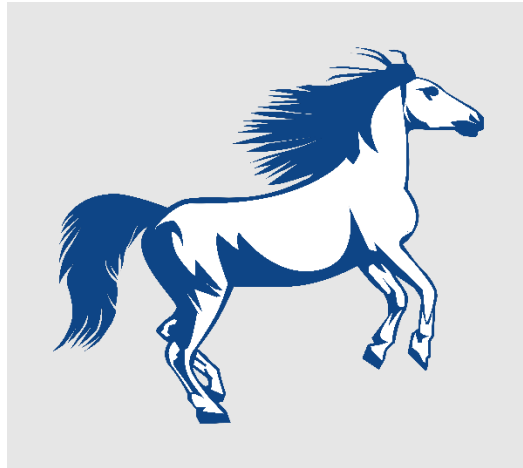


Hinsdale School District

Employee Handbook



Welcome to the Hinsdale School District!
Please take the time to read this Employee Handbook.

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School Board Policies

Our School District policies are on our website and also accessible via this link:
<https://bit.ly/3Jq9Fvh>.

Dear Hinsdale School District Faculty and Staff:

Our students can.

This is what we believe, and this is what we want them to believe. Every day, our work needs to demonstrate this belief as a model for our students to grow and develop into responsible, productive, and successful citizens of the world. Whether choosing to enter college, work, trade schools, or the military, each Hinsdale student should be armed with a sense of confidence, resilience, and pride in themselves. It is up to us to provide learning experiences that help promote and develop these qualities with the understanding that it is very hard work. And, that is why we are in this field and, more specifically, why we are in Hinsdale. We believe we can do it.

This handbook is designed to provide clarity around the roles and responsibilities of everyone charged with building this belief in our kids and promoting our newly minted Portrait of a Learner. It is designed to give guidelines and guardrails so that everyone can contribute towards an efficient and highly functioning organization. As we all know, we hit speed bumps from time to time and not everything will go according to plan. Our work is to get over those bumps, together, and keep moving forward.

It is also important that you manage your self-care and ensure that you are finding balance between your commitment to our students and your world away from campus. Please familiarize yourself with those sections of the handbook that can contribute toward keeping yourselves healthy, informed, and connected. And, as always, if there is anything that seems unclear, not understood, or leaves you with questions, please feel free to reach out and ask.

Thank you for being a part of our team, and for making the commitment to do whatever it takes for all of our students to achieve at high levels. We are in this work together, no matter how difficult, and I am excited to be alongside each of you along the way.

Sincerely,

A handwritten signature in black ink that reads "David". The signature is stylized with a large, looped 'D' and a cursive 'avid'.

David Ryan, Ed.D.
Superintendent of Schools

SCHOOL ALERT NOTIFICATIONS

This year, we will use BrightArrow Technologies to contact staff and families in the event of a school closing or delay, or in case of an emergency.

To receive school alerts via text, you must text the word YES to 79041.

School closings due to weather are announced on the following as early as possible:

- WMUR-TV NH Channel 9
- WKNE (Monadnock Radio Group)
- WTSA-FM (96.7)
- WKVT-FM (92.7)

Please update your PowerSchool account with any changes to your contact information if you would like to receive school alerts.

SAFETY AND EMERGENCY INFORMATION

Certain emergency situations will be addressed building wide based on the Emergency Drill Schedule others should be reviewed at the classroom level. It is important that a clear and consistent message is delivered to the general public and parents in an emergency. Due to that **ONLY** the Superintendent of Schools or their designee will speak to the media. No staff member is to offer information but direct any requests to the Superintendent. Likewise, NO staff member is to contact the media by any means (email, phone or cell phone) to convey information to outside sources during a crisis. **ALL employees are expected to remain calm and quiet in order to protect all the students. Pieces of information spread quickly as rumors can easily create a panic that could endanger everyone's safety.**

All staff must read and understand the emergency response plan for Hinsdale Elementary School. The plan is extensive, and the building principal will form a group to meet monthly to address emergency planning and training. The plan may be found in OneDrive. Parts of the plan are confidential, so for security purposes, do not share information with others unless they have a need to know.

Reminder School Street is one way Monday Through Friday, year-round between 7:00 am and 6:00 pm.

Please exit via Prospect Street.

No Parking on the field side of School Street. Violators will be ticketed.

District Staff

Michelle Bemis	Occupational Therapist Asst.	336-5332 x7643	mbemis@hnhsd.org
Nate Boudreau	Facilities Director	336-5984 x7851	nboudreau@hnhsd.org
Sara Donahue	HES Social Worker	336-5332 x7644	sdonahue@hnhsd.org
Natalie Filipkowski	Occupational Therapist	336-5332 x7643	nfilipkowski@hnhsd.org
Timothy Fleming	HMHS Social Worker	336-5984 x7844	tfleming@hnhsd.org
Jane Fortson, CPA	Business Administrator & Title IX Coordinator	336-5728 x7682	jfortson@hnhsd.org
Margit Foster	ESOL Teacher	336-5984 x7895	mfoster@hnhsd.org
Gretchen Higgins	Accountant	336-5728 x7687	ghiggins@hnhsd.org
Laura LeClair	Student Services	336-5728 x7607	lleclair@hnhsd.org
	Administrative Assistant		
Connor Martin	Technical Support Specialist	336-5984 x7866	cmartin@hnhsd.org
Cheryl Momaney	Speech Pathologist	336-5332 x7646	cmomaney@hnhsd.org
Maryanne O'Malley	HASP Director	336-5332 x7630	momalley@hnhsd.org
Palak Patel	Curriculum Administrative Assistant	336-5332 x7629	ppatel@hnhsd.org
Katherine Quaassdorff	Speech Assistant	336-5332 x7642	kathyQ@hnhsd.org
David Ryan, Ed.D.	Superintendent	336-5728 x7688	dryan@hnhsd.org
Jeanne Sturges	Curriculum Coordinator	336-5332 x7645	jsturges@hnhsd.org
Miriam Tallman	SAU Office Assistant	336-5728 x7683	mtallman@hnhsd.org
Justin Therieau	Director of Technology	336-5984 x7850	jtherieau@hnhsd.org
Karen Thompson, M.Ed.	Director of Academics & Career Readiness	336-5984 x7888	kthompson@hnhsd.org
Det. David Upton	School Resource Officer	336-5984 x7867	SRO@hnhsd.org
Patricia Wallace, M.Ed., CAGS	Director of Student Services	336-5728 x7685	pwallace@hnhsd.org
Maria Webb	Executive Assistant to the Superintendent	336-5728 x7684	mwebb@hnhsd.org

Maintenance & Custodial Staff

Jordan Bean	Custodian	jbean@hnhsd.org
Drew Cooper	Custodian	dcooper@hnhsd.org
Scott Debell	Custodian	sdebell@hnhsd.org
Christopher Grove	Custodian	cgrove@hnhsd.org
David Ricker	Maintenance	dricker@hnhsd.org
Reginald Stanclift	Custodian	rstanclift@hnhsd.org
Gunther Warren	Custodian	gwarren@hnhsd.org

Hinsdale Elementary School

Administration

Molly Bremner, Ed.D. (Principal)

Teachers

Kassi Anderson (Grade 2)
Christine Bowker (Grade 5)
Pam Bressett (Grade 1)
Debra Carrier (Grade K)
Penny Chagnon (Grade 3)
Nichole Clark (Special Education)
Katie Elmer (Grade 1)
Steve Fecto (Physical Education)
David Fields (Special Education)
Donna Foster (Grade 5)
Daija Germain (Grade 4)
Jessica Jahne (Special Education)
Ann King (Grade 4)
Lynn King (Grade 3)
Jessica Mahoney (Music)
Emma Newman (Grade 2)
Crystal Puchol (Grade K)
Paula Snide (Grade K)
Jennifer Taggart (Pre-K)
Jennifer Towle (Art)
Mary Wissman (Grade 4)

Paraprofessionals

Rachel Andrews
Amy Avery
Cassandra Barry
Meghan Bauer
Chandra Burnham
Emma Case
Myra Clevenger
Christine Dowley
Sherry Fisher

Amy Hemlow
Tasia Kirkwood
Geraldine Meneses
Lesley Parkinson
Whitney Reid
Jessica Seymour
Meghan Stone
Samantha Tacelli
Korene Therieau

Support

Kathy Bean (Administrative Assistant)
Morgan Braniff (School Counselor)
Linda Delong (Title One)
Sara Donahue (Social Worker)
Brenda Ebbighausen (Administrative Assistant)
Natalie Filipkowski (Occupational Therapy)
Tiequa Franklin (School Nurse)
Ellen Gomarlo (Title One)
Elizebeth Gringeri (Behavior Interventionist)
Dolores Keane (Title One)
Brenda Kelly (Title One)
Lisa Kuenzler (Special Services Coordinator)
Laura Leclair (Student Services Administrative Assistant)
Roxann Leclaire (Library Assistant)
Cheryl Momaney (Speech)
MJ Penfield (Title One)
Kathy Quaassdorff (Speech Assistant)
Jo Ryder (Title One)

HASP

Maryanne O'Malley (Program Coordinator)

Hinsdale Middle High School Staff

Administration

Anna Roth (Principal)

Christopher Ponce (Assistant Principal)

Teachers

Timothy Benson (Art)

Elizabeth Boggio (Grade 6)

Sarah Burgess (MS Special Services Case Manager)

Jill Beaman (MS Math)

Christina Carter (Life Skills)

Aimee Castonguay (HS English)

Teresa Chiricella (HS Science)

Tara Conway (HS Special Services Case Manager)

Theresa Diorio (MS English)

Jessica Faloretti (HS Social Studies)

Calvin Fortson (HS Math)

Billy Fraser (Spanish & MS Social Studies)

Jessica Green (HS Special Services Case Manager)

Brittany Howard (MS English)

Peter Hughes (HS Math)

Daniel Huntley (French & MS Social Studies)

Alexis Johnson (HS Social Studies)

Kaitlyn Leonard (Physical Education)

Telitha Lucier (HS Science)

Sara Mann (MS Science & MS Math)

Samantha Mercure (MS Special Services Case Manager)

Tim Oneil (Business)

Susannah Oneil (MS Science/MS Math/MS Social Studies)

Nicole Ovitt (HS English)

Jillian Perzan (MS English/Social Studies)

Karen Robinson (HS English)

Katherine Savory (MS Science)

Diane Steeves (Computers/Robotics)

Caleb Thurston (Music)

Bonnie Trombly (Family Consumer Science)

Guidance

Barbara Geiss (6-8 Counselor)

Joe Smith (9-12 Counselor)

Support

Tim Flemming (Student Assistance Counselor)

Justin Therieau (Director of Technology)

Sally Clark (Receptionist)

Patricia Wallace (Special Services Coordinator/Director of Special Services)

Connor Martin (Technical Support Specialist)

Cathy Johnson (Registrar)

Ericka Kilelee (Administrative Assistant)

Laura Leclair (Special Services Secretary)

Nate Boudreau (District Facilities Manager)

Karen Thompson (Director of Personalized Learning)

Palak Patel (Administrative Assistant)

Jan Zalneritis (Nurse/Health)

Sandy Johnson (Study Hall Monitor)

Sam Kilelee (Athletic Director/ISS)

Maryanne O'Malley (HASP Program Coordinator)

Paraprofessionals

Linda Deschenes

Julene Gilmore

Laura Kelsey

Kelly Kruse

Leo Marshall

Samantha Merchant

Alisha Mueller

Sara Scott

Tammy Stebbins

Kleay Steever

Kim Welch

SAU 92 Hinsdale School District Academic Calendar

2024-2025

August 2024 (2 days)				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	O	O	O
PD	PD	PD	29	30

September 2024 (20 days)				
M	T	W	T	F
X	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

October 2024 (22 days)				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
X	15	16	17	18
21	22	23	24	25
28	29	30	31	

November 2024 (13 days)				
M	T	W	T	F
				Q
4	PD	6	7	CONF
X	12	13	14	15
18	19	20	21	22
PD	PD	X	X	X

December 2024 (15 days)				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
X	X	X	X	X
X	X			

January 2025 (21 days)				
M	T	W	T	F
		X	2	3
6	7	8	9	10
13	14	15	16	17
X	21	22	23	Q
27	28	29	30	31

February 2025 (14 days)				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
X	18	19	20	21
X	X	X	X	X

March 2025 (21 days)				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

April 2025 (17 days)				
M	T	W	T	F
	1	2	3	Q
7	8	9	10	11
14	15	16	17	18
X	X	X	X	X
28	29	30		

May 2025 (21 days)				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
X	27	28	29	30

June 2025 (14 days)				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	Q	PD
S	S	S	S	S
30				

KEY				
O = Orientation for New Staff & Mentors				
X = No School				
PD = Professional Development Day				
CONF = Parent – Teacher Conference				
Q = End of Quarter				
S = Potential Snow Day Make-Up				

August – January = 93 days

February – June = 87 days

180th Day = June 19th

Aug. 21 – 23	New Staff & Mentors	Nov. 8	Parent Teacher Conference	Feb. 17	Washington's Birthday
Aug. 26 – 28	Professional Development	Nov. 11	Veteran's Day	Feb. 24-28	Winter Break
Aug. 29	First Day of School	Nov. 25-26	Professional Development	Apr. 21 – 25	Spring Break
Sept. 2	Labor Day	Nov. 27-29	Thanksgiving Break	May 26	Memorial Day
Oct. 14	Columbus Day	Dec. 23 - Jan. 1	Holiday Break	Jun. 20	Professional Development
Nov. 5	Professional Development	Jan. 20	Martin L. King, Jr. Civil Rights Day	Jun. 23-27	Potential Make-up Days

This calendar is subject to change. Five make-up days have been added to be used if needed.
Graduation Date will be determined in March 2025.

Staff Responsibilities

Leave Requests: For personal, professional, or illness leave you must fill out a request via Websense. Before submitting leave requests for professional development activities, it is necessary to have permission from the principal as these require prior approval. Personal days will be honored, but per the contract these require a minimum of 24 hours' notice. Sick days are usually due to one of three categories: a medical appointment known in advance, a sudden illness of the teacher or someone in the teacher's immediate family, or 3) becoming ill at work. Absences for appointments that are known in advance should be entered in the Employee Portal: <https://tyler-sau92hinsdalenh.okta.com/>

- **Hinsdale School District Custodial Staff** please notify Nate Boudreau 603-336-5984 Ext. 7851
- **Hinsdale School District Staff** please text the Superintendent. Please also notify the person designated above if you also work in one of the schools.

Swipe Card Information:

Teachers swipe card hours are:

Daily hours summer 7:00 am – 4:00 pm

Daily hours school year 5:00 am – 11:00 pm

and to the SAU 7:30 am - 4:00 pm Mon-Fri. all year

Para's swipe card hours are:

6:30 am- 4:30 pm Mon-Fri

SAU 7:30 am - 4:00 pm Mon-Fri.

Lesson Plans:

HMHS teachers are to provide one day's worth of emergency lesson plans to the office. For planned absences, lesson plans should be left on your desk.

Lesson plans for HES substitute must be left on your desk or given to a member of your grade level team.

Please make sure that the work assigned is enough to occupy students for the entire period/day, seating plans are current and other relevant information is included in your folder. Use of email to send lesson plans is discouraged due to time constraints in the morning.

Temporary Leave Requests: It is expected that teachers will be in their building during school hours. Teachers may, with permission of the building principal or designee, leave the building if they document their absence by filling out the log in their respective main offices.

Parent Communication: Teachers are to contact parents regarding academic performance,

discipline issues, and class attendance. Phone numbers are available in PowerSchool.

Teachers are expected to let parents know of success or improvement by students in their classes. All teachers are to keep a communications log for parent and family communications.

Confidentiality: Staff are expected to maintain confidentiality in all school matters. IEP's and student grades will be stored in secure areas. Staff should not use the names of other students involved when reporting a discipline issue on a referral. Also, staff should refrain from having discussions about student behavior in public areas of the school or outside of the school.

Email Accounts: All faculty have email accounts and PowerSchool Bulletin access and are expected to check messages **at least twice per day.** Important and priority information will be printed in the morning bulletin on PowerSchool and emailed to staff before 9:00 AM. Staff members are encouraged to try to check email more frequently as the office staff endeavors to limit the use of the intercom system to brief, necessary announcements.

Employee ID's: All employees are required to wear their school ID's **VISIBLE** during school hours for security reasons. Emergency responders, when called to a building like our school, do not know who the staff are and who is a potential intruder. Nationwide, police, fire, and homeland security specialists have pleaded for this assistance. It is a small part we can play with a potentially huge pay-off.

Telephone Use: Classroom telephones are intended for communication with parents of your students. All phones require mandatory 10-digit dialing, meaning that the area code needs to be included after getting an outside line. The phones are also intended for ensuring communication within the building in the event of a safety concern.

Staff are expected to keep their cell phones on mute during class time, and not visible to any students at all times.

Emergency Early Dismissal/Cancellations: For dismissal or cancellation of school the automated system will be used to notify parents and staff. In the event of early dismissal teachers/staff are expected to remain with their students until they are safely on their way home. Arrangements can be made for teachers to be able to leave early.

Purchasing: The school will not take on any responsibility for payment of anything that you might order without following the correct procedures. We must create a PO for the SAU to pay a bill. If you do purchase anything with your own funds it is mandatory that the original receipts, be turned into the building administration with your request for payment. **(Please note this should be a separate receipt from your personal items bought)** Without the originals and prior approval from administration, you may not be reimbursed.

Budget Request: All budget requests must be submitted electronically on or before the last week in September. These should be sent to the Administrative Assistant in the respective buildings.

Professional Learning Communities: The “big ideas” behind forming PLCs are: ALL students can learn, a collaborative approach is necessary, and we assess our effectiveness based on results. As a result of implementing PLCs in the schools/district, collaboration and communication among staff members will be enhanced, time for collaboration will be established, IEP meetings can take the form of a PLC, and grade level meetings will have a structure within which to operate more effectively. Within the work of effective PLCs, wise use of materials and available resources can be improved by the careful alignment of materials and instruction to the grade level/span expectations and the identification of essential learning/standards for each grade level/content area.

- What do we want all students to know and be able to do?
- How will we know if they learn it?
- How will we respond when some students do not learn?
- How will we extend the learning for students who are already proficient?

Teacher Meetings: Teacher meetings will be held on Tuesdays of every week. Please plan to spend an hour after school on these days. Do not schedule appointments on Tuesday as attendance at staff and departmental or committee meetings is mandatory.

Committee Work: The expectation is that teachers will be involved in building-level committees and district-wide committees in order to help improve the school and district. **Teachers will be required, at least once in their three-year evaluation cycle, to serve on a district committee.** Faculty input is vital for both the school and district to achieve excellence. A partial list of standing committees includes Curriculum, Health, and Wellness, Joint Loss Management just to name a few. Contact the building principal or curriculum coordinator for more information on open committee assignments.

Response to Intervention: The Guiding Principles of RtI are: 1) ALL students are part of one proactive educational system, 2) Scientific, research-based/evidenced-based instruction is used, 3) Instructionally relevant, valid and reliable assessments serve different purposes, 4) A systematic, collaborative method is used to base decisions on a continuum of student needs, 5) Data guide instructional decisions, 6) Staff receive professional development, follow-up modeling, and coaching to ensure effectiveness and fidelity at all levels of instruction, and 7) Leadership is vital. As a result of implementing **Response to Intervention (RtI)** in the schools/district, staff will improve the collection, storage, use/interpretation, and communication of data. Using curriculum based monitoring, student work and other data (such as common assessments), curriculum knowledge and instructional methods will be shared among general and special educators (differentiated instruction, Smart Boards), focus will be provided for principal walk-throughs, IEP design and review can be integrated into instruction of the general education curriculum, and effective and targeted intervention for at-risk students can be identified, and staff will be able to help all students to set data driven goals.

Classroom Upkeep: In an effort to support our custodians work to keep our buildings clean,

classroom upkeep expectations are as follows:

- Wastebins: at the end of the day, please place all wastebins next to the door.
- Chairs: All chairs should be on top of desks to allow for floor cleaning.
- Floors: All items on the floor should be picked up i.e. crayons, pencils, paper.
- Windows: Please close all windows at the end of the day.
- Accidental messes: If spills or other messes occur, please call a custodian immediately.
- Classroom sinks: Classroom sinks should be used for handwashing only; no food or other waste should be put down drains as it can cause clogs.
- Silverware & other cafeteria items: Teachers are responsible for ensuring that trays, silverware, plates, etc. are returned to the cafeteria.

Help the custodians help you!

Professional Development: The Hinsdale School District encourages the staff to engage in ongoing professional development. Staff may participate in forms of staff development including course work, workshops and seminars, book studies and the like. Website link <https://app.smartedu.net/hinsdale/pd/default.cfm?>

Mandatory Employee Training:

To remain knowledgeable about important policies and procedures, and to stay in compliance with state and federal regulations, all Hinsdale School District employees are required to complete the following mandatory training.

Course Name	Instructor	Due Date
Blood borne Pathogens	Primex E-Course	November 1, 2024
Bullying and Cyberbullying Prevention for Schools (K-12)	Primex E-Course	November 1, 2024
Preventing Workplace Harassment for Employees	Primex E-Course	November 1, 2024
Suicide Prevention Training	School Social Worker	TBD
Food Service Civil Rights Training (in the event of classroom feeding)	TBD	TBD

It is the responsibility of employees to ensure that all mandatory training is completed within the specified timeframe and all course completion certificates are forwarded to Palak Patel for PD credits.

Student Concern Team: The Student Concern Team (SCT) is available for any student with significant behavior or academic challenges. A student may be referred by a parent, teacher, school resource officer and staff member or self-referred. Problems might include alcohol or drug abuse, severe depression, child abuse, eating disorders and school phobia among others. The team's role is to develop an understanding of the nature of the problem and to make recommendations to resolve the problem.

The team is made up of the school social workers, (if available), school nurse, school counselor, classroom teacher, and administrator. A referral form may be obtained from the Counseling Department, Principal or Assistant Principal. As mandated by federal and state regulations, a student experiencing significant academic difficulty, or significant attendance issues, may be brought to the attention of the SCT as part of the pre-referral process. School staff recommend that students having trouble be discussed first with the SCT in order to respond quickly to concerns and begin to gather relevant information.

School Procedures for reporting Risky Behaviors

1. Contact a building administrator.
2. School personnel are to gather as much information as possible about the situation.
3. The student's counselor will become involved at this point if not already involved.
4. At this time the parent or guardian of the student will be notified, and the student will be presented with the information provided.
5. The parent or guardian will be offered recommended community resources, and any school services deemed appropriate.
6. If the parent requests a physical exam of the student, the school nurse will examine the student in the presence of another school adult.
7. Upon completion of the exam, parents will be notified of the results of the examination.
8. In cases involving drugs or alcohol, students may be tested.

The link below will open the Student Crisis Guide for Parents on the school website.

<https://tinyurl.com/2p8kcdc7>

Protocol for Mandated Reporting: One of the objectives of any administrative function is to constantly review practices and their overall effectiveness. Sometimes this practice results from actions or concerns when it is applied to a specific situation. Recently, such a case brought to light some needed discussion and establishment of protocols for the district's mandated reporting procedures. The goal of the procedures identified below is to utilize all the district talents and various personal layers. Utilization of district personnel should be done in a manner that presents the highest level of professionalism and working collaboratively to bring forth the best options for the students to whom we are responsible.

- The person with direct knowledge reports to the administration of the respective school.
- Other staff members could be consulted to provide insights, perspectives, or history and could help the administration make a final decision.
- They discuss the nature of the concern, why it may be reportable, if there is imminent danger to the child/children as well as any other relevant details.

Here is the excerpt from board policy JLF:

1. Request for Assistance in Making Initial Report. The initial report to the Principal/building supervisor may be made prior to the report to DCYF/law enforcement, but only if: (a) the initial report is made for the purpose of seeking assistance in making the mandated report to DCYF/law enforcement, and (b) reporting to the Principal, etc. will not cause any undue delay (measured in minutes) of the required report to DCYF/law enforcement. When receiving a request for assistance

in making a report, the principal or other person receiving the request is without authority to assess whether the report should be made, nor shall he/she attempt in any way to dissuade the person from making the legally mandated report. Once the Principal/building supervisor receives the information, the law would impose a reporting requirement upon both the original reporter and the principal.

- If the report to DCYF should go forward, the person with direct knowledge will make the report.
- School administration notifies the Superintendent and forwards completed form to district office in 24 hours
- If it is determined that there is imminent danger to the child/children, the administration will notify the police. If Police action is known to be immediate; they engage the services of DCYF sooner.

These protocols provide us with a guide and many times other factors come into play. These guides may need to be flexible since a deeper understanding of the situation brings out other factors that would modify or add to the guidelines listed above. These considerations may be important and should not be overlooked before arriving at making a final decision.

STAFF EVALUATION CALENDAR/IMPORTANT DATES

All staff are evaluated annually. Consult with your supervisor for important dates and with any additional questions.

HINSDALE EMERGENCY MANAGEMENT GUIDE IN CASE OF AN EMERGENCY

1. Remain calm.
2. The first person to be aware of a situation takes immediate action and/or immediately directs students/staff to safety.
3. Notify the office of the situation.
4. Remain quiet in order to hear further instructions.
5. Document the situation, the action taken, and the time of each.

SCHOOL EVACUATION PROCEDURES

Every situation is different so the amount of time to evacuate will vary. During the time it will take to get the buses here an immediate evacuation may be required. In some instances, there will be time to prepare for evacuation. Therefore, we do not have to go into a panic mode when we evacuate but must be efficient. Students, teachers, and other staff will be called to the staging area by grade level. Teachers will be responsible for attendance and supervision of their students during evacuation. When you get to the staging area administrative staff will meet you and direct you to your specific area for class attendance to be taken. Teachers will need to bring their attendance list with them. Teachers will take attendance and report missing people to designated personnel. You will then give directions regarding loading the buses. Teachers and students are to follow these directions. Buses will not leave the school before all buses are loaded. Para- professionals will accompany their students who they are assigned to at that time.

- Teachers will be assigned to a grade level to assist with supervision. (See notes in individual schools)
- All students are required to ride the buses to our “Safe Place” where parents will be directed by emergency personnel as to where to pick up their children.
- Evacuation is a serious procedure and will be tense. We must prepare ourselves mentally and emotionally in case this emergency arises. We will need to be role models for our students. Act cool, calm, and collected.
- Students will not be allowed to sign out of classes during this time.
- All other personnel will be called to the staging area after all the students are accounted for and the building is clear.
- Please see that the students that you are teaching are under the supervision of an adult before you head off to the staging area.

FIRE DRILL

- The fire alarm is rung to clear the building immediately.
- Staff are to guide students out the nearest exit
- **Teachers are required to bring their class roster with them.**
- Please lock the windows, put out lights and close your door on the way out.
- Teachers will assemble their classes in their designated area and take attendance.
- Check to see if anyone needs medical assistance.
- There will be a medical team assembled in front of the field.
- After you have taken attendance runners will be present to bring your list of missing students to the command post.
- Teachers are responsible for ensuring that their students are assembled and quiet throughout the fire drill or fire emergency. Misbehavior will not be tolerated. It is crucial that staff and students hear any direction given by staff, administration, or fire personnel in order to prevent serious injury or death.
- Administration will check the building.
- Listen for further directions from the incident commander.
- Do not re-enter the building until instructed to do so by the incident commander.

SHELTER

This technique is used to immediately protect students and staff from an explosion, gunfire, earthquake, or a tornado.

When the command is made:

1. Drop to the ground under a table or desk.
2. Face away from any windows and cover your eyes by leaning your face against your arms.
3. Hold on to the desk or table.
4. Stay put until instructed to get up.
5. If in an area without an object to drop under then just drop to the floor and protect your head.
6. If outside drop to the ground and protect your head.
7. Remain quiet to listen for instruction.
8. Immediately following the incident all individuals should be accounted for.

EVACUATION

This technique may be used to clear the building for any reason.

When the announcement is made:

1. Bring attendance records and emergency materials.
2. Take the closest and safest way out of the building.
3. Walk
4. Do not stop for belongings unless instructed.
5. Go to your designated area.
6. Check for injuries.
7. Begin student and staff accountability.
8. Remain quiet and wait for further instruction.

FIRST AID

Assess the need for first aid.

1. Wear your gloves when caring for any wounds.
2. If the injury is minor (i.e., small cuts or scrapes) use your classroom first aid kit to clean the wound and apply a bandage. Document First Aid given.
3. If a major injury has occurred, contact the school nurse or the nearest First Aid/CPR Trained staff member. Check for breathing and pulse. Never move the injured unless they are in imminent danger or directed to do so by medical personnel.
4. If a student is injured and cannot immediately evacuate, use our buddy teacher. One to take class and one to wait with injured student if the area is safe. Contact the school nurse to assist or direct action.

SECURE CAMPUS

This technique is used to clear the hallways and common area of all students and staff and secure them in rooms.

When the announcement is made:

1. Students and staff report to the nearest classroom.
2. Close the doors and windows. Lock them if possible.
3. Draw the shades and cover the door window if possible.
4. Do not leave for any reason.
5. Move to the corner of the room that is furthest away from windows and doors.
6. Shut off the lights.
7. Remain quiet.
8. Wait for further instructions.

REVERSE EVACUATION

This technique may be used to bring all students and staff into the building.

When the announcement is made:

1. The first person aware of a situation directs the students and staff to enter the building.
2. Walk into the building.
3. Notify the office/Principal.
4. Report to a designated area such as the gym, cafeteria, or classroom.

5. Check for injuries.
6. Begin student accounting
7. Remain quiet for further instruction.

SHELTER IN PLACE *This may also be used for missing students or chemical hazards*

This technique is used in the case of a bomb threat.

When the announcement is made:

1. Remain calm.
2. Put your hands in your pockets or at your side.
3. Look around your room for anything that you are unable to identify.
4. Do not move, open, or touch a suspicious object.
5. Do not use walkie-talkies or cell phones.
6. Calmly inform the designated personnel assigned to your area.
7. Remain quiet and wait for further instructions.

HOLD IN PLACE

This is usually activated when it is necessary to provide privacy for staff or students and the halls need to remain clear. When the announcement is made the procedure is:

1. Students and staff report to the nearest classroom.
2. Close the doors and windows. Lock them if possible.
3. Draw the shades and cover the door window if possible.
4. Do not leave for any reason.
5. Conduct classroom as usual, there is no need for silence.

When the purpose of the procedure is to protect staff and students from airborne hazardous materials, toxic smoke or nuclear material the announcement will include that information and the procedure will also include:

1. Staff should close all windows.
2. Check that all exterior doors are closed and locked.
3. Maintenance will shut off heating and air-conditioning equipment and fans.
4. Close all vents that can potentially carry outside air into a building. Vents that cannot be secured should be covered by utilizing duct tape and plastic.
5. Escort all students to the secure room(s).
6. Depending on the situation, all entry and dismissals should only be allowed through one point of entry which is monitored.
7. Await further information.
8. Prepare for evacuation.

HINSDALE ELEMENTARY SCHOOL

12 School Street

Hinsdale, New Hampshire 03451

MOLLY BREMNER, Ed.D.
Principal

LISA KUENZLER
Special Education Coordinator

SARA DONAHUE, LICSW
School Social Worker

Staff Handbook

General Information

All district policies, NH/Federal laws, updated memorandum, and the student handbook will be followed by staff. This section offers clarification of key procedures at HES.

Teacher's School Day -Teachers are expected to arrive by 8:20 which is 15 minutes before the start of school. Paraeducators should arrive at 8:15 to be on duty at 8:20. Students have access to the class at 8:35 and instruction begins at 8:40 AM. Teachers are expected to stay until 3:40 which is 20 minutes after dismissal from school. Teachers are entitled to a 30-minute duty free lunch each day. Paraeducators are expected to stay until 3:30. Teachers who have bus duty are expected to stay until all students have boarded the bus. Teachers may also be needed at meetings either before school or after school and will be notified via the outlook calendar of such meetings.

Leave Requests- For personal, professional, or illness leave you must fill out a request via Websense. Before submitting leave requests for professional development activities, it is necessary to have permission from the principal as these require prior approval. Personal days will be honored, but per the contract these require a minimum of 24 hours' notice. Sick days are usually due to one of three categories: 1) an appointment that is known in advance (entered via Websense) 2) a sudden illness of the teacher or someone in the teacher's immediate family (a phone call to the principal) or 3) becoming ill at work (notify principal or his admin assistant).

In the event of a sudden illness/need (after the end of the school day for the next day OR before school on the same day) teachers shall email the principal and administrative assistants as soon as possible in addition to entering it on the Websense portal. Emergencies where there is no access to email staff will text (preferred) or if needed call the principal on cell number provided, please leave a message if you reach a voicemail. Substitute arrangement stops at 8PM and begins at 6AM.

Lesson plans should not be emailed to the office staff. An **emergency sub folder** is prepared and kept in your classroom for rare occasions when plans are not ready in advance. The plans

should be left in a place accessible to the substitute or with a grade level team teacher. If your grade level team is so inclined, you may email a team member with plans for that absence.

Parking- Parking for staff is available behind the school or beside the gym for all employees. Please pay attention to how you park to make the best use of the space. A reminder that use of tobacco, drug, or alcohol are not permitted on school grounds, this includes in cars parked on the premises.

School Lunch Program -School lunches are available for \$4.75 and breakfast for \$2.00. Milk sold separately is 60 cents. Please pay for lunches in a regular and timely manner.

Staff Break Room -Refrigerators, microwaves, and coffee pots are available for staff use. Staff who drink coffee bring coffee, sugar, and cream to share throughout the year. Whatever is left on the tables in the break room is assumed “shareable” but other items that are individual meals or are marked clearly are not to share. **ALL staff that use the break room are expected to help keep it clean.** Dispose of your trash and wash dirty dishes. **Anything in the refrigerator must be labeled with a name.** Anything left on the tables, countertops, and in sinks will be discarded, including dishes. Take a turn washing tables, cleaning coffee pots, microwave, and refrigerator. During vacations, all foods and dishes left in the room will be discarded.

Email/PS Accounts - All faculty have email accounts and Power School Bulletin access and are expected to check messages at least twice per day. Important and priority information will be printed in the morning bulletin and emailed to staff before 9 AM. Staff members are encouraged to try to check email more frequently as the office staff endeavors to limit the use of the intercom system to brief, necessary announcements.

Employee ID's -All employees are required to wear their school ID's during school hours for security reasons. Emergency responders, when called to a building like our school, do not know who the staff are and who is a potential intruder. Following these simple guidelines will allow the first responders to quickly identify staff versus non-staff.

Telephone Use -Teachers may request the use of a private telephone at any time. The phones are also intended for ensuring communication within the building in case of safety. To use the phone: 10-digit dialing will be needed after dialing 8 for an outside line. In an emergency a staff member may type/dial 6#118 and a page for help will go out to the entire building. Please note this should only be used in a real emergency and never as a matter of convenience. You may directly call 911 if needed, but as soon as possible notify the office you have done so and what is going on.

Staff are expected to keep their cell phones on mute during class time, and not visible to any students at all times.

Radios -At least two radios should be brought out to each recess. One for the field and one for the playground. Messages can be sent to each other and the main office in an emergency. The radios are also intended for use when a classroom leaves the building. The radios are also used for the Crisis Support Team, and each member should always carry their radio with them. The custodians are not on the same system, any custodial needs should be called to the office.

Student Information - . Please turn in all forms/parent formal documents to the office through confidential means (direct/sealed envelope) when they are sent in. The office staff may send forms back home with students if the information is not all there or if signatures are missing. Please express the urgency of returning these important documents to all students.

Teacher Mail -Some material that is put in the teacher mailbox is confidential in nature, no students should be asked to retrieve mail from the mailboxes. Teachers should check their mailbox daily.

Daily Attendance- List any absent students on PowerSchool by 9 AM. When this task is not completed in a timely manner it puts the children at risk as a call home may not be made until it is too late. Students are not permitted to type attendance data as these records are kept for audits. **It is very important that any notes from home get sent to the office first thing in the morning. An important part of your classroom routine should involve collecting the notes. Please forward any emails received to hesattendance@hnhsd.org**

Student Absences – Teacher's role in decreasing student absences are as follows:

- Create consistent and welcoming morning routines
- Support participation and engagement through implementation of SEL strategies/curriculum
- Notify the clinical team/principal of information given by the student related to absence that is not already known
- Include attendance in parent communication
- If a student is absent key work/information needs to be provided to make-up missed instruction. In rare cases a family may seek approval for a vacation, the teacher and principal will consult on an appropriate way to support unique experiences while documenting them and completing tasks before, during, or after to stay on track with the content of the classroom
- When the clinical team, nurse, or principal contact a parent please stay up to date on the outcomes
- Consider any patterns you are noting based on your knowledge of the classroom schedule, student's home schedule, or other factors. Communicate these observations to the clinical team, principal, or nurse depending on the pattern.

Student Tardiness -Students who arrive after 8:35 AM must enter through the main office where they will be given a tardy slip. Office staff will change their attendance in PowerSchool. At times, students are admitted to the building after 8:35 and enter the class without a pass. Any

student who is late without a pass please make a call to the office indicating the student is present. When a call home is made on student absences parents become upset as one would expect. Students will not be allowed to use eating breakfast as an excuse for being late to class, but there may be cases that eating breakfast is in the student's best interest. Please ask for a Student Concern Team meeting if there are teacher concerns about eating breakfast. Students who are late due to a late bus arrival are not counted tardy. An announcement will be made any time there is a late bus.

Daily Lunch Count -Please include a procedure for getting your daily lunch count to the cafeteria in the morning. If you need assistance creating a form, let the principal know of your need. Students in grades 1 to 5 will be expected to memorize their numbers.

Student Breakfasts – If students choose to have breakfast, they will eat in the cafeteria between 8:20 and 8:35. Breakfast will end at 8:35 and be cleaned up in time for the morning meeting to begin at 8:40.

Student Lunch/Recess Schedule:

<u>Period</u>	PK	K	1	2	3	4	5
<u>Recess 1</u>		<u>11:30-12</u>	<u>11:35-12:05</u>				
<u>Lunch 1</u>				<u>11:30-12</u>	<u>11:35-12:05</u>		
<u>Recess 2</u>				<u>12-12:30</u>	<u>12:05-12:35</u>		
<u>Lunch 2</u>		<u>12-12:30</u>	<u>12:05-12:35</u>				
<u>Recess 3</u>						<u>11-11:30</u>	
<u>Lunch 3</u>						<u>12:30-1:00</u>	<u>12:35-1:05</u>

Bringing Classes Outside or Other Locations in the Building:

If you bring your class outside, please notify the office and pick up a radio in case of an emergency. If you are not going to be in your room during the normally scheduled time to be in your room, please let the office know. For instance, a fifth-grade class going to a Kindergarten class to buddy read for a half-hour would notify the office of their destination.

