appropriate.

Records shall be maintained for use in an investigation.

Individuals found to have altered or destroyed records shall be subject to disciplinary action. If an investigation substantiates the occurrence of a fraudulent activity, the Superintendent shall present a report to the Board and appropriate personnel.

If the Superintendent has not previously notified law enforcement and/or a regulatory agency with jurisdiction, the Board shall determine the final disposition of the matter, including whether the matter will be referred to the appropriate law enforcement and/or regulatory agency for further investigation or action.

Confidentiality

The Superintendent shall investigate reports of fraudulent activity in a manner that protects the confidentiality of the individuals and facts. All employees involved in the investigation are required to maintain confidentiality regarding all information about the matter during the investigation. Results of an investigation shall not be disclosed to or discussed with anyone other than those individuals with a legitimate right-to-know, until the results are made public.

Prevention

In order to prevent fraud, the Board directs that a system of internal controls be followed that include but are not limited to the following:

- **Segregation of Duties - Where possible, more than one (1) person will be involved in pieces of financial transactions. No one (1) person shall be responsible for an entire financial transaction.**
- **Payments - Payments shall be made only by checks. No cash transactions shall be permitted. Check signers shall be approved annually by the Board and will consist of persons not involved in the transaction.**
- **Bank Reconciliations - Bank statements and cancelled checks shall be reconciled by individuals who are not authorized to sign checks, nor involved in check processing.**

- **Access to Checks - Physical and electronic access to School District checks and accounts shall be limited to those employees with designated business functions.**
- **Capital Assets - The business office shall maintain updated lists of district capital assets.**
- **Training - Administrators shall be responsible for ensuring that employees under their supervision receive training regarding fraud prevention.**

HSD File: KCD

HOOKSETT SCHOOL DISTRICT

PUBLIC GIFTS/DONATIONS

Gifts from organizations, community groups and/or outside individuals, which will benefit the District, shall be encouraged. A gift shall be defined as money, real or personal property, and personal services provided without consideration.

Individuals or groups contemplating presenting a gift to a school or the District shall be encouraged to discuss in advance with the Building Principal or the Superintendent what gifts are appropriate and needed.

The Board reserves the right to refuse any gift that does not contribute to the achievement of the District's goals, or in which the ownership of the gift would tend to deplete the resources of the District. In determining whether a gift will be accepted, consideration shall be given to District Policies, School District goals and objectives (with particular emphasis on the goal of providing equal educational opportunities to all students) and adherence to basic principles outlined in the regulation that accompanies this policy.

The Superintendent may accept gifts in the amount of $5000 or less. Gifts in excess of $5000 may be accepted by the Board. Additionally, pursuant to RSA 198:20-b, III, a gift in the form of funds over $5000 shall require the Board to hold a public hearing regarding any action to be taken with the gift. For gifts of less than $5000, the Board will post notice of the gift in the agenda of the next regularly scheduled Board meeting and will include notice in the minutes of the meeting in which the gift is discussed. The acceptance of all gifts will be made in public session.

Any gift accepted shall become the property of the district, may not be returned without the approval of the Board, and is subject to the same controls and regulations as are other properties of the District. The Board shall be responsible for the maintenance of any gift it accepts.

At the time of acceptance of the gift, there will be a definite understanding with regard to the use of the gift, including whether it is intended for the use of one particular school or all schools in the District. The Board will make every effort to honor the intent of the donor in its use of the gift, but reserves the right to utilize any gift it accepts in the best interest of the educational program of the District. In no case shall acceptance of a gift be considered to be an endorsement by the Board of a commercial product, business enterprise or institution of learning.

It is the responsibility of the Superintendent or designee to process the appropriate forms to update the District's inventory and to notify the donor of acceptance or rejection of a gift.

~~Voluntary contributions by District employees of supplies or other minor items of personal property to be used in classrooms or school programs with an aggregate value over the school year of less than $250 are permitted without further approval or documentation. Receipt of voluntary contributions being made by District employees with a value of $250 or more must be approved as required in this policy for gifts from individuals not employed by the District.~~

Active solicitation of gifts to be received by the District, including by any school, classroom, or program in the District, ~~including~~ soliciting gifts**, including online funding,** ~~through online crowd funding web sites~~ must be approved in advance by the Superintendent**.** ~~where the value of~~

~~the gift sought is less than $500 and by the Board where the value of the gift sought is $500 or greater.~~

Teachers and staff my accept gifts of a nominal value.