Staff Dress Code-

The district has a dress code. It is noted that elementary school children go outside often, and so do the staff. It is vital that staff dress for the anticipated weather with appropriate footwear and outerwear to perform their duties and assignments (these cannot always be anticipated). Young children also require support with shoe tying, dressing, and are often learning/playing on the floor. Staff should consider the adaptability of their clothing to bend over, squat, or sit on a variety of sized chairs or the floor. Your clothing choice should not prevent a child from fully accessing an area of instruction.

School Procedures

Outdoor Start (8:20) Decisions about going outside for morning start as a school will be made by the principal or his designee and will not be left up to the individual grade level staff.

Removing outside start will not be allowed as a disciplinary consequence or for incomplete classwork or homework unless assigned by the building principal.

Recess -Decisions about going outside for recess as a school will be made by the principal or his designee and will not be left up to the individual class or grade level. **Removing any recess time will not be allowed as a disciplinary consequence or for incomplete classwork or homework (wellness policy), but it might be rescheduled or changed for a specific child per the principal.** There should be no contact during any activity. The playground rules must be reinforced regularly to prevent injury. Please see the appendix for information on effective social coaching for students at recess.

When on recess duty it is part of your responsibility to help the children make good choices about being physically active. This can be done in several ways:

- Encourage a game
- Set up a race
- Model using the playground equipment
- Walk around and interact with students who are being active

RECESS RULES

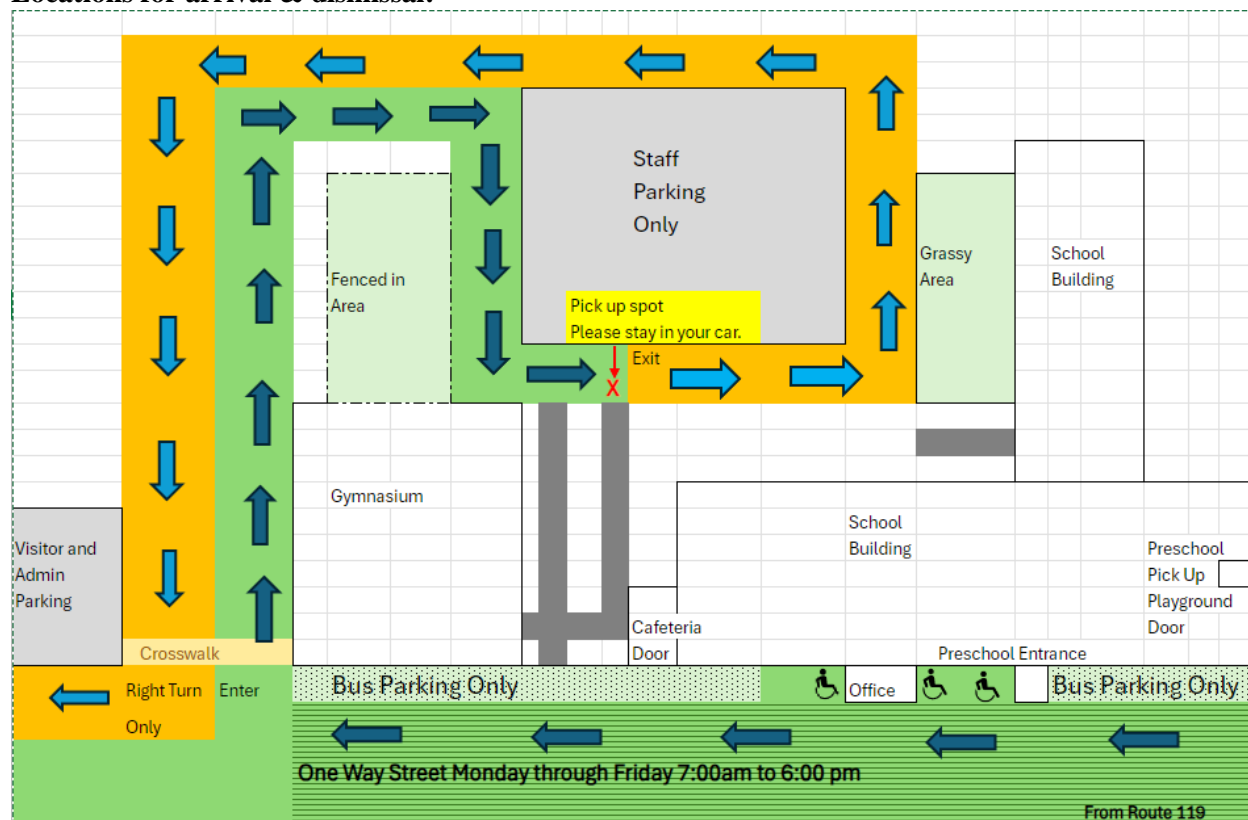
1. Play according to rules of organized games;
2. Walk quietly and orderly to and from recess;
3. Use all playground equipment appropriately;
4. Walk to and from activities appropriately;
5. Put all litter in the trash bins;
6. Play only games that do not involve rough contact (activities like tackle football, karate or wrestling are prohibited);
7. Honor other students' space and be very careful not to hurt others by your actions;
8. Use only the crosswalks to cross the road when directed by a supervisor;
9. Obey the supervisors' instructions;
10. Play only in designated areas;
11. Immediately line up when the bell rings or when a supervisor instructs you to do so;
12. Take good care of recess & playground equipment;
13. Playground equipment is designed for students ages 3-12.
14. Video surveillance cameras are located on all school grounds.

Consequences: Students in violation of recess rules will have consequences determined by staff on duty. Students may be required to practice skills alone or with a different class, stay for a detention, give restitution, review expectations, or another developmentally appropriate response to teach skills. Destruction of equipment/damage will be met with specific restitution.

Lunch- Upon entering the cafeteria, students shall use the hand sanitizer and follow the staff's directions in lining up to be served their lunch. Each classroom shall have its own table(s). Students must ask permission to leave the table for a drink of water, use of the bathroom or to get a condiment they may have forgotten. When there are five minutes left in lunchtime students will be made aware of that. Students will be asked to line up by classroom at the end of lunch time and go quietly back to the classroom. Students in grades 1 through 5 may be asked to help with wiping down the tables after completing their lunch.

Dismissal -First dismissal will be at 3:20 and will be when After School program students are dismissed. The locations for HASP for each grade level will be communicated to everyone when it is available. At 3:25 car riders and walkers will be dismissed to the cafeteria exit. Finally, at approximately 3:30 buses will be called in the order they arrived, and students will board the buses.

Locations for arrival & dismissal:



Completion and continued updating of student's regular dismissal plans are a key responsibility of staff.

Health Office -Our nurse does an excellent job meeting the health needs of our students. Remember to notify her in the event of any type of head injury so the victim can be evaluated thoroughly by her, and the proper call made for the students' well-being. In the event of a

bloody nose or other extensive bleeding it is usually better to have the nurse come to the location then have blood dripping throughout the building. **You can send students without calling BUT if you have a pre-k or Kindergarten student please send with a pass with their full name and why they are coming to see me.**

If you have concerns about a students' health, the nurse is available to hear your concerns. This could be anything from a concern over poor eyesight to a student having an unexplained bruise. Any, and all injuries to students and staff during the school day or on school grounds must be forwarded to the district office and reported to the principal within 24 hours. The nurse will be establishing her lunch hour once the school year has started. Please only interrupt her for an emergency during her lunch time.

In the beginning of each semester the nurse will provide emergency student care plans into teacher mailboxes.

Field Trips

Accessibility of transportation, space, and activities must be considered for each student. Any IEP, 504, healthcare plan, custody agreement, or other plan/note must be reviewed. Only field trip accessible to all students in a class will be approved, unless an alternative has been designed in partnership with a specific family prior to seeking approval.

Remember the nurse must be made aware of field trips 3 to 4 weeks ahead. She needs a student list as well. She needs to know how many first aid bags she needs to make. She needs to know who is medication certified and willing to give daily meds on the field trip.

Walking fieldtrip forms must be completed annually for students to walk to HMHS, the library, or any other walking location off of HES grounds.

Mandatory Reporting -Hinsdale Elementary counselors are available to consult with when a staff member feels a student is being harmed emotionally, physically or sexually. All employees of the school are mandatory reporters to DCYF. Notify the building administrator of your concern, and you will be directed for the next steps and provided with the necessary contact information and other demographics you will need to report if that is necessary. You can file a DCYF report independently at any time, the above procedure is helpful to gather complete information and manage logistics.

Drills/Emergencies:

- Monthly varied type drills will occur

- Teachers must review and practice evacuation routes with students, this includes lining up and being quiet for up to 5 minutes outside
- Teachers (or staff designee) will raise a Green card when the complete assigned class has mustered, or will raise a RED card if there is a student missing, an additional student, or another need (injury)
- If a student is refusing to leave and is not in imminent danger DO NOT MOVE THEM. You should stay with them or cue another person and the outside procedure of a red card will happen
- Primary Muster: Town fields across School St.
- Secondary Muster: HMHS gym
- Tertiary Muster: Congregational Church (Main st.)
- Staff will have training on key procedures in the EOP which is annually updated and approved
- If you see something say something- items or people who are not where they should be, broken items, opened outside doors etc. In an emergency that you know people need to be safe you can yell 'Lock Down, Lock Down' to begin an organic safety procedure.

Supplies and Budget

Crowd Funding – Prior to undertaking any fund-raising opportunities consult with the building principal to obtain their input. There are restrictions on the dollar amount that is allowed. The building principal can approve donations up to 250 dollars, the superintendent up to 500 dollars and the school board must approve anything over 500 dollars. There are also limitations on what type of crowd funding is allowed.

Student Supplies -Generic classroom supplies are not kept in stock at the school. It is preferred that teachers submit digital requests for materials to the office and allow sufficient time for the materials to be ordered and delivered.

Budget Timeline - Generally, teachers should not purchase items on their own and expect to be reimbursed. Teachers will receive budget instructions at the beginning of the school year. The budget for the year 2025- 2026 is due by September 30th, 2024, per the Collective Bargaining Agreement. Whenever you receive supplies please mark all school equipment, furniture, resources and instructional materials: **Property of Hinsdale School District**

Budget Instructions -Each year all staff will be provided with spreadsheets to facilitate the budget process. It is especially important that none of the formulas embedded in the spreadsheets are changed as that can result in unanticipated shortfalls or overages. Please check your math and ensure it is accurate. If you are unsure of whether you inadvertently changed something consult with Mrs. Bean.

Schedules

Staff Schedules -All staff and faculty members have been provided with a copy of their classroom and duty schedules via email. Each schedule includes all weekly and daily duties. These are not to be changed without communicating with the Principal/front office.

Yearly Calendar -In the Administrative Office is the master schedule for the year. To add items to the schedule, please check with office staff. All field trips, assemblies, presentations, club events and other activities must be posted to keep all staff informed. If you happen to notice a conflict, please contact the principal.

Community Meetings - As a goal Community Meetings will be held monthly to recognize students and staff for their effort. Teachers are encouraged to have their classes perform demonstrations, songs or presentations. Contact the principal by email to submit a suggestion.

Specials Schedules -Please send and retrieve your students promptly as there is very little transition time for the specialists. If a program is scheduled during a special's activity, the specials teacher will be the supervisor. If the program extends past the special's end, the classroom teacher will join the class as supervisor.

Computer lab/Library Use- Sign up using calendar.

Specials -During specials teachers have planning time. If a special event or snow day interrupts the regular schedule, that planning time may not be available. If a teacher has lost more than one planning period in a week due to a change in schedule, please notify the office for coverage at another time. During specials, paras are expected to accompany students whose IEP indicates a need for behavioral or academic support.

Assessment Schedule

Our assessments are designed to provide us with the data necessary to make sound instructional decisions.

MAP NWEA -The MAP assessment will be administered K to 5 Fall & Winter- exact dates will be emailed. It will be administered in the spring to K to 2 –exact dates will be emailed.

NH SAS - The New Hampshire Statewide Assessment System test will be given in the spring to students in grade 3 to 5. It cannot start until students have completed 120 days of school, which should be about the third week of March. Students in grade 5 will also be taking the Science test.

Dynamic Indicators of Basic Literacy Skills (DIBELS-8th)- This evaluation serves as our Dyslexia screener and helps inform core literacy instruction. This is given three times a year K-5, and target students are given progress monitoring assessments in between.

DIAL-4- This screening tool provides information on PK4 and K students in the areas of: concepts, speech, motor, behavior, self-care, and social skills. The schedule for this assessment is being developed during the 2024-2025 school year.

Other: online platforms approved by the district may be used to monitor progress or assess understanding, supplemental screening/inventories may be a component of the SCT process and teachers should

complete as agreed, and unit assessments as a component of Literacy, Math, Science, and Social studies are expected.

Charlotte Danielson Framework for Teaching

The Danielson Framework for Teaching will be used to promote a common language among the staff regarding all aspects of teaching with the goal of providing a singular unifying purpose.

Lesson Planning and Preparation

All instructional outcomes should be made explicit to the students before starting the lesson. Some teachers use “I can” statements to accomplish this goal. Lesson planning should reflect the Gradual Release of Responsibility model of instruction, a clear purpose and lead to the development of critical thinking/problem solving skills. Weekly topics should be shared with parents, principal, and HASP.

Classroom Environment

Each classroom and teacher shall be a part of a welcoming environment. The teacher/student interactions shall be friendly and demonstrate genuine respect and caring. Best practices in Social Emotional Learning identify greeting the students each day as a critical factor in fostering a welcoming environment for the classroom. The students will show genuine caring for one another and monitor one another’s treatment of peers. Students will be actively engaged and there are high expectations for all. The students show attention to detail and pride in their work. Transitions are seamless and minimal classroom time is lost to non-instructional duties. There are clear and established routines established for various tasks needed to be completed in the classroom.

Teacher Presence in Class -Teachers are expected to remain in the classroom when students are present. Phone calls, hall conversations, and material preparation must be arranged for at other times. Bathroom breaks, emergencies, or other situations may require that a para or partner teacher cover temporarily. Please be cognizant of the need to be present and to keep the students actively engaged.

Learning beyond the classroom

Teacher’s should consider the best location for instruction. This relates directly to the content, as well as the engagement level of students. Example: When observing weather or learning to play soccer being outside is likely the most appropriate location for instruction; or if the classroom is warm and kids need a movement break- take the lesson with you on an instructional walk.
remember to sign the class out

Curriculum and Instruction

Curriculum -Teachers are expected to plan their units of study based upon the College and Career Readiness Standards, keeping in mind the locally identified Essential Learning. Teachers are expected to utilize the core curriculum of MyView for literacy, and Bridges for math. When using supplemental materials in literacy and math they should align with the scope and sequence of that core program.

SEL Tier 1: This will include a Morning Shift, midday check in and an afternoon shift. The morning shift will focus on creating a welcoming atmosphere in the classroom and school and setting the tone for the day by going over the “Roadmap” for the day. Midday check in will provide the students with the opportunity to regain regulation if it has been lost and the afternoon shift will prepare students to allow them time to reflect on their day and identify successes and failures. Students will be actively taught the schoolwide behavior expectations and the classroom expectations. Through a comprehensive and thorough system of active feedback and encouragement positive behavior will be supported and recognized. Students will receive guidance lessons as a whole group and the key curriculum strategies will be embedded throughout their day in all settings. This includes a color-coded system for personal regulation, and positive strategies.

Instruction -All instruction must be purposeful with clear and explicit outcomes for student learning. It should also allow for differentiation of the process, product and/or progress toward the learning goals. Discussions and questioning should consider Bloom’s Taxonomy and be developmentally appropriate. Formative assessments shall be used regularly to check for understanding of the learning goals. The effective use of data to inform our instructional practices will be emphasized and lead to greater precision and personalization.

Data- Student data needs to be uploaded/entered into the identified platforms. Support and guidance will be offered through faculty meetings and PLCs.

Modification and Accommodation:

It is the responsibility of all adults that provide instruction to students with disabilities to implement their individualized plans. This may include modifying curriculum or instruction, and provision of various types of accommodations. Support to implement these plans can include the case manager or other team members for students served on an IEP, and the 504 coordinator (counselor).

Professional Responsibilities

Report Card Timeline: All grades and comments must be complete and greenlighted by the Wednesday after quarter grades close. This should be completed by 8 AM.

Faculty Meetings -On Tuesday of each week there will be a mandatory staff meeting from 3:40 to 4:30 so please plan accordingly. Agendas will be shared by Monday of the same week, please review as it may be necessary to bring materials. Each faculty meeting will include these components:

- Reflection
- Nuts & Bolts- procedures, updates, general ‘how to’s’
- Dose of Data- review of data
- Toolbox expansion- techniques related to supporting diverse learners or SEL needs
- Curriculum updates- topics related to core curriculum, standards, and performance/assessment

Visitors from outside the district, across the district, or from the SAU will be invited to support key topics or answer questions.

Paraprofessionals are welcome to attend within their professional development compensation allotment, this is not a part of their schedule.

Professional Learning Community -Each team will be required to review and agree upon their Norms for meeting behavior. The roles of team leader, data manager and note keeper will be determined collaboratively with your grade level, curriculum, instruction and assessment coordinator and the building principal.

Teams will be required to follow an agenda and record minutes for the team in Teams sharing the information with the curriculum coordinator, special education coordinator and principal in addition to all team members.

PLC core questions.:

- What do we want all students to know and be able to do?
- How will we know if they learn it?
- How will we respond when some students do not learn?
- How will we extend the learning for students who are already proficient?

PLCs will include the Data Dive, and initial level of student concerns.

Digital Portfolios – The district continues to move towards this requirement. Teachers are encouraged to continue any established practices, and be at the ready to implement new procedures and tools when guidance is given.

Teacher Code of Conduct The teacher code of conduct is available for review at the state website using this link: https://www.education.nh.gov/sites/g/files/ehbemt326/files/inline-documents/code_conduct.pdf

Teacher Ethics The teacher code of ethics is available for review at the state website using this link: https://www.education.nh.gov/sites/g/files/ehbemt326/files/inline-documents/code_ethics.pdf

Confidentiality -Teachers are always expected to maintain confidentiality. Please review the information about FERPA in the student handbook online.

Monitoring of Student Use of Computers- Teachers are required to always monitor the use of computers actively by students. This can be done by circulating around the room and closely observing how many windows may be open in the menu bar, usually located at the bottom of the screen. The district does have safeguards in place to prevent certain access, but if you observe access to something that students should not have access to please contact the principal and the Tech. Department to see if there is a digital solution while children continue to learn self-control.

Committee Work - The expectation is that teachers will be involved in building level committees and district wide committees to help improve the school and district. Faculty input is vital for both the school and district to achieve excellence. Contact the building principal or curriculum coordinator for more information on open committee assignments. Some committees include stipend positions, and all can be used for professional development hours upon approval.

Behavioral Expectations

DISCIPLINE AT HES:

At HES, we prioritize looking at all student behavior as communication through an SEL lens. As a HES staff member, you will be provided with a revised SEL handbook as your guide each school year. The SEL handbook will offer you the framework you need to guide your instructional practices with students so that SEL is infused throughout the school day and SEL skills are fostered in students. Coaching and support around SEL instruction is provided by the School Social Worker and the SEL Leadership Team.

We strive to make our school community a place where all members demonstrate they are ready to learn, flexible, connected and cooperative. The entire staff has adopted this mission to improve school climate, instill a value for learning and promote a positive learning experience for all students:

Ready to Learn, Flexible, Connected, and Cooperative:

1. Ready to Learn – prepared with materials and a growth mindset, a good listener
2. Flexible - being open to change and accepting change when it has to occur
3. Connected - having a sense of belonging and caring for one another
4. Cooperative - willing to compromise, share, and be helpful to others

Our Social Emotional Learning (SEL) will focus on supporting students to be self-aware and build skills to self-manage their behavior. Behavior Intervention Plans are based on these four Core Values and students receive instruction and support to meet daily goals.

When a student's behavior shows a disregard for one or more of the core values, their classroom teacher will work with the student to identify how/why their behavior did not meet the value and what they need to do differently next time. The student may receive consequences for their poor

choice to emphasize their responsibility to meet the core values throughout the school day. If the incident is major or incidents are occurring frequently fill out an Office Referral Form (ORF).

Staff will be familiar with the 5 Levels of behavior and the learning strategies being used as outlined in the Student/Caregiver Handbook.

***Students are only sent home due to behavior by the principal or designee related to behavior, as that procedure is a suspension.**

Students that are not in class due to behavior or consequences of behavior, including suspension, will be provided make-up work by the teacher.

Bullying Reporting

Staff Reporting

1. An important duty of the staff is to report acts or behavior that they witness that appears to constitute bullying.
2. All district employees and volunteers should encourage students to tell them about acts that may constitute bullying. For young students, staff members may provide direct assistance to the student.
3. Any school employee or volunteer who witnesses, receives a report of, or has knowledge or belief that bullying may have occurred shall inform the principal as soon as possible, but no later than the end of that school day.
4. Upon receipt of a report of bullying, the principal shall commence an investigation consistent with the provisions of Section XI of this policy.

Bullying Education

Students will participate in an annual education program which sets out expectations for student behavior and emphasizes an understanding of harassment, intimidation, and bullying of students, the district's prohibition of such conduct and the reasons why the conduct is destructive, unacceptable, and will lead to discipline. Students shall also be informed of the consequences of bullying conduct toward their peers.

School Wide Expectations - School-wide expectations are built upon the premise that our discipline is based upon principles and values versus a system or zero-tolerance policy. All student behavior is purposeful, and it is a rare occasion for a student to misbehave because they are simply bad. "Kids do well if they can." is something that author Dr. Ross Greene says often. While there may be times past practices guide a discipline decision, each case referred to the office is given individual attention and scrutiny. When students internalize their feelings and take responsibility for their actions, they learn. Therefore, our school-wide expectations are

based on the core values of being ready to learn, flexible, connected and cooperative. When one of these values is violated, there should be a consequence that is administered with empathy. In some cases, fair does not mean equal, but in every case the students are treated with dignity and respect. To achieve the best possible learning environment teachers and administration will need to support each other. One way to support each other is by teaming together to provide a “recovery classroom” for another teacher. A student may be sent to the recovery classroom if they become too disruptive in their own classroom. The student may need to be escorted by the administration or other personnel depending on their age and emotional state.

Classroom Expectations: Each teacher shall set up classroom expectations and establish routines to provide a climate conducive to learning and an environment in line with school-wide expectations for behavior. That will include a “recovery area”, “time-out” or “thinking chair” within the classroom for their students. Teachers shall be able to provide choices for students and develop consequences, both good and bad, that are enforceable.

Crisis Prevention Intervention -All staff are encouraged to take part in this training. It is important for the welfare of the children and the safety of the adults present for a team to be available and work together to support a student who needs help controlling their actions. Key aspects will be shared with all staff to be prepared to de-escalate students.

Seclusion and Restraint -No student shall ever be put in a place where they are completely secluded. An adult must always be with a student and any restraint must be used according to the law as written in RSA. That law indicates restraint is only used in cases of imminent and serious harm either to the student, other students, or staff. As a result, restraint should be a very last resort. Seclusion is any time the movement/leaving an area of a student is limited by an adult. This includes blocking doors of a classroom or use of mats/dividers.

Staff are required to complete written reports per law when restraint or seclusion are implemented. Timelines and descriptions are available on the NHDOE website and will be shared with staff regularly.

Student Concern Team -If a student demonstrates academic difficulty, behavioral, social, or any other challenges staff may request a team meeting to identify strategies to help the student succeed. Parents can request an SCT consultation, data review may indicate an SCT consultation, or an acute event may trigger an SCT.

TIER 1- Talk to your peers/key staff as needed, but also at the monthly grade level SCT PLC Outcomes: continuation of interventions with close monitoring, addition of an intervention/strategy with monitoring data source established, may continue to TIER 2, TIER 3 depending on the need, or create another plan and document it.

TIER 2-After exhausting TIER 1 concern outcomes and continued concerns remain. Complete a form to request a student concern team meeting are available from the school counselor and on one drive. Please provide all the information asked for on the form. The team will form based on

needs and be scheduled with the main office, depending on the need parents will be invited. Parents will be informed this form was completed by the person completing it. Outcomes- formal intervention plan established, plan to meet formally (TIER 3) or monitor through TIER 1, complete additional data collection/screenings (ALSUP, DIBELS progress monitoring, RCAD etc.)

TIER 3-After implementing TIER 2 interventions the team convenes to review deeper and new data. Parents are invited to this meeting.

Outcomes- shift back to TIER 2 supports: continuing interventions, adjust intervention; can complete additional monitoring; refer to services (sp.ed., 504, nursing, outside referral etc.).

No intervention will delay the special education process, it can occur simultaneously

Special Events

There will be special events scheduled at least quarterly that faculty and staff are expected to attend. First is Open House scheduled for Tuesday, August 27th at 5:00- 6:00PM before school opens. There will also be student musical performances at various grade levels throughout the year. Math Night will be held in January, the Celebration of Learning on or in April and Memorial Day Celebration. In June, there will be Field Day (3 days before the last day of school), preschool graduation and fifth-grade Recognition Night.

Classroom celebrations/showcases and extra-curricular learning will be developed at PLCs and faculty meetings (Example: Fire Prevention Week, Dot Day etc.) and student birthdays at the teacher discretion. Students and parents will be notified by the school newsletter that we will **not** be passing out birthday invitations for home parties unless every child in the classroom receives an invitation. Parents can send invitations through mail or other means if any student in the class is excluded. Teachers, please reiterate this with students and parents early in the year. For any of the events or celebrations teachers should encourage healthy snacks versus those high in sugar.

Book fair is scheduled two times per year by the librarian. PTA meetings are typically the third Thursday of the month and all faculty is encouraged to attend. Various programs are sponsored by the PTA to encourage meaningful involvement by parents in school activities.

Visitors -ALL VISITORS must register in the office and receive a Visitor Pass or badge. If you see an adult in the building without a pass or badge, either escort them to the office or call the office to notify the office. Teens or children, regardless of the relationship to staff must obtain permission from the principal prior to their visit. Student volunteers from the high school are expected to wear a badge or pass too. Do not hold a door open for anyone you do not recognize and request they use the main office entrance.

Hinsdale After School Program -We are very fortunate to have the HASP available to support students with their academics. HASP staff always do their best to ensure the homework is done

properly. As much communication with them as possible will help to make the program a success. Teachers will also be asked to fill out surveys from time to time for HASP to be able to effectively evaluate their programs. If you have a desire to help in HASP, I am sure you will be welcomed.

Recess Appendix

TIPS FOR BEING AN EFFECTIVE SOCIAL COACH DURING RECESS

Before recess:

1. Ask the student what they want to do at recess, this could include creating a 'play plan'
2. Review how to invite someone to play and how to ask to join in play.
3. Review what to do if he wants to go on the swing but they are all taken.
4. Remind him that he can ask any of the teachers for help at recess.

During recess:

1. Observe students to see what they do. Give him space but keep an eye on him so that you can provide coaching as needed.
2. Play looks different for different children and is a time of academic demand break. If a student is standing around by himself, wandering, talking to self, engaging in repetitive behaviors, this may be the activity that is most helpful to them. You can get to know the student and see if there is an interest in playing with others, or if others would like to play/walk with them. This student may benefit from more support prior to recess to create a play plan that includes variety- but this decision should be made with the case manager/clinical staff who may know more information about that student. *Don't interrupt a student that is safely engaged in something that makes them happy.
3. If a student doesn't know what to do or who to ask to play, prompt them to scan the playground to find someone who is playing alone, a fun activity, or a group in play.
4. If they are having difficulty finding someone to play with or joining in play, remind them of the steps they can take and offer to help.
5. Whenever a student gets into a social situation and appears to be acting inappropriately, awkwardly, or seems uncomfortable, intervene to provide the student with guidance. Give the student time to respond to natural social cues before intervening, but if he does not then help. This should include proximity/observation first.
6. Encourage the student to play with peers rather than adults. Children may gravitate toward adults and need support in initiating and following through on interactions with peers. This can be through subtle fading or giving a timed prompt "I need to go over to the slide area for 5 minutes but can check in then."

General social coaching tips:

1. If the student does not appear to be attending to instruction or the class activity for several seconds, prompt him to "check in" and make sure that he knows what he is supposed to be doing.
2. If you are talking to a student and he is looking away from you, prompt him to check in before continuing.
3. When giving verbal instructions that include more than one step, have the student repeat the steps back to you first to make sure he attended to them all.
4. After giving a student an instruction, allow 5-10 seconds for the student to process your instructions before prompting him again.
5. instructions before prompting him again.
6. When the student is with his peers, try to prompt subtly by using visual or gestural prompts when possible (e.g., point to the speaker to signal the student to look at him).

HINSDALE MIDDLE HIGH SCHOOL



STAFF HANDBOOK

**Hinsdale Middle High School:
A Community of Lifelong Learners**

HMHS Core Values and Profile of a Graduate

Hinsdale Middle/High School is a school community which believes in providing a rich, rigorous, and supportive school experience for all learners. We place value on whole person wellness through our core values of Perseverance, Advocacy, Collaboration, Empathy, Responsibility, and Scholarship, symbolizing what it means to be a PACER. We strive to develop competency-based assessments and personalized learning programs to ensure our students meet our 21st Century Learning Expectations:

- ❖ Hinsdale students will communicate through various means.
- ❖ Hinsdale students will be able to solve problems.
- ❖ Hinsdale students will recognize and demonstrate the importance of whole person wellness.
- ❖ Hinsdale students will demonstrate technological fluency and adaptability.
- ❖ Hinsdale students will demonstrate responsibility and understand the short- and long-term impacts of their actions and choices.

We believe the core values and 21st century learning expectations support our vision of a Hinsdale Middle High School graduate, who will have demonstrated the ability to achieve and apply appropriate academic and technical knowledge in authentic ways. This includes demonstrating essential work habits, such as creativity, critical thinking, communicating effectively, collaboration, and problem solving. These essential habits promote the graduate's ability to align their knowledge and skills to promote future career opportunities. Further, the graduate will demonstrate optimism as well as responsibility regarding their role as citizens in the broader community. The Hinsdale Middle High School Core Values and 21st Century Learning Expectations are guidelines for supporting the Profile of a Hinsdale Graduate.

Faculty/Staff Absences:

Please notify Ericka Kilelee as soon as possible if you are going to be out. This will allow her to make the necessary arrangements. Ericka's telephone number at home is 603-209-3364. Please do not call her after 9:00 PM the night before. However, please let her know no later than 6:30 AM. If you are ill at home and expect to be out the next day, please inform us of your intention during the school day as we might be able to arrange for the same substitute teacher to remain another day. All absences also need to be entered into Tyler Self Service.

Progress Reports Dates and Marking Periods for the 2024-25 School Year

***Mid-quarter: Progress Report Grades Updated in Power School**

1 st quarter	October 4, 2024	October 7, 2024
2 nd quarter	December 13, 2024	December 16, 2024
3 rd quarter	March 7, 2025	March 10, 2025
4 th quarter	May 16, 2025	May 19, 2025

***MARKING PERIODS**

Q1=8/29/2024-11/1/2024

Q2=11/4/2024-1/24/2025

E1=1/27/2025-1/28/2025

Q3=1/29/2025-4/4/2025

Q4=4/7/2025-6/19/2025

E2=6/19/2025-6/20/2025

Progress reports will only be distributed to students whose parents have indicated to the administration in writing that they do not have internet access. The progress reports will be mailed out to those students two days after the grades have been entered in PowerSchool.

All Q2 grades must have a date between 11/4/24 and 1/28/25 or at least with **a date no later than that. All Q4 grades must be entered between 4/7/25, and 6/19/25.

Semester 1 Exam dates **must** be **January 27 or 28, 2025**

Semester 2 Exam dates **must** be **June 29 or 30, 2025**

***Subject to change depending on snow days.**

In PowerSchool, when creating assignments, create all assignments for the date the assignment is due. **All teachers are expected to update their gradebooks every other Friday by 3 PM. This reflects the need to provide parents, advisors, and administrators with timely data to make decisions regarding interventions.**

Bell Schedule 2024-2025

High School	Two- Hour Delay
First bell 7:45	First Bell: 9:45
Advisory/SEL: 7:50-8:15	Advisory/SEL: 9:50-9:57
Period 1: 8:18- 9:06	*Omit pd 1 & 2
Period 2: 9:09- 9:57	
Period 3: 10:00- 10:48	Period 3: 10:00- 10:48
Period 4A: 10:52- 11:17	Period 4A: 10:52- 11:17
Period 4B : 11:21-11:46	Period 4B : 11:21- 11:46
Period 4C: 11:50- 12:15	Period 4C : 11:50- 12:15
Period 5 : 12:18- 1:05	Period 5 : 12:18- 1:05
Period 6: 1:08- 1:55	Period 6: 1:08- 1:55
Period 7: 1:58- 2:45	Period 7: 1:58- 2:45
Lunch block is pd. 4	*Period Omissions will be on a rotation.

*Opening Day Schedules will be adjusted to allow for new routines

INTERNAL COMMUNICATION:

Email Accounts: All faculty have email accounts and Power School Bulletin access and are expected to check messages **at least twice per day.** Important and priority information will be printed in the morning bulletin on power school and emailed to staff before 9:00 AM. Staff members are encouraged to try to check email more frequently as the office staff endeavors to limit the use of the intercom system to brief, necessary announcements.

School email is not to be used for personal information or other business. **Email lists such as hnhsd.org are to be used for internal school use only and should not be given out period.**

Electronic Devices:

Staff are expected to use classroom phones to communicate with families.

Staff are expected to keep their phones on mute during class time, and not visible to any students at all times.**ADVISORY/ SOCIAL EMOTIONAL LEARNING:**

The primary purpose of advisory is to provide every student with an advisor, whose role will include assisting in implementation of the social/emotional learning curriculum, providing oversight for student progress on 21st century learning expectations through student portfolios and college/career or workforce readiness. Academic interventions will be provided during core instruction or after school.

Details: Students will be assigned to an advisor/homeroom for the year. Students will receive a Pass or No Credit, based on attendance and participation. Students who pass will receive 0.25 credits per year. Students present but inactive for 20% or more of the year will receive no credit.

Parent Communication

Teachers are to contact parents regarding academic performance, discipline issues, and class attendance. Phone numbers are available in PowerSchool. Whenever possible, teachers should try to let parents know of success or improvement by students in their classes. At a minimum, teachers are expected to communicate at progress report time with parents of all students not currently passing a class. **All teachers are to keep a communications log for parent and family communication which will be shared with administrators during evaluations.**

Assembly Coverage

When assemblies/Class Meetings are held, teachers will accompany their classes to the assembly and aid in supervising the program. Whenever possible sit with the class, keep them together, and remain near to provide better supervision. If you have a guest speaker or staff member presenting to your class, the classroom teacher should remain in the class to assist with supervision.

General Passes and Usage

Teachers are asked to limit the use of passes to the first and last 5 minutes of class except for urgent matters/emergencies. The use of a daily sign-out sheet or log is required; it is the teacher's responsibility to provide and maintain a sign-out log in a prominent place in the classroom and to ensure the log is kept current. Any student who leaves your classroom must sign out and record the time they left; when they return to the classroom, they must sign in and record the time they enter the classroom.

If a student communicates an urgent need or emergency, teachers should use their discretion based on experience. There should be only one student out of class at a time with a pass; do not allow more than one student out of class. Students will be asked to show their pass to any teacher. If a student does not have a legitimate pass, the teacher will escort the student to their assigned area. Student abuse of pass privileges will lead to loss of privileges. To minimize distractions

and reduce the loss of class time, we ask that you limit the number and frequency of students who leave the classroom.

Library Passes and Usage

Only students who have library passes signed by the librarian may go to the library. We do not know what is scheduled in the library daily. This will allow the librarian to schedule classes and students properly and to control the learning environment in the library. If you are planning a project or an activity, please let the librarian know of the assignment in advance. This will help prepare materials and web sites that will be available for teacher and student use. Students should get their library pass from the librarian in the morning before classes start.

Corridor Responsibilities

Teachers are **required** to be in the corridors when students are passing. Especially in the morning when students are entering school and in the afternoon when students are leaving. Teachers are asked to monitor behavior and enforce school rules in the hallway. Teachers are expected to address inappropriate behavior and, if students do not comply with your requests, please refer that student to the office.

In School Suspension Room

Students will be assigned to ISS by either the Principal or Vice Principal only. Teachers are responsible for ensuring students' assignments are provided to ISS. A list is posted via email 24 hours in advance whenever possible.

Contacting the School Resource Officer

Communication with the SRO will be initiated by the Principal or Vice Principal only. The SRO may contact teachers directly for information gathering.

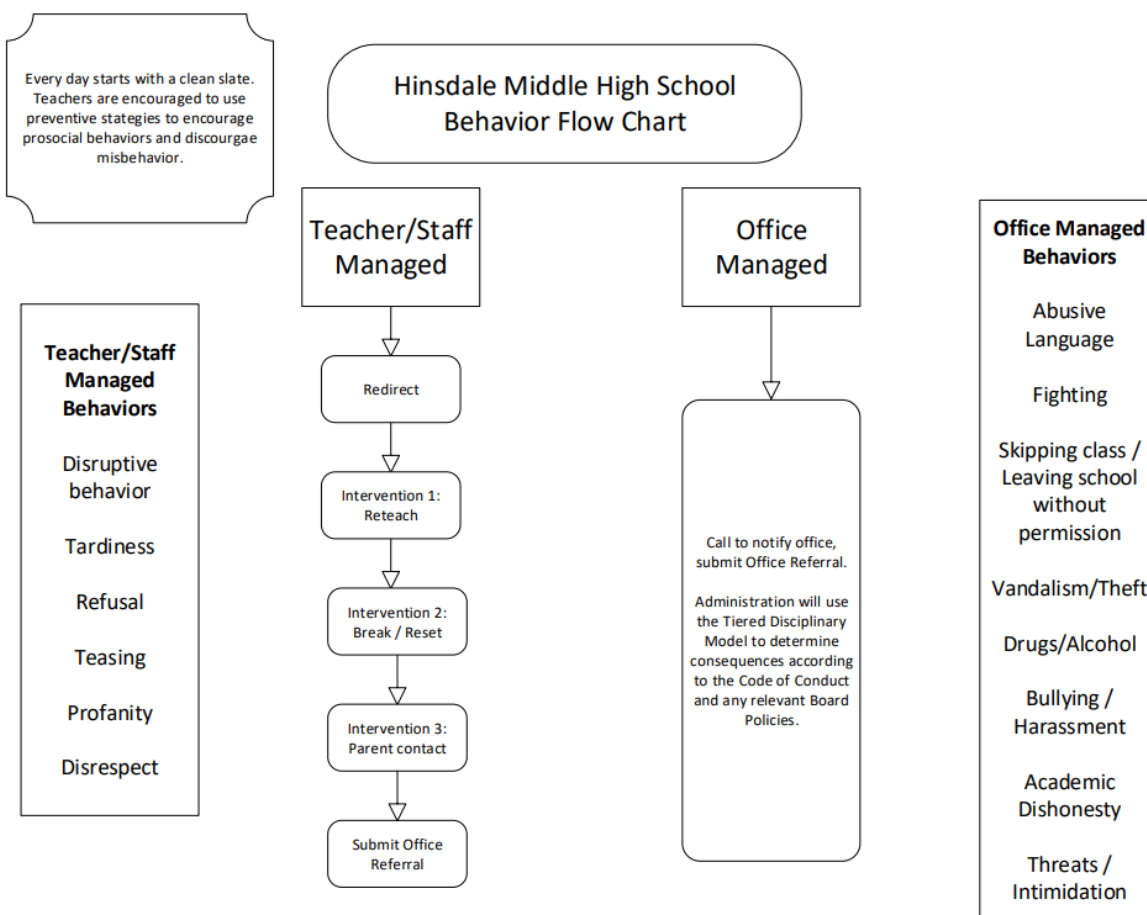
Discipline Referrals/Data Behavior Form

Teachers oversee their classrooms and should work with their students to create an atmosphere that is conducive to learning. There is an expectation that teachers will enforce all school rules within their individual classroom. Addressing student management or discipline issues within the classroom is always the best instructional approach; however, from time to time when a student prevents you from teaching or other students from learning, it might be necessary to send a student out of a class. **When you send a student to the office, please use the phone in your room to let the office know that he/she is on their way and give a brief explanation of what the issue was.** If a student refuses to follow your directions to leave the room let the office know immediately and an administrator will respond.

When a student is sent out of class, a behavior data form must be completed digitally by the teacher. Items 1-4 on the Behavior Data Form are to be completed by the referring staff member. This must be done digitally. Once processing is complete, a copy will be filed in ISS, mailed to the parent/guardian, and to appropriate staff which should be kept confidential.

In all cases of student behavior, the administration is committed to maintaining an atmosphere

at Hinsdale Middle High School in which respect for all and by all will lead to a safe comfortable place to learn and teach. No student's conduct or lack of compliance should interfere with another student's right to their education. With this goal in mind the administration is always available to discuss student issues.



For full text please see Code of Conduct in Student Handbook.

Detentions

Whenever possible, detentions will be served the same day with parents being notified. Students may be issued **teacher detentions**, which will be served with the individual teacher. The date to be served and the length of the detention will be at the teacher's discretion. The teacher should use this time to discuss the issue(s) that led to the detention to prevent a recurrence of the behavior. If a student does not serve a teacher detention, he/she will be assigned an office detention.

Office detentions will be assigned in the afternoon Monday through Friday. **Administration detentions** will be served in the afternoon, on the last school day of the week from 2:50 to 4:00 PM. Both types of detentions are assigned by administration.

Notices

Notices for the daily bulletin and Podcast must be in the office before 7:30 AM. A school adult must authorize notices. **All teachers should show the school news During Advisory. This is mandatory.** Afternoon announcements will only be made if necessary.

Directed Studies

In line with our mission statement, we want to provide the best conditions for learning. Therefore, all study halls will be directed toward student learning. Students are expected to come prepared to study, complete class assignments, read a book or work with fellow students on a school project (with prior approval of the study hall teacher). This is also a suitable time for peer tutoring (if approved by the study hall teacher). Developing correct study skills and habits in our students are lifelong lessons. Students will not be allowed to play board, card, or video games during study hall. If a student has no class work to complete, they will be expected to have an appropriate free reading book with them and be reading during their study hall.

Morning Duties

If you have a duty, please be on time and watchful of students' behavior. This is a great time for us to see what is happening in our students' lives. A cheerful greeting may make a significant difference in a person's day. Address inappropriate behaviors and report any activities to the office that might cause you concern. If you cannot perform a duty on your assigned month, the teacher's responsibility is to find coverage. Please see Duty Schedule at the end of handbook.

Staff meetings Tuesday afternoons

Teacher Meeting: 1st and 3rd Tuesday of the month

PLC Meeting: 2nd and 4th Tuesday of each month

Please plan to spend an hour after school on these days. Do not schedule appointments on Tuesdays as attendance at staff and departmental or committee meetings is mandatory. Faculty meetings will typically be held in the library. Meeting space for all other meetings will be decided by the team. Please be prompt; meetings will begin at 2:50.

PTSA Meetings will be held on the 3rd Tuesday of each month at 6:00 pm in the

cafeteria. The first meeting is on September 17th. All staff please consider committing to at least one meeting this year.

Office

The office is the workplace for the Administration, Mrs. Kilelee and Mrs. Clark. Please respect their area and belongings. Much of what occurs in the main office is confidential, so we ask that you keep your business brief and professional. We ask that you use the front door located in the foyer **and not cut through the back corridor. The copier in the office is for administrative use only.**

Book Inventory

Teachers are required to maintain records on book sign-out and inventories. Books available for classroom use **MUST** be monitored. Any time a student borrows a book, even for a period, it must be signed out. A written book inventory is included in the appendix. **It is**

mandatory that teachers check the condition and possession of books at least once quarterly. You will need to report any discrepancies to the office.

Teachers should bring their book inventory and sign out sheet to the office to give Mrs. Kilelee a copy by September 30th. Every quarter teachers must do a mandatory book check for a grade to help manage missing books. (Located in the back of this book)

Class

Do not leave your class unattended. Para educators should not be left in charge of classroom unless you have principal's permission. If you must leave the classroom, call the office before leaving and an administrator will arrange to have your class covered.

Guest Speakers

Guest speakers can bring firsthand information to our students. If you wish to invite a guest speaker to our school, please discuss this with the building principal first. If there are any technical needs such as login or equipment you must put in a help ticket. All visitors to our school are required to report to the office.

Health Services

Mrs. Zalneraitis is our school nurse. She is always willing to help with medical emergencies. Students who need medical attention should be sent to the office with a pass. If you need the nurse to come to a student's aid, please contact Mrs. Zalneraitis immediately (Ext. 7805) and/or call the office.

Emergency Response and First Aid to Staff

If a staff member is experiencing significant health problems during the school day and in the administrators' judgment, they require medical attention, staff will not be allowed to transport themselves to the hospital emergency room. Emergency Medical Services will be called. In the event of any accident, an accident report must be completed and turned in within 24 hrs. Some emergencies will require a shelter/hold in place. **Please review the emergency procedures within the first three days of school.**

	Supervise Class	Runner
6th grade	Elizabeth Boggio Katie Savory Theresa Diorio	Sara Mann
7th grade	Jill Beaman Brittany Howard	Diane Steeves
8th grade	William Fraser Susanah Oneil Sarah Burgess	Jillian Perzan
9th grade	Librarian Jessica Green	Alexis Johnson

	Tim Oneil	
10th grade	Bonnie Trombly	Teresa Chirichella
	Peter Hughes	
11th grade	Calvin Fortson Dan Huntley	Nicole Ovitt
12th grade	Jessica Faloretti Aimee Castonguay	Telitha Lucier
Life Skills	Tara Conway Christina Carter	Samantha Mercure
Medical	Jan Zalneraitis	
Behavior Support	Guidance Tim Fleming Joe Smith	
Attendance	Cathy Johnson Ericka Kilelee	Kelly Kruse
Communication	Justin Therieau Sally Clark	
Cafeteria	Tim Benson Caleb Thurston	Karen Robinson
Student Boarding	Kaitlyn Leonard Sam Kilelee	
Physical Support	Nate Boudreau Dave Ricker Drew Cooper	
Continue support One on one or classroom	Linda Deschenes Julene Gilmore Kleay Steever	

Laura Kelsey
Samantha Merchant
Tammy Stebbins
Kim Welch
Sarah Scott
Alisha Mueller
Sandy Johnson
Leo Marshall

Budget Requests

The requests for next year's budget should be submitted to the Principal and Administrative Assistant (Mrs. Kilelee) **before or on September 30, 2024**. For anticipated field trips, a rationale must be included that addresses learning standards. **All budget requests will be electronically sent to Mrs. Roth and Mrs. Kilelee.**

Staff Break Room -Refrigerators, microwaves, and coffee pots are available for staff use. Staff who drink coffee bring coffee, sugar, and cream to share throughout the year. Whatever is left on the tables in the break room is assumed "shareable" but other items that are individual meals or are marked clearly not to share. **ALL staff that use the break room are expected to help keep it clean.** Dispose of your trash and wash dirty dishes. Anything in the refrigerator must be labeled with a name. **Anything left on the tables, countertops, and in sinks will be discarded, including dishes at the end of the day.** Take a turn washing tables, cleaning coffee pots, microwave, and refrigerator. During vacations, all foods and dishes left in the room will be discarded.

Teacher Mail

Since some material put in the teacher mailbox is confidential, no students should be asked to retrieve mail from the mailboxes. Please enter this area via the Science Hallway.

Student Concern Team

The Student Concern Team is available for any student with a significant problem. A student may be referred by a parent, teacher, staff member or self-referred. Problems might include alcohol or drug abuse, severe depression, child abuse, eating disorders and school phobia, among others. The team's role is to develop an understanding of the nature of the problem and to make recommendations to resolve the problem.

The team is made up of the school psychologist, student assistance counselor, (if available), school nurse, school counselor, classroom teacher, and administrator. A referral form may be obtained from the Special Education Administrative Assistant or Assistant Principal.

As mandated by federal and state special education regulations, a student experiencing significant academic difficulty, or significant attendance issues, may be brought to the attention of the SCT as part of the pre-referral process. A parent is entitled under the law to refer

his/her child directly to special education. Upon receipt of the referral, a meeting will be scheduled within 15 days to determine the need for an evaluation.

If the team determines and the parent consents to an evaluation the school will complete the evaluation within 45 days. Once all the relevant information has been collected the team will meet again to determine eligibility and if necessary, develop an Individual Education Plan (IEP).

School staff recommends that students having trouble be discussed first with the SCT to respond quickly to concerns and begin gathering relevant information.

School Procedures for reporting Risky Behaviors

1. Contact a building administrator.
2. School personnel are to gather as much information as possible about the situation.
3. The student's counselor will become involved at this point if not already involved.
4. At this time the parent or guardian of the student will be notified, and the student will be presented with the information provided.
5. The parent or guardian will be offered recommended community resources, and any school services deemed appropriate.
6. If the parent requests a physical exam of the student, the school nurse will examine the student in another school adult's presence.
7. Upon exam completion, parents will be notified of the exam results.
8. In cases involving drugs or alcohol, students may be tested.

Professional Development

The middle/high school encourages the staff to engage in ongoing professional development. Teachers may participate in forms of staff development including but not limited to course work, workshops and seminars, book studies and the like. For a complete list refer to the SAU 92 Master Plan. The expectation is that teachers will be involved in building level committees and district wide committees in order to help improve the school and district. **Teachers will be required, at least once in their three-year evaluation cycle, to serve on a district committee.** Faculty input is vital in order for both the school and district to achieve excellence. A partial list of standing committees includes Curriculum, Health and Wellness, Joint Loss Management just to name a few. Contact the building principal or curriculum coordinator for more information on open committee assignments.

PowerSchool Grading Requirement:

There is a five-day drop/add period for high school students. Teachers at high school classes should NOT enter any grades until this period is over.

Assessment of student performance is one of the primary responsibilities of each teacher. It is expected that assessments will be made in a variety of ways and with sufficient regularity and that the results of those assessments will be communicated with both students and parents. Assessment tools should be reflective of best practice within the teacher's discipline. SAU 92 and the Hinsdale School Board have purchased a web-based student information program called PowerSchool. One vital component of the program PowerGrade/ PowerTeacher is to assist the SAU, district teaching staff and the High School administration in managing student data and reporting student performance. Teachers must use the Power Teacher and Power Grade program as an electronic grade book. In addition to the electronic reporting of terminal

quarterly grades and progress reporting, **all academic grades shall be maintained electronically and updated Bi-weekly, no later than Monday at 3PM.**

There will be a training session provided before the school opens for all new staff members. There will also be refresher sessions for all staff offered by Mr. Therieau throughout the year. In addition, technical support will be available to all staff during the school year. If a teacher so desires, we will supply a traditional grade book for them, but this will **not** relieve the teacher of the responsibility to maintain an electronic grade book.

This will help in more efficient reporting of final grades and create records of support for these grades. Adequate record keeping will be in place to support your instructional judgments and, in case of an extended absence, records will be in place for a replacement to review.

Report Card Timeline: The marking period will end on a Friday. Grades will be due in your gradebook by the following Wednesday at 8:00 AM. Teachers will understand that they may not have report cards to give to parents/guardians during conferences. For the fourth quarter at HMHS, grades will be entered, and grade verification completed by 8:00 AM the following weekday after the last student day.

Assignments

Assignments are an important part of our students' academic growth and development. As part of our 21st century learning expectations, the habits of good organizational skills and time management skills are integral to successful task completion. Assignments are expected to be turned in on the due dates assigned by teachers. Failure to do so will affect the grades on Assignments. The school-wide policy is as follows: one day late – 10 points off, two days late – 20 points off, three days late – 30 points off; no credit for work turned in after three days late. Exceptions to this policy will require approval by both the teacher and administration. Students having difficulty completing assignments should arrange for help from their teacher.

Class Advisors/Extracurricular Events

Teachers are encouraged to get involved in student life through advising and/or attending after school activities. Research shows that students involved in extra-curricular activities do better in school. Our experience shows that this is true for our students. It is part of your responsibility as a teacher to contribute to the school community in ways besides teaching and everyone is expected to be involved in at least two activities such as dances, PTSA meetings, etc. At the beginning of each year, a list of clubs and activities in need of advisors will be made available to the staff. Interested staff should inform the building principal of their desire to be involved. Extracurricular events are publicized through announcements or made available each day through the school news. Students do notice when staff are present. Being involved in this way with student activities helps to improve the school climate.

GUIDELINES FOR COACHES AND ADVISORS

A. Use of School Building

1. Coaches/Advisors are always supervising students in the school building.
2. Coaches/Advisors are to make sure that students' valuables are in a secure place.
3. Before leaving the building, coaches/advisors are to be certain that all students have left, that doors are locked, and the lights have been turned off. These procedures are especially important when activities occur on weekends, when there are no custodians on duty.

B. Extra-curricular trips-Guidelines for Chaperones and Coaches

The following are to apply to all extracurricular trips:

1. The approval of the principal must be obtained for any extracurricular trips. They may cancel or postpone any trip when it appears, in his/her judgment, to be in the best interest of the school and/or the students.
2. Students must produce signed parental permission slips prior to their participation in a field trip.
3. All school rules will be in effect during extracurricular trips.
4. Permission must be granted by the bus driver and coach or chaperone before food and beverages of any kind can be brought on a trip.
5. The coach or head chaperone is in complete charge of all school sponsored trips.
6. Under no circumstances are valuables to be left on a bus when it arrives at its destination.
7. Students are always to be supervised. Students are not allowed to separate from the group unless they are accompanied by a chaperone.
8. Bus windows are not to be opened without the consent of the driver and coach or chaperone.
9. While the bus is in motion, students are to remain in their seats and keep the noise level at a point acceptable to the bus driver and coach or chaperone.

Advisor Responsibilities:

Oversee meetings, make decisions with the group, and advise them on school policies. The advisor is responsible for their students during meetings, practices etc. Students should be with the group and have made arrangements for rides home.

Election of Officers: Any given group should have a president, vice president, secretary, treasurer, and student council member. These positions could be combined or added to. A list should be given to the office.

All fundraisers must be approved by the principal prior to sharing ideas with students. A time frame must also be submitted for approval at the same time. Advisors are expected to attend all events with their class. (See job description)

President:

Help to run meetings and organize any activities with the advisor. Be a liaison to the administration. Coordinate meeting times and places with the advisor and secretary.

Secretary:

Keep notes on meetings. Activities, trips etc. should be documented for future reference. All meeting times and places should be reported to the office to be added to the school calendar. Announcements for meetings should be approved by the advisor and given to the office in the appropriate format.

Treasurer:

Records for all transactions should be kept with backup information. All withdrawals must be approved by the advisor and submitted to Mrs. Kilelee with the appropriate form. Original receipts or invoices must accompany all reimbursements and expenditures. Monies collected should be deposited in their entirety. All expenditures should be done by check to insure a proper paper trail. Original receipts must again be turned into the office.

Mrs. Kilelee will provide all groups with a notebook and procedures for deposits and checks.

Records may be kept however the group chooses to do so. The notebook should be turned in at the end of each year. This way, if there is a new advisor and/or officers, they can have the group's history to go by.

Internal Accounts

Notebooks have been provided for all accounts so that all transactions can be recorded. Records should be checked against statements from the office and any discrepancies reported as soon as possible. Advisors and treasurers **should only** submit forms to the office. It is your responsibility to maintain communication between each other. **It is the treasurer/advisor's responsibility to keep track of who has paid dues etc. the office only records totals.** All records are to be collected at the end of each year by the advisor and returned to the office for the next year. *Per your professional obligation, please go over this with your class officers.*

Procedure for Checks

1. A voucher (attachment #1) MUST be made out for any request for a payment or reimbursement. Requests must be submitted by the account advisor or treasurer. All requests are to be signed by the advisor. Reimbursement will not occur if the receipt is not attached.
2. Requests for reimbursement must have original receipts attached. Payments must have any copy of invoices or order forms available attached. It is helpful to have an addressed envelope for checks to be mailed. Without backup you may not receive a check.
3. If a check needs to be written before a deadline, please indicate so on the voucher. Please remember the person who must sign the check may have to leave early.

Procedure for Deposits

1. All monies to be deposited must be accompanied by a receipt (attachment #2). All revenue from dances, fundraisers, etc. should be turned in by 3:00 pm on the school day following the event.

2. Please make sure all checks are marked with the account name i.e.: made out to “Hinsdale High School Yearbook” or noted on the memo line “Yearbook”. It is helpful to have all paper money the same side up and facing the same direction.

3. Deposits should be counted by the advisor and/or treasurer with totals recorded as listed on the receipt form. Please have checks accompanied by an adding machine tape. Coin must be rolled. The office keeps a small supply of coin rolls. If you expect to have a large number of coins, please plan ahead.

4. Please be sure to **hand** all deposits to Mrs. Kilelee. **Never leave a deposit on a desk or mailbox.** Cash boxes are available for events if needed. Money should not be in your desk or cabinet. The safe is available if you have collected money and have not yet counted it. Please be sure the money is counted as soon as possible. It is important to get checks deposited in a timely manner.

5. Every attempt will be made to have deposits made every Friday. The bottom portion of the receipt will be returned to the advisor after the deposit has been made.

GRADING SYSTEM

97 -100 = A+

94 - 96 = A

90 - 93 = A-

87 - 89 = B+

84 - 86 = B

80 - 83 = B-

77 - 79 = C+

74 - 76 = C

70 - 73 = C-

68 - 69 = D+

66 - 67 = D

65 = D-

64 = F

GRADE POINT SYSTEM

<u>AP COURSES</u>	<u>HONORS/CP COURSES</u> <u>COURSES</u>	<u>GENERAL</u>
A+ 4.50	A+4.33	A+4
A 4.50	A 4.25	A 4
A- 4.25	A- 4.00	A- 3
B+ 4.00	B+ 3.75	B+ 3
B 3.50	B 3.25	B 3
B- 3.25	B- 3.00	B- 2
C+ 3.00	C+ 2.75	C+ 2
C 2.50	C 2.25	C 2
C- 2.25	C- 2.00	C- 1
D+ 2.00	D+ 1.75	D+1
D 1.50	D 1.25	D 1
D- 1.25	D- 1.00	D-0
F 0.00	F 0.00	F 0

Counseling Services

Description of program:

The Guidance Department is an integral part of the educational system and one that provides many services to the students. Some of the primary functions of the Guidance Department include student registration, counseling, scheduling, academic and career planning, special education team meetings and standardizing testing. Emphasis is placed on the needs and goals of every student.

The guidance department is staffed by two part-time counselors and one full-time registrar. The program consists of the following major components:

(1) scheduling of all students

- (a) registration and orientation of new students
- (b) administration of pre-registration
- (c) suggestions for revision of the master schedule
- (d) work with administration and staff on revision of program of studies
- (e) classroom sessions
- (f) individual counseling and review of all schedules
- (g) review of all schedule changes

(2) college counseling

- (a) individual counseling for all juniors and seniors
- (b) coordinate visits to college fairs, visits by college representatives, maintain and explain use of reference materials

- (c) complete applications, references (d) in charge of financial-aid workshop (e) coordinate scholarship programs
- (3) vocational counseling
 - (a) serve as liaison with the Windham Career Center and Cheshire Career Center
 - (b) interview with each senior about work plans after graduation
- (4) personal counseling
 - (a) one-on-one counseling available
 - (b) referrals made to special needs, state agencies, student assistance counselor and school psychologist
 - (c) liaison between students, parents, and staff
- (5) testing
 - (a) coordinate standardized testing, A.S.V.A.B., P.S.A.T., S.A.T. etc.
 - (b) explain results to students, parents
- (6) record keeping
 - (a) oversee transfer of student's records
 - (b) supervise recording of grades
 - (c) maintain G.P.A. and class rank
 - (d) process all transcript requests
- (7) miscellaneous
 - (a) alert students to opportunities for advanced study (St. Paul's, Girl's, and Boy's State, etc.)
 - (b) attend parent/teacher conferences
 - (c) attend Special Education Team meetings

School Counseling:

Personal and group counseling aids the student in developing an awareness of self and the ability to manage himself/herself in a manner appropriate with individual circumstances. The counselor helps the student to clarify and interpret situations, to deal effectively with emotions and feelings, and to arrive at practical alternatives to cope with personal problems. The counselor uses many resources available, i.e., parents, guardians, teachers, psychologists, social workers, psychiatrists.

College and Career Counseling: any student who chooses to continue his/her education beyond high school at a four-year college, junior college, vocational/technical school, the armed services, or in various training programs needs assistance and direction with the entire process.

The guidance department, therefore, assists the student in gathering information on available schools and programs. Assistance is then given in completing application processes, meeting deadlines and in arranging visitation. College admission representatives, recruiters from the armed services, and professionals in many fields regularly visit Hinsdale High School.

Field trips and Excursions

Field trips are designed to stimulate student interest and inquiry and provide opportunities for social growth and development and are extensions of the classroom. Field trips must be authorized by the building principal or his/her designee.

To be educationally beneficial, a field trip requires thoughtful selection, advance preparation of the class, and opportunities for pupils to assimilate the experience during and at the conclusion of the trip. Teachers and principals will be expected to consider the following factors in selections of field trips: (a) value of the activity to the particular class group or class groups; (b) relationship of the field trip activity to a particular aspect of classroom instruction; (c) suitability of the activity and distance traveled in terms of the level; (d) mode and availability of transportation; and (e) cost.

The teacher, in requesting permission to take his/her class away from the school grounds, must submit the details in writing of such a trip to the principal for written approval (see field trip request form). A permission slip should be sent to the parents of each child, which they will sign and return. This is to be done after the field trip has been authorized. No child may leave the school grounds on a trip unless a permission slip has been signed by the parents. Permission slips are to be kept on file in the office. The slip will contain a consent and indemnity agreement to be executed by the parent. Advisors are required to submit attendance before leaving the school grounds.

Teachers must have lunch counts to the Abbey Group for packed lunches one week in advance.

Students must be in academic and behavioral good standing to participate in field trips, as determined by administration three days prior to the trip.

Adequate supervision is also necessary to ensure protection for everyone concerned. Permission slips of those attending must be filed with the principal two days before the trip. Arrangements for financing all trips must be made prior to the trip. If student contributions are involved, the necessary funds must be in the hands of the principal before the trip is taken. No one under eighteen years of age will transport pupils on a school sponsored activity.

See Hinsdale Policy EEAG 3/5/2009 Use of private vehicles to transport students.

- Bicycle trips cannot be scheduled, as the school insurance policies do not cover this mode of transportation.
- It is expected that appropriate dress will be enforced as determined by the teacher in charge.
- Students are not to be given unchaperoned “free time” while on a field trip.
- When appropriate, a first aid kit or a qualified first aid person should be present.
- Transportation costs for individual students are to be kept to a minimum.
- All students must attend a field trip when their class is scheduled except in case of an emergency.
- There shall be at least one chaperone for every 10 students, with the appropriate number determined by the age of students, type of activity, and location of activity. Parents should be

called upon as extra chaperones. Teachers shall provide chaperones with a list of students they are responsible for. Students shall have some form of identification.

- Bus transportation arrangements are to be made with the school district's contractor.
- Walking trips are permissible providing slips are signed; the principal's permission must be granted, and a written note left with the secretary.

Overnight Field Trips:

Overnight field trips will require prior permission from the school board. The faculty member in charge of the overnight trip will hold a parent informational session prior to the trip and will require written parental permission and medical release. Prior permission from the school board must be received before parents are notified of the trip. Any exception to the above policies must be approved through the superintendent's office.

National Honor Society 2024-2025

The following students are members of the National Honor Society and may leave study halls without passes after informing the study hall teacher of their destination. They may leave for lunch at the first bell. They will be admitted free of charge to extra-curricular activities including dances (except prom and semi-formal), athletic events, and drama.

Senior Class of 2025

Liyah Hodgeman-Sprague

Olivia Maillet

Rowan Moody

Taylor Honeycutt

Christopher Phelps

Junior Class of 2026

Student Responsibilities

Students at Hinsdale Middle High School have the responsibility to respect all those rights and freedoms which have been granted by the United States Government and should not abuse those or deny them to others.

Hinsdale Middle High School students have the responsibility to attend school and all their classes on a regular basis, be punctual and see that their attendance is recorded. While

attending classes, students have the responsibility to be present with required materials, completed assignments and an attitude which will allow them to take part, in a manner which will help themselves and others in their classes.

Students are responsible for caring for all school property and behaving in a way that will reflect favorably on themselves and the school community.

Finally, students have the responsibility to display a mutual respect for all members of the Hinsdale Middle High School community and to adhere to the rules and regulations of the Hinsdale High School District and Hinsdale Middle High School as specified in the Hinsdale Middle High School Code of Conduct.

Students Rights and Due Process

It is the right of every student to attend school. A student is entitled to full consideration under the law and entitled to its full protection. Due process stands as a protection of all rights. Due process procedure assures every aggrieved student shall be fairly heard and judged. The procedures stated here are clearly defined to ensure consideration for student disciplinary action on limitation or interpretations of his/her rights.

Duty Schedule AM Cafeteria Duty Schedule

Each morning teachers must monitor the students in the cafeteria before the first bell at 7:45. shows the duty schedule for each month. Teachers assigned the duty should be in the cafeteria at 7:30. The responsibilities include maintaining a safe and orderly environment and ensuring the cafeteria tables are clear after breakfast. Students should not be bringing in beverages other than water in a clear container. Students should not be in the main building without a pass. The bathrooms in the hallway to the gym should be used by students with the permission of the teachers on duty.

Month				
Aug-Sep	B. Trombly	K. Robinson	J. Perzan	
Oct	D. Huntley	N. Ovitt	T. Diorio	
Nov	S. Burgess	S. O'Neil	T. Benson	
Dec	S. Mann	T O'Neil	K. Savory	
Jan	J. Green	B. Howard	T. Lucier	
Feb	D. Steeves	T. Conway	C. Thurston	K. Leonard (HASP)
March	C. Fortson	B. Fraser	Librarian	
April	S. Mercure	T. Chirichella	J. Faloretti	
May	J. Beaman	C. Carter	E. Boggio	
June	A. Castonguay	P. Hughes	A. Johnson	

Book Inventory and Sign Out

Class:

Teacher:

Number of Books before School Starts:

Number of Books After School Ends:

Number Missing:

Replacement Cost:

[illegible]

REQUEST FOR EDUCATIONAL STUDY TRIP

At least two weeks before the proposed day of any study trip if transportation is involved, the teacher shall supply the following to the principal in duplicate.

Grade (Class) Date_____

Trip_____

Date of Trip_____Estimated Miles_____

Departure Time_____Return By_____

Number of Pupils _____Adults_____

Teacher(s)_____

Names of Chaperones_____

Comments_____

Dear Parents or Guardians,

As part of our unit on _____ (topic of study) we will be taking an educational field trip to _____ (destination) on _____ (date).

The bus will depart from the school parking lot at ____ (time) and we expect to return home at approximately ____ (time).

If your son/daughter requires medication during the day, you need to fill out a medication form. Please see the school nurse. Confirm that emergencies are provided for (asthma, bee sting, etc.) if necessary, for your child.

Please consider accompanying us. If you are interested in being a chaperone specify so at the bottom of this form.

We have already discussed the proper behavior for the bus and _____ (destination).

Please review this with your son/daughter and return this form at least three school days before the departure date.

Please complete and return this form to me by: _____.

☐ Yes, I give permission for my child to visit _____ .
(destination)

☐ No, my child may not attend this field trip.

☐ Yes, my child may attend, and I would like to be a chaperone. My name is _____
and my daytime phone number is. _____.

Signature of Parent or Guardian

Hinsdale School District Suicide Prevention Plan

Purpose

The purpose of this document is to outline the Hinsdale School District Suicide Prevention Plan. It will focus upon the definitions of terms, the response to suicide and attempts at suicide, and the steps to take for student and staff education per RSA193 J:1:3. The key personnel in the district will be identified as well as resources available. Finally, the plan for Dissemination and Communication of the plan will be addressed.

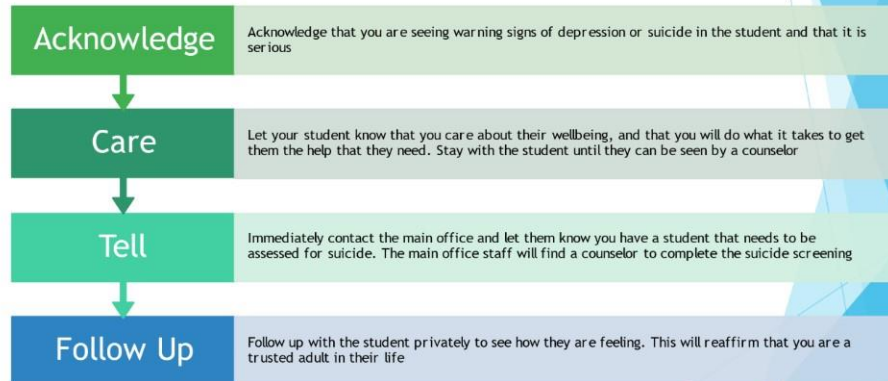
The outcome associated with the document use will be to protect the health and wellbeing of all students by having procedures in place to prevent, assess the risk of, intervene in and respond to suicide and suicide attempts.

Definitions

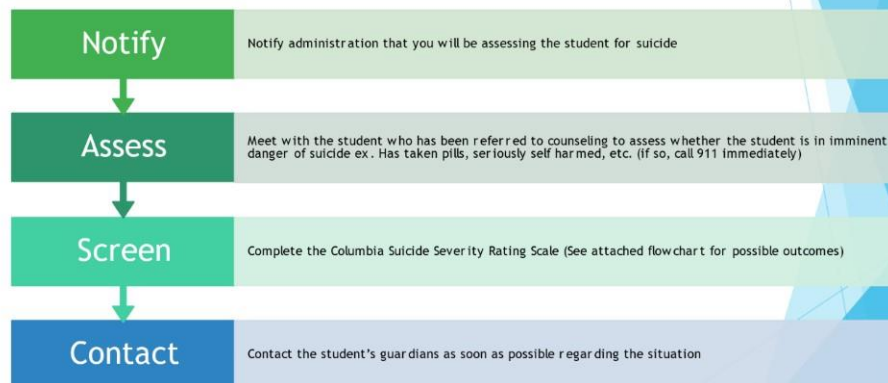
- Risk Factor – Risk factors are characteristics or conditions that increase the chance that a person may try to take their life.
- Risk Assessment - An evaluation of a student who may be at-risk for suicide, conducted by the appropriate designated school staff (e.g., school psychologist, school social worker, school counselor, or in some cases, trained school administrator or teacher). This assessment is designed to elicit information regarding the student's intent to die by suicide, previous history of suicide attempts, presence of a suicide plan and its level of lethality and availability, presence of support systems, and level of hopelessness and helplessness, mental status, and other relevant risk factors.
- Warning sign – Something to look out for when concerned that a person may be suicidal is a change in behavior or the presence of entirely new behaviors. Warning signs warrant greater attention and more immediate intervention than risk factors.
- Protective Factor – Protective factors are characteristics or attributes that reduce the likelihood of attempting or completing suicide. Protective factors are skills, strengths, or resources that help people deal more effectively with stressful events.
- Postvention – Postvention is a term used in the suicide prevention field. The definition is from the US national guidelines developed by Survivors of Suicide Loss Task Force
- Postvention is an organized response in the aftermath of a suicide to accomplish any one or more of the following:
 - To facilitate the healing of individuals from the grief and distress of suicide loss
 - To mitigate other negative effects of exposure to suicide
 - To prevent suicide among people who are at high risk after exposure to suicide

Suicide Prevention Protocol

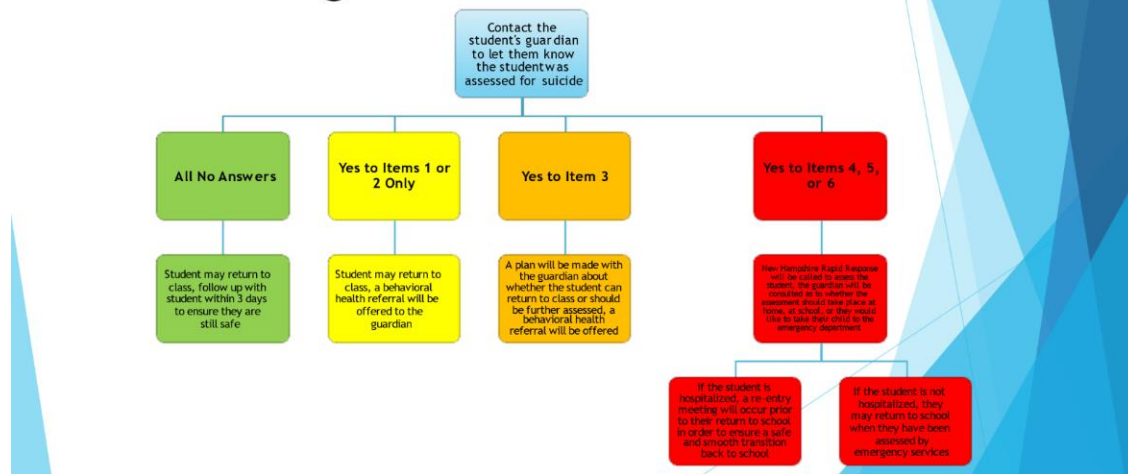
What to do When you Suspect a Student may be Suicidal



Counseling Assessment for Risk of Suicide



When a Student has been Referred to Counseling for a Suicide Risk Assessment



If you, or someone you know, needs extra support during this time, confidential 24 hour helplines are available:

Crisis Text Line: Text HOME to 741741

NH Suicide Prevention Hotline: Call 1-800-273-8255

NH Addiction Crisis Line: Call 1-844-711-4357

If you or someone you know are experiencing a mental health emergency, please do one of the following:

Call your local police department

Call 911

Call the Mobile Crisis Response Team (800)-688-3544

Go to the nearest Emergency Room

Response to Suicide and Suicide Attempts

The crisis response team will be made up of the school counselors at both schools, the school social workers, a school psychologist if available, and a member of the administration of both schools.

Postvention

The overall goals postvention are:

- Establish a single point of contact with the parents
- Determine the method to inform students, staff and the community
- Provide opportunities for grief support
- Maintain an environment focused on normal educational activities
- Help students and staff cope with their feelings
- Minimize the risk of suicide contagion

- Provide resources for staff to manage the incident
- Maintain open communication with staff
- Prepare a media statement if needed

Re-Entry Plan for Student Attempting Suicide

- A school-employed mental health professional or other designee shall be identified to coordinate with the student, their parent or guardian, and any outside health professionals involved with the student.
- A determination will need to be made about making up missed work, the nature of check in and check out, and any other necessary accommodations for the student.
- Periodic check ins will be conducted (frequency to be determined)
- The administration shall disclose to the student's teachers and other relevant staff that the student is returning from a medical absence and may need adjustments for assignments.

Suicide Contagion

The Crisis Response Team should meet to identify students who may be at a heightened risk for suicide due to underlying mental disorders or behavioral problems, or who have been exposed to the prior suicide directly or indirectly. Of special concern are those students who:

- Have a history of suicide attempts
- Have a history of depression, trauma, or loss
- Are dealing with stressful life events such as a death or divorce in the family
- Are family members or close friends of the deceased
- Received a phone call, text or other communication from the deceased foretelling the suicide
- Had a last very negative interaction with the deceased
- May have fought with or bullied the deceased.

Student Education

Healthy Choices

Protective factors are the positive conditions or resources that promote resiliency and reduce the potential for youth suicide and harmful choices.

- Close family friends.
- Strong sense of self worth
- Sense of personal control
- Reasonably stable environment
- Best friends
- Responsibility to others
- Activities
- Pets
- Lack of access to lethal means

Coping Strategies

Developmentally appropriate, student-centered education materials shall be integrated into the curriculum of all K-12 health classes and other classes as appropriate. The content of these age-appropriate materials shall include the importance of safe and healthy choices and coping strategies focused on resiliency building, and how to recognize risk factors and warning signs of mental health conditions and suicide in oneself and others. The content shall also include help-seeking strategies for oneself or others and how to engage school resources and refer friends for help. At the elementary level, school counselors use “I Can” statements to guide and supplement classroom discussions around developmentally appropriate information.

Risk Factor Recognition

All staff, designated volunteers, and any other personnel who have regular contact with students, including contracted personnel or third-party employees, shall receive at least two hours of annual training (such as but not limited to NAMI Connect Program, or Youth Mental Health First Aid) in suicide awareness and prevention. Such training may include information and professional development on risk factors, warning signs, protective factors, response procedures, referrals, postvention, and resources regarding youth suicide prevention.