HOOKSETT POLICIES ***1st READING/REVIEW* XII.B.**

2nd Board Reading Date: February 20, 2018
1st Board Reading Date: February 6, 2018
Committee Meeting Date: January 23, 2018

POLICY TITLE/CATEGORY	CURRENT CODE	PROPOSED CODE	CATEGORY	STATUS	COMMITTEE RECOMMENDATIONS
School Superintendent	CB		Recommended		Committee feels more appropriate as an SAU Policy
Individual School Administrative Personnel	CFA		Recommended		Language changes. Part ED 304 (List of Duties) removed as Administrative Rules occasionally change.
Evacuation Drills	EBCB		Recommended		Added language.
Buildings and Grounds Management	EC		Optional		No changes suggested.
Vandalism	ECAC		Optional		Committee prefers NHSBA suggested policy.
Investment	DFA		Priority/Required by Law		No changes. Must be reviewed annually.

HSD File: CB

HOOKSETT SCHOOL DISTRICT
SCHOOL SUPERINTENDENT

The Administration of the school system in all its aspects shall be delegated to the Superintendent, who shall carry out his/her administrative functions in accordance with the policies adopted by the Board.

The Superintendent shall be the chief executive officer of the school system and shall have, under the direction of the Board and in conformance with state laws and policies, general supervision of the public schools and of all the personnel and departments of the school system. The Superintendent is responsible for the management of the schools under the Board's policies and is accountable to the Board. Further, the Superintendent is accountable to the Commissioner of Education for carrying out duties specified by the State Board of Education and/or the Commissioner.

By its nature, the position of Superintendent of Schools is an exacting position. In addition to the minimum requirements specifically set forth by the State Board of Education and the School Board, the Superintendent shall possess the following qualifications:

S/he shall be of good character and of unquestionable morals and integrity.

S/he shall possess good judgement and common sense along with the ability to think clearly and independently, relying on facts instead of prejudices.

S/he shall demonstrate high business and educational ability and leadership.

S/he shall have the capacity for maintaining the respect of educational leaders in neighboring districts and in the State of New Hampshire.

The Superintendent, in his/her discretion, may delegate to school personnel the exercise of any powers and the discharge of any duties imposed upon the Superintendent by these policies or by vote of the Board. The delegation of power or duty, however, shall not relieve the Superintendent of responsibility for the action taken under such delegation.

In addition to carrying out all policies and directives of the School Administrative Unit School Board and each individual School Board, the Superintendent is required by the State Board of Education to do the following:

PART ED 302 DUTIES OF SCHOOL SUPERINTENDENTS

Ed 302.01 Executive Officer. The Superintendent shall serve as the executive officer of the local school district or districts within the School Administrative Unit, and shall be responsible for the following duties:

a. The Superintendent shall be responsible for planning and administering the activities of the local school district or districts within the School Administrative Unit subject to statutory requirements, these rules, and the policies of the local districts.

b. The Superintendent shall develop and maintain a system of public schools, staffed by certified educators, qualified professionals, and persons providing support services.

c. The Superintendent shall provide, develop, and implement procedures to achieve educational objectives within the local school district or districts with the School Administrative Unit.

d. The Superintendent shall be directly responsible to the local school district or districts within the School Administrative Board.

e. The Superintendent may nominate for School Administrative Unit Board appointment one or more assistants, including assistant superintendents, and business administrators. The Superintendent may assign duties for the efficient management of the School Administrative Unit.

Ed 302.02 Substantive Duties.

a. Nominate all certified staff and appoint other employees in accordance with state law, the rules of the State Board and School Board polices;

b. Direct and supervise the work of all employees of the district or districts within the School Administrative Unit and shall have all powers necessary to make such direction effective, as outlined in RSA 194-C:4. While the Superintendent has ultimate responsibility, he/she may delegate powers and duties to other personnel;

c. Be responsible for the selection and purchase of textbooks and all other supplemental materials and supplies in accordance with the rules of the School Board and the State Board and see that the same are distributed to the school, accurately accounted for and economically used;

d. Be responsible for developing and recommending to the School Board or Boards within the School Administrative Unit the annual budget for the support of the educational program and for the operation and maintenance of schools within the district or districts and the School Administrative Unit in accordance with School Board policy;