The professional development shall include additional information regarding groups of students at elevated risk for suicide, including those living with mental and/or substance use disorders, those who engage in self-harm or have attempted suicide, those in out-of-home settings (e.g., youth in foster care, group homes, incarcerated youth), those experiencing homelessness, American Indian/Alaska Native students, LGBTQ (Lesbian, Gay, Bisexual, Transgender, Queer and Questioning) students, students bereaved by suicide, and those with medical conditions or certain types of disabilities.

Additional professional development in risk assessment and crisis intervention shall be provided to school-employed mental health professionals and school nurses.

Warning signs

- Talking about death or dying in general.
- Talking about suicide or wanting to die.
- Talking about means or methods to hurt oneself.
- Obtaining a weapon or other means.
- Isolating self from friends and family.
- Feeling life is meaningless, hopeless, or helpless.
- Putting life in order or giving away possessions.
- Picking fights, arguing, irritability, increased anger.
- Sudden improvement in mood after being down or withdrawn.
- Neglect of appearance or hygiene.
- Sleep and/or appetite changes.
- Dropping of activities.

- Direct Verbal Cues such as: “I wish I was dead,” “You’ll be better off without me,” “I’m so tired of it all,” “Pretty soon you won’t have to worry about me,” or, “No one will miss me when I am gone.”

Staff Training

1. On an annual basis the staff will be trained in each of the following areas:.
2. Risk Factors – Staff will have knowledge of what a risk factor is and how to recognize them.
3. Warning Signs – Staff will follow the Suicide protocol procedure and ACT (Acknowledge, Care and Tell) procedure if they recognize any of the warning signs in students.
4. Protective Factors – Staff will know the protective factors preventing suicide and be able to support students.
5. Response Procedures – At the beginning of each year all staff will review the ACT protocol prior to beginning the school year and in more detail during the annual full training.
6. Referrals – Based upon a recognition of a warning sign being present staff will notify a school counselor immediately. In the absence of a school counselor being available the principal should be contacted. At no point should the student be left alone.
7. Postvention – Staff will be trained in postvention methods in the aftermath of a suicide or suicide attempt.
8. Resources Available – Staff will be given the state hotline and rapid response number. In addition, per RSA the emergency number will be printed on the back of all Identification Cards.

Confidentiality

Confidential Information

As part of the job performance of the District, employees may produce and receive information that must be kept confidential. Confidential information includes information obtained during the course of employment relating to the conduct of School District internal affairs. It shall also include information relating to students that is otherwise protected by applicable state and federal privacy laws. School District employees shall not disclose nor transmit such confidential information concerning students or others, or confidential internal information and shall use extreme care to protect against negligent or inadvertent disclosure of such information. Reference board policy GBEEA CONFIDENTIAL STUDENT INFORMATION

Designation of Personnel

District Coordinator – School Psychologist
 Building Liaisons – School Social Workers
 Principals
 Other - Nurses

Resources

If you, or someone you know, needs extra support during this time, confidential 24 hour helplines are available:

Crisis Text Line: Text HOME to 741741

NH Suicide Prevention Hotline: Call 1-800-273-8255
NH Addiction Crisis Line: Call 1-844-711-4357

If you or someone you know are experiencing a mental health emergency, please do one of the following:

Call your local police department
Call 911
Call the Mobile Crisis Response Team (800)-688-3544
Go to the nearest Emergency Room

For mental health emergencies

- **National Suicide Prevention Lifeline – 1-800-273-TALK (8255) (24/7 Line)**
- **Especially for teens – Teen Head Rest – 1-800-639-6095**

Preventing Suicide: A Toolkit for High Schools: U.S. Department of Health and Human Services Substance Abuse and Mental Health Services Administration Center for Mental Health Services

After a Suicide: A Toolkit for Schools: American Foundation for Suicide Prevention and Suicide Prevention Resource Center

Youth Suicide Prevention, Intervention, and Postvention Guidelines: A Resource for School

Personnel: Maine Youth Suicide Prevention Program

Trevor Resource Kit : The Trevor Project

Supportive Families, Healthy Children: Helping Families with Lesbian, Gay, Bisexual & Transgender (LGBT) : Children Family Acceptance Project

Supporting the Grieving Child and Family : American Academy of Pediatrics
Crisis and Support Services

Suicide Prevention Resource Center or 877-438-7772: Education Development Center, Inc, 55 Chapel Street, Newton, MA 02458-1060

National Alliance on Mental Health- NH resources are listed below:

- **The Connect Program**
- **Support for Survivors of Suicide Loss**
- **Support for Attempt Survivors**
- **Youth Mental Health First Aid**

Dissemination and Communication of the Plan

The plan will be posted on the district website, included in the Student Handbook, and included in the Faculty Handbook. A crisis guide for parents will also be in the same places.

David Ryan, Ed.D.
Superintendent

Jane Fortson, CPA
Business Administrator

Patricia Wallace, M.Ed., CAGS
Director of Student Services

Karen Thompson, M.Ed.
Director of Academics and Career
Readiness

HINSDALE

SCHOOL DISTRICT

49 School Street, P.O. Box 27 | Hinsdale, NH 03451 | 603-336-5728 | www.hnhsd.org

Superintendent Report September 2024



School Opening = Positive Energy

School is officially open! Our opening convocation on August 27, 2024 was a celebration of students using their voices to thank their teachers for their hard work, share their thoughts about why education is important, and provide some tips on what helps them learn best. Two of our middle

school students sang the national anthem and a spirited first grader led the entire room in reciting the Pledge of Allegiance. Chair April Anderson provided kind and welcoming remarks on behalf of the board (and killed it!), Abbey Group regional director Kelly Wojcik was recognized as the 2024 Richard T. McCarthy Award winner, and closing remarks directly addressed the belief that “Our Students Can”, and how it is our job to help them believe it themselves. The



1. Bouncing Basketball
2. Balance Book
3. Table Tennis Bowling
4. Giant Golf
5. Shot Put Sack Toss
6. The Finale - Multi-Relay Race

Hinsdaler Games (“For the Brave and the Glory”) saw a competitive array of 15 teams competing for gold (candy), and the afternoon was dedicated to a futures protocol designed to envision how Hinsdale can cultivate a thriving PK-12 culture throughout the year. Both schools opened with smiling faces on staff members and students alike, and there was a lightness and energy coming from all of the classrooms and common spaces. We are all feeling

very positive about the school year and look for that feeling to carry us through those difficult times that we will naturally face periodically.

Bravely and the Next Generation Learning Challenge

As we reported last spring, our Bravely team received the grant of \$12,500 to move forward with our work on putting our Portrait of a Learner into practice. As we have reported in previous meetings, our focus with this grant is to address our middle school vision and direction and, in the words we used to apply for the grant, “*The Hinsdale School District would like to focus on rebuilding a learner-centered approach in our middle school program following a theory of action*”

that results in greater student agency, student engagement, and a sense of belonging. We believe that by transforming how students learn through a personalized approach designed to appeal to their passions and interests, it will build their levels of competence, persistence, knowledge, and character. We also believe that our middle school students, as they progress through the education program in Hinsdale, will lead the way in subsequent systems transformation at the high school level and drive systems change throughout the school district.”

The Bravely team includes Brittany Howard, Jillian Perzan, Susannah O’Neil, Theresa Diorio, Anna Roth, Karen Thompson, and me. We will be hosting the team from Next Generation Learning all day on September 18 and the visit will include multiple community stakeholder and student interviews throughout the day. Some members of the board are being asked to participate depending upon availability as are staff members, neighbors, and students. The interviews will help guide the work of shaping our students’ middle school experience that will complement the strategic planning process as well.

Southwest Regional School Security Task Force

Having met now with the police chiefs from Hinsdale and Winchester, I am moving forward with building a regional team of law enforcement leaders, school and district leaders, state safety and security personnel, emergency and trauma triage management leaders, transportation representatives, and emergency communications professionals to plan how we will address a mass casualty event on any of our southwest area school campuses. While each campus has an emergency operations plan for their district and annexed buildings, there currently is nothing that coordinates assistance from surrounding campuses or agencies. This task force will meet two to three times per year to build a coordinated plan for assistance, including making the interior of school buildings familiar to surrounding law enforcement agencies and encouraging active shooter training inside of those schools with a joint team. These meetings will be closed door due to the sensitivity of the information *((i) Consideration of matters relating to the preparation for and the carrying out of emergency functions, including training to carry out such functions, developed by local or state safety officials that are directly intended to thwart a deliberate act that is intended to result in widespread or severe damage to property or widespread injury or loss of life)*, and more details will be shared in the coming months. A school campus security committee has already been assembled and will be meeting October 1, while the larger regional team won’t be scheduled until winter. We will be looking for a board representative from each school district to attend these sessions.

NHSAS Scores Slowly Returning to Pre-Pandemic Levels

According to a press release sent by the NH Education Department on September 4, 2024, “[preliminary data](#) from the New Hampshire Student Assessment System (NHSAS), students in grades three, four, five, seven and eleven improved slightly or remained static in their English Language Arts (ELA) assessment scores in 2024, with grades six and eight showing slight declines in ELA proficiency levels. Preliminary figures indicate that math assessment scores narrowly grew for grades three, five, seven and eight, with grades four, six and eleven showing

declines.”

Year	ELA 3rd	ELA 4th	ELA 5th	ELA 6th	ELA 7th	ELA 8th	ELA 11th	Math 3rd	Math 4th	Math 5th	Math 6th	Math 7th	Math 8th	Math 11th
2018	54	55	61	55	59	58	63	55	52	46	46	47	46	40
2019	52	55	57	56	56	53	60	57	52	44	47	47	45	40
2021	44	49	54	51	51	49	63	45	41	33	35	34	33	42
2022	45	48	54	53	49	46	61	51	48	38	39	37	33	37
2023	46	50	54	53	54	51	60	52	50	39	42	39	35	35
2024	50	50	56	52	54	49	63	53	49	40	41	40	37	30

**Data indicates the percentage of students who are proficient in that category. Color shades indicate the same cohort of students, with light blue representing the incoming senior class. Please note, there was no testing in 2020.*

Winchester High School Selection Committee Letter of Interest

As Winchester continues to move forward with their search for an anchor high school, and based on the conversations at the high school selection committee meetings, a letter of interest has been drafted and will be sent from the high school selection committee chair that will be shared with the superintendents of the schools they are currently researching. This letter will serve as an introduction to the superintendent and formally announce their interest in gathering research about our school district in the coming months. I have included the contents of the letter below that was shared with the Winchester School Board on September 5 and with the high school selection committee at their meeting on Monday, September 9. The letter reads as follows:

Superintendent

Targeted School District

Address

Town, State Zip Code

Dear Superintendent:

The Winchester School District is a small, rural K-8 school district which currently invests in an anchor high school tuition contract with the Keene School District. As you may already know, Winchester and Keene have agreed to sunset their tuition contract in 2027, and our High School Selection Committee has begun to search for a new anchor high school for our _____ high school students living in Winchester.

My reason for writing to you is to share that we are interested in learning more about [Name of School] and would like to gather important information such as current student enrollment, academic and extracurricular offerings, and several other important factors that our stakeholders believe are important to them. In order for us to begin collecting these data, we first wanted to share our intent and ask you if this type of preliminary relationship would be of interest to you and your school board, understanding that nothing is determined and we are still very much in the exploration phase.

If you would kindly share your level of interest in first permitting us to gather information and then, perhaps, discussing any details with our committee, we would greatly appreciate it. We understand

that your time is very valuable and we would like to conduct most of the data gathering using all of the open resources available, minimizing any need to reach out to your office directly. However, we believe we should have a mutual interest in even taking this first step so that we are not wasting that valuable time.

Thank you for your consideration, and I would ask that you reply to our Interim Superintendent, Dr. David Ryan at dryan@wnhsd.org at your earliest convenience.

I believe I will have public information to share with you as a result of the September 9 meeting and look forward to updating you on Winchester's timeline and selection process at that time.

Strategic Planning Update

Our steering committee met on August 19 to outline the specific duties of the committee and to develop the agenda for the September 10 orientation meeting with all participants, to which the board has been invited. We are posting the orientation as a board work session considering that all five members of the board will be present and the strategic plan is a board approved function. Sean Leary has graciously accepted the role of chair of the steering committee, and he leads April Anderson, Kaylah Hemlow, and myself. Our job is to schedule the timeline, facilitate the process, perform check-ins with the four priority teams, and ensure that the product is finished and delivered to the board for the May meeting. The steering committee does not decide on the plan, does not participate on the teams, and is not the final say on anything. It is designed to coach and guide the teams, so the work that is completed is purely from each of the teams' stakeholders.

The agenda for the orientation will provide an introduction to the strategic planning team, an overview of the Portrait of a Learner, a review of the process outline, a priority team selection activity, meeting of each team for selection of team captains and scheduling of future meeting, and a wrap up between the steering committee and team captains. It will be a busy night and we are excited to get it started.

Hinsdale School Board Meeting
September 11, 2024
SAU Conference Room
6:00 PM

This meeting is being held in person and via Zoom.

Zoom Link:

<https://us06web.zoom.us/j/83981747011?pwd=iqWf1UHUF4vLrz3pPiwQ8MRs49AaIq.1>

Meeting ID: 839 8174 7011

In an effort to maximize our meeting time and make efficient our work on behalf of our students, Hinsdale School Board members have subscribed to the following meeting norms:

1. We will be respectful to all speakers.
2. We listen to understand and not to respond.
3. We will be fully present at the meeting by becoming familiar with materials before we arrive.
4. We will be attentive to how our physical and verbal expressions affect others.
5. Each of us is responsible for respectfully airing disagreements with each other in a timely manner rather than sharing them with others.
6. We will be responsible for examining all points of view before a consensus is accepted.

- | | |
|--|-------------|
| 1. Call to Order | A. Anderson |
| 2. Review of the Manifests | A. Anderson |
| 3. Minutes | A. Anderson |
| <ol style="list-style-type: none">1. Motion to accept the public and non-public minutes of August 14, 2024.2. Motion to accept the public minutes of August 27, 2024. | |
| 4. Citizens' Comments | A. Anderson |
| Citizen will state his or her name and then direct your comment to the Chair. If needed, the Chair will ask for Board or Administrative response. The Chair will respond at the next scheduled board meeting if required. | |
| 5. Student Board Member Items | M. Phillips |
| 6. Superintendent's Report | D. Ryan |
| <ol style="list-style-type: none">1. Superintendent's Report – D. Ryan2. Business Administrator's Report - J. Fortson3. Director of Academics and Career Readiness' Report - K. Thompson4. Principals' Reports - A. Roth (HMHS); M. Bremner (HES)5. IT Director's Report - J. Therieau | |

7. New Board Business

A. Anderson

1. School Board Retreat and Goal Setting
2. Student Board Member Process
3. MOU Town and HSD
4. Staff Handbook
5. Policies – Final Readings
 - a. AC – Non-Discrimination
 - b. ACE- Procedural Safeguards: Non-discrimination on the Basis of Disability
 - c. ADB/GBEC – Drug-Free Workplace and Drug-Free Schools
 - d. ADC – Tobacco Products Ban Use and Possession in and on School Facilities and Grounds
 - e. DK – Payments, Checks and Manifests
 - f. EBB – School Safety
 - g. EBBD – Indoor Air Quality & Water Quality
 - h. EEAEA – Mandatory Drug and Alcohol Testing – School Bus Drivers and Contracted Carriers
 - i. EFA – Availability and Distribution of Healthy Foods
 - j. EHAB – Data Governance and Security
 - k. GBCD – Background Investigation and Criminal History Records Check
 - l. GBEC/ADB – Drug-Free Workplace and Drug-Free Schools
 - m. GBED/ADC/JICD – Prohibitions Regarding Use and Possession of Tobacco Products, E-Cigarettes, and E-Liquids in and on School Facilities and Grounds
 - n. GCO – Teacher Performance and Evaluations
 - o. JICA – Student Dress Code
 - p. JLCF – Wellness Policy

Other Business

A. Anderson

6. Any other business to be conducted by the Board

8. Committee Reports

A. Anderson

1. Behavioral Support Team (K. Hemlow; K. Gardner)
2. Budget Committee Representative (A. Anderson; K. Hemlow = alternate)
3. Community Connections (A. Anderson; K. Hemlow)
4. Facilities Maintenance/Emergency (M. Sprague; W. Dingman, Jr. = alternate)
5. HASP Advisory Board (K. Gardner; K. Hemlow)
6. Legislation/NHSBA (A. Anderson)
7. Personnel Committee (A. Anderson; W. Dingman, Jr.)

Vision Statement

Supporting students by providing personalized learning and creating connections with the greater community.

Mission Statement

The Hinsdale School District works collaboratively with the community to create a safe learning environment that supports opportunities for personalized learning for all students. Our students will be lifelong learners that will be prepared to succeed in an ever-changing and diverse world.

8. Policy Committee (K. Gardner)
9. Portrait of a Learner (K. Hemlow; K. Gardner)
10. Selectboard Representative (W. Dingman, Jr.; M. Sprague = alternate)
11. Staff Development (K. Hemlow; K. Gardner = alternate)
12. Tuition Exploratory Committee (K. Gardner; K. Hemlow)
13. Wellness (K. Hemlow; M. Sprague)

9. Citizens' Comments

A. Anderson

Citizen will state his or her name and then direct your comment to the Chair. If needed, the Chair will ask for Board or Administrative response. The Chair will respond at the next scheduled board meeting if required.

10. Non-public RSA 91 A:3 II (a) (b) (c) (d) (e) (i) (k) (l) (m) (as needed)

A. Anderson

11. Adjournment

A. Anderson

Vision Statement

Supporting students by providing personalized learning and creating connections with the greater community.

Mission Statement

The Hinsdale School District works collaboratively with the community to create a safe learning environment that supports opportunities for personalized learning for all students. Our students will be lifelong learners that will be prepared to succeed in an ever-changing and diverse world.

MINUTES

Hinsdale School Board Meeting
SAU Conference Room
August 14, 2024
6:00 PM

Zoom Link:

<https://us06web.zoom.us/j/83981747011?pwd=iqWflUHUF4vLrz3pPiwQ8MRs49AaIq.1>

Meeting ID: 839 8174 7011

Board Members Present: April Anderson, Kaylah Hemlow, and Marc Sprague

Board Members Attending Remotely: Wayne Dingman, Jr., and Kendra Gardner

Board Member(s) Excused: Michael Phillips

Administration Present: Dr. Molly Bremner, HES Principal; Jane Fortson, Business Administrator; Anna Roth, HMHS Principal; Dr. David Ryan, Superintendent; and Justin Therieau, Director of Technology

Administration Attending Remotely: Karen Thompson, Director of Academics and Career Readiness

Minutes Recorded by: Maria Webb, Executive Assistant

Call to Order:

A. Anderson called the meeting to order at 6:00 pm.

A. Anderson reviewed the guidelines for holding the Zoom meeting.

Review of the Manifests:

The Board signed the manifests. There were no questions.

Minutes:

1. Public and non-public minutes of June 12, 2024.
2. Public and non-public minutes of June 13, 2024.

M. Sprague MOVED to approve the group of minutes as written above. K. Hemlow SECONDED. 5-0-0, MOTION PASSED.

Citizen's Comments:

A. Anderson opened Citizen's Comments for 30 minutes. There were no comments from citizens attending in person, and there were no citizens attending via Zoom.

Superintendent's Report:

D. Ryan reviewed his report with the Board. Highlighted the following:

- First Student Contract Update
- Strategic Planning Process and Steering Committee
- Tuition Exploratory Committee
- Security Committee

M. Sprague MOVED to accept A. Anderson and K. Hemlow to the Strategic Planning Steering Committee. K. Gardner SECONDED. 5-0-0, MOTION PASSED.

K. Hemlow MOVED to accept M. Sprague to the School Security & Student Safety Committee. K. Gardner SECONDED. 5-0-0, MOTION PASSED.

D. Ryan recognized K. Gardner for being named as an Angels in Adoption honoree for the 2024 Congressional Coalition on Adoption Institute.

Business Administrator's Report:

J. Fortson reviewed her report with the Board. K. Hemlow expressed disappointment with the decision to not proceed with the CEP for the elementary school. J. Fortson explained the rationale for the decision.

Discussed the importance of increasing the numbers of free and reduced applications.

K. Hemlow MOVED to approve retaining \$50,000 in the fund balance for the year. M. Sprague SECONDED. 5-0-0, MOTION PASSED.

J. Fortson noted an estimated savings of \$20,229 in the 25/26 budget due to changes in the NHRS rates. Also, the independent auditors will begin their field work on October 21st.

Personalized Learning Report:

K. Thompson reviewed her report with the Board. Invited the Board to attend the breakfast with the new teachers on 8/21/24. A. Anderson, W. Dingman, Jr., and M. Sprague planned to attend.

K. Hemlow appreciated the OSTCP goals for this year.

Principals' Reports:

A. Roth reviewed her report with the Board. Highlighted the following:

- ESY and Credit Recovery
- School Counselor position (part-time) filled

M. Bremner reviewed her report with the Board. Highlighted the following:

- Redraft of attendance procedures in the Student Handbook

- Emergency Operations Plan (EOP) updates
- Open House August 27th
- Discussed staffing, including recent resignations from Grade 1 and Grade 2 teachers

Discussed the large size of the Grade 5 class. The Board noted that fifth grade is an important transitional year with preparing to go into Middle School. Noted that there are also factors to consider, such as the numbers of IEPs, etc.

The Board recommended replacing the open Grade 2 teacher position with a Grade 5 teacher. No Board action needed to be taken as it is not an increase to the budget.

D. Ryan discussed with the Board allowing him the opportunity to have some time to hold teachers to their contracts if they resign over the summer.

Board members expressed concern regarding the rolling dismissal. M. Bremner highlighted the safety aspects that were considered.

The Board requested to receive the Principals' weekly newsletters. The Board welcomed both new Principals to the district.

Technology Report:

J. Therieau reviewed his report with the Board. Discussed the E-Rate funding for schools.

K. Hemlow MOVED to approve the \$2,500.00 to contract with E-Rate online. M. Sprague. SECONDED. 5-0-0, MOTION PASSED.

School Board Retreat:

Rescheduled for September 16th at 5:00 PM. Location to be determined.

School Board Goal Setting:

To be discussed at the Retreat.

2024-2025 Updated Calendar:

Informational for the Board. Needed to change October 14th to Columbus Day, per NH Bill 1014. No Board action needed.

Voting in November 2024:

D. Ryan shared the Town's request to use the HMHS Gymnasium for the General Election on November 5th.

After discussion, the following motions were made:

A. Anderson MOVED to approve the Town's request to use the Gymnasium on November 5th. K. Gardner SECONDED. 0-5-0, MOTION PASSED.

E-Rate Funding for Schools:

Discussed in the IT Director's Report.

Handbooks:

1. HES Student Handbook
2. HMHS Student Handbook
3. Staff Handbook

Informational for the Board. No Board action needed. M. Bremner and A. Roth highlighted the changes for the Board. Discussed attendance updates in the HES Student Handbook.

Policies - First Readings:

- a. AC – Non-Discrimination
- b. ACE- Procedural Safeguards: Non-discrimination on the Basis of Disability
- c. ADB/GBEC – Drug-Free Workplace and Drug-Free Schools
- d. ADC – Tobacco Products Ban Use and Possession in and on School Facilities and Grounds
- e. DK – Payments, Checks and Manifests
- f. EBB – School Safety
- g. EBBD – Indoor Air Quality & Water Quality
- h. EEAEA – Mandatory Drug and Alcohol Testing – School Bus Drivers and Contracted Carriers
- i. EFA – Availability and Distribution of Healthy Foods
- j. EHAB – Data Governance and Security
- k. GBCD – Background Investigation and Criminal History Records Check
- l. GBEC/ADB – Drug-Free Workplace and Drug-Free Schools
- m. GBED/ADC/JICD – Prohibitions Regarding Use and Possession of Tobacco Products, E-Cigarettes, and E-Liquids in and on School Facilities and Grounds
- n. GCO – Teacher Performance and Evaluations
- o. JICA – Student Dress Code
- p. JLCF – Wellness Policy

K. Hemlow MOVED to accept the policies listed above as First Readings as a group. M. Sprague. SECONDED. 5-0-0, MOTION PASSED.

Job Descriptions – Final Reading:

1. Multi-Tiered System of Support (MTSS-Reading) Coordinator for HES

M. Sprague MOVED to accept the job description draft above as a Final Reading. K. Hemlow SECONDED. 5-0-0, MOTION PASSED.

Other Business:

A. Anderson asked about the new BrightArrow system and parent notifications. J. Therieau shared how flexible the system is.

The Board would like a message to go out to Parents with a reminder to update their contact information with the schools.

Committee Reports:

1. **Behavioral Support Team** – no update.
2. **Budget Committee** – Met 7/8th.
3. **Community Connections** – Please send information to post.
4. **Facilities Maintenance/Emergency** – W. Dingman replaced M. Sprague. Next meeting will be Sept./Oct.
5. **HASP Advisory Board** – no update. Meeting on 9/11th.
6. **Legislation/NHSBA** – A. Anderson received an updated legislation list.
7. **Personnel Committee** – Reviewing the SAU 92 Manual and preparing for HFT negotiations.
8. **Policy Committee** – See First Readings above.
9. **Portrait of a Learner** – Will still meet yearly.
10. **Selectboard** – no update.
11. **Staff Development** – no update.
12. **Tuition Exploratory Committee** – discussed in the Superintendent's report.
13. **Wellness** – Wellness Fair planned for September.

Citizens' Comments:

Miriam Tallman, attending online, asked a question about the Student Handbooks regarding discipline and HES morning start and pick up procedures. Asked about emergency procedures and cameras. M. Tallman thanked the Board and administrators for all of their work.

J. Fortson shared regarding the recent Title IX training.

W. Dingman, Jr. noted that a meeting was scheduled regarding the MOU for the fields.

J. Fortson shared that new Facilities Director, Nate Boudreau, may attend the next Board meeting.

Non-public:

K. Hemlow MOVED to go into a nonpublic session according to RSA 91 A:3 II (c) at 8:43 pm. M. Sprague SECONDED. Roll Call: A. Anderson – yes, W. Dingman, Jr. – yes, K. Gardner – yes, K. Hemlow – yes, and M. Sprague - yes. VOTE: 5-0-0, MOTION PASSED.

W. Dingman, Jr. MOVED to reconvene the public session at 9:15 pm. K. Hemlow SECONDED. Roll Call: A. Anderson – yes, W. Dingman, Jr. – yes, K. Gardner – yes, K. Hemlow – yes, and M. Sprague - yes. VOTE: 5-0-0, MOTION PASSED.

K. Hemlow MOVED to adjourn the meeting at 9:15 pm. M. Sprague SECONDED. VOTE: 5-0-0, MOTION PASSED.

I attest that this is a true copy of the minutes:

Maria A. Webb

approved on _____

DRAFT

**Hinsdale School Board Special Meeting
SAU Conference Room
August 27, 2024
6:00 PM**

Board Members Present: April Anderson, Wayne Dingman, Jr., Kendra Gardner, and Kaylah Hemlow

Board Member Excused: Marc Sprague

Administration Present: Dr. David Ryan, Superintendent

Minutes Recorded by: Maria Webb, Executive Assistant

Call to Order:

A. Anderson called the meeting to order at 6:00 pm.

Citizens' Comments:

A. Anderson opened Citizens' Comments for 30 minutes.

There were no citizens present.

General Election Discussion:

The Town Moderator requested that the Board reconsider the request to use the HMHS Gymnasium for voting due to the large turnout anticipated, and the parking needs.

D. Ryan proposed moving the March PD Day to November 5th. The Board suggested additional ideas. Discussed moving the November parent-teacher conferences to the following week, November 14th and 15th.

K. Hemlow MOVED to allow the Town to use the HMHS Gymnasium for voting on November 5, 2024. W. Dingman, Jr. SECONDED. VOTE: 4-0-0, MOTION PASSED.

K. Hemlow MOVED to move the March 17, 2025 PD Day to November 5, 2024. W. Dingman, Jr. SECONDED. VOTE: 4-0-0, MOTION PASSED.

W. Dingman, Jr. MOVED to approve moving the November 7th and 8th, 2024 Parent-Teacher Conferences to November 14th and 15th, 2024, pending approval. K. Hemlow SECONDED. VOTE: 4-0-0, MOTION PASSED.

2024-2025 Calendar Update:

Discussed in the above section.

Non-public Session:

There was no non-public session.

Other Business:

There was no other business.

**K. Hemlow MOVED to adjourn the meeting at 6:17 pm. W. Dingman, Jr. SECONDED.
VOTE: 4-0-0, MOTION PASSED.**

I attest that this is a true copy of the minutes:

Maria A. Webb

approved on _____

Report from the
BUSINESS
ADMINISTRATOR

David Ryan, Ed.D.
Superintendent

Jane Fortson, CPA
Business Administrator

HINSDALE

SCHOOL DISTRICT

Patricia Wallace, M.Ed., CAGS
Director of Student Services

Karen Thompson, M.Ed.
Director of Academics and Career
Readiness

49 School Street, P.O. Box 27 | Hinsdale, NH 03451 | 603-336-5728 | www.hnhsd.org

To: Hinsdale School Board
From: Jane Fortson, CPA
Business Administrator
Re: Monthly Report – September 2024
Date: 09/05/2024

We continue to work with TD Bank, to implement the positive pay program as an additional fraud prevention procedure, however, our check stock and the security features built into it have caused a delay, as we have two more years of check stock remaining, if it cannot be overcome, TD Bank has offered to pay the cost of new checks. Considering the \$2.1 million ACH issue that the Keene School District had, I will be reaching out when the dust settles to find out what happened and what they had in place that thwarted \$1.5 million of it before it happened.

The financial statements for the year are in the Department of Education (DOE 25) and Department of Revenue (MS 25 and MS 24) for review. Thank you for coming in to sign the cover letters for the MS25 and DOE25.

Prior to state review and auditor review we have an unassigned fund balance of \$695,448. Part of this amount is an adjustment of the 2022 year that came to light during the year and needed to be restated. Please see page 27 of the 2023 audit for further information regarding this restatement. It amounts to \$221,198 of the fund balance remaining. Our revenues exceeded estimates by just over \$151,000, leaving a little over \$223,000 in unexpended funds. Without doing a complete review of this remaining balance, the three unfilled positions during the 2023-2024 year would have accounted for more than this amount. A complete breakdown will be made in the budget building process and in the budget book.

Lastly, an appeal that I made to the IRS for payments made in 2021 relative to 2019 Affordable Care Act penalties, has been reviewed and the IRS will be refunding amounts paid and interest. This will be more than \$11,000. I filed a similar appeal for 2021 Affordable Care Act penalties that I am awaiting an answer on. If accepted, we will be avoiding (as I have refused to pay yet) over \$13,000 of fines and penalties.

HINSDALE, NEW HAMPSHIRE SCHOOL DISTRICT
NOTES TO BASIC FINANCIAL STATEMENTS (CONTINUED)
For the Year Ended June 30, 2023

NOTE 12—CONTINGENT LIABILITIES

Federal Grants

The District participates in a number of federally assisted grant programs. These programs are subject to financial and compliance audits by the grantors or their representatives. The amounts, if any, of expenditures which may be disallowed by the granting agency cannot be determined at this time, although the District expects such amounts, if any, to be immaterial.

Litigation

There may be various claims and suits pending against the District, which arise in the normal course of the District's activities. In the opinion of District management, any potential claims against the District, which are not covered by insurance are immaterial and would not affect the financial position of the District.

NOTE 13—RESTATEMENT OF NET POSITION AND FUND BALANCE

Government-Wide Statements

During the year ended June 30, 2023, it was determined that accrued liabilities of the governmental activities, as previously reported, were overstated.

Net position of the governmental activities as of July 1, 2022 has be restated as follows:

	Governmental <u>Activities</u>
Net Position - July 1, 2022 (as previously reported)	\$ 530,869
Amount of restatement due to:	
Overstatement of accrued liabilities	<u>221,198</u>
Net Position - July 1, 2022, as restated	<u>\$ 752,067</u>

Governmental Funds

The impact of the above restatement on the District's General Fund as of July 1, 2022 is as follows:

	General <u>Fund</u>
Fund Balance - July 1, 2022 (as previously reported)	\$ 729,916
Amount of restatement due to:	
Overstatement of accrued liabilities	<u>221,198</u>
Fund Balance - July 1, 2022, as restated	<u>\$ 951,114</u>



Department of the Treasury
Internal Revenue Service
1973 North Rulon White Boulevard
Ogden, UT 84201-0062

HINSDALE SCHOOL DISTRICT
SUPT OF SCHOOLS OFFICE
PO BOX 27
HINSDALE, NH 03451

Date:
8/26/2024
Taxpayer ID number (last 4 digits):
XX-XXX0397
Form:
ESRP
Tax:
4980H ESRP
Tax periods ended:
2019
Person to contact / ID number:
4980H Response Unit
Contact telephone number:
866-379-6176
Contact fax number:
877-792-2723

Dear HINSDALE SCHOOL DISTRICT:

We've finished reviewing your file and the information that you sent. We're pleased to tell you that we will fully reduce the tax shown above, along with any related penalties and interest.

Please contact the person whose name and number appear at the top of this letter with any questions you may have.

Sincerely,

A handwritten signature in cursive script that reads "Michelle A Kite".

Michelle Kite
Operation Manager

Hinsdale School District

General Ledger - On Demand Report

Fiscal Year: 2024-2025 From Date: 7/1/2024 To Date: 8/31/2024

Account Mask: 100??????????????

Account Type: REVENUE

☐ Print accounts with zero balance ☐ Print Detail ☐ Include PreEncumbrance

☐ Include Inactive Accounts ☐ Filter Encumbrance Detail by Date Range ☐ Budget Balance

☐ Print accounts with zero balance ☐ Filter Encumbrance Detail by Date Range ☐ Budget Balance

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
100.0000.41111.00.00000 Hinsdale Assess.	\$0.00	(\$1,200,000.00)	(\$1,200,000.00)	\$1,200,000.00	\$0.00	\$1,200,000.00 0.00%
100.0000.41310.00.00000 Preschool Tuition	\$0.00	(\$4,800.00)	(\$4,800.00)	\$4,800.00	\$0.00	\$4,800.00 0.00%
100.0000.41980.00.00000 Refund Of A Prior Year Expenditure	\$0.00	(\$460.00)	(\$460.00)	\$460.00	\$0.00	\$460.00 0.00%
100.0000.41990.00.00000 Other Local Revenues	\$0.00	(\$1,029.73)	(\$1,029.73)	\$1,029.73	\$0.00	\$1,029.73 0.00%
100.0000.44580.00.00000 Medicaid Reimbursement	\$0.00	(\$281.19)	(\$281.19)	\$281.19	\$0.00	\$281.19 0.00%
Fund: 100	\$0.00	(\$1,206,570.92)	(\$1,206,570.92)	\$1,206,570.92	\$0.00	\$1,206,570.92

Hinsdale School District

General Ledger - On Demand Report

Account Mask: 100??????????????

☐ Print accounts with zero balance

Account Number / Description

Fiscal Year: 2024-2025

Account Type: REVENUE

☐ Include Inactive Accounts

Budget Range To Date

Grand Total:

\$0.00 (\$1,206,570.92) (\$1,206,570.92) \$1,206,570.92 \$0.00 \$1,206,570.92

From Date: 7/1/2024

☐ Print Detail

☐ Filter Encumbrance Detail by Date Range

YTD

Balance

Encumbrance

% Remaining Bud

To Date: 8/31/2024

☐ Include PreEncumbrance

End of Report

Hinsdale School District

General Ledger - On Demand Report

Fiscal Year: 2024-2025

From Date: 7/1/2024

To Date: 8/31/2024

Account Mask: 100??????????????

Account Type: EXPENDITURE

☐ Print accounts with zero balance

☐ Include Inactive Accounts

☐ Filter Encumbrance Detail by Date Range

☐ Print Detail

☐ Include PreEncumbrance

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
100.0000.52110.00.00000	\$0.00	\$11,621.88	\$11,621.88	(\$11,621.88)	\$0.00	(\$11,621.88)
Health						0.00%
100.0000.52200.00.00000	\$0.00	\$0.00	\$0.00	\$0.00	\$1,493.38	(\$1,493.38)
Social Security						0.00%
100.0000.52320.00.00000	\$0.00	\$0.00	\$0.00	\$0.00	\$3.29	(\$3.29)
Teacher Retirement						0.00%
100.1100.51100.21.00000	\$1,099,946.00	\$45,725.80	\$45,725.80	\$1,054,220.20	\$1,015,758.20	\$38,462.00
Teacher Salaries Reg Ed Elementary						3.50%
100.1100.51100.22.00000	\$1,478,419.00	\$56,226.18	\$56,226.18	\$1,422,192.82	\$1,399,785.28	\$22,407.54
Teacher Salaries Reg Ed Middle/High						1.52%
100.1100.51150.21.00000	\$41,578.00	\$0.00	\$0.00	\$41,578.00	\$42,339.41	(\$761.41)
Para Salaries Reg Ed Elementary						-1.83%
100.1100.51150.22.00000	\$47,917.00	\$0.00	\$0.00	\$47,917.00	\$46,317.50	\$1,599.50
Para Salaries Reg Ed Middle/High						3.34%
100.1100.51200.21.00000	\$26,000.00	\$0.00	\$0.00	\$26,000.00	\$0.00	\$26,000.00
Substitutes Reg Ed Teacher Elementary						100.00%
100.1100.51200.22.00000	\$40,000.00	\$0.00	\$0.00	\$40,000.00	\$0.00	\$40,000.00
Substitutes Reg Ed Teacher Middle/High						100.00%
100.1100.51250.21.00000	\$5,000.00	\$0.00	\$0.00	\$5,000.00	\$0.00	\$5,000.00
Substitutes Reg Ed Para Elementary						100.00%
100.1100.51250.22.00000	\$1,100.00	\$0.00	\$0.00	\$1,100.00	\$0.00	\$1,100.00
Substitutes Reg Ed Para Middle/High						100.00%
100.1100.52110.21.00000	\$370,627.00	\$15,502.99	\$15,502.99	\$355,124.01	\$310,058.75	\$45,065.26
Health Insurance Regular Elementary						12.16%
100.1100.52110.22.00000	\$685,492.00	\$19,782.84	\$19,782.84	\$665,709.16	\$397,986.52	\$167,722.64
Health Insurance Regular Middle/High						28.65%

Hinsdale School District

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☐ Include PreEncumbrance

☐

Print accounts with zero balance

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Account Number / Description

Budget

Range To Date

YTD

Balance

Encumbrance

% Remaining Bud

100.1100.52120.21.00000 Dental Insurance Regular Elementary \$13,275.00 \$598.82 \$12,676.18 \$11,351.41 \$1,324.77 9.98%

100.1100.52120.22.00000 Dental Insurance Regular Middle/High \$21,010.00 \$887.20 \$20,122.80 \$16,111.92 \$4,010.88 19.09%

100.1100.52200.21.00000 Social Security Reg Elementary \$87,328.00 \$3,206.84 \$84,121.16 \$71,576.16 \$12,545.00 14.37%

100.1100.52200.22.00000 Social Security Reg Middle/High \$116,765.00 \$3,959.41 \$112,805.59 \$91,056.59 \$21,749.00 18.63%

100.1100.52310.22.00000 Nonteacher Retirement Regular Middle/High \$3,670.00 \$0.00 \$3,670.00 \$3,669.64 \$0.36 0.01%

100.1100.52320.21.00000 Teacher Retirement Regular Elementary \$209,604.00 \$8,386.64 \$201,217.36 \$184,373.02 \$16,844.34 8.04%

100.1100.52320.22.00000 Teacher Retirement Regular Middle/High \$290,361.00 \$11,042.83 \$279,318.17 \$241,169.62 \$38,148.55 13.14%

100.1102.53000.21.00000 Artist In Residence Elementary \$1,000.00 \$0.00 \$1,000.00 \$0.00 \$1,000.00 100.00%

100.1102.56100.21.00000 Supplies Art Elementary \$2,250.00 \$0.00 \$2,250.00 \$0.00 \$2,250.00 100.00%

100.1102.56100.22.00000 Supplies Art Middle/High \$3,669.00 \$0.00 \$3,669.00 \$0.00 \$3,669.00 100.00%

100.1105.56100.22.00000 Supplies Language Arts Middle/High \$1,050.00 \$0.00 \$1,050.00 \$0.00 \$1,050.00 100.00%

100.1105.56410.21.00000 Books Lang Arts Elementary \$3,137.00 \$0.00 \$3,137.00 \$519.75 \$2,617.25 83.43%

100.1105.56410.22.00000 Books Lang Arts Middle/High \$3,275.00 \$579.60 \$2,695.40 \$1,391.78 \$1,303.62 39.81%

100.1106.56100.22.00000 Supplies Modern Language Middle/High \$308.00 \$0.00 \$308.00 \$90.59 \$217.41 70.59%

Hinsdale School District

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100.1107.56100.22.00000	\$50.00	\$0.00	\$0.00	\$50.00	\$0.00	\$50.00 100.00%
Supplies In School Suspension Middle/High						
100.1108.56100.21.00000	\$1,528.00	\$0.00	\$0.00	\$1,528.00	\$0.00	\$1,528.00 100.00%
Supplies Phys Ed Elementary						
100.1108.56100.22.00000	\$1,937.00	\$1,929.71	\$1,929.71	\$7.29	\$0.00	\$7.29 0.38%
Supplies Phys Ed Middle/High						
100.1109.54300.22.00000	\$900.00	\$0.00	\$0.00	\$900.00	\$0.00	\$900.00 100.00%
Repairs Life Sciences Middle/High						
100.1109.56100.22.00000	\$10,150.00	\$112.52	\$112.52	\$10,037.48	\$0.00	\$10,037.48 98.89%
Supplies Life Sciences Middle/High						
100.1109.56410.22.00000	\$652.00	\$0.00	\$0.00	\$652.00	\$0.00	\$652.00 100.00%
Books Life Sciences Middle/High						
100.1110.56100.22.00000	\$1,164.00	\$697.23	\$697.23	\$466.77	\$0.00	\$466.77 40.10%
Supplies Tech Ed Middle/High						
100.1111.56100.22.00000	\$2,335.00	\$1,458.06	\$1,458.06	\$876.94	\$738.23	\$138.71 5.94%
Supplies Mathematics Middle/High						
100.1111.56410.21.00000	\$1,267.00	\$0.00	\$0.00	\$1,267.00	\$1,368.00	(\$101.00) -7.97%
Books Mathematics Elementary						
100.1111.56410.22.00000	\$2,450.00	\$0.00	\$0.00	\$2,450.00	\$2,520.00	(\$70.00) -2.86%
Books Mathematics Middle/High						
100.1112.53000.21.00000	\$700.00	\$764.59	\$764.59	(\$64.59)	\$0.00	(\$64.59) -9.23%
Repairs & Other Services Music Elementary						
100.1112.53000.22.00000	\$2,000.00	\$0.00	\$0.00	\$2,000.00	\$0.00	\$2,000.00 100.00%
Repairs & Other Services Music Middle/High						
100.1112.56100.21.00000	\$479.00	\$580.37	\$580.37	(\$101.37)	\$0.00	(\$101.37) -21.16%
Supplies Music Elementary						
100.1112.56100.22.00000	\$5,000.00	\$0.00	\$0.00	\$5,000.00	\$0.00	\$5,000.00 100.00%
Supplies Music Middle/High						

Hinsdale School District

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Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
100.1112.58100.22.00000	\$835.00	\$100.00	\$100.00	\$735.00	\$0.00	\$735.00
Dues & Fees Music Middle/High						88.02%
100.1113.56100.21.00000	\$270.00	\$0.00	\$0.00	\$270.00	\$0.00	\$270.00
Supplies Science Elementary						100.00%
100.1113.56100.22.00000	\$6,993.00	\$1,904.35	\$1,904.35	\$5,088.65	\$511.23	\$4,577.42
Supplies Science Middle/High						65.46%
100.1113.56410.21.00000	\$448.00	\$0.00	\$0.00	\$448.00	\$0.00	\$448.00
Books Science Elementary						100.00%
100.1113.56500.21.00000	\$1,475.00	\$0.00	\$0.00	\$1,475.00	\$0.00	\$1,475.00
Mystery Science Software						100.00%
100.1115.56100.21.00000	\$0.00	\$0.00	\$0.00	\$0.00	\$457.12	(\$457.12)
Supplies Social Studies Elementary						0.00%
100.1115.56100.22.00000	\$1,126.00	\$721.84	\$721.84	\$404.16	\$0.00	\$404.16
Supplies Social Studies Middle/High						35.89%
100.1115.56410.21.00000	\$1,318.00	\$0.00	\$0.00	\$1,318.00	\$0.00	\$1,318.00
Books Social Studies Elementary						100.00%
100.1116.56100.22.00000	\$3,000.00	\$0.00	\$0.00	\$3,000.00	\$0.00	\$3,000.00
Supplies ELO						100.00%
100.1125.56410.21.00000	\$1,368.00	\$0.00	\$0.00	\$1,368.00	\$278.87	\$1,089.13
Books Reading Imp Elementary						79.61%
100.1126.53290.21.00000	\$1.00	\$0.00	\$0.00	\$1.00	\$0.00	\$1.00
Assemblies Elementary						100.00%
100.1126.55910.21.00000	\$1.00	\$0.00	\$0.00	\$1.00	\$0.00	\$1.00
Field Trip Entry Fees Elementary						100.00%
100.1126.56100.21.00000	\$22,624.00	\$4,601.26	\$4,601.26	\$18,022.74	\$4,277.28	\$13,745.46
Supplies General Expense Elementary						60.76%
100.1126.56100.22.00000	\$22,553.00	\$7,030.62	\$7,030.62	\$15,522.38	\$263.29	\$15,259.09
Supplies General Expense Secondary						67.66%

Hinsdale School District

General Ledger - On Demand Report

Fiscal Year: 2024-2025

From Date: 7/1/2024

To Date: 8/31/2024

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Account Number / Description

Budget Range To Date

YTD

Balance

Encumbrance % Remaining Bud

100.1126.56101.22.00000	\$8,110.00	\$200.00	\$200.00	\$7,910.00	\$0.00	\$7,910.00	97.53%
Graduation & Special Events Middle/High							
100.1126.56410.22.00000	\$7,000.00	\$0.00	\$0.00	\$7,000.00	\$0.00	\$7,000.00	100.00%
Yearbook							
100.1200.51100.21.00000	\$230,620.00	\$6,808.46	\$6,808.46	\$223,811.54	\$170,211.54	\$53,600.00	23.24%
Teacher Salaries SPED Elementary							
100.1200.51100.22.00000	\$203,200.00	\$7,815.38	\$7,815.38	\$195,384.62	\$195,384.62	\$0.00	0.00%
Teacher Salaries SPED Middle/High							
100.1200.51150.21.00000	\$431,107.00	\$6,270.20	\$6,270.20	\$424,836.80	\$391,617.99	\$33,218.81	7.71%
Para Salaries SPED Elementary							
100.1200.51150.22.00000	\$317,264.00	\$6,842.14	\$6,842.14	\$310,421.86	\$259,953.90	\$50,467.96	15.91%
Para Salaries SPED Middle/High							
100.1200.51200.21.00000	\$2,400.00	\$0.00	\$0.00	\$2,400.00	\$0.00	\$2,400.00	100.00%
Substitutes SPED Teacher Elementary							
100.1200.51200.22.00000	\$3,000.00	\$0.00	\$0.00	\$3,000.00	\$0.00	\$3,000.00	100.00%
Substitutes SPED Teacher Middle/High							
100.1200.51250.21.00000	\$5,000.00	\$0.00	\$0.00	\$5,000.00	\$0.00	\$5,000.00	100.00%
Substitutes SPED Para Elementary							
100.1200.51250.22.00000	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00	100.00%
Substitutes SPED Para Middle/High							
100.1200.52110.21.00000	\$139,833.00	\$3,682.68	\$3,682.68	\$136,150.32	\$131,007.74	\$5,142.58	3.68%
Health Insurance SPED Teachers Elementary							
100.1200.52110.22.00000	\$136,956.00	\$3,195.25	\$3,195.25	\$133,760.75	\$109,788.22	\$23,972.53	17.50%
Health Insurance SPED Teachers Middle/High							
100.1200.52120.21.00000	\$3,902.00	\$134.09	\$134.09	\$3,767.91	\$2,681.71	\$1,086.20	27.84%
Dental Insurance SPED Teachers Elementary							
100.1200.52120.22.00000	\$3,484.00	\$113.89	\$113.89	\$3,370.11	\$2,277.71	\$1,092.40	31.35%
Dental Insurance SPED Teachers Middle/High							

Hinsdale School District

General Ledger - On Demand Report

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Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
100.1200.52200.21.00000	\$50,622.00	\$927.43	\$927.43	\$49,694.57	\$38,019.39	\$11,675.18 23.06%
Social Security SPED Elementary						
100.1200.52200.22.00000	\$39,816.00	\$1,067.35	\$1,067.35	\$38,748.65	\$27,180.24	\$11,568.41 29.05%
Social Security SPED Middle/High						
100.1200.52320.21.00000	\$45,294.00	\$1,337.18	\$1,337.18	\$43,956.82	\$33,429.51	\$10,527.31 23.24%
Teacher Retirement SPED Elementary						
100.1200.52320.22.00000	\$39,908.00	\$1,181.61	\$1,181.61	\$38,726.39	\$29,540.28	\$9,186.11 23.02%
Teacher Retirement SPED Middle/High						
100.1200.53001.20.00000	\$52,500.00	\$3,044.15	\$3,044.15	\$49,455.85	\$0.00	\$49,455.85 94.20%
Related Services SPED Out Of District						
100.1200.53001.21.00000	\$165,000.00	\$1,400.00	\$1,400.00	\$163,600.00	\$0.00	\$163,600.00 99.15%
Related Services In District Elem						
100.1200.53001.22.00000	\$0.00	\$1,400.00	\$1,400.00	(\$1,400.00)	\$0.00	(\$1,400.00) 0.00%
Related Services In District Middle/High						
100.1200.53300.20.00000	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00 100.00%
Legal SPED Out Of District						
100.1200.55601.20.00000	\$3,000.00	\$0.00	\$0.00	\$3,000.00	\$0.00	\$3,000.00 100.00%
Tuition SPED Public						
100.1200.55602.20.00000	\$931,300.00	\$103,870.54	\$103,870.54	\$827,429.46	\$0.00	\$827,429.46 88.85%
Tuition SPED Private						
100.1200.56100.20.00000	\$850.00	\$0.00	\$0.00	\$850.00	\$0.00	\$850.00 100.00%
Supplies & Medical Hardware Out Of District						
100.1200.56100.21.00000	\$2,000.00	\$0.00	\$0.00	\$2,000.00	\$960.53	\$1,039.47 51.97%
Supplies & Medical Hardware Elementary						
100.1200.56100.22.00000	\$1,089.00	\$0.00	\$0.00	\$1,089.00	\$0.00	\$1,089.00 100.00%
Supplies & Medical Hardware Middle/High						
100.1210.51100.21.00000	\$20,000.00	\$10,204.38	\$10,204.38	\$9,795.62	\$0.00	\$9,795.62 48.98%
Salaries						

Hinsdale School District

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100.1210.51100.22.00000	\$12,000.00	\$3,183.50	\$3,183.50	\$8,816.50	\$0.00		\$8,816.50
Salaries							73.47%
100.1210.52200.21.00000	\$1,530.00	\$778.45	\$778.45	\$751.55	\$0.00		\$751.55
Social Security							49.12%
100.1210.52200.22.00000	\$918.00	\$243.54	\$243.54	\$674.46	\$0.00		\$674.46
Social Security							73.47%
100.1210.52320.21.00000	\$3,928.00	\$865.14	\$865.14	\$3,062.86	\$0.00		\$3,062.86
Retirement							77.98%
100.1210.52320.22.00000	\$2,357.00	\$449.27	\$449.27	\$1,907.73	\$0.00		\$1,907.73
Retirement							80.94%
100.1260.51100.20.00000	\$40,000.00	\$1,596.54	\$1,596.54	\$38,403.46	\$29,913.46		\$8,490.00
Teacher Salaries ESL							21.23%
100.1260.52200.20.00000	\$3,060.00	\$122.15	\$122.15	\$2,937.85	\$0.00		\$2,937.85
Social Security ESL							96.01%
100.1300.55610.22.00000	\$48,000.00	\$0.00	\$0.00	\$48,000.00	\$0.00		\$48,000.00
Tuition Vocational Middle/High							100.00%
100.1310.54300.22.00000	\$0.00	\$811.69	\$811.69	(\$811.69)	\$0.00		(\$811.69)
Repairs & Maintenance Driver Ed Secondary							0.00%
100.1310.55800.22.00000	\$0.00	\$25.33	\$25.33	(\$25.33)	\$0.00		(\$25.33)
Gas & Oil Driver Ed Secondary							0.00%
100.1400.51190.22.00000	\$152,864.00	\$5,034.27	\$5,034.27	\$147,829.73	\$19,317.19		\$128,512.54
Coaches/Advisors Stipends							84.07%
100.1400.52200.22.00000	\$11,695.00	\$385.11	\$385.11	\$11,309.89	\$71.75		\$11,238.14
Social Security CoCurricular/Athletics							96.09%
100.1400.52310.22.00000	\$3,500.00	\$681.15	\$681.15	\$2,818.85	\$0.00		\$2,818.85
Nonteacher Retirement CoCurricular/Athletics							80.54%
100.1400.52320.22.00000	\$9,000.00	\$0.00	\$0.00	\$9,000.00	\$184.20		\$8,815.80
Teacher Retirement CoCurricular/Athletics							97.95%

Hinsdale School District

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Filter Encumbrance Detail by Date Range

Include PreEncumbrance

☐ Print accounts with zero balance ☐ Include Inactive Accounts ☐ Filter Encumbrance Detail by Date Range ☐ Include PreEncumbrance

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
100.1400.53000.22.00000	\$1,250.00	\$0.00	\$0.00	\$1,250.00	\$0.00	\$1,250.00
Sports Physicals/Doctors' Services						100.00%
100.1400.53900.22.00000	\$17,000.00	\$0.00	\$0.00	\$17,000.00	\$0.00	\$17,000.00
Officials/Police Coverage						100.00%
100.1400.54300.22.00000	\$2,500.00	\$300.00	\$300.00	\$2,200.00	\$0.00	\$2,200.00
Repairs & Maintenance						88.00%
100.1400.55800.22.00000	\$6,310.00	\$2,905.00	\$2,905.00	\$3,405.00	\$0.00	\$3,405.00
Dues & Fees CoCurr Secondary						53.96%
100.1400.56100.22.00000	\$19,871.00	\$675.19	\$675.19	\$19,195.81	\$326.84	\$18,868.97
Supplies/Awards CoCurr Secondary						94.96%
100.1400.58100.22.00000	\$2,000.00	\$0.00	\$0.00	\$2,000.00	\$0.00	\$2,000.00
Conferences CoCurr Secondary						100.00%
100.1430.56100.22.00000	\$7,000.00	\$1,540.00	\$1,540.00	\$5,460.00	\$0.00	\$5,460.00
Supplies Summer Middle/High						78.00%
100.2120.51100.21.00000	\$215,416.00	\$5,076.82	\$5,076.82	\$210,339.18	\$171,879.71	\$38,459.47
Guidance Salaries Elementary						17.85%
100.2120.51100.22.00000	\$272,910.00	\$17,931.89	\$17,931.89	\$254,978.11	\$194,025.13	\$60,952.98
Guidance Salaries Middle/High						22.33%
100.2120.52110.21.00000	\$54,751.00	\$2,311.71	\$2,311.71	\$52,439.29	\$46,234.10	\$6,205.19
Health Insurance Guidance Elementary						11.33%
100.2120.52110.22.00000	\$77,666.00	\$6,715.86	\$6,715.86	\$70,950.14	\$54,790.96	\$16,159.18
Health Insurance Guidance Middle/High						20.81%
100.2120.52120.21.00000	\$2,007.00	\$82.66	\$82.66	\$1,924.34	\$1,653.14	\$271.20
Dental Insurance Guidance Elementary						13.51%
100.2120.52120.22.00000	\$2,552.00	\$360.01	\$360.01	\$2,191.99	\$2,901.10	(\$709.11)
Dental Insurance Guidance Middle/High						-27.79%
100.2120.52200.21.00000	\$16,479.00	\$347.42	\$347.42	\$16,131.58	\$8,885.02	\$7,246.56
Social Security Guidance Elementary						43.97%

Hinsdale School District

General Ledger - On Demand Report

Fiscal Year: 2024-2025

From Date: 7/1/2024 To Date: 8/31/2024

Account Mask: 100????????????????

Account Type: EXPENDITURE

☐ Print accounts with zero balance ☐ Include Inactive Accounts ☐ Filter Encumbrance Detail by Date Range ☐ Print Detail ☐ Include PreEncumbrance

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
100.2120.52200.22.00000	\$20,878.00	\$1,243.85	\$1,243.85	\$18,634.15	\$11,662.91	\$7,971.24 38.18%
Social Security Guidance Middle/High						
100.2120.52310.22.00000	\$8,337.00	\$1,600.85	\$1,600.85	\$6,736.15	\$7,075.77	(\$339.62) -4.07%
Nonteacher Retirement Guidance Middle/High						
100.2120.52320.21.00000	\$37,211.00	\$997.08	\$997.08	\$36,213.92	\$24,907.97	\$11,305.95 30.38%
Teacher Retirement Guidance Elementary						
100.2120.52320.22.00000	\$22,828.00	\$570.66	\$570.66	\$22,257.34	\$14,266.48	\$7,990.86 35.00%
Teacher Retirement Guidance Middle/High						
100.2120.53300.22.00000	\$2,500.00	\$0.00	\$0.00	\$2,500.00	\$0.00	\$2,500.00 100.00%
Professional Services Guidance Middle/High						
100.2120.56100.21.00000	\$2,325.00	\$885.69	\$885.69	\$1,439.31	\$1,215.56	\$223.75 9.62%
Supplies Guidance Elementary						
100.2120.56100.22.00000	\$638.00	\$0.00	\$0.00	\$638.00	\$0.00	\$638.00 100.00%
Supplies Guidance Middle/High						
100.2120.56110.21.00000	\$3,625.00	\$0.00	\$0.00	\$3,625.00	\$0.00	\$3,625.00 100.00%
Testing Map, Etc Elementary						
100.2120.56110.22.00000	\$4,345.00	\$1,812.50	\$1,812.50	\$2,532.50	\$1,812.50	\$720.00 16.57%
Testing Map, Psat, Etc Middle/High						
100.2120.56410.21.00000	\$225.00	\$0.00	\$0.00	\$225.00	\$0.00	\$225.00 100.00%
Books Guidance Elementary						
100.2120.56410.22.00000	\$350.00	\$0.00	\$0.00	\$350.00	\$0.00	\$350.00 100.00%
Books Guidance Middle/High						
100.2120.56500.21.00000	\$2,595.00	\$0.00	\$0.00	\$2,595.00	\$120.00	\$2,475.00 95.38%
Guidance Software						
100.2120.58100.21.00000	\$250.00	\$0.00	\$0.00	\$250.00	\$0.00	\$250.00 100.00%
Dues & Fees Guidance Elementary						
100.2120.58100.22.00000	\$358.00	\$0.00	\$0.00	\$358.00	\$0.00	\$358.00 100.00%
Dues & Fees Guidance Middle/High						

Hinsdale School District

General Ledger - On Demand Report

Fiscal Year: 2024-2025

From Date: 7/1/2024

To Date: 8/31/2024

Account Mask: 100????????????

Account Type: EXPENDITURE

☐ Print Detail ☐ Include PreEncumbrance

☐ Print accounts with zero balance

☐ Include Inactive Accounts

☐ Filter Encumbrance Detail by Date Range

Budget Balance

Account Number / Description

Budget

Range To Date

YTD

Balance

Encumbrance

% Remaining Bud

100.2130.51100.21.00000	\$51,150.00	\$1,967.31	\$1,967.31	\$49,182.69	\$49,182.69	\$0.00	0.00%
School Nurse Salaries Elementary							
100.2130.51100.22.00000	\$65,118.00	\$2,504.54	\$2,504.54	\$62,613.46	\$62,613.46	\$0.00	0.00%
School Nurse Salaries Middle/High							
100.2130.52110.21.00000	\$5,000.00	\$0.00	\$0.00	\$5,000.00	\$0.00	\$5,000.00	100.00%
Health Insurance Nurse Elementary							
100.2130.52110.22.00000	\$26,173.00	\$1,246.34	\$1,246.34	\$24,926.66	\$24,926.70	(\$0.04)	0.00%
Health Insurance Nurse Middle/High							
100.2130.52120.22.00000	\$1,080.00	\$51.43	\$51.43	\$1,028.57	\$1,028.57	\$0.00	0.00%
Dental Insurance Nurse Middle/High							
100.2130.52200.21.00000	\$3,913.00	\$150.50	\$150.50	\$3,762.50	\$4,702.28	(\$939.78)	-24.02%
Social Security Nurse Elementary							
100.2130.52200.22.00000	\$4,982.00	\$168.60	\$168.60	\$4,813.40	\$4,338.77	\$474.63	9.53%
Social Security Nurse Middle/High							
100.2130.52320.21.00000	\$10,046.00	\$386.38	\$386.38	\$9,659.62	\$12,072.48	(\$2,412.86)	-24.02%
Teacher Retirement Nurse Elementary							
100.2130.52320.22.00000	\$12,789.00	\$491.89	\$491.89	\$12,297.11	\$12,297.25	(\$0.14)	0.00%
Teacher Retirement Nurse Middle/High							
100.2130.56100.21.00000	\$2,000.00	\$962.81	\$962.81	\$1,037.19	\$30.33	\$1,006.86	50.34%
Supplies Nurse Elementary							
100.2130.56100.22.00000	\$1,050.00	\$491.90	\$491.90	\$558.10	\$0.00	\$558.10	53.15%
Supplies Nurse Middle/High							
100.2130.56500.21.00000	\$0.00	\$0.00	\$0.00	\$0.00	\$825.00	(\$825.00)	0.00%
Nursing Software							
100.2130.56100.21.00000	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00	100.00%
Dues & Fees Nurse Elementary							
100.2140.51100.20.00000	\$1.00	\$0.00	\$0.00	\$1.00	\$0.00	\$1.00	100.00%
Psychologist Salaries							

Hinsdale School District

General Ledger - On Demand Report

Fiscal Year: 2024-2025

From Date: 7/1/2024

To Date: 8/31/2024

Account Mask: 100????????????????

Account Type: EXPENDITURE

☐ Print accounts with zero balance

☐ Include Inactive Accounts

☐ Filter Encumbrance Detail by Date Range

☐ Print Detail

☐ Include PreEncumbrance

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
100.2140.53000.20.00000	\$38,000.00	\$0.00	\$0.00	\$38,000.00	\$0.00	\$38,000.00
Purchased Services Psychological						100.00%
100.2140.56100.20.00000	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00
Supplies Psychologist						100.00%
100.2150.51100.20.00000	\$126,042.00	\$3,441.98	\$3,441.98	\$122,600.02	\$122,040.21	\$559.81
Speech & Language Salaries						0.44%
100.2150.52110.20.00000	\$52,346.00	\$1,092.47	\$1,092.47	\$51,253.53	\$46,776.13	\$4,477.40
Health Insurance Speech & Language						8.55%
100.2150.52120.20.00000	\$2,160.00	\$51.43	\$51.43	\$2,108.57	\$2,057.17	\$51.40
Dental Insurance Speech & Language						2.38%
100.2150.52200.20.00000	\$9,650.00	\$228.54	\$228.54	\$9,421.46	\$8,198.53	\$1,222.93
Social Security Speech & Language						12.67%
100.2150.52310.20.00000	\$4,945.00	\$0.00	\$0.00	\$4,945.00	\$4,869.57	\$75.43
Nonteacher Retirement						1.53%
100.2150.52320.20.00000	\$17,576.00	\$676.00	\$676.00	\$16,900.00	\$16,900.03	(\$0.03)
Teacher Retirement Speech & Language						0.00%
100.2150.53000.20.00000	\$84,500.00	\$0.00	\$0.00	\$84,500.00	\$0.00	\$84,500.00
Purchased Services Speech & Language						100.00%
100.2150.55800.20.00000	\$600.00	\$0.00	\$0.00	\$600.00	\$0.00	\$600.00
Travel Speech & Language						100.00%
100.2150.56100.20.00000	\$1,200.00	\$0.00	\$0.00	\$1,200.00	\$0.00	\$1,200.00
Supplies Speech & Language						100.00%
100.2150.58100.20.00000	\$300.00	\$0.00	\$0.00	\$300.00	\$0.00	\$300.00
Dues & Fees Speech & Language						100.00%
100.2160.51100.20.00000	\$20,000.00	\$0.00	\$0.00	\$20,000.00	\$18,235.80	\$1,764.20
Occupational Therapist Salaries						8.82%
100.2160.52200.20.00000	\$1,530.00	\$0.00	\$0.00	\$1,530.00	\$0.00	\$1,530.00
Social Security Occupational Therapist						100.00%

Hinsdale School District

General Ledger - On Demand Report

Fiscal Year: 2024-2025

From Date: 7/1/2024 To Date: 8/31/2024

Account Mask: 100??????????????

☐ Print accounts with zero balance
 ☐ Include Inactive Accounts
 ☐ Filter Encumbrance Detail by Date Range
 ☐ Print Detail
 ☐ Include PreEncumbrance

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
100.2160.53000.20.00000	\$0.00	\$2,224.39	\$2,224.39	(\$2,224.39)	\$0.00	0.00%
Purchased Services Occupational Therapy						
100.2170.51100.20.00000	\$45,839.00	\$0.00	\$0.00	\$45,839.00	\$46,570.61	(\$731.61)
Certified OT Assistant Salaries						-1.60%
100.2170.52110.20.00000	\$13,212.00	\$0.00	\$0.00	\$13,212.00	\$12,583.00	\$629.00
Health Ins Certified OT Assistant						4.76%
100.2170.52120.20.00000	\$662.00	\$0.00	\$0.00	\$662.00	\$624.60	\$37.40
Dental Insurance Certified OT Assistant						5.65%
100.2170.52200.20.00000	\$3,507.00	\$0.00	\$0.00	\$3,507.00	\$3,433.16	\$73.84
Social Security Certified OT Assistant						2.11%
100.2170.52310.20.00000	\$6,202.00	\$0.00	\$0.00	\$6,202.00	\$0.00	\$6,202.00
Nonteacher Retirement						100.00%
100.2170.52320.20.00000	\$0.00	\$0.00	\$0.00	\$0.00	\$9,146.46	(\$9,146.46)
Teacher Retirement Certified OT Assistant						0.00%
100.2170.55800.20.00000	\$300.00	\$0.00	\$0.00	\$300.00	\$0.00	\$300.00
Travel COTA						100.00%
100.2170.56100.20.00000	\$800.00	\$0.00	\$0.00	\$800.00	\$0.00	\$800.00
Supplies COTA						100.00%
100.2170.58100.20.00000	\$100.00	\$0.00	\$0.00	\$100.00	\$0.00	\$100.00
Dues & Fees COTA						100.00%
100.2210.53200.20.00000	\$29,000.00	\$2,670.00	\$2,670.00	\$26,330.00	\$750.00	\$25,580.00
Teachers' Staff Development CBA Article V.O						88.21%
100.2210.53201.20.00000	\$8,000.00	\$0.00	\$0.00	\$8,000.00	\$0.00	\$8,000.00
Support Staff Development Workshops						100.00%
100.2212.51100.20.00000	\$118,036.00	\$39,573.12	\$39,573.12	\$78,462.88	\$145,375.82	(\$66,912.94)
Salaries Curriculum						-56.69%
100.2212.52110.20.00000	\$66,512.00	\$10,513.61	\$10,513.61	\$55,998.39	\$39,929.19	\$16,069.20
Health						24.16%

Hinsdale School District

General Ledger - On Demand Report

Fiscal Year: 2024-2025 From Date: 7/1/2024 To Date: 8/31/2024

Account Mask: 100????????????????

☐ Print accounts with zero balance Account Type: EXPENDITURE ☐ Include Inactive Accounts ☐ Filter Encumbrance Detail by Date Range ☐ Print Detail ☐ Include PreEncumbrance

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
100.2212.52120.20.00000	\$2,160.00	\$434.68	\$434.68	\$1,725.32	\$1,403.90	\$321.42
Dental						14.88%
100.2212.52200.20.00000	\$9,030.00	\$2,826.41	\$2,826.41	\$6,203.59	\$11,537.45	(\$5,333.86)
Social Security Curriculum						-59.07%
100.2212.52310.20.00000	\$11,869.00	\$4,092.21	\$4,092.21	\$7,776.79	\$16,714.45	(\$8,937.66)
Nonteacher Retirement Curriculum						-75.30%
100.2212.53200.20.00000	\$33,600.00	\$0.00	\$0.00	\$33,600.00	\$0.00	\$33,600.00
Purchased Services District						100.00%
100.2212.55800.20.00000	\$3,200.00	\$0.00	\$0.00	\$3,200.00	\$0.00	\$3,200.00
Travel & Conferences Prof Dev District						100.00%
100.2212.56100.20.00000	\$3,000.00	\$0.00	\$0.00	\$3,000.00	\$0.00	\$3,000.00
Supplies Prof Dev District						100.00%
100.2212.56410.20.00000	\$1,500.00	\$0.00	\$0.00	\$1,500.00	\$0.00	\$1,500.00
Professional Learning Texts						100.00%
100.2212.56500.20.00000	\$3,000.00	\$0.00	\$0.00	\$3,000.00	\$0.00	\$3,000.00
Software Prof Dev						100.00%
100.2212.58100.20.00000	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00
Dues & Fees Prof Dev District						100.00%
100.2222.51100.22.00000	\$53,600.00	\$2,035.58	\$2,035.58	\$51,564.42	\$110,865.38	(\$59,300.96)
Library Salaries Middle/High						-110.64%
100.2222.51150.21.00000	\$26,291.00	\$1,201.30	\$1,201.30	\$25,089.70	\$26,706.41	(\$1,616.71)
Library Salaries Elementary						-6.15%
100.2222.52110.21.00000	\$22,942.00	\$0.00	\$0.00	\$22,942.00	\$22,941.80	\$0.20
Health						0.00%
100.2222.52110.22.00000	\$26,173.00	\$1,682.56	\$1,682.56	\$24,490.44	\$33,651.10	(\$9,160.66)
Health Insurance Library Middle/High						-35.00%
100.2222.52120.22.00000	\$1,080.00	\$51.43	\$51.43	\$1,028.57	\$1,028.57	\$0.00
Dental Insurance Library Middle/High						0.00%

Hinsdale School District

General Ledger - On Demand Report

Fiscal Year: 2024-2025

From Date: 7/1/2024

To Date: 8/31/2024

Account Mask: 100??????????????

Account Type: EXPENDITURE

☐ Print accounts with zero balance

☐ Include Inactive Accounts

☐ Filter Encumbrance Detail by Date Range

☐ Print Detail

☐ Include PreEncumbrance

Account Number / Description

Budget Range To Date YTD Balance Encumbrance % Remaining Budget Balance

100.2222.52200.21.00000	\$2,011.00	\$91.90	\$91.90	\$1,919.10	\$1,337.82	\$581.28	28.91%
Social Security Library Elementary							
100.2222.52200.22.00000	\$4,100.00	\$121.33	\$121.33	\$3,978.67	\$3,901.42	\$77.25	1.88%
Social Security Library Middle/High							
100.2222.52320.22.00000	\$10,527.00	\$399.79	\$399.79	\$10,127.21	\$11,779.25	(\$1,652.04)	-15.69%
Teacher Retirement Library Middle/High							
100.2222.54300.22.00000	\$1.00	\$0.00	\$0.00	\$1.00	\$0.00	\$1.00	100.00%
Repairs Library Equip Middle/High							
100.2222.56100.21.00000	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00	100.00%
Supplies Library Elementary							
100.2222.56100.22.00000	\$850.00	\$0.00	\$0.00	\$850.00	\$0.00	\$850.00	100.00%
Supplies Library Middle/High							
100.2222.56410.21.00000	\$3,000.00	\$0.00	\$0.00	\$3,000.00	\$0.00	\$3,000.00	100.00%
Books & Information Resources Library Elementary							
100.2222.56410.22.00000	\$6,000.00	\$0.00	\$0.00	\$6,000.00	\$0.00	\$6,000.00	100.00%
Books & Information Resources Library Middle/High							
100.2222.56420.21.00000	\$1,600.00	\$0.00	\$0.00	\$1,600.00	\$0.00	\$1,600.00	100.00%
Other Information Resources Library Elem							
100.2222.56420.22.00000	\$4,122.00	\$0.00	\$0.00	\$4,122.00	\$0.00	\$4,122.00	100.00%
Other Information Resources Library Middle/High							
100.2310.51100.20.00000	\$4,350.00	\$0.00	\$0.00	\$4,350.00	\$2,900.00	\$1,450.00	33.33%
School Board & Others' Salaries							
100.2310.52200.20.00000	\$356.00	\$0.00	\$0.00	\$356.00	\$221.86	\$134.14	37.68%
Social Security School Board							
100.2310.53000.20.00000	\$300.00	\$0.00	\$0.00	\$300.00	\$0.00	\$300.00	100.00%
Purchased Services Election Officials							
100.2310.53301.20.00000	\$6,000.00	\$0.00	\$0.00	\$6,000.00	\$0.00	\$6,000.00	100.00%
Legal Expenses School Board							

Hinsdale School District

General Ledger - On Demand Report

Fiscal Year: 2024-2025

From Date: 7/1/2024 To Date: 8/31/2024

Account Mask: 100????????????????

Account Type: EXPENDITURE

☐ Print accounts with zero balance

☐ Include Inactive Accounts

☐ Filter Encumbrance Detail by Date Range

☐ Print Detail

☐ Include PreEncumbrance

Account Number / Description

Budget Range To Date YTD Balance Encumbrance % Remaining Bud

100.2310.53302.20.00000

\$22,000.00 \$0.00 \$22,000.00 \$0.00 \$22,000.00 100.00%

Audit Expenses School Board

100.2310.55800.20.00000

\$500.00 \$0.00 \$500.00 \$0.00 \$500.00 100.00%

Travel & Conferences School Board

100.2310.58100.20.00000

\$4,500.00 \$4,013.52 \$4,013.52 \$486.48 \$486.48 10.81%

Dues & Fees School Board

100.2310.58110.20.00000

\$6,000.00 \$0.00 \$6,000.00 \$0.00 \$6,000.00 100.00%

Recognition & Awards School Board

100.2320.51100.20.00000

\$166,446.00 \$38,891.07 \$38,891.07 \$127,554.93 \$151,184.43 (\$23,629.50)

SAU Salaries

100.2320.52110.20.00000

\$31,425.00 \$5,081.65 \$5,081.65 \$26,343.35 \$21,342.93 \$5,000.42 15.91%

Health Insurance SAU

100.2320.52120.20.00000

\$2,256.00 \$686.90 \$686.90 \$1,569.10 \$2,627.80 (\$1,058.70)

Dental Insurance SAU

100.2320.52200.20.00000

\$12,733.00 \$2,919.54 \$2,919.54 \$9,813.46 \$10,608.78 (\$795.32)

Social Security SAU

100.2320.52310.20.00000

\$8,314.00 \$1,598.80 \$1,598.80 \$6,715.20 \$6,714.95 \$0.25 0.00%

NH Retirement SAU

100.2320.53000.20.00000

\$63,000.00 \$0.00 \$0.00 \$63,000.00 \$0.00 \$63,000.00 100.00%

Purchased Services SAU

100.2320.53130.20.00000

\$5,000.00 \$178.25 \$178.25 \$4,821.75 \$0.00 \$4,821.75 96.44%

Background Checks

100.2320.53200.20.00000

\$500.00 \$0.00 \$0.00 \$500.00 \$0.00 \$500.00 100.00%

Staff Development SAU

100.2320.55340.20.00000

\$500.00 \$0.00 \$0.00 \$500.00 \$0.00 \$500.00 100.00%

Postage SAU

100.2320.55400.20.00000

\$35,000.00 \$3,352.03 \$3,352.03 \$31,647.97 \$0.00 \$31,647.97 90.42%

Ads/Postings/Recruitment SAU

Hinsdale School District

General Ledger - On Demand Report

Fiscal Year: 2024-2025 From Date:7/1/2024 To Date:8/31/2024

Account Mask: 100??????????????