e. Be responsible for developing and maintaining an accounting system and financial reporting procedures for all funds in accordance with local School Board policy, and local and state laws;

f. Be responsible for the development of an educational plan for the district or districts and for recommending a program of studies suitable to the needs of the pupils and the community in accordance with local School Board policies, state statutes and State Board rules;

g. Remove a teacher or other employee of the district in accordance with RSA 189:31;

h. Recommend the dismissal of certified staff to the Board, which has the authority to dismiss in accordance with RSA 189:13;

i. Provide for temporary staff to fill vacancies and shall provide supplies immediately needed for the operation of the schools;

j. Be responsible for maintaining records and filing reports as required by the State Board of Education and the local School Boards;

k. Admit pupils to the resident school district in accordance with the laws of the state and the rules of the State Board and policies of the local Board;

l. Direct pupils to assigned classes and grades;

m. Maintain a safe environment for pupils free of hazardous conditions;

n. Be responsible for the evaluation of personnel and programs in accordance with local School Board policies; and

o. Be responsible for implementation of State Board rules, which apply in the area of the Superintendent's jurisdiction.

Adopted: January 18, 2000

Regulatory Reference:
NH Code of Administrative Rules
Section Ed. 302

HOOKSETT SCHOOL DISTRICT
INDIVIDUAL SCHOOL ADMINISTRATIVE PERSONNEL

Principals

Appointment

The Principal shall be elected by the School Board following nomination by the Superintendent of Schools. Said nomination will be the result of a formal application process developed and implemented by the Superintendent of Schools. This process will insure that a variety of community stakeholders are involved in the search process. The School Board shall have the opportunity to interview candidate(s) considered to be finalists. Successful candidates will meet requirements and qualifications established by the Superintendent, School Board, and state and federal law.

Functions

~~All~~ **The** building Principal~~s~~ shall act as the chief administrative officer ~~for their own school buildings and~~ **of the assigned school and its** grounds. ~~They~~ **The Principal** shall be responsible for, and shall have authority over, the actions of students, professional and non-professional employees, visitors, volunteers, and persons hired to perform special tasks. ~~They~~ **The Principal** shall perform the Powers and Duties of the Principal as prescribed by the New Hampshire State Board of Education regulations.

~~All~~ **The** Principal~~s~~ shall keep the Superintendent informed of activities in ~~their~~ **the** building~~s~~ by whatever means the Superintendent deems appropriate.

The Principal~~s~~ shall attend School Board meetings if requested by the Superintendent.

~~PART Ed 304 DUTIES OF SCHOOL PRINCIPALS~~

~~Statutory Authority: RSA 186:8~~

~~Ed 304.01 Substantive Duties.~~

~~a. The school Principal shall be responsible for the following:~~

~~1. The internal organizational structure of the school;~~

~~2. All programs of the school;~~

~~3. The governance of the total student body;~~

~~4. The utilization of technology; and~~

~~5. The utilization of the facility in accordance with local School Board policy and/or as directed by the Superintendent of Schools.~~

~~b. The school Principal shall evaluate and make recommendations to the Superintendent concerning candidates for professional and non-professional positions with the School Administrative Unit in accordance with local School Board policy, or as directed by the Superintendent of Schools.~~

~~c. The school Principal shall assign, direct, and be responsible for the evaluation of all personnel employed in the school in accordance with local School Board policy, administrative rules, and as directed by the Superintendent of Schools.~~

~~d. The school Principal shall perform any duty assigned by the Superintendent in accordance with local School Board policy, state statutes, and rules of the State Board of Education.~~

Adopted: January 18, 2000

Statutory Reference:
NH Code of Administrative Rules, Section Ed 304.01, Substantive Duties of School Principals

HSD File: EBCB

HOOKSETT SCHOOL DISTRICT
EVACUATION DRILLS

Evacuation drills will be scheduled by the Principal during the school year **at a frequency required by law**. The purpose of an evacuation drill is to train students, under staff direction, to move safely, quickly, and quietly from any location within the building to an assigned evacuation area outside.