☐ Print accounts with zero balance
 ☐ Include Inactive Accounts
 ☐ Filter Encumbrance Detail by Date Range
 ☐ Print Detail
 ☐ Include PreEncumbrance

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
100.2320.55500.20.00000 Printing SAU	\$4,200.00	\$0.00	\$0.00	\$4,200.00	\$0.00	100.00%
100.2320.55800.20.00000 Travel SAU	\$2,500.00	\$252.06	\$252.06	\$2,247.94	\$0.00	89.92%
100.2320.56100.20.00000 Supplies SAU	\$4,250.00	\$500.06	\$500.06	\$3,749.94	\$214.45	83.19%
100.2320.56500.20.00000 Software SAU	\$3,900.00	\$1,176.00	\$1,176.00	\$2,724.00	\$0.00	69.85%
100.2320.57300.20.00000 Furniture & Equipment SAU	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	100.00%
100.2320.58100.20.00000 Dues & Fees SAU	\$5,000.00	\$0.00	\$0.00	\$5,000.00	\$0.00	100.00%
100.2330.51100.20.00000 Special Services Admin Salaries	\$220,601.00	\$31,116.07	\$31,116.07	\$189,484.93	\$191,781.34	-1.04%
100.2330.52110.20.00000 Health Insurance Special Services Admin	\$65,558.00	\$8,666.57	\$8,666.57	\$56,891.43	\$53,660.43	4.93%
100.2330.52120.20.00000 Dental Insurance Special Services Admin	\$2,822.00	\$434.68	\$434.68	\$2,387.32	\$2,381.04	0.22%
100.2330.52200.20.00000 Social Security Special Services Admin	\$16,876.00	\$2,226.18	\$2,226.18	\$14,649.82	\$13,107.32	9.14%
100.2330.52310.20.00000 NH Retirement Special Services Admin	\$7,342.00	\$1,412.00	\$1,412.00	\$5,930.00	\$5,581.15	4.75%
100.2330.52320.20.00000 Teacher Retirement	\$32,668.00	\$4,061.59	\$4,061.59	\$28,606.41	\$28,606.63	0.00%
100.2330.55800.20.00000 Travel Special Services Admin	\$2,000.00	\$1,949.00	\$1,949.00	\$51.00	\$0.00	2.55%
100.2330.56100.20.00000 Supplies Special Services Admin	\$315.00	\$0.00	\$0.00	\$315.00	\$0.00	100.00%

Hinsdale School District

General Ledger - On Demand Report

Fiscal Year: 2024-2025 From Date: 7/1/2024 To Date: 8/31/2024

Account Mask: 100????????????????

☐ Print accounts with zero balance ☐ Include Inactive Accounts ☐ Filter Encumbrance Detail by Date Range ☐ Print Detail ☐ Include PreEncumbrance

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
100.2330.58100.20.00000	\$5,000.00	\$1,565.59	\$1,565.59	\$3,434.41	\$0.00	\$3,434.41
Dues & Fees Special Services Admin						68.69%
100.2400.51100.21.00000	\$197,538.00	\$38,454.69	\$38,454.69	\$159,083.31	\$167,225.90	(\$8,142.59)
Admin Salaries Elementary						-4.12%
100.2400.51100.22.00000	\$268,976.00	\$53,581.95	\$53,581.95	\$215,394.05	\$224,107.78	(\$8,713.73)
Admin Salaries Middle/High						-3.24%
100.2400.52110.21.00000	\$88,182.00	\$13,187.24	\$13,187.24	\$74,994.76	\$49,678.57	\$25,316.19
Health Insurance Admin Elementary						28.71%
100.2400.52110.22.00000	\$109,394.00	\$20,450.10	\$20,450.10	\$88,943.90	\$85,890.34	\$3,053.56
Health Insurance Admin Middle/High						2.79%
100.2400.52120.21.00000	\$2,822.00	\$691.83	\$691.83	\$2,130.17	\$2,226.75	(\$96.58)
Dental Insurance Admin Elementary						-3.42%
100.2400.52120.22.00000	\$3,240.00	\$771.45	\$771.45	\$2,468.55	\$2,519.98	(\$51.43)
Dental Insurance Admin Middle/High						-1.59%
100.2400.52200.21.00000	\$15,112.00	\$2,682.23	\$2,682.23	\$12,429.77	\$11,819.30	\$610.47
Social Security Admin Elementary						4.04%
100.2400.52200.22.00000	\$20,607.00	\$3,732.64	\$3,732.64	\$16,874.36	\$15,606.28	\$1,268.08
Social Security Admin Middle/High						6.15%
100.2400.52310.21.00000	\$12,791.00	\$1,758.25	\$1,758.25	\$11,032.75	\$11,369.72	(\$336.97)
Nonteacher Retirement Admin Elementary						-2.63%
100.2400.52310.22.00000	\$7,229.00	\$1,568.58	\$1,568.58	\$5,660.42	\$6,135.83	(\$475.41)
Nonteacher Retirement Admin Middle/High						-6.58%
100.2400.52320.21.00000	\$20,229.00	\$5,000.27	\$5,000.27	\$15,228.73	\$16,339.04	(\$1,110.31)
Teacher Retirement Admin Elementary						-5.49%
100.2400.52320.22.00000	\$38,205.00	\$8,246.60	\$8,246.60	\$29,958.40	\$30,858.19	(\$899.79)
Teacher Retirement Admin Middle/High						-2.36%
100.2400.55340.21.00000	\$1,500.00	\$186.87	\$186.87	\$1,313.13	\$0.00	\$1,313.13
Postage Admin Elementary						87.54%

Hinsdale School District

General Ledger - On Demand Report

Fiscal Year: 2024-2025 From Date: 7/1/2024 To Date: 8/31/2024

Account Mask: 100????????????????

☐ Print accounts with zero balance

Account Type: EXPENDITURE

☐ Include Inactive Accounts

☐ Filter Encumbrance Detail by Date Range

☐ Print Detail

☐ Include PreEncumbrance

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
100.2400.55340.22.00000 Postage Admin Secondary	\$8,500.00	\$806.75	\$806.75	\$7,693.25	\$0.00	\$7,693.25 90.51%
100.2400.55800.21.00000 Travel & Conferences Admin Elementary	\$425.00	\$0.00	\$0.00	\$425.00	\$0.00	\$425.00 100.00%
100.2400.55800.22.00000 Travel & Conferences Admin Secondary	\$1,000.00	\$1,613.90	\$1,613.90	(\$613.90)	\$0.00	(\$613.90) -61.39%
100.2400.56100.21.00000 Supplies Admin Elementary	\$3,610.00	\$423.77	\$423.77	\$3,186.23	\$386.57	\$2,799.66 77.55%
100.2400.56100.22.00000 Supplies Admin Middle/High	\$1.00	\$0.00	\$0.00	\$1.00	\$0.00	\$1.00 100.00%
100.2400.58100.21.00000 Dues & Fees Admin Elementary	\$2,160.00	\$0.00	\$0.00	\$2,160.00	\$600.00	\$1,560.00 72.22%
100.2400.58100.22.00000 Dues & Fees Admin Middle/High	\$7,885.00	\$4,450.00	\$4,450.00	\$3,435.00	\$0.00	\$3,435.00 43.56%
100.2500.51100.20.00000 Salaries Business Office	\$187,535.00	\$33,735.10	\$33,735.10	\$153,799.90	\$141,687.30	\$12,112.60 6.46%
100.2500.52110.20.00000 Health	\$45,127.00	\$9,401.00	\$9,401.00	\$35,726.00	\$39,484.20	(\$3,758.20) -8.33%
100.2500.52120.20.00000 Dental	\$2,160.00	\$514.30	\$514.30	\$1,645.70	\$1,645.70	\$0.00 0.00%
100.2500.52130.20.00000 Disability & Life Insurance	\$21,845.00	\$1,570.80	\$1,570.80	\$20,274.20	\$0.00	\$20,274.20 92.81%
100.2500.52200.20.00000 Social Security	\$14,346.00	\$2,477.50	\$2,477.50	\$11,868.50	\$10,406.30	\$1,462.20 10.19%
100.2500.52310.20.00000 Retirement	\$7,906.00	\$1,520.45	\$1,520.45	\$6,385.55	\$6,385.89	(\$0.34) 0.00%
100.2500.52320.20.00000 Teacher Retirement	\$22,976.00	\$4,418.55	\$4,418.55	\$18,557.45	\$18,557.88	(\$0.43) 0.00%

Hinsdale School District

General Ledger - On Demand Report

Fiscal Year: 2024-2025 From Date: 7/1/2024 To Date: 8/31/2024

Account Mask: 100????????????????

☐ Print accounts with zero balance

Account Type: EXPENDITURE

☐ Include Inactive Accounts

☐ Filter Encumbrance Detail by Date Range

☐ Print Detail

☐ Include PreEncumbrance

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
100.2500.52500.20.00000	\$9,486.00	\$0.00	\$0.00	\$9,486.00	\$0.00	\$9,486.00
Unemployment Insurance						100.00%
100.2500.52600.20.00000	\$26,664.00	\$26,664.00	\$26,664.00	\$0.00	\$0.00	\$0.00
Workers' Comp Ins						0.00%
100.2500.56500.20.00000	\$17,300.00	\$0.00	\$0.00	\$17,300.00	\$0.00	\$17,300.00
Business Software						100.00%
100.2500.58100.20.00000	\$2,000.00	\$0.00	\$0.00	\$2,000.00	\$0.00	\$2,000.00
Dues & Fees Business						100.00%
100.2600.51100.20.00000	\$401,468.00	\$76,737.38	\$76,737.38	\$324,730.62	\$306,795.71	\$17,934.91
Custodian Salaries						4.47%
100.2600.52110.20.00000	\$250,877.00	\$40,805.97	\$40,805.97	\$210,071.03	\$115,582.17	\$94,488.86
Health Insurance Custodians						37.66%
100.2600.52120.20.00000	\$2,160.00	\$411.44	\$411.44	\$1,748.56	\$822.85	\$925.71
Dental Insurance Custodians						42.86%
100.2600.52200.20.00000	\$30,712.00	\$5,451.73	\$5,451.73	\$25,260.27	\$16,954.91	\$8,305.36
Social Security Custodians						27.04%
100.2600.52310.20.00000	\$52,966.00	\$9,200.32	\$9,200.32	\$43,765.68	\$27,369.97	\$16,375.71
Nonteacher Retirement Custodians						30.92%
100.2600.53000.20.00000	\$68,600.00	\$13,424.00	\$13,424.00	\$55,176.00	\$0.00	\$55,176.00
Building & Grounds Contract Services						80.43%
100.2600.54110.20.00000	\$25,000.00	\$0.00	\$0.00	\$25,000.00	\$0.00	\$25,000.00
Water/Sewer						100.00%
100.2600.54210.20.00000	\$19,000.00	\$1,416.00	\$1,416.00	\$17,584.00	\$0.00	\$17,584.00
Disposal Services						92.55%
100.2600.54300.20.00000	\$55,500.00	\$463.52	\$463.52	\$55,036.48	\$0.00	\$55,036.48
Repairs & Maintenance						99.16%
100.2600.55200.20.00000	\$40,814.00	\$40,814.00	\$40,814.00	\$0.00	\$0.00	\$0.00
Property Insurance						0.00%

Hinsdale School District

General Ledger - On Demand Report

Fiscal Year: 2024-2025

From Date: 7/1/2024

To Date: 3/31/2024

Account Mask: 100??????????????

Account Type: EXPENDITURE

Print Detail

Include PreEncumbrance

☐ Print accounts with zero balance

☐ Include Inactive Accounts

☐ Filter Encumbrance Detail by Date Range

Budget Balance

Account Number / Description

Balance

YTD

Encumbrance

% Remaining Bud

100.2600.55800.20.00000	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	100.00%
Training & Travel						

100.2600.56100.20.00000	\$45,000.00	\$991.43	\$44,008.57	\$243.97	\$43,764.60	97.25%
Supplies						

100.2600.56110.20.00000	\$38,000.00	\$2,809.99	\$35,190.01	\$0.00	\$35,190.01	92.61%
Maintenance Supplies						

100.2600.56220.20.00000	\$190,000.00	\$32,393.07	\$157,606.93	\$0.00	\$157,606.93	82.95%
Electricity						

100.2600.56230.20.00000	\$15,835.00	\$179.55	\$15,655.45	\$0.00	\$15,655.45	98.87%
Bottled Gas						

100.2600.56240.20.00000	\$200,000.00	\$35,867.00	\$164,133.00	\$0.00	\$164,133.00	82.07%
Heating Oil						

100.2600.56260.20.00000	\$4,000.00	\$189.23	\$3,810.77	\$0.00	\$3,810.77	95.27%
Gasoline						

100.2600.57300.20.00000	\$27,000.00	\$14,376.89	\$12,623.11	\$0.00	\$12,623.11	46.75%
Maintenance Equipment						

100.2600.57370.20.00000	\$22,001.00	\$4,024.33	\$17,976.67	\$12,611.44	\$5,365.23	24.39%
Replacement Furniture/Fixtures						

100.2700.51100.20.00000	\$12,262.00	\$0.00	\$12,262.00	\$13,010.92	(\$748.92)	-6.11%
Transportation Salaries						

100.2700.52200.20.00000	\$938.00	\$0.00	\$938.00	\$995.32	(\$57.32)	-6.11%
Social Security						

100.2700.55191.20.00000	\$352,232.00	\$0.00	\$352,232.00	\$0.00	\$352,232.00	100.00%
Regular Student Transportation						

100.2700.55192.20.00000	\$365,000.00	\$15,470.40	\$349,529.60	\$0.00	\$349,529.60	95.76%
Special Education Transportation						

100.2725.55170.22.00000	\$50,000.00	\$0.00	\$50,000.00	\$0.00	\$50,000.00	100.00%
Athletic Transportation						

Hinsdale School District

General Ledger - On Demand Report

Fiscal Year: 2024-2025

From Date: 7/1/2024 To Date: 8/31/2024

Account Mask: 100????????????????

Account Type: EXPENDITURE

☐ Print accounts with zero balance

☐ Include Inactive Accounts

☐ Filter Encumbrance Detail by Date Range

☐ Print Detail

☐ Include PreEncumbrance

Account Number / Description

Budget Range To Date YTD Balance Encumbrance % Remaining Bud

100.2725.55190.21.00000 \$1.00 \$0.00 \$0.00 \$1.00 \$0.00 \$1.00 100.00%

Field Trips/Cocurricular

100.2725.55190.22.00000 \$3,000.00 \$0.00 \$0.00 \$3,000.00 \$0.00 \$3,000.00 100.00%

Field Trips/Cocurricular

100.2725.55191.22.00000 \$5,000.00 \$70.79 \$70.79 \$4,929.21 \$0.00 \$4,929.21 98.58%

Van Operating Costs

100.2840.51100.20.00000 \$194,172.00 \$27,826.01 \$27,826.01 \$166,345.99 \$108,754.24 \$57,591.75 29.66%

Salaries Technology

100.2840.52110.20.00000 \$61,507.00 \$6,860.20 \$6,860.20 \$54,646.80 \$28,812.84 \$25,833.96 42.00%

Health Tech

100.2840.52120.20.00000 \$2,160.00 \$257.15 \$257.15 \$1,902.85 \$822.85 \$1,080.00 50.00%

Dental Tech

100.2840.52200.20.00000 \$14,854.00 \$2,040.16 \$2,040.16 \$12,813.84 \$7,812.79 \$5,001.05 33.67%

Social Security Tech

100.2840.52310.20.00000 \$26,271.00 \$3,764.87 \$3,764.87 \$22,506.13 \$14,474.88 \$8,031.25 30.57%

Nonteacher Retirement

100.2840.53400.20.00000 \$8,000.00 \$525.00 \$525.00 \$7,475.00 \$0.00 \$7,475.00 93.44%

Powerschool Annual Support

100.2840.54300.20.00000 \$9,000.00 \$149.99 \$149.99 \$8,850.01 \$0.00 \$8,850.01 98.33%

Repairs Tech

100.2840.54420.20.00000 \$18,274.00 \$1,979.44 \$1,979.44 \$16,294.56 \$0.00 \$16,294.56 89.17%

Copier Lease/Maint.

100.2840.55310.20.00000 \$32,799.00 \$4,948.87 \$4,948.87 \$27,850.13 \$0.00 \$27,850.13 84.91%

Phone Internet

100.2840.55800.20.00000 \$4,250.00 \$1,732.31 \$1,732.31 \$2,517.69 \$0.00 \$2,517.69 59.24%

Travel & Conferences Tech

100.2840.56100.20.00000 \$9,500.00 \$837.67 \$837.67 \$8,662.33 \$0.00 \$8,662.33 91.18%

Supplies Tech

Hinsdale School District

General Ledger - On Demand Report

Fiscal Year: 2024-2025

From Date: 7/1/2024

To Date: 8/31/2024

Account Mask: 100??????????????

☐ Print accounts with zero balance

Account Type: EXPENDITURE

☐ Include Inactive Accounts

☐ Print Detail

☐ Include PreEncumbrance

Account Number / Description

☐ Filter Encumbrance Detail by Date Range

Budget Balance

100.2840.56500.20.00000

Budget \$33,412.00

Range To Date

YTD

Balance

Encumbrance

% Remaining Bud

Software

100.2840.56500.20.00000

\$18,158.94

\$18,158.94

\$15,253.06

\$0.00

\$15,253.06

45.65%

100.2840.57340.20.00000

\$73,394.00

\$559.94

\$559.94

\$72,834.06

\$1,902.00

\$70,932.06

96.65%

IT Equipment

100.3110.57300.20.00000

\$1.00

\$0.00

\$0.00

\$1.00

\$0.00

\$1.00

100.00%

Food Service Equipment

100.3110.59300.20.00000

\$15,000.00

\$0.00

\$0.00

\$15,000.00

\$0.00

\$15,000.00

100.00%

Food Service

100.4000.53200.20.00000

\$1.00

\$0.00

\$0.00

\$1.00

\$0.00

\$1.00

100.00%

Facilities Construction & Remodeling

100.5100.58300.20.00000

\$720,000.00

\$650,000.00

\$650,000.00

\$70,000.00

\$0.00

\$70,000.00

9.72%

Debt Service Principal

100.5100.58400.20.00000

\$64,547.00

\$31,382.50

\$31,382.50

\$33,164.50

\$0.00

\$33,164.50

51.38%

Debt Interest

100.5220.59300.99.00000

\$729,500.00

\$0.00

\$0.00

\$729,500.00

\$0.00

\$729,500.00

100.00%

Transfer To Grants

100.5221.59300.99.00000

\$225,000.00

\$0.00

\$0.00

\$225,000.00

\$0.00

\$225,000.00

100.00%

Transfer To Food Service Fund

Fund: 100

\$15,978,137.00

\$1,892,390.54

\$1,892,390.54

\$14,085,746.46

\$8,710,990.85

\$5,374,755.61

Hinsdale School District

General Ledger - On Demand Report

Fiscal Year: 2024-2025 From Date: 7/1/2024 To Date: 8/31/2024

Account Mask: 100??????????????

Account Type: EXPENDITURE ☐ Print Detail ☐ Include PreEncumbrance

☐ Print accounts with zero balance ☐ Include Inactive Accounts ☐ Filter Encumbrance Detail by Date Range Budget Balance

Account Number / Description

Budget Range To Date YTD Balance Encumbrance % Remaining Bud

Grand Total:	\$15,978,137.00	\$1,892,390.54	\$1,892,390.54	\$14,085,746.46	\$8,710,990.85	\$5,374,755.61
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End of Report

Report from the
DIRECTOR OF
ACADEMICS &
CAREER READINESS

David Ryan, Ed.D.
Superintendent

Jane Fortson, CPA
Business Administrator

Patricia Wallace, M.Ed., CAGS
Director of Student Services

Karen Thompson, M.Ed.
Director of Academics and Career
Readiness

HINSDALE

SCHOOL DISTRICT

49 School Street, P.O. Box 27 | Hinsdale, NH 03451 | 603-336-5728 | www.hnhsd.org

September 2024

The past few weeks my department has spent much of our time welcoming back teachers and helping new teachers get settled into their role.

Our new teacher orientation went smoothly, and we spent three days learning about our new teachers and helping them feel comfortable and welcomed into our district. Our mentors play a significant role in that process. I am grateful to Karen Robinson, Kassi Anderson, Jesse Jahne, Teresa Chirichella, and Tara Conway for being willing to take on this vital role. These teachers will spend the year modeling, meeting with, and training our new staff on all things Hinsdale. After much discussion with second- and third-year teachers we have decided to extend our mentor program to two years so that new staff can have continuity into their second year of teaching with us. Although year two will not be as intensive as year one, support will be in place for second-year teachers if needed.

We are planning fall activities for our students offering career exploration off the HSD campus. At the end of September, we will be taking 15 students to Construction Trades Day and in November we will be bringing a group of High School Students to NHTI (New Hampshire Technical Institute) for "Bringing Back the Trades Day, with Mike Rowe from "Dirty Jobs".

This event will be giving out over \$50,000 in scholarships for students going into the trades. We are identifying students that have chosen that career path and will be working with them on completing applications to submit for a chance at these scholarships.

Our Portrait of a Learner work continues. On District Day we engaged in a Futures Protocol that allowed our teachers to envision what our schools will look like in five years with POL in full swing. We are currently synthesizing the data and will be coming back to that work on our November PD (Professional Development) days.

The New Hampshire Department of Education (NHED), Bureau of Special Education Support (Bureau), is providing information on the Co-Curricular Activity funds available to school districts for students with disabilities participating in co-curricular activities. The Co-Curricular Program Fund will provide school districts with grants of up to \$4,000, per program, with the primary purpose to be for districts which are looking to create new co-curricular programs or to

expand the offerings of such programs to students. I will be working with Mr. Kilelee to apply for funding for a unified sports program as well as reaching out to others that might want to try a co-curricular activity that helps serve our Special Education Population.

Our ELO (Extended Learning Opportunities) students are beginning to get placed and seem excited to be at their sites. One student has already begun planning with his mentor for his exhibition.

Dates to be aware of:

Kindness Day- April 18

Mentor Dinner- May 22

Exhibition Day- May 29th

Our next big training for the entire staff will be the mandatory suicide prevention training. Given the recent tragedy with our neighbors in Keene, Sara Donahue, Tim Fleming, and I are meeting to talk about how we may beef up our training so that teachers can feel more comfortable with this extremely sensitive topic. Our hearts, thoughts, and help (if needed) go out to our neighboring school community.

Ms. Sturges is guiding our Social Studies committee through the program review process. Our next meeting with our consultant will focus on the following questions:

- Review proposal for the redesign of the 6-12 course sequence to provide a more well-rounded SS course experience for students.
- Develop an action plan for how to support students and teachers in how we make the change.

Report from the
PRINCIPAL

Hinsdale Middle High
School

HINSDALE MIDDLE / HIGH SCHOOL

49 School Street
Hinsdale, New Hampshire 03451

Anna M. Roth
Principal

Patricia A. Wallace
Director of Student Services

Christopher S. Ponce
Assistant Principal

Sam Kilelee
Athletic Director

HMHS Board Report for September 2024

Submitted 9/4/24 by Anna Roth

We had a fantastic opening of school! Students and staff were happy, laughing, and reporting positive vibes during our first week back. It has been great to have students back in the building and to start getting into routines.

As we roll out a new advisory structure, the first day of school was a great opportunity for students to spend some additional time with their advisor and advisory group. There was also an energetic whole school assembly and some fun activities in the afternoon.

We will be gathering nominations for a student representative for the School Board. Provided we receive at least 2 nominations from teachers, we will hold an election at the high school level. The intention is to name a student rep in time for the October meeting.

Academics

The guidance department has been busy finalizing the schedule and making requested changes once students arrived. We are pleased to be offering eight (8) different dual enrollment courses here on campus in partnership with RVCC. Additionally, we have several students utilizing VLACS for coursework not available on campus.

Later in September, middle school students will participate in benchmark assessments for reading and math through NWEA. The results of these assessments will be used to identify students in need of intervention and/or enrichment during skill set. These interventions and enrichment offerings will be provided by our classroom teachers.

HMHS is in the early stages leading up to the NEASC re-accreditation process. In 2025 we will participate in the Collaborative Conference and then in 2027 we will host the team for our Decennial Accreditation. More information will be shared with the board as it becomes available.

Perseverance Advocacy Collaboration Empathy Responsibility Scholarship

SAU 92 does not discriminate on the basis of race, color, national origin, gender, sex, sexual orientation, religion, nationality, ethnic origins, country of origin, economic status, status as a victim of domestic violence, harassment, sexual assault, or stalking, disability, age or other protected classes under applicable law in its educational programs and activities. SAU 92 also provides equal access to buildings for youth groups. Link to Training - <https://nhprimex.org/explore-training/single/understanding-sexual-harassment/>

Questions about Title IX can be referred to the SAU 92 Superintendent, Dr. David Ryan, dryan@hnhsd.org or 603-336-5728

Supervision & Evaluation

Teachers have been scheduling monthly check-in meetings with me. These short (20 – 30 minutes) meetings will provide a dedicated time for discussing goal progress and answering any questions either party has. Most teachers have already turned in their goals for this year; those who are new will be coached around goal expectations ahead of their first check-in with me.

Staffing Update

New Hires

- Barb Geiss 0.4 FTE School Counselor
- Jillian Perzan (transition) Library Media Specialist

Remaining vacancies:

- Middle School English/Social Studies
- Paraprofessionals (special education)

Enrollment

6 th	46	
7 th	40	
8 th	38	
9 th	44	
10 th	46	
11 th	34	3 CCC
12 th	36	2 WRCC, 1 CCC
Total	275	

Upcoming Events

9/11 Picture Day

9/13 Bonfire

9/14 Homecoming

9/18 Mini College Fair 1 pm

9/18 Open House 6 pm

9/20 Middle School Dance 6:30 pm

9/26 Construction Day Trip

Report from the
PRINCIPAL

Hinsdale Elementary
School

HINSDALE ELEMENTARY SCHOOL

12 School Street
Hinsdale, New Hampshire 03451

MOLLY BREMNER, Ed. D.
Principal

MORGAN BRANIFF, LCMHC
School Counselor

LISA KUENZLER, M. Ed
Special Ed. Coordinator

SARA DONAHUE, LICSW
Social Worker

Elementary Principal School Board Report

September 2024

Energized Professional Development

It was a pleasure to co-facilitate with Karen Thompson and Jeanne Sturgis with a PK-3 group of educators on the district day. In this work we envisioned alignment while getting more specific with the connection between the HES core values and the portrait of a learner.

On the building day HES staff deepened their knowledge of Multi-tiered Systems of Support in all areas our learners contact knowledge and skills in. We celebrated our strengths and experience. We added it up that we have 896 years of experience!

Open House

What an incredible experience! We had 155 students' families come out to see our clean and ready classrooms. We are thankful for the partnership with the Hinsdale Town Library and the Rec. Department who set up and connected with families as well.

Beginning Days of School

The shift to the rolling arrival received overwhelming positive reactions. This included the Kindergarten team noting that our youngest learners were in class and ready for the day earlier than they have typically seen. The morning start on the north side of the building is working well with closer supervision and closer opportunities for morning connections with friends. Several drivers have indicated they are less stressed driving in the parking lot now that children aren't walking there.

Our learning has kicked off daily with the routine of the pledge of allegiance, continuing with the morning joke, an addition of a key vocabulary word, and a review of our core

values. Each classroom focused on connecting in the first week, and it is great to see so many happy learners.

The dismissal routine took a couple days to become smooth and truly started off in a way that was unexpected. We made sure to communicate often and in multiple ways. This communication included owning any errors and the steps we were taking to address them, while encouraging families to share their dismissal plans with us. We are now safely and with an accounting of nearly 250 students as car-line, bus, walkers, and HASP in 15 minutes. I truly appreciate the caregivers that reached out with messages of support and messages of concern. Parent engagement is a vital part of a successful school community.

We welcomed our littlest learners after Labor Day. Having a thriving preschool program is the seed that will grow into a HMHS graduate.

HES and the Arts.

We are welcoming back the New Hampshire Dance Institute during PE classes from the 16th-27th. This will end with a performance which will serve as our first all school meeting and families will be invited. Our HES band is growing! We had nearly 50 students begin the process of joining band as a year one or year two musician.

Data:

In a staff survey we have noted that 100% of staff agree or strongly agree that attendance needs to improve. In our first few days our attendance has been 94-98%. This is a solid beginning.

Operations:

We continue to seek several positions. These include: 5th grade teacher, Special Education teacher, Title 1 tutor, and paraprofessionals. We are thankful for the substitutes we have been able to welcome in and for creative scheduling for staff coverage. We continue to accept applications and are interviewing when we have qualified applicants. We have two daily paraprofessional substitutes, one of which has been assigned to support the 5th grade given their larger numbers.

We are excited to be replacing two classrooms worth of student desks this month. This was a process that has been ongoing, and we have been patiently awaiting the shipment. We are phasing out worn desks, and also desks with wide wire openings which are tricky for children to organize without things falling through.

Work to continue to increase safety and security is a daily task. This has included better signage, cones, review of plans, consulting with facilities, and connecting with HPD.

Upcoming Important Dates:

Picture Day: Sept. 18th (we were given the wrong date initially, this is the correct date)

NHDI: Sept. 16th-27th

Bus Evacuation: October 1st

Our fall screenings and assessments will be completed just prior to our next board meeting as well at the end of September/Beginning of October

Report from the
DIRECTOR OF
TECHNOLOGY

David Ryan, Ed.D.
Superintendent

Jane Fortson, CPA
Business Administrator

HINSDALE

SCHOOL DISTRICT

Patricia Wallace, M.Ed., CAGS
Director of Student Services

Karen Thompson, M.Ed.
Director of Academics and Career
Readiness

49 School Street, P.O. Box 27 | Hinsdale, NH 03451 | 603-336-5728 | www.hnhsd.org

Justin Therieau
Director of Technology
September Technology Report

Hinsdale School Board,

Another year is underway! The technology department successfully supported our second annual convocation at the Town Hall. It is always an exciting time to be able to work in that space. We provided support for the district day activities back on campus that followed the convocation. Staff laptops were distributed before the first day of school. Student laptops at HMHS were distributed with the assistance of Mr. Ponce and Mr. Kilelee on the second day of school. We have a solid plan to achieve our goal of having all the laptop moves at HES to be complete by the end of the day on September 6th.

We received 118 tickets in the first 4 days of school. Currently, we have 36 open tickets, so we are keeping up well. This number is right on pace with what we expect year to year. The bulk of the tickets fall into 3 categories: password resets, smartboard/desktop computer setup, and laptop distribution hiccups.

I will be providing my first instructional technology idea to our teachers in the days before this board meeting. I hope that this will be well received and beneficial to even one teacher. I am hoping to provide, monthly, at least one creative way to use our technology tools in lessons/programs our teachers are already doing. This is the type of work I would love to have our Digital Learning Specialist do with our teachers if we are able to fill that position.

We look forward to providing the support our students and staff need to be successful.

BOARD BUSINESS

BBBF - STUDENT BOARD MEMBERS

Category: Recommended (for districts with high schools only)- While these policies are not required by law, they are highly recommended for effective school board operations.

A. General Policy.

The Board will have one student school board member from Hinsdale Middle High School.

Student School Board members (“Student-members”) will not have the right to vote and will be excluded from all non-public sessions the Board enters.

B. Election and Term of Student School Board-Members.

Student-members will serve one-year terms, beginning on July 1st of each year.

Student-members will be chosen by a majority vote of the high school student body under procedures for nomination and election established by the student government of the high school.

C. Responsibilities of Student Government.

The student government of the high school shall establish procedures for:

1. The nomination and election of Student-member candidates;
2. Any public high school student in the school district to petition the Student-member to present proposals and opinions to the School Board;
3. Filling any vacancy that may occur in the Student-member position from that school.

D. Student-Member Expectations.

Under RSA 194:23-f, IV, Student-members are expected to:

1. Attend all School Board meetings;
2. Represent all high school students within the District;
3. Present to the School Board specific proposals and ideas from the high school student body;
4. Serve as a liaison between students, District staff, and the Board;
5. Keep the student body informed of Board business and actions; and
6. Comply with all Board policies relative to students and Board members, when applicable.

E. Oversight.

The Superintendent shall assure building principals coordinate with student council advisors to ensure the student council is aware of the requirements of Section D, above.

BBBF - STUDENT BOARD MEMBERS

District Policy History:

First reading: 9/14/2022

Last revised: _____

Second reading/adopted: 10/12/2022

Reviewed/reaffirmed: _____

Other district policy history: _____

Legal References:

RSA 189:1-c, School Board Student Member

RSA 194:23-f, High School Student as a Board Member

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

MEMORANDUM OF UNDERSTANDING

NOVEMBER 6TH, 2017 (REVISED July 2024)

The overall purpose of this MOU is to improve communication resulting in an improved level of cooperation between the Hinsdale School District and the Town of Hinsdale.

Mowing:

- Town staff will mow the main areas – open spaces to the left side of School Street and the SAU road when traveling from Rte 119.
- School District staff will mow the areas to the right side of School St and the SAU road when traveling from Rte 119.
- School District staff will keep the areas where the Town is mowing clear so Town staff can get in and out efficiently

Snow Removal:

The Town provides snow removal for the School District with the exception of the two areas listed below:

- The School District will provide snow removal for the walkways directly behind the Hinsdale Elementary School, as shown in attachment 4, as well as the area by the generator and the area in front of the SAU building (see attachment 5)
- The Town makes every effort to get to the schools in a timely manner. However, on days when there is bad weather, and there is no delay in the school day, school staff will respect the fact that the Town's road crew is doing the best they can and consequently will not complain about delays in plowing to anyone other than the School District Superintendent.
- Additional consideration to timeliness will be given on storm days where icing is expected as some district staff still report for work on days when school is cancelled.

- The School District agrees to clear the walkway from the pavilion between the pool and tennis courts to exit into the parking lot as snow removal equipment is not to cross over the red wooden bridge near the gazebo.

Equipment Shared by School District and Town

- There will be times when equipment "owned" by the School District or the Town may need to be used by the other entity. At such time every effort will be made to communicate the need for use of this equipment in a cooperative manner.
- 24 hour notice will be given by whomever needs the equipment to whomever "owns" it.
- The equipment will be returned in a timely manner once the use it was needed for is completed.
- The School District's "Equipment Use Form" should be used to ensure all parties are clear on the timeframes the equipment will be used. The School District will complete the Town's version of this form if required.

Sports Schedule / Field Maintenance

- When grubbing is being done the fields will not be used for two days
- The Town will note that the schedule for spring sports begins on or about the 20th of March.
- The town will note that the schedule for fall sports begins on or about the 20th of August.
- Grass in the fields should be cut to 2 ½" for soccer games and 3 ½" for all other games
- Parks and Recreation teams will be allowed use of the school fields with permission of the Athletic Director
- The Athletic Director, Seasonal Sports Director and Cal Ripken President will communicate their schedules directly with each other to arrange use of the fields
- The Athletic Director, Seasonal Sports Director and Cal Ripken President will monitor the wear and tear of the fields they are playing on
- The School District's Facilities Manager and the Town's Road Agent will also monitor the condition of the playing fields

- When maintenance needs to be scheduled, the School District Facilities Manager, the Town Road Agent, the Athletic Director, Seasonal Sports Director, as well as the Cal Ripken President will communicate directly with each other and work cooperatively with each other to make certain that proper maintenance is completed in order to protect the taxpayer's investment in the sport fields while causing minimal disruption to the sports schedule
- The Athletic Director, Seasonal Sports Director and Cal Ripken President will make their game schedules available to each other, as well as to the Program Director, Town Administrator and Town Road Agent, so that everybody knows when the fields are expected to be in use
- Maintenance schedule will be shared with the Athletic Director and Seasonal Sports Director. Games are scheduled a year in advance of the seasons, to facilitate maintenance planning.
- Portable sprinklers will be available during the times of reseeding. The Athletic Director, School District's Director of Facilities, Cal Ripken President and Seasonal Sports Director will notify the Town Water Dept. in advance of use.
- The District School Board will consider the establishment of a Capital Improvement Fund for field maintenance. The financial goal of this Capital Reserve Fund is \$50,000

Summer Playground Maintenance

- The School District is pleased to offer use of the HES playground to the children attending the town run summer camp.
- The School District's Director of Facilities will monitor the conditions of the playground during the summer break from school. This will include the disposition of the rubberized playground padding and accumulation of debris.
- The School District's Director of Facilities will assign cleaning staff, as needed, to make sure the playground is free from trash and that the playground padding is not accumulating on the street or sidewalk in front of the playground area.
- In the event that there is an accumulation of trash or that the rubberized playground padding is gathering on the street or sidewalk in front of the playground, the town's Program Director will notify the School District's Facilities Director.

Rubbish Removal

- The School District will be responsible for rubbish removal at the HES playground and HMHS soccer field.
- The School District will be responsible for rubbish removal at the baseball and softball fields during the spring season.

Other Items

It is understood that there may be some areas of joint concern not mentioned in this MOU. As those concerns arise, the School District, Town and Cal Ripken Organization will communicate with each other and work in together in good faith to determine the best solution(s) for all involved.

Hinsdale School Board Chair

Date

Hinsdale Select Board Chair

Date

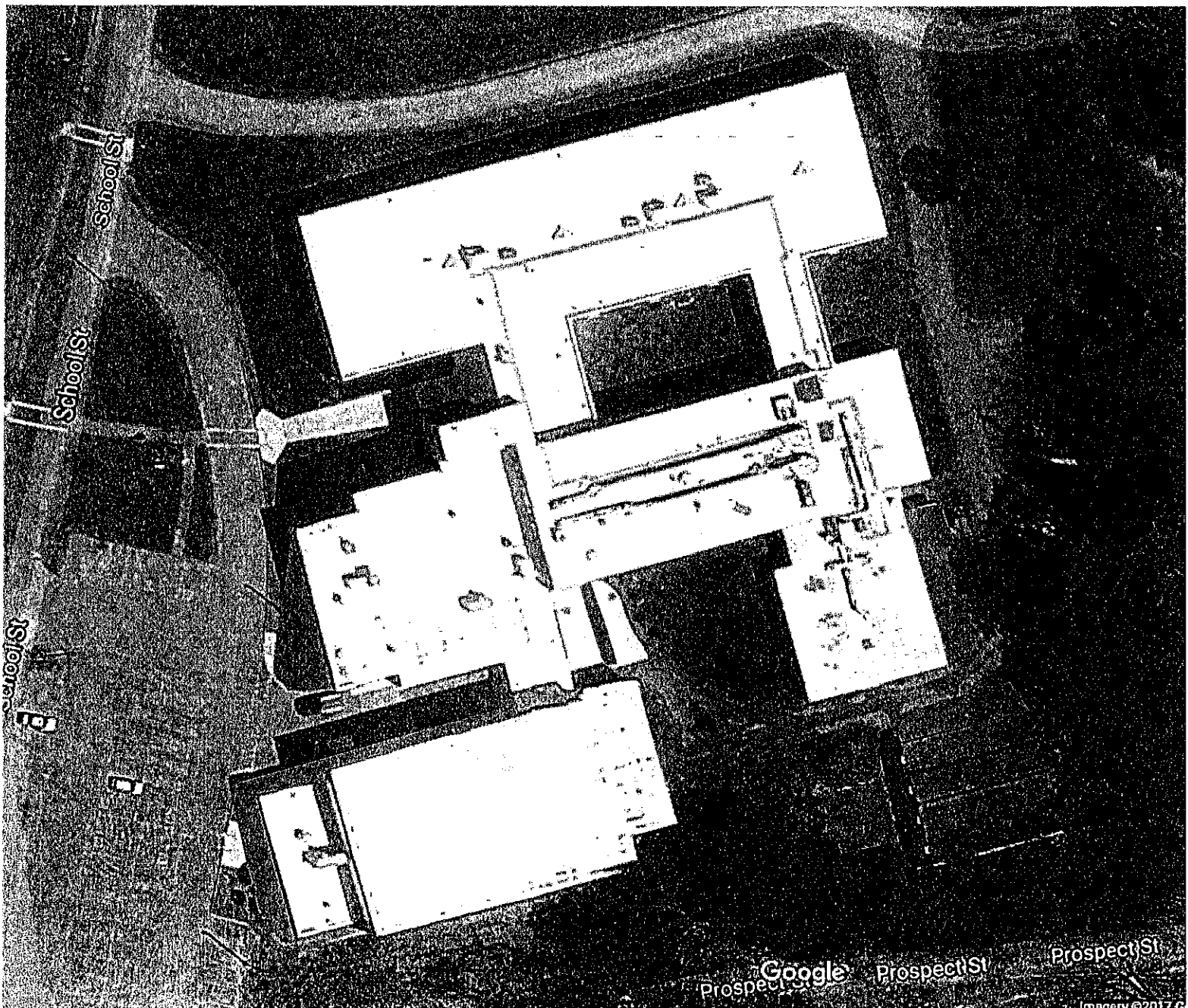
Attachment 1



Denotes areas that will be mowed by school staff



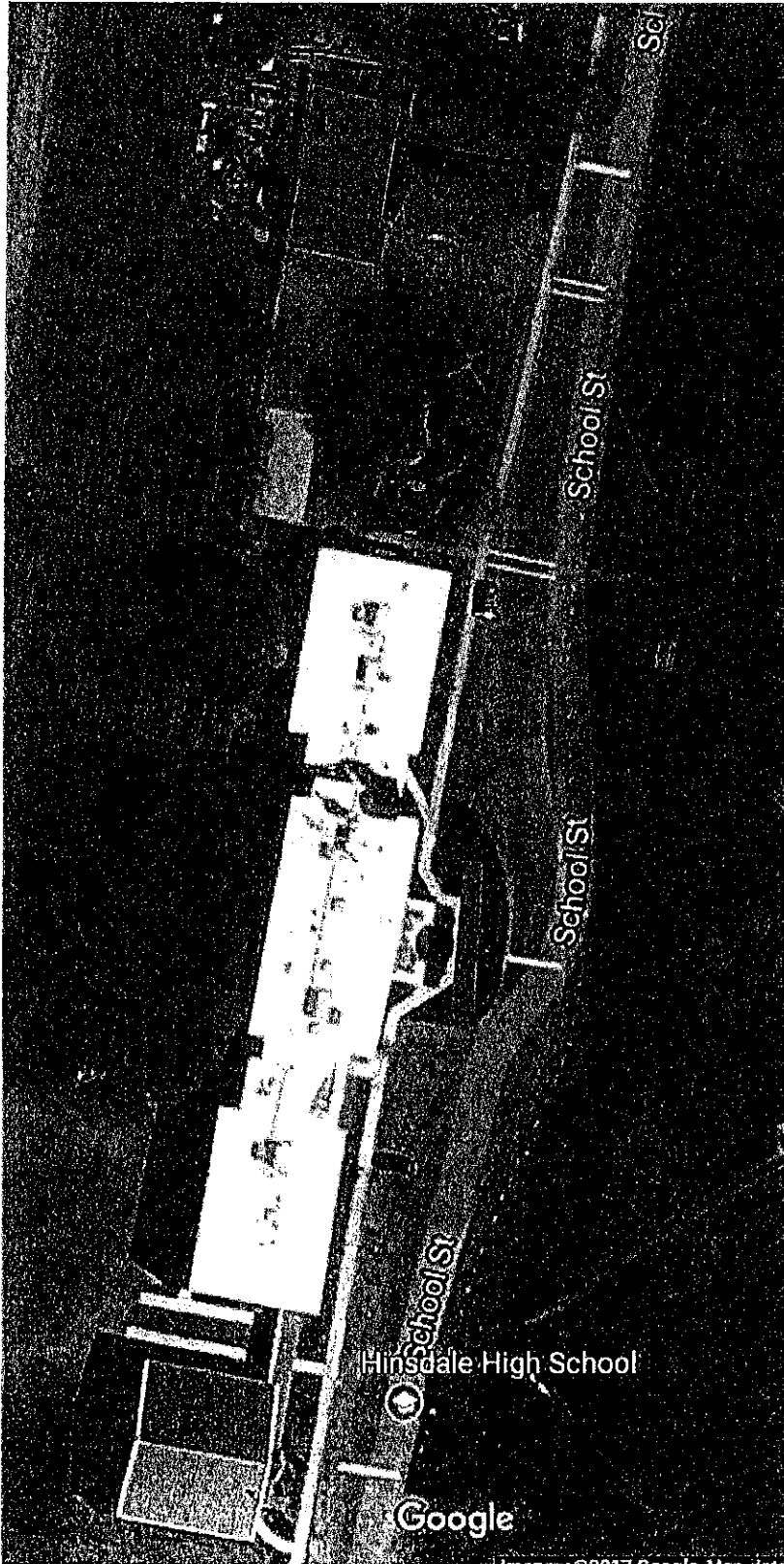
Denotes areas that will be mowed by school staff during the school year



Attachment 2



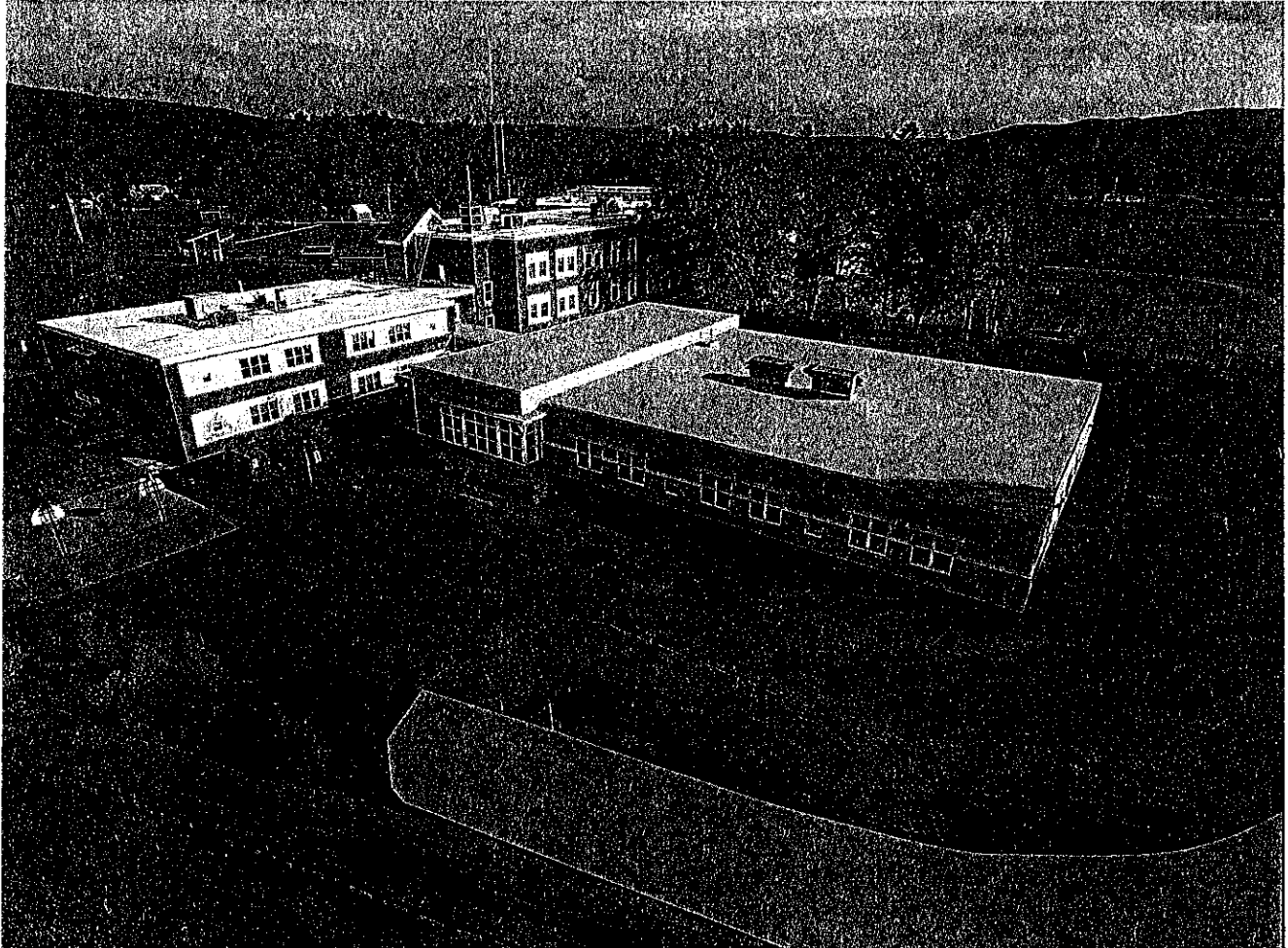
Denotes areas that will be mowed by school staff



Attachment 3



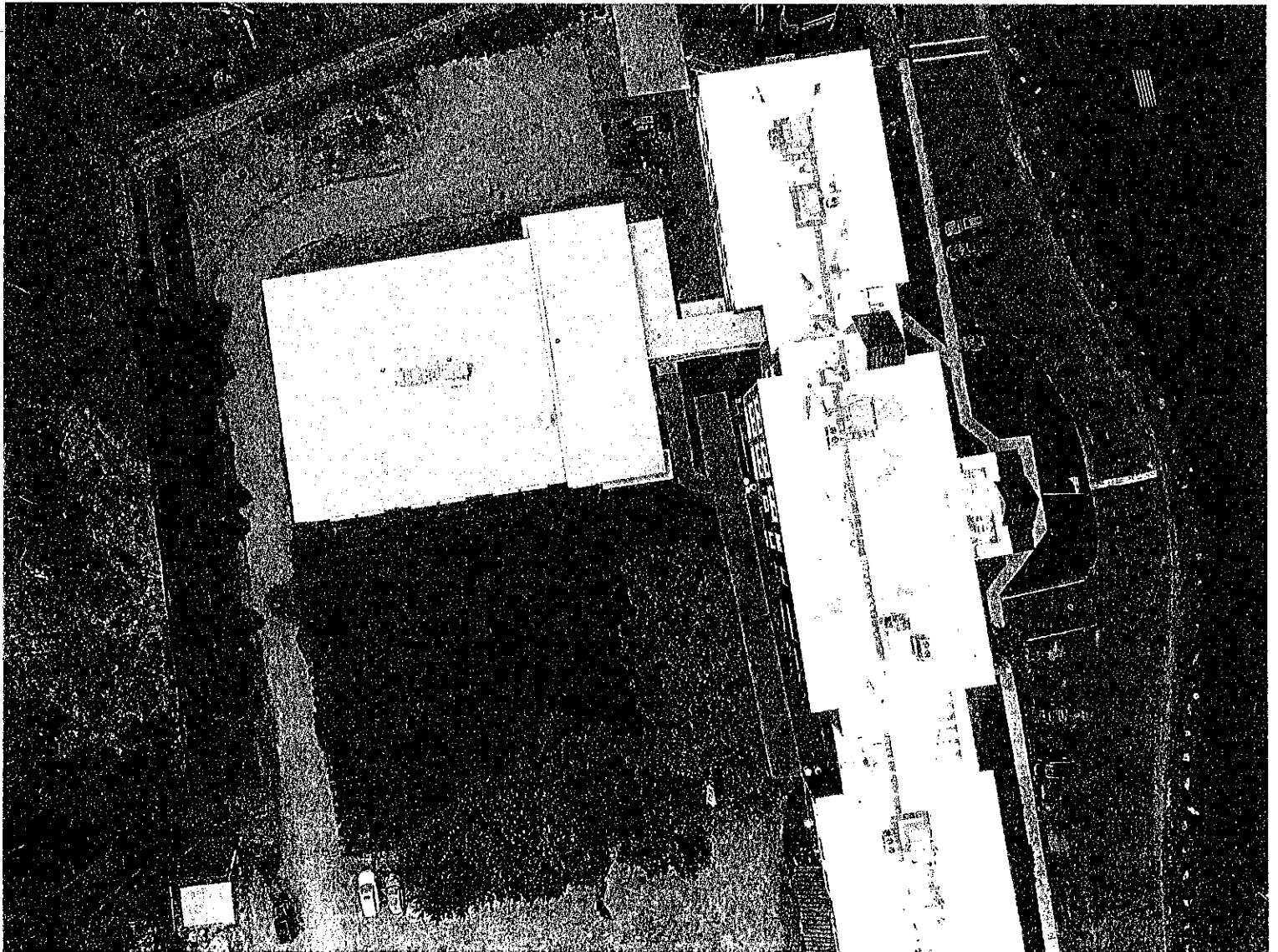
Denotes areas that will be mowed by school staff



Attachment 4



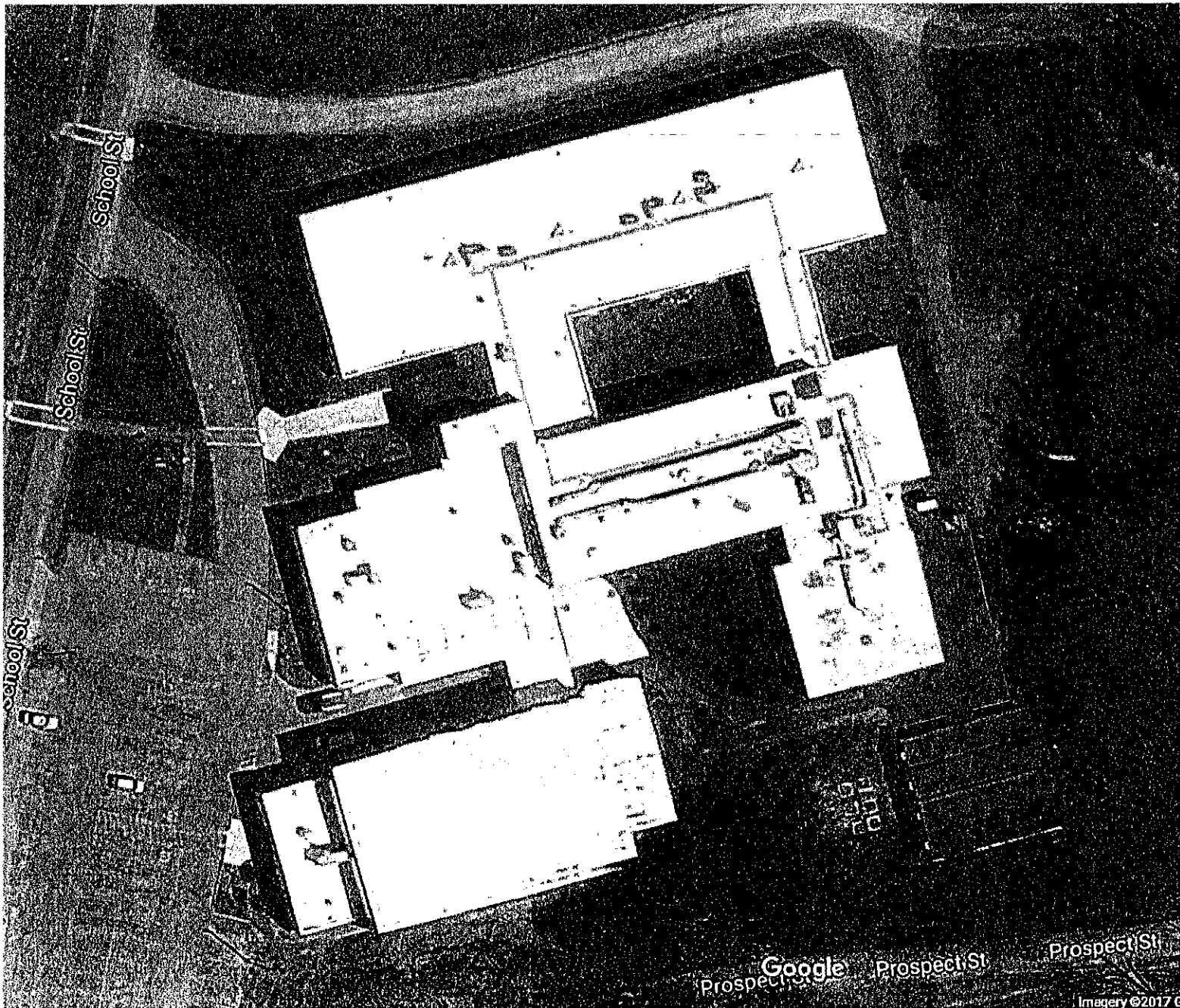
Denotes areas that will be plowed by school staff



Attachment 5



Denotes areas that will be plowed by school staff



AC - NON-DISCRIMINATION

Category Priority-The subject matter of these policies is required by state and or federal law.

A. Prohibition Against Discrimination of Students in Educational Programs and Activities.

Under New Hampshire law and Board policy, no person shall be excluded from, denied the benefits of, or subjected to discrimination in the District's public schools because of their age, sex, gender identity, sexual orientation, race, color, marital status, familial status, disability, religion or national origin. Discrimination, including harassment, against any student in the District's education programs, on the basis of any of the above classes, or a student's creed, is prohibited. Finally, there shall be no denial to any person of the benefits of educational programs or activities, on the basis of any of the above classes, or economic status.

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

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

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

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

C. USDA Non-Discrimination Statement

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

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

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: [USDA Form AD-3027](#) (linked tested 2024/5/9), from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address,

telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

Mail:

U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;

Fax:

(833) 256-1665 or (202) 690-7442; or

Email:

Program.Intake@usda.gov

D. Policy Application.

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

E. District Anti-Discrimination Plan.

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

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

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

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

F. Human Rights or Non-Discrimination, Title IX, 504 and other Coordinators or Officers.

The Superintendent shall assure that District and or building personnel are assigned to the positions listed below. Each year, the Superintendent shall prepare and disseminate as an Appendix AC-E to this Policy an updated list of the person or persons acting in those positions, along with their District contact information, including telephone number, email, postal and physical addresses.

Human Rights Officer, Director of Student Services

Title IX Coordinator, Business Administrator

504 Coordinator, Director of Student Services

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

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

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

N.H. Human Rights Commission

N.H. Department of Justice, Civil Rights Unit

N.H. Department of Education, Commissioner of Education

G. Complaint and Reporting Procedures.

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

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

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

1. Reports or complaints of sexual harassment or sexual violence by employees or third party contractors should be made under Board policy ACAC;
2. Reports or complaints of sexual harassment or sexual violence by students should be made under Board policy ACAC;

3. Reports or complaints of discrimination on the basis of disability should be made under Board policy ACE, except for complaints regarding facilities accessibility by students, employees, or other persons which should be made under Board policy KED;
4. Reports or complaints of bullying or other harassment of pupils should be made under Board policy JICK;
5. Reports or complaints of discrimination based upon protected classes relative to any of the District's food and nutrition services (FNS) programs (school lunches, etc.) should be made under Board policy ACF, unless the alleged discriminatory conduct relates to a class identified in Sections A or B, but not in C.

H. Alternative Complaint Procedures and Legal Remedies.

At any time, whether or not an individual files a complaint or report under this Policy, an individual may file a complaint with the Office for Civil Rights ("OCR"), of the United States Department of Education, or with the New Hampshire Commissioner for Human Rights.

1. Office for Civil Rights, U.S. Department of Education, 5 Post Office Square, 8th Floor, Boston, MA 02109-3921; Telephone number: (617) 289-0111; Fax number: (617) 289-0150; Email: OCR.Boston@ed.gov

Note: Complaints to OCR must be filed in writing no later than 180 days after the alleged act(s) of discrimination. OCR may waive its 180 day time limit based on OCR policies and procedures.

2. New Hampshire Commission for Human Rights, 2 Industrial Park Drive, Concord, NH 03301; Telephone number: (603) 271-2767; Email: humanrights@nh.gov

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

I. Retaliation Prohibited.

No reprisals or retaliation of any kind will be taken by the Board or by any District employee against the complainant or other individual on account of his or her filing a complaint or report or participating in an investigation of a complaint or report filed and decided pursuant to this policy, unless that person knew the complaint or report was false or knowingly provided false information.

J. Administrative Procedures and Regulations.

The Superintendent shall develop such other procedures and regulations as are necessary and appropriate to implement this Policy.

K. Notice of Compliance.

The Superintendent will provide notice of compliance with federal and state civil rights laws to all applicants for employment, employees, students, parents, and other interested persons, as appropriate.

Revised 2024

District Policy History:

First reading: February 12, 2020

Second reading/adopted: March 11, 2020

District Revision History:

First Reading of the Hinsdale School Board 08-14-2024

Final Reading of the Hinsdale School Board 09-11-2024

Legal References:

RSA 186:11, XXXIII	Discrimination
RSA 193-F	Student Safety and Violence Protection
RSA 193:38	Discrimination in Public Schools
RSA 275:71	Prohibited Conduct by Employer
RSA 275:78-83	Policies Relating to Nursing Mothers
RSA 354-A	State Commission for Human Rights
20 U.S.C. 1681, et seq.	Title IX of the Education Amendments of 1972
20 U.S.C. § 1400-1417	Individuals with Disabilities Act (IDEA)
29 U.S.C. § 794	Rehabilitation Act of 1973 (Section 504)
29 U.S.C. 621, et seq.	The Age Discrimination in Employment Act of 1967
29 U.S.C. 705	The Rehabilitation Act of 1973 (Definitions)
42 U.S.C. § 2000c	Title IV of the Civil Rights Act of 1964
42 U.S.C. 12101, et seq.	Title II of the Americans with Disabilities Act of 1990
42 U.S.C. 2000d, et seq	Title VII of the Civil Rights Act of 1964
42 U.S.C. 2000gg	Pregnant Worker Fairness Act ("PWFA")
42 U.S.C. 218d	Pump for Nursing Mothers Act ("Pump Act")

ACE - PROCEDURAL SAFEGUARDS: NON-DISCRIMINATION ON THE BASIS OF DISABILITY

Category Priority-The subject matter of these policies is required by state and or federal law.

The District provides the following Notice of Procedural Safeguards to parents/guardians and persons with disabilities, as required by 34 C.F.R. Sections 104.7, 104.8, 104.22(4) (f), and 104.36 of the Regulations implementing Section 504 of The Rehabilitation Act of 1973.

The District does not discriminate on the basis of disability in admission or access to, or treatment of or employment in, its programs and activities.

The District provides a grievance procedure with appropriate due process rights. The Director of Student Services is the designated employee, charged with coordinating efforts to comply with Section 504. The parent/guardian of disabled students or any disabled person may use the grievance procedure established by the Board.

Grievance Procedure

Parents/guardians of a student with a disability have the right to notify the above-designated employee with their complaint. Additionally, any disabled individual also has the right to notify the above-designated employee with their complaint.

The designated employee will provide an initial response within ten (10) days of receipt of the complaint. The parties will attempt to work out their differences informally in a prompt and equitable manner. A written record of the complaint resolution should be made within ten (10) working days of completion. Both parties will receive a copy of the written record. Additionally, the Superintendent will keep a copy on file.

If the issue is not resolved after the informal resolution process, the complainant may request that the Board places this matter on its agenda. This request may be made through the Superintendent.

If the Board schedules the matter for a hearing, the complainant may be represented by any person the complainant chooses, including legal counsel. The complainant may present information through documents and other evidence and witnesses and may examine witnesses presented by the School District.

Within ten (10) working days of either of the above options, a written record should be made of the decision. Both parties will receive a copy of the written record. Additionally, the Superintendent will keep a copy on file.

Procedural Safeguards

As required by 34 C.F.R. Section 104.36, parents/guardians of a student who needs or is believed to need special instruction and related services have the right, with respect to any action

regarding identification, evaluation, and placement to:

1. Notice of referral/identification, evaluation, and placement process, with appropriate consent form.
2. Examine all relevant records.
3. An impartial hearing, at any time, with respect to any actions regarding identification, evaluation, or placement of persons who need or are believed to need special education and related services; an opportunity for participation by the parent/guardian and representation of counsel as provided under the Individuals with Disabilities Education Act.
4. A process for reviewing complaints raised under these Procedural Safeguards. Such review process need not be formal.

The school district will ensure that all students with a disability are provided all necessary procedural safeguards as are required by law. Such procedural safeguards are found in pertinent federal and state laws and regulations. In addition, all staff, students, parents and other interested persons are directed to the New Hampshire Department of Education Procedural Safeguards Handbook.

Legal References:

34 C.F.R. Part 104, Nondiscrimination on the Basis of Handicap
Section 504 of the Rehabilitation Act of 1973

First Reading of the Hinsdale School Board 09-14-16

Final reading of the Hinsdale School Board 10-12-16

District Revision History:

First Reading of the Hinsdale School Board 08-14-2024

Final Reading of the Hinsdale School Board 09-11-2024

ADB/GBEC- DRUG-FREE WORKPLACE AND DRUG FREE SCHOOLS

Category Priority-*The subject matter of these policies is required by state and or federal law.*

Identical Policy: *GBEC*

Related Policy: *JICH*

Drug and alcohol abuse in the workplace or at school or in connection with school-sponsored activities on or off school grounds threatens the health and safety of our students and our employees and adversely affects the educational mission of the District. Accordingly, the District is committed to providing a drug and alcohol-free learning environment and workplace.

A. Drug-Free Workplace

1. All District workplaces are drug- and alcohol-free. All employees and contracted personnel are prohibited from:
 - a. Unlawfully manufacturing, dispensing, distributing, possessing, using, or being under the influence of any controlled substance or drug while on or in the workplace, including employees possessing a "medical marijuana" card.
 - b. Distributing, consuming, using, possessing, or being under the influence of alcohol while on or in the workplace.
2. For purposes of this policy, a "controlled substance or drug" means and includes any controlled substance or drug defined in the Controlled Substances Act, 21 U.S.C. § 812(c), or New Hampshire Controlled Drug Act RSA 318-B.
3. For purposes of this policy, "workplace" shall mean the site for the performance of work and will include at a minimum any District building or grounds owned or operated by the District, any school-owned vehicle, and any other school-approved vehicle used to transport students to and from school or school activities. It shall also include off-school property during any school-sponsored or school-approved activity, event or function such as a field trip or athletic event where students are under the jurisdiction, care or control of the District.
4. As a condition of employment, each employee and all contracted personnel will:
 - a. Abide by the terms of this policy respecting a drug- and alcohol-free workplace, including any administrative rules, regulations or procedures implementing this policy; and

- b. Notify his or her supervisor of his or her conviction under any criminal drug statute, for a violation occurring on District premises or while performing work for the District, no later than five (5) days after such conviction.
- 5. In order to make employees aware of dangers of drug and alcohol abuse, the District will endeavor to:
 - a. Provide each employee with a copy of the District drug- and alcohol-free workplace policy;
 - b. Post notice of the District drug- and alcohol-free workplace policy in a place where other information for employees is posted;
 - c. Establish a drug-free awareness program to educate employees about the dangers of drug abuse and drug use in the work place, the specifics of this policy, including, the consequences for violating the policy, and any information about available drug and alcohol counseling, rehabilitation, reentry, or other employee-assistance programs.

B. District Action Upon Violation of Policy

An employee who violates this policy may be subject to disciplinary action; up to and including termination of employment. Alternatively, the Board may require an employee to successfully complete an appropriate drug- or alcohol-abuse, employee-assistance rehabilitation program.

The Board will take disciplinary action with respect to an employee convicted of a drug offense in the workplace, within thirty (30) days of receiving notice of a conviction. Should District employees or contracted personnel be engaged in the performance of work under a federal contract or grant, or under a state contract or grant, the Superintendent will notify the appropriate state or federal agency from which the District receives contract or grant moneys of an employee/contracted personnel's conviction, within ten (10) days after receiving notice of the conviction.

The processes for disciplinary action shall be those provided generally to other misconduct for the employee/contractor personnel as may be found in applicable collective bargaining agreements, individual contracts, School Board policies, contractor agreements, and or governing law. Disciplinary action should be applied consistently and fairly with respect to employees of the District and/or contractor personnel as the case may be.

C. Drug-Free School Zone

Pursuant to New Hampshire's "Drug-Free School Zone" law (RSA Chapter 193-B), it is unlawful for any person to manufacture, sell prescribe administer, dispense, or possess with intent to sell, dispense or compound any controlled drug or its analog, within a "drug-free school zone". The Superintendent is directed to assure that the District is and remains in

compliance with the requirements of RSA 193-B, I, and N.H. Ed. Part 316 with respect to establishment, mapping and signage of the drug-free zone around each school of the District.

Notwithstanding above paragraph, the board grants an exception to allow for a Syringe Service Program within the boundaries of the Drug-Free Zone of the Hinsdale School District, and as requested by an organization to be determined after notice to the Hinsdale School Board, a syringe service program administrator/operator as that terms is used in RSA 318-B:43 and 45.

D. Implementation and Review

- a. The Superintendent is directed to promulgate administrative procedures and rules necessary and appropriate to implement the provisions of this policy.
- b. In order to maintain a drug-free workplace, the Superintendent will perform a biennial review of the implementation of this policy. The review shall be designed to (i) determine and assure compliance with the notification requirements of section A.5.a, b and c; (ii) determine the effectiveness of programs established under paragraph A.5.c above; (iii) ensure that disciplinary sanctions are consistently and fairly enforced; and (iv) and identify any changes required, if any.

District Policy Adoption & Revision History:

First reading: November 14, 2018

Second reading/adopted: December 12, 2018

District Revision History:

First Reading of the Hinsdale School Board 08-14-2024

Final Reading of the Hinsdale School Board 09-11-2024

Legal References:

- 41 U.S.C. §101, et. Seq.- Drug-free workplace requirements for Federal contractors, and Federal grant recipients
 - RSA Chapter 193-B Drug Free School Zones
 - N.H. Admin. Code, Ed. Part 316
-

ADC - TOBACCO PRODUCTS BAN USE AND POSSESSION IN AND ON SCHOOL FACILITIES AND GROUNDS

Category Priority-The subject matter of these policies is required by state and or federal law.

Same Policy: GBED & JICG

State law prohibits the use of any tobacco product, E-cigarette, or liquid nicotine in any facility or upon any grounds maintained by the District. Students and minors are further prohibited from possessing such items in or upon any facility, school vehicle, or grounds owned or maintained by the District.

A. Definitions.

"Tobacco product(s)" means any product containing tobacco including, but not limited to, cigarettes, smoking tobacco, cigars, chewing tobacco, snuff, pipe tobacco, smokeless tobacco, and smokeless cigarettes, as well as any other product or item included in RSA 126-K:2, XI.

"Device" means any product composed of a mouthpiece, a heating element, a battery, and electronic circuits designed or used to deliver any aerosolized or vaporized substance including, but not limited to, nicotine or cannabis. Device may include, but is not limited to, hookah, e-cigarette, e-cigar, e-pipe, vape pen, e-hookah, as well as any other object or item defined in RSA 126-K:2, II-a.

"E-cigarette" means any electronic smoking device composed of a mouthpiece, a heating element, a battery, and electronic circuits that *may or may not contain* nicotine or *e-liquid*. This term shall include such devices whether they are manufactured as e-cigarettes, e-cigars, or e-pipes, or under any other product name as well as any other product or item included in RSA 126-K:2, II-b.

"E-liquid" means any liquid, oil, or wax product containing, but not limited to, nicotine or cannabis intended for use in devices used for inhalation as well as any other substance included or defined in RSA 126-K:2, II-c.

"Liquid nicotine" means any liquid product composed either in whole or in part of pure nicotine and propylene glycol and manufactured for use with e-cigarettes, as well as any other product or item included in RSA 126-K:2, III-a.

"Facility" is any place which is supported by public funds and which is used for the instruction of students enrolled in preschool programs and in all grades maintained by the District. This definition shall include all administrative buildings and offices and areas within facilities supportive of instruction and subject to educational administration, including, but not limited to, lounge areas, passageways, rest rooms, laboratories, classrooms, study areas, cafeterias, gymnasiums, maintenance rooms, and storage areas.

B. Students

No student shall purchase, attempt to purchase, possess or use any tobacco product, E-cigarette, or liquid nicotine in any facility, in any school vehicle or anywhere on school grounds maintained by the District.

Students are also subject to the provisions of D.2, below.

Enforcement of the prohibition against students shall initially rest with building principals, or their designees, who may also report any violation to law enforcement, for possible juvenile, criminal or other proceedings as provided under state law. Additional consequences may be administered pursuant to printed student conduct rules.

C. Employees

No employee shall use any tobacco product, E-cigarette, or liquid nicotine, in any facility, in any school vehicle or anywhere on school grounds maintained by the District.

Initial responsibility for enforcement of this prohibition shall rest with building principals, or their designees. Any employee(s) who violate(s) this policy is subject to disciplinary action which may include warning, suspension or dismissal. Violations may also be referred to appropriate law enforcement and/or other appropriate agencies for criminal or other proceedings as provided under state law.

Employees are also subject to the provisions of D.2, below.

D. All other persons

1. No visitor, contractor, vendor or other member of the public, shall use any tobacco product, E-cigarette, or liquid nicotine in any facility, in any school building or vehicle, or anywhere on school grounds maintained by the District.
2. Additionally, no person, including, without limitation, students or employees (as defined above), may sell, give or furnish tobacco products, e-cigarettes, or e-liquid to any person under 21 in or upon any school facility.
3. The building principal(s), and where appropriate, other site supervisor (athletic director, vehicle driver, etc.), or their designee(s), shall have the initial responsibility to enforce this section, by requesting that any person who is violating this policy to immediately cease the use of tobacco products, E-cigarette or liquid nicotine. After this request is made, if any person refuses to refrain from using such products in violation of this policy, the principal, site supervisor, or designee may contact the appropriate law enforcement agency(ies) for possible criminal or other proceedings as provided under state law.

E. Implementation and Notice - Administrative Rules and Procedures.

The Superintendent shall establish administrative rules and procedures to implement this policy, which rules and procedures may be building level and/or district-wide. Rules and procedures

relating to student violations and resulting disciplinary consequences should be developed in consultation with building principal(s).

The Superintendent, working with the building principal(s), shall provide annual notice to employees, students and parents of the pertinent provisions of this policy (e.g., student or staff handbook) along with applicable administrative regulations and procedures, which may include prescribed consequences for violations of this policy. Such notice should include information that violation of this Policy could lead to criminal or other such proceedings.

Signs shall be placed by the District in all buildings, facilities and school vehicles stating that the use of tobacco products is prohibited.

District Policy History:

First reading: November 14, 2019

Second reading/adopted: December 12, 2019

District Revision History:

First Reading of the Hinsdale School Board 08-14-2024

Final Reading of the Hinsdale School Board 09-11-2024

Legal References:

- RSA 155:64 – 77, Indoor Smoking Act
- RSA 126-K:2, Definitions
- RSA 126–K:6, Possession and Use of Tobacco Products by Minors
- RSA 126-K:7, Use of Tobacco Products on Public Educational Grounds Prohibited

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

DK - PAYMENTS, CHECKS & MANIFESTS

Category Priority-The subject matter of these policies is required by state and or federal law.

All payments of District funds must be authorized by the District Treasurer. However, pursuant to RSA 197:23-a, the Treasurer shall authorize any payment upon order of a majority of the School Board or upon orders of two or more members of the School Board whom a majority of the Board has empowered to authorize payments.

Moneys drawn on the District's general fund or any special fund (with the exception of an activity fund) will require the signature of the Treasurer. Payments drawn on activity funds will require dual signatures from the building principal or assistant principal. The activity advisor shall not be an authorized signor.

All payments or disbursements involving Federal Grant Funds, shall comply with the provisions of Board Policy [DAF](#) through [DAF-11](#).

Electronic signatures, including, e.g. computer generated signatures, may only be used as provided under Board policy [EHAC](#). Electronic or digital payments may be made after approval or pre-approval by the Board and by the Treasurer.

Functions of the Treasurer may be carried out in the Treasurer's absence by a duly appointed Deputy Treasurer or Acting Treasurer. The Treasurer is authorized to delegate approval authority to the Business Administrator to make payroll related electronic payments, provided such payments have been previously authorized by the School Board.]

The Board strictly prohibits any person from signing a blank check, and physical (paper) checks will be pre-numbered.

First Reading of the Hinsdale School board September 10, 2020

Final Reading of the Hinsdale School Board October 8, 2020

Legal Reference:

RSA 197:23-a, Treasurer's Duties

Revised: March, 2004

Revised: November, 1999

Revised: July, 1998

District Revision History:

First Reading of the Hinsdale School Board 08-14-2024

Final Reading of the Hinsdale School Board 09-11-2024

EBB - SCHOOL SAFETY

Category Priority-The subject matter of these policies is required by state and or federal law.

The Board recognizes that effective learning and teaching takes place in a safe, secure and welcoming environment and that safe schools contribute to improved attendance, increased student achievement and community support. The practice of safety shall be considered a facet of the instructional programming of the District schools by incorporating concepts of safety appropriately geared to students at different grade levels.

The Superintendent shall be responsible for developing and maintaining a comprehensive safety plan for the District, taking into account applicable laws, regulations, Board policies, and best practices. While the comprehensive safety program need not be a single consolidated document, it should include:

- A. The District-wide Crisis Prevention and Response Plan prepared under policy EBCA, which, in turn, includes the site-specific Emergency Operations Plan for each school (see also RSA 189:64 and policy EBCA);
- B. The Sports Injury Emergency Action Plan prepared under policy JLCJA;
- C. The District Communication Plan EG; and
- D. The School Bus Safety Program established under policy EEAE.