Adopted: January 17, 1984
Adopted: February 15, 2000

Legal Reference:
NH Code of Administrative Rules, Section SAF-C 6008.04, 6008.05, State Fire Code, Building Safety

HSD File: EC

HOOKSETT SCHOOL DISTRICT
BUILDINGS AND GROUNDS MANGEMENT

The Superintendent and/or his/her designee will have the general responsibility for the care, custody, and safekeeping of all school property, establishing such procedures and employing such means as may be necessary to discharge this responsibility.

At the building level, the Principal and/or his/her designee will be responsible for overseeing the school plant and for the proper care of school property.

Adopted: March 21, 1989
Adopted: February 15, 2000

Legal References:
RSA 198:15b, Amount of Grant

HSD File: ECAC

HOOKSETT SCHOOL DISTRICT
VANDALISM

~~Significant acts of vandalism will be reported to the Office of the Superintendent of Schools.~~

~~The Superintendent and/or his/her designee is authorized to sign a criminal complaint and to file a formal request to the court for restitution for property damaged as part of any criminal action brought by the police.~~

Vandalism is defined as the willful damaging, destruction or defacing of school-owned property.

This definition also applies to any deliberate tampering with or misuse of district computer

network services or equipment. It shall also include the willful damaging, destruction or

defacing of property used by the school district in conjunction with related services such as

school buses, on field trips, and other school-sponsored events that may occur off-campus.

Students found to have vandalized school property will face discipline in accordance with

applicable Board policies. The Building Principal is authorized to report such acts of vandalism

to local law enforcement authorities. Additionally, the District may seek financial

reimbursement from either the student(s) or the students' parent/legal guardians for such damage

caused.

If the vandalism is caused by someone other than a student of the District, the District

may proceed with all legal remedies available to it under the law, including criminal prosecution.

When vandalism is discovered, the administration is directed to take such steps as are necessary to identify the vandals. If students have taken part in vandalism, the Building Principal shall:

1. **Identify the students involved;**
2. **Notify the students' parents/legal guardians;**
3. **Decide upon disciplinary and/or legal action;**
4. **Take any constructive actions needed to guard against further student misbehavior; and**

5. **Seek appropriate restitution.**

Students and community members are strongly urged to report incidents of vandalism and to cooperate with school officials in identifying the individuals responsible for causing vandalism.

Adopted: September 17, 1974
Adopted: February 15, 2000

HOOKSETT SCHOOL DISTRICT
INVESTMENT

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

OBJECTIVES

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

1. Safety of Principal is the foremost objective in this policy. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital by mitigating credit and interest rate risk. This will be accomplished by limiting the type of the investments and institutions to those stipulated by statute and fully covered by FDIC insurance or collateral approved pursuant to applicable law.

2. Liquidity of the investment portfolio shall remain sufficient to meet all operating requirements that may be reasonably anticipated.

3. Yield. The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above.

STANDARD OF CARE

1. **Prudence:** The standard of care to be used by the School District Treasurer and Superintendent or his/her designee involved in the investment process shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. They are directed to use the GFOA* Recommended Practices and Policy Statements Related to Cash Management as a guide to the prudent investment of public funds.

2. **Ethics and Conflicts of Interest:** The School District Treasurer and Superintendent, or his/her designee involved in the investment process, shall refrain from personal business activity that could conflict with the proper execution and management of the investment program or that could impair their ability to make impartial decisions. Employees and Investment officials shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officials shall subordinate their personal investment transactions to those of the School District, particularly with regard to the timing of purchases and sales.

3. Internal Controls: All checks will be signed by the Treasurer (electronic signatures are acceptable), since the checks are signed electronically the Treasurer will be notified via email when payroll and accounts payable checks are ready to be issued. The Treasurer will reply with their approval to release the checks.

The Business Office staff will keep a running total of the cash in the checking account to verify that there is enough money to cover the disbursements for the district.

The Treasurer reconciles the checking account on a monthly basis. The Business Office staff reconciles the cash account and ensures that the cash account and the Treasurer's reconciliation agree.

The investment policy will be reviewed annually by the Board.

*Government Finance Officers Association

Adopted: December 21, 1999
Revised: June 3, 2008
Revised: April 7, 2009
Reviewed: April 20, 2010
Reviewed: May 3, 2011
Reviewed: June 20, 2012
Reviewed/Revised: January 3, 2017

Legal References:
RSA 197:23-a, Treasurer's Duties
RSA 383:22, Public Deposit Investment Pool