Additionally, to the extent not included in the above specific Board directed plans, the Superintendent will address the following areas of emphasis in the comprehensive safety plan:

1. Procedures that address the supervision and security of school buildings and grounds. See also policy ECA.
2. Procedures that address the safety and supervision of students during school hours and school-sponsored activities. See also policy JLIA.
3. Procedures that address persons visiting school buildings and attending school-sponsored activities. See also policies KI and KFA.
4. Training programs for staff and students in crisis prevention and management. See policy EBCA.
5. Training programs for staff and students in emergency response procedures that include practice fire and all hazard drills as required by law and Board policy EBCB.
6. Training programs for staff and students in how to recognize and respond to behavior or other information that may indicate impending violence or other safety problems. See also policy EBCC.

7. Procedures and training to implement employee and work-place safety per Board policy [EB](#).
8. Training and support for students that aims to relieve the fear, embarrassment and peer pressure associated with reporting behavior that may indicate impending violence or other safety problems.
9. Procedures for safe, confidential reporting of security and safety concerns at each school building.
10. Procedures for regular assessments by school security/safety professionals and law enforcement officers to evaluate the security needs of each school building and to provide recommendations for improvements if necessary. See also policy ECA.
11. Procedures for periodic assessments by school climate professionals to determine whether students feel safe and to provide recommendations for improvements in school climate at each district building.
12. Procedures for managing the behavior of children, including, proper training and protocols relative to restraint and seclusions consistent with RSA 126-U and Board policy [JKAA](#).
13. Training programs for staff and students in safety precautions and procedures related to fire prevention, natural disaster response, accident prevention, public health, traffic, bicycle and pedestrian safety, environmental hazards, civil defense, classroom and occupational safety, and special hazards associated with athletics and other extracurricular activities.
14. District and building level procedures to assure timely safe schools reporting to law enforcement the N.H. Department. of Education and the School Board as required under RSA 193-D:4.

Whenever the Superintendent delegates tasks relating to the above to other District personnel, that delegation should be recorded in a manner readily accessible to others in the instance of the Superintendent's absence or departure.

Each Principal shall be responsible for the supervision and implementation of components of the safety programs in his/her school, inclusive of school busses, school grounds (including playgrounds), during authorized school activities (such as field trips), within school building(s) (including classrooms and laboratories), off school grounds during school sanctioned activities (including, but not limited to, work-based learning and internships), and in the use of online resources.

Legal References:

RSA 193-D, Safe School Zones

RSA 193-F, Pupil Safety and Violence Prevention

Revised 2024

RSA 281-A:64, Worker's Compensation, Safety Provisions; Administrative Penalty
N.H. Dept. of Education Administrative Rule - Ed. 306.04(a)(2), and 306.04(d), Promoting
School Safety

District Revision History:

First Reading of the Hinsdale School Board 08-14-2024

Final Reading of the Hinsdale School Board 09-11-2024

EBBD - INDOOR AIR QUALITY & WATER QUALITY

Category: *The subject matter of these policies is required by state and or federal law.*

A. Indoor Air Quality. In order to ensure that all school buildings have adequate indoor air quality, the Board directs the Superintendent to address methods of minimizing or eliminating emissions from buses, cars, delivery vehicles, and other motorized vehicles. The Superintendent may delegate the implementation of these methods to building principals. The Board encourages the Superintendent to utilize methods and recommendations established by various State agencies.

In addition to addressing methods of eliminating emissions, building principals are directed to annually investigate, and report to the Superintendent/designee, air quality in their respective school buildings using a checklist provided by the New Hampshire Department of Education.

In support of this policy, the Superintendent is authorized to establish regulations and/or administrative rules necessary to implement anti-idling and clear air measures aimed at improving indoor air quality.

B. Water Quality and Access. The Board directs the Superintendent/designee to take measures to limit lead exposure in school drinking water and ensure compliance with RSA 485:17-a, III, and consistent with regulations and guidance of the N.H. Departments of Environmental Services and of Education. Water stations in school buildings shall be installed in accordance with Ed Rule 321.18(h) relative to the number of drinking fountains required.

The Superintendent/designee will make recommendations to the Board for any modifications that involve expenditures greater than \$5,000.00.

Legal References:

RSA 200:11-a, Investigation of Air Quality

RSA 200:48, Air Quality in Schools

RSA 485:17-a, Lead in Drinking Water in Schools and Licensed Child Care Facilities

NH Code of Administrative Rules, Section Ed. 306.04(a)(24), Air Quality in School Buildings

NH Code of Administrative Rules, Section 306.07(a)(4) and 306.07(b), School Facilities

Revised: May 2012

New policy: September 2010

First Reading of the Hinsdale School Board 06-13-12

Final reading of the Hinsdale School Board 08-15-12

District Revision History:

First Reading of the Hinsdale School Board 08-14-2024

Final Reading of the Hinsdale School Board 09-11-2024

EEAEA - MANDATORY DRUG AND ALCOHOL TESTING - SCHOOL BUS DRIVERS AND CONTRACTED CARRIERS

Category Priority-The subject matter of these policies is required by state and or federal law.

1. Statement of Policy

The School Board believes that the safety of students while being transported to and from school or school activities is of utmost importance and is the primary responsibility of the driver of the vehicle.

This policy applies to two categories of drivers:

- a. school bus drivers (see RSA 189:13-b; 263:29 & 29-a);
- b. “contracted carriers”: drivers of vehicles designed to transport 16 or more passengers, including the driver, which are a contract carrier of passengers that has been contracted by the school (see RSA 376:2).

Each driver, as well as others who perform safety-sensitive functions with commercial vehicles that transport students, must be mentally and physically alert at all times while on duty. To that end, the Board has established this policy related to the fitness for duty of transportation personnel.

The Superintendent/designee shall adopt and enact any procedures necessary or appropriate to assure compliance with applicable state and federal laws and regulations.

2. Medical Examination of School Bus Operators

In accordance with RSA 200:37, before employing any person as a school bus driver, directly or through a vendor, the District shall require that such persons submit a certificate signed by a licensed physician setting forth the physician’s findings as a result of the examination to determine the physical condition of drivers in accordance with the requirements of 49 C.F.R. Part 391.41-391.49. Such certificate shall be submitted to the District prior to the commencement of such employment and the District shall retain a copy of such certification. Every 2 years thereafter, either prior to the commencement of the school year or prior to the reemployment of such persons as a school bus driver, the School District shall require submission of a like certificate, except that school bus operators attaining the age of 70 shall be required to undergo an annual examination and to submit a certificate annually. *This provision does not apply to contracted carriers.*

3. Certification

No person shall be employed as a school bus driver, directly or through a vendor, unless the person has received a School Bus Driver’s Certificate from the NH Department of Motor Vehicles as required by RSA 263:29.

Contracted carriers shall comply with all applicable provisions of RSA 376:2, as well as have a valid commercial driver’s license and operate a vehicle with a valid state inspection sticker.

4. Criminal Background Investigation

Before employing any person as a school bus driver, directly or through a vendor, or as a contracted carrier, the School District shall require a criminal background investigation as set forth in RSA

189:13-a and School District policy GBCD. For a school bus driver employed directly by or who volunteers for the District, then the employee will pay for the investigation. If the District contracts with a vendor to provide transportation services, either the vendor or the driver will pay for the investigation at the discretion of the vendor.

5. Mandatory Drug and Alcohol Testing

In compliance with the United States Department of Transportation's Title 49 Code of Federal Regulations, Part 391, all commercial driver's license holders and personnel performing safety-sensitive functions related to the transportation of the students of this School District will be required to submit to drug and alcohol testing. Testing procedures and facilities used for the tests shall conform to the requirements of the 49 C.F.R. Part 40. The District and any transportation contractor transporting students on behalf of the District shall utilize the Drug and Alcohol Clearinghouse to comply with all requirements for drug and alcohol testing and reporting, in accordance with 49 C.F.R. Parts 382 and 391.

The term "CDL holder" means someone who is required as part of their job duties to hold a Commercial Driver's License. The term "safety-sensitive function" refers to all tasks associated with the operation and maintenance of commercial vehicles. A "commercial vehicle" is any vehicle capable of carrying 16 or more passengers including the driver.

If the School District employs the transportation personnel directly, the District will be responsible for ensuring compliance with the Mandatory Drug and Alcohol Testing requirements. If the School District contracts with a vendor to provide student transportation services, the vendor shall be the employer and provide assurance to the District on an annual basis that they are in compliance with the Mandatory Drug and Alcohol Testing requirements.

The Drug and Alcohol Testing will include pre-employment, random, reasonable suspicion and post-accident testing as defined by Department of Labor Regulations. The School District supports a zero tolerance policy related to substance abuse. Therefore any personnel who have a confirmed positive test for drugs or a confirmed alcohol concentration of 0.021 or greater will be terminated from employment.

I have received and understand the drug and alcohol testing policy of the District.

Employee Signature: _____

Supervisor Signature: _____

Date: _____

CC: Personnel file

Legal References:

49 C.F.R. § 40.1-40.13 (2001), Transportation Workplace Drug Testing Program

49 C.F.R. § 392.1-392.5 (1995), Driving Commercial Motor Vehicles

RSA 200:37, Medical Examination of School Bus Operators

Appendix EEAEA-R

Revised: May 2006

Reviewed: April 2004
New policy: November 1999

Revision History:

Reviewed and approved by the Hinsdale School Board February 11, 2009

First Reading of the Hinsdale School Board 08-14-2024

Final Reading of the Hinsdale School Board 09-11-2024

EFA -AVAILABILITY AND DISTRIBUTION OF HEALTHY FOODS

Category: *The subject matter of these policies is required by state and or federal law.*

See also JLCF, EFE

The School District will support the availability and distribution of healthy foods and beverages in all school buildings during the school day.

The Superintendent or his/her designee is responsible for ensuring that all foods and beverages distributed within the district meet nutritional standards established by state and federal law relative to: (1) nutrient density; (2) portion size; and (3) nutrition targets, as defined in pertinent law.

The Superintendent or his/her designee is responsible for implementing developmentally appropriate opportunities to learn food preparation skills that support nationally recognized research-based nutrition standards. The Superintendent or his/her designee is responsible for providing annual communication information about the policy and procedure and related curricula to the school community.

Legal References:

7 CFR 210.10, Nutrition Standards And Menu Planning Approaches For Lunches And Requirements For Afterschool Snacks

NH Department of Education Administrative Rules, Section Ed 306.04(a)(23)

NH Department of Education Administrative Rules, Section Ed 306.11(g), (h)

New Sample Policy: May 2012

First Reading of the Hinsdale School Board 06-13-12

Final Reading of the Hinsdale School Board 08-15-12

District Revision History:

First Reading of the Hinsdale School Board 08-14-2024

Final Reading of the Hinsdale School Board 09-11-2024

EHAB - DATA GOVERNANCE AND SECURITY

Category Priority—The subject matter of these policies is required by state and or federal law.

Related Policies EHAA, EHB, GBEBD, GBEF, IHBH, JICJ, JICL, JICM, KD, & KDC

To accomplish the District's mission and comply with the law, the District must collect, create and store information. Accurately maintaining and protecting this data is important for efficient District operations, compliance with laws mandating confidentiality, and maintaining the trust of the District's stakeholders. All persons who have access to District data are required to follow state and federal law, District policies and procedures, and other rules created to protect the information.

The provisions of this policy shall supersede and take precedence over any contrary provisions of any other policy adopted prior to the date of this policy.

A. Definitions

Confidential Data/Information – Information that the District is prohibited by law, policy or contract from disclosing or that the District may disclose only in limited circumstances. Confidential data includes, but is not limited to, personally identifiable information (i.e., “PII”) regarding students and employees.

Critical Data/Information – Information that is determined to be essential to District operations and that must be accurately and securely maintained to avoid disruption to District operations. Critical data is not necessarily confidential.

Cybersecurity Incident – an occurrence that actually or potentially jeopardizes the confidentiality, integrity, or availability of an information system or the information processes, stores, or transmits, if that constitutes a violation or imminent threat of violation of security policies, security procedures, or acceptable use policies.

B. Data and Privacy Governance Plan - Administrative Procedures.

1. Data Governance Plan. The Superintendent, in consultation with the District Information Security Officer ("ISO") (see paragraph C, below) shall create a Data and Privacy Governance Plan ("Data Governance Plan"), to be presented to the Board no later than June 30, 2019. Thereafter, the Superintendent, in consultation with the ISO, shall update the Data Governance Plan for presentation to the Board no later than June 30 each year.

The Data Governance Plan shall include:

- (a) An inventory of all software applications, digital tools, and extensions. The inventory shall include users of the applications, the provider, purpose, publisher, privacy statement, and terms of use;
- (b) A review of all software applications, digital tools, and extensions and an assurance that they meet or exceed minimum standards set by the New Hampshire Department of Education;

- (c) Policies and procedures for access to data and protection of privacy for students and staff including acceptable use policy for applications, digital tools, and extensions used on District hardware, server(s) or through the District network(s);
- (d) A response plan for any breach of information; and
- (e) A requirement for a service provider to meet or exceed standards for data protection and privacy.
- (f) A provision that students participating in career exploration or career technical education may, **with written parental consent**, register for technology platforms and services to be used as part of the student's approved program of study, which require the provision of personally identifiable information. Copies of written parental consent shall be retained as part of a student's educational record.

The Data Governance Plan shall include standards and provisions that meet or exceed the standards set forth in the N.H. Dept. of Education's *Minimum Standards for Privacy and Security of Student and Employee Data*.

2. Policies and Administrative Procedures. The Superintendent, in consultation with the ISO, is directed to review, modify and recommend (policies) create (administrative procedures), where necessary, relative to collecting, securing, and correctly disposing of District data (including, but not limited to Confidential and Critical Data/Information, and as otherwise necessary to implement this policy and the Data Governance Plan. Such policies and/or procedures will may or may not be included in the annual Data Governance Plan.

C. Information Security Officer.

The Director of Technology is hereby designated as the District's Information Security Officer (ISO) and reports directly to the Superintendent or designee. The ISO is responsible for implementing and enforcing the District's security policies and administrative procedures applicable to digital and other electronic data, and suggesting changes to these policies, the Data Governance Plan, and procedures to better protect the confidentiality and security of District data. The ISO will work with the both District and building level administrators and Data managers (paragraph E, below) to advocate for resources, including training, to best secure the District's data.

The Network Administrator is the District's alternate ISO and will assume the responsibilities of the ISO when the ISO is not available.

D. Responsibility and Data Stewardship.

All District employees, volunteers and agents are responsible for accurately collecting, maintaining and securing District data including, but not limited to, Confidential and/or Critical Data/Information.

E. Data Managers.

All District administrators are data managers for all data collected, maintained, used and disseminated under their supervision as well as data they have been assigned to manage in the District's data

inventory. Data managers will monitor employee access to the information to ensure that confidential information is accessed only by employees who need the information to provide services to the District and that confidential and critical information is modified only by authorized employees. Data managers will assist the ISO in enforcing District policies and procedures regarding data management.

F. Confidential and Critical Information.

The District will collect, create or store confidential information only when the Superintendent or designee determines it is necessary, and in accordance with applicable law. The District will provide access to confidential information to appropriately trained District employees and volunteers only when the District determines that such access is necessary for the performance of their duties. The District will disclose confidential information only to authorized District contractors or agents who need access to the information to provide services to the District and who agree not to disclose the information to any other party except as allowed by law and authorized by the District.

District employees, contractors and agents will notify the ISO or designee immediately if there is reason to believe confidential information has been disclosed to an unauthorized person or any information has been compromised, whether intentionally or otherwise. The ISO or designee will investigate immediately and take any action necessary to secure the information, issue all required legal notices and prevent future incidents. When necessary, the Superintendent, ISO or designee is authorized to secure resources to assist the District in promptly and appropriately addressing a security breach.

Likewise, the District will take steps to ensure that critical information is secure and is not inappropriately altered, deleted, destroyed or rendered inaccessible. Access to critical information will only be provided to authorized individuals in a manner that keeps the information secure.

All District staff, volunteers, contractors and agents who are granted access to critical or confidential information/data are required to keep the information secure and are prohibited from disclosing or assisting in the unauthorized disclosure of such confidential or critical data/information. All individuals using confidential and critical data/information will strictly observe all administrative procedures, policies and other protections put into place by the District including, but not limited to, maintaining information in locked rooms or drawers, limiting access to electronic files, updating and maintaining the confidentiality of password protections, encrypting and redacting information, and disposing of information no longer needed in a confidential and secure manner.

G. Using Online Services and Applications.

District staff members are encouraged to research and utilize online services or applications to engage students and further the District's education mission. District employees, however, are prohibited from installing or using applications, programs or other software, or online system/website, that either stores, collects or shares confidential or critical data/information, until the ISO approves the vendor and the software or service used. Before approving the use or purchase of any such software or online service, the ISO or designee shall verify that it meets the requirements of the law, Board policy, and the Data Governance Plan, and that it appropriately protects confidential and critical data/information. This prior approval is also required whether or not the software or online service is obtained or used without charge.

Notwithstanding the prohibition on the use of applications, etc. that store, collect or share personally identifiable information concerning a student ("PII"), students participating in career exploration or career technical education may, **with written parental consent**, register for technology platforms and services to be used as part of the student's approved program of study, even if said platforms and services require the collection, storage and sharing of the student's PII. Use of these platforms and services is subject to the conditions set forth in B.1(f), above, and related provisions of the Data Governance Plan. The written parental consent forms shall be retained as student records.

H. Training.

The ISO will provide appropriate training to employees who have access to confidential or critical information to prevent unauthorized disclosures or breaches in security. All school employees will receive annual training in the confidentiality of student records, and the requirements of this policy and related procedures and rules.

I. Data Retention and Deletion.

The ISO or designee shall establish a retention schedule for the regular archiving and deletion of data stored on District technology resources. The retention schedule should comply with, and be incorporated into the data/record retention schedule established under Policy EHB and administrative procedure EHB-R, including but not limited to, provisions relating to Litigation and Right to Know holds as described in Policy EHB.

J. Consequences

Employees who fail to follow the law or District policies or procedures regarding data governance and security (including failing to report) may be disciplined, up to and including termination. Volunteers may be excluded from providing services to the District. The District will end business relationships with any contractor who fails to follow the law, District policies or procedures, or the confidentiality provisions of any contract. In addition, the District reserves the right to seek all other legal remedies, including criminal and civil action and seeking discipline of an employee's teaching certificate.

The District may suspend all access to data or use of District technology resources pending an investigation. Violations may result in temporary, long-term or permanent suspension of user privileges. The District will cooperate with law enforcement in investigating any unlawful actions. The Superintendent or designee has the authority to sign any criminal complaint on behalf of the District.

Any attempted violation of District policies, procedures or other rules will result in the same consequences, regardless of the success of the attempt.

District Policy History:

First reading: December 12, 2018

Second reading/adopted: January 9, 2019

Reaffirmed:

June 8, 2022

June 13, 2023

May 8, 2024

District Revision History:

First Reading of the Hinsdale School Board 08-14-2024

Final Reading of the Hinsdale School Board 09-11-2024

Legal References:

*15 U.S.C. §§ 6501-6506 * Children's Online Privacy Protection Act (COPPA)*

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

*20 U.S.C. § 1232h * Protection of Pupil Rights Amendment (PPRA)*

*20 U.S.C. § 1400-1417 * Individuals with Disabilities Education Act (IDEA)*

*20 U.S.C. § 7926 * Elementary and Secondary Education Act (ESSA)*

*RSA 189:65 * Definitions*

*RSA 186:66 * Data Inventory and Policies Publication*

*RSA 189:67 * Limits on Disclosure of Information*

*RSA 189:68 * Student Privacy*

*RSA 189:68-a * Student Online Personal Information*

*RSA 359-C:19-21 * Right to Privacy/Notice of Security Breach*

GBCD - BACKGROUND INVESTIGATION AND CRIMINAL HISTORY RECORDS CHECK

Category: Priority/Required by Law - The subject matter of these policies is required by state and or federal law.

Related Policies: EEAE, EEAEA, GBCE, GDF & IJOC

To help assure the safety of District students, it is the policy of the Hinsdale School Board that before any person is employed by the School District, or are otherwise placed into positions whereby they have frequent close contact with - or supervision of - students, that the administration conduct proper investigation into such person's background, including, without limitation, a criminal history records check under RSA 189:13-a – 189:13-c.

A. Definitions. As used in this policy:

1. **"Applicant"** shall mean and include an applicant for employment or any person seeking to serve in any position falling within the term "Covered Person" as defined below, who is selected by the District for further consideration for such position.
2. **"Background investigation"** means an investigation into the past employment and other background of an Applicant with the intent of determining whether:
 - a. The applicant/covered person is qualified for the position for which he/she has applied, will/would be assigned, or will/would perform, and
 - b. The applicant has been found guilty of any criminal activity or conduct that would make him/her ineligible or unsuitable for employment or service in the district.
3. **"Conditional offer of employment"** means an offer of employment extended to a selected Applicant subject to a successfully completed criminal history record check (defined below) which is satisfactory to the SAU or school district.
4. **"Contractor"** means a private business or agency or an employee or employees of the contractor which contracts with a SAU, school district, or charter school to provide services including but not limited to:
 - a. cafeteria workers,
 - b. school bus drivers,
 - c. custodial personnel,
 - d. any other direct service or services to students of the district or charter school.
5. **"Covered Person"** shall mean every employee, stipend position (e.g., coach, trainer, drama coach, etc.), candidate, designated volunteer (whether direct or through a volunteer organization), or any other service where the contractor or employees of the contractor provide services directly to students of the District, or any applicant/person seeking to serve in any of those positions. NOTE: Only those volunteers who meet the definition of "Designated Volunteer" below are considered "Covered Employees". See Board policy IJOC for additional provisions relating to all volunteers. All Covered Persons are required to undergo training as provided in Board policy GBCE.

6. **“Criminal History Records Check” or “CHRC”** means a criminal history records inquiry under RSA 189:13-a – 13-c, conducted by the New Hampshire State Police through its records and through the Federal Bureau of Investigation.

7. **“Designated Volunteer”** is any volunteer who:

- a. Comes in direct contact with students on a predictable basis (e.g., library volunteer, field trip chaperone;
- b. Meets regularly with students (e.g., community mentor, volunteer assistant coach);
- c. Meets with students on a one-on-one basis; OR
- d. Any other volunteer so designated by the School Board or Superintendent.

The administrative supervisor for the applicable activity or program (e.g., building principal, athletic director), shall have the responsibility of determining whether a volunteer position is a “Designated Volunteer”, subject to any additional rules or procedures established by the Superintendent.

8. **“Educator Candidate”** means a student at an institution of higher education in New Hampshire who has been selected to participate in a K-12 educator preparation program (RSA 189:13-c, I(b)). This definition includes both Educator Candidates who are placed as student teachers in the district, and those who might be in the District for a different purpose (e.g., Methods, etc.).

9. **“Section V Offense(s)”** are those criminal offenses listed in RSA 189:13-a, V, as that list may be amended by the Legislature from time to time. The current of offenses may be accessed at: <http://www.gencourt.state.nh.us/rsa/html/XV/189/189-13-a.htm>

“Non-Section V Offenses” are all other crimes offenses, whether felonies or misdemeanors.

10. **“Designee”** shall mean, a person designated by the Superintendent to receive and inspect results of the Criminal History Records Check. Under RSA 189:13-a, II, the Designee for purposes of CHRC may only be an assistant superintendent, head of human resources, the personnel director, the business administrator or the finance director.

B. Background Investigation. The Superintendent will require a Background Investigation of any Applicant or Covered Person as defined in this policy, including but not limited to reviewing the most recent NHED List of Revoked & Suspended Credentials. The Superintendent may assign the Background Investigation (but not the CHRC) to someone other than Designee but shall be completed prior to making a final offer of employment, approving the contract with an individual contracting directly with the District, student teacher, or a Designated Volunteer to work or serve within the District. For Covered Persons who are employed by a third-party contractor or assigned as a Designated Volunteer by a volunteer agency, the Superintendent or Designee may waive the Background Investigation and instead rely on suitable assurances from the contracting company or agency regarding a background investigation. The requirement for a Criminal History Records Check under paragraph D, below, however, may not be waived. All decisions regarding employment and the pre-employment process shall conform to the District’s Anti-Discrimination and Equal Opportunity policy, AC.

As part of the application process, each Applicant shall be asked whether he/she has ever been convicted of any crime and whether there are any criminal charges pending against him/her at the time of application. The Applicant will also be directed to report any criminal charges brought against him or her after the application is submitted and until either hired or until notified that

s/he will not be hired. Failure to report will be treated in the same manner as falsification of information under Section C, below.

General record of completion of a Background Investigation (but not copies of the results of a CHRC) shall be retained in an employee's personnel file and retained pursuant to the District's Record Retention Schedule EHB-R.

- C. False Information.** The falsification or omission of any information on a job application, during the pendency of the application, or in a job interview, including, but not limited to, information concerning criminal convictions or pending criminal charges, shall be grounds for disqualification from consideration for employment, withdrawal of any offer of employment, or immediate discharge from employment.

D. Criminal History Records Check.

- 1. General.** As part of the District's Background Investigation, each Applicant must submit to a Criminal History Records Check ("CHRC") through the State of New Hampshire in full compliance with RSA 189:13-a. No Covered Person/Applicant shall be employed, extended a Conditional Offer of Employment, or begin service in the District, until the Superintendent, or his/her designee, has initiated a CHRC.

The Applicant shall provide the District with a criminal history records release form as provided by the New Hampshire State Police along with a full set of fingerprints taken by a qualified law enforcement agency according to RSA 189:13-a, II.

Refusal to provide the required criminal history records release form (with fingerprints) and any other required releases to authorize the CHRC will result in immediate disqualification of the Applicant/Covered Person and will not be considered for the position.

2. Special Provisions for Educator Candidates, Bus Drivers & Bus Monitors and Substitutes.

- a. Educator Candidate.** Educator Candidates who are placed in the District as a student teacher shall undergo a CHRC prior to beginning in the District. For Educator Candidates in the District under a status other than student teacher (e.g., observation, Methods Course or Practicum student), the Superintendent or Designee will determine whether to require a CHRC using the same parameters included in the Designated Volunteer definition, above.

- b. Bus Drivers and Bus Monitors.** Pursuant to RSA 189:13-a, VI and RSA 189:13-b, criminal history records checks for bus drivers and bus monitors shall be processed through the New Hampshire Department of Education ("NHED"). Although NHED will conduct the CHRC, the Superintendent or designee shall require a Background Investigation in accordance with paragraph B.

- 3. Results of Criminal History Records Check.** The results of the CHRC shall be delivered to the Superintendent or designee who shall be responsible for maintaining their confidentiality. The Superintendent or Designee shall destroy all results and reports of any CHRC within sixty (60) days of receiving said information.

- 4. Pending Charges or Convictions for Section V Offenses.** If the results of the CHRC disclose that the Applicant has either been convicted of or is charged pending disposition of a

violation or attempted violation of a Section V offense, that person shall not receive an offer or final offer of employment. Additionally, the Superintendent (not the Superintendent's Designee), shall notify NHED through its Investigator or the Chief of the Governance Unit or as otherwise directed by NHED.

- 5. Non-Section V Offenses and/or Past Charges of Section V Offenses.** If the results of a CHRC disclose that the Applicant has been charged (whether pending or previously concluded) with a Non-Section V Offense, or has been previously charged with a Section V Offense which the charge has been disposed of other than by a conviction, the Superintendent or Designee shall take such information into account prior to hiring or assigning such Applicant. In making a determination regarding such an Applicant, the Superintendent or Designee shall consider all reliable information, and assess whether, in light of the totality of the circumstances, the Applicant's suitability for the position sought with student safety being the priority consideration. (Circumstances the Superintendent should consider, include, but are not limited to, nature and date of the charge, information about reduced charges, age at time of charge, relationship of the nature of the charged offense to the duties of the position sought).

If the Superintendent chooses to nominate, appoint or assign an Applicant who has a history of conviction or pending charges of a Non-Section V Offense, or of past concluded charges of Section V Offenses that did not result in a conviction, then the final hiring decision or appointment of another Covered Person must be approved by the School Board.

Pursuant to regulations of the United States Dept. of Justice, and RSA 189:13-a, the Superintendent may NOT share with the Board information directly gleaned from the CHRC regarding specific criminal charges, arrests, convictions etc., but may share the fact that s/he is nominating a person whose background investigation revealed information requiring the Superintendent to apply the criteria established by the Board in the preceding paragraph.

- 6. Fees for Criminal History Records Check.** Any applicant for whom the Board requires a CHRC check, or, in the instance of third-party contractors/organizations, the Covered Person's employer/organization, shall pay the actual fees and costs associated with the fingerprinting process and/or the submission or processing of the CHRC, unless otherwise determined by the Board.
- 7. Additional Criminal Records Checks.** To the extent permitted by law, the Superintendent or Designee may require a CHRC of any Covered Person at any time after hire or appointment to a position within the District.

- E. Conditional Offer of Employment.** Applicants who have been selected for employment may be given a conditional offer of employment, with the final offer subject to the successful completion of the Background Investigation and CHRC, and a determination that there are no disqualifying pending charges or convictions.

Any Applicant who is offered conditional employment, by way of individual contract or other type of letter of employment, will have clearly stated in such contract or letter of employment that his/her employment or approval to work within the District is entirely conditioned upon the results of a CHRC and Background Investigation being satisfactory to the District.

- F. Final Offer of Employment.** No Applicant shall be extended a final offer of employment or be allowed to serve/provide services in the District if such person has charges pending or has been convicted of any Section V Offense; or where such person has been convicted of the same conduct in another state, territory, or possession of the United States; or where such person has been convicted of the same conduct in a foreign country.

An Applicant may only be extended a final offer of employment or final approval to work/serve within the District's schools upon the satisfactory completion and results of CHRC and Background Investigation,

- G. Administrative Protocols/Procedures.** The Superintendent is authorized to establish written protocols for background investigations, and such protocols may vary depending on the nature of the position(s) (e.g., verification of academic records and achievements for certified professionals, credit checks for personnel with fiscal responsibilities). The written protocols may include additional specific disqualifying misdemeanor or felony convictions or charges (e.g., prostitution, theft, etc.) in addition to the Section V Offenses.
- H. Contractor and Vendor Provisions.** The Superintendent shall take such steps as are necessary to assure third party agreements which involve covered personnel to include a provision for such personnel to complete CHRCs and Background Investigations as required under this policy, as well as training and information relative to child sexual abuse prevention as required under RSA 189:13-a, XII and policy GBCE.
- I. Training of Superintendent/Designee.** The Superintendent or any Designee shall complete such training relative to the reading and interpretation of criminal records as required by NHED.
- J. Reports of Criminal Offenses Post-Hire or Commencement of Service.** When the District receives a notification of a Covered Person being charged with or convicted of a Section V Offense or other crime which is evidence of the individual's unsuitability to continue in their role, the Superintendent shall take immediate appropriate action to remove the individual from contact with students. Employees shall be placed on paid administrative leave, if not subject to immediate discharge. The Superintendent will then take appropriate employment or other action, consistent with law and any applicable employment contract or collective bargaining agreement to address the individual's ongoing relationship with the District. If the Covered Person charged/convicted of a Section V Offense is a credential holder as defined in the New Hampshire Code of Conduct for Educators, the Superintendent shall report to the New Hampshire Department of Education pursuant to section 510.05 of the Code and Board policy GBEAB – Mandatory Code of Conduct Reporting.

District Policy History:

First reading: 9/14/2022

Last revised: 8/14/2024

Second reading/adopted: 10/12/2022

Reviewed/reaffirmed: 9/11/2024

Other district policy history: _____

Legal References:

RSA 189:13-a, School Employee and Designated School Volunteer Criminal History Records Check
RSA 189:13-b, School Bus Driver and Transportation Monitor Criminal History Records Check
Code of Conduct for New Hampshire Educators

GBEC/ADB DRUG FREE WORKPLACE AND DRUG-FREE SCHOOLS

Category Priority-*The subject matter of these policies is required by state and or federal law.*

Identical Policy: *ADB*

Related Policy: *JICH*

Drug and alcohol abuse in the workplace or at school or in connection with school-sponsored activities on or off school grounds threatens the health and safety of our students and our employees and adversely affects the educational mission of the District. Accordingly, the District is committed to providing a drug and alcohol-free learning environment and workplace.

A. Drug-Free Workplace

1. All District workplaces are drug- and alcohol-free. All employees and contracted personnel are prohibited from:
 - a. Unlawfully manufacturing, dispensing, distributing, possessing, using, or being under the influence of any controlled substance or drug while on or in the workplace, including employees possessing a "medical marijuana" card.
 - b. Distributing, consuming, using, possessing, or being under the influence of alcohol while on or in the workplace.
2. For purposes of this policy, a "controlled substance or drug" means and includes any controlled substance or drug defined in the Controlled Substances Act, 21 U.S.C. § 812(c), or New Hampshire Controlled Drug Act RSA 318-B.
3. For purposes of this policy, "workplace" shall mean the site for the performance of work and will include at a minimum any District building or grounds owned or operated by the District, any school-owned vehicle, and any other school-approved vehicle used to transport students to and from school or school activities. It shall also include off-school property during any school-sponsored or school-approved activity, event or function such as a field trip or athletic event where students are under the jurisdiction, care or control of the District.
4. As a condition of employment, each employee and all contracted personnel will:
 - a. Abide by the terms of this policy respecting a drug- and alcohol-free workplace, including any administrative rules, regulations or procedures implementing this policy; and
 - b. Notify his or her supervisor in writing of his or her conviction under any criminal drug statute, for a violation occurring on District premises or while performing work for the District, no later than five (5) days after such conviction.

5. In order to make employees aware of dangers of drug and alcohol abuse, the District will endeavor to:
 - a. Provide each employee with a copy of the District drug- and alcohol-free workplace policy;
 - b. Post notice of the District drug- and alcohol-free workplace policy in a place where other information for employees is posted;
 - c. Establish a drug-free awareness program to educate employees about the dangers of drug abuse and drug use in the workplace, the specifics of this policy, including, the consequences for violating the policy, and any information about available drug and alcohol counseling, rehabilitation, reentry, or other employee-assistance programs.

B. District Action Upon Violation of Policy

An employee who violates this policy may be subject to disciplinary action; up to and including termination of employment. Alternatively, the Board may require an employee to successfully complete an appropriate drug- or alcohol-abuse, employee-assistance rehabilitation program.

The Board will take disciplinary action with respect to an employee convicted of a drug offense in the workplace, within thirty (30) days of receiving notice of a conviction. Should District employees or contracted personnel be engaged in the performance of work under a federal contract or grant, or under a state contract or grant, the Superintendent will notify the appropriate state or federal agency from which the District receives contract or grant moneys of an employee/contracted personnel's conviction, within ten (10) days after receiving notice of the conviction.

The processes for disciplinary action shall be those provided generally to other misconduct for the employee/contractor personnel as may be found in applicable collective bargaining agreements, individual contracts, School Board policies, contractor agreements, and or governing law. Disciplinary action should be applied consistently and fairly with respect to employees of the District and/or contractor personnel as the case may be.

C. Drug-Free School Zone

Pursuant to New Hampshire's "Drug-Free School Zone" law (RSA Chapter 193-B), it is unlawful for any person to manufacture, sell prescribe administer, dispense, or possess with intent to sell, dispense or compound any controlled drug or its analog, within a "drug-free school zone". The Superintendent is directed to assure that the District is and remains in compliance with the requirements of RSA 193-B, I, and N.H. Ed. Part 316 with respect to establishment, mapping and signage of the drug-free zone around each school of the District.

Notwithstanding above paragraph, the board grants an exception to allow for a Syringe Service Program within the boundaries of the Drug-Free Zone of the Hinsdale School District, and as requested by an organization to be determined after notice to the Hinsdale

School Board, a syringe service program administrator/operator as that terms is used in RSA 318-B:43 and 45.

D. Implementation and Review

- a. The Superintendent is directed to promulgate administrative procedures and rules necessary and appropriate to implement the provisions of this policy.
- b. In order to maintain a drug-free workplace, the Superintendent will perform a biennial review of the implementation of this policy. The review shall be designed to (i) determine and assure compliance with the notification requirements of section A.5.a, b and c; (ii) determine the effectiveness of programs established under paragraph A.5.c above; (iii) ensure that disciplinary sanctions are consistently and fairly enforced; and (iv) and identify any changes required, if any.

District Policy Adoption & Revision History:

First reading: January 9, 2019

Second reading/adopted: February 13, 2019

District Revision History:

First Reading of the Hinsdale School Board 08-14-2024

Final Reading of the Hinsdale School Board 09-11-2024

Legal References:

- 41 U.S.C. §101, et. Seq.- Drug-free workplace requirements for Federal contractors, and Federal grant recipients
- RSA Chapter 193-B Drug Free School Zones
- N.H. Admin. Code, Ed. Part 316

GBED /ADC/ JICD PROHIBITIONS REGARDING USE AND POSSESSION OF TOBACCO PRODUCTS, E- CIGARETTES AND E-LIQUIDS IN AND ON SCHOOL FACILITIES AND GROUNDS

Category: *Priority/Required by Law*

Identical policies: *ADC & JICD*

Related policy: *IHAMA*

State law prohibits the use of any tobacco product, E-cigarette, or liquid nicotine in any facility or upon any grounds maintained by the District. Students and minors are further prohibited from possessing such items in or upon any facility, school vehicle, or grounds owned or maintained by the District.

A. Definitions. *These definitions shall also include any amendments to the referenced statutes as the same may be amended or replaced from time to time.*

"Tobacco product(s)" means any product containing tobacco including, but not limited to, cigarettes, smoking tobacco, cigars, chewing tobacco, snuff, pipe tobacco, smokeless tobacco, and smokeless cigarettes, as well as any other product or item included in RSA 126-K:2, XI.

"Device" *means any product composed of a mouthpiece, a heating element, a battery, and electronic circuits designed or used to deliver any aerosolized or vaporized substance including, but not limited to, nicotine or cannabis. Device may include, but is not limited to, hookah, e-cigarette, e-cigar, e-pipe, vape pen, e-hookah, as well as any other object or item defined in RSA 126-K:2, II-a.*

"E-cigarette" means any electronic smoking device composed of a mouthpiece, a heating element, a battery, and electronic circuits that *may or may not contain nicotine or e-liquid*. This term shall include such devices whether they are manufactured as e-cigarettes, e-cigars, or e-pipes, or under any other product name as well as any other product or item included in RSA 126-K:2, II-b.

"E-liquid" *means any liquid, oil, or wax product containing, but not limited to, nicotine or cannabis intended for use in devices used for inhalation as well as any other substance included or defined in RSA 126-K:2, II-c.*

"Liquid nicotine" means any liquid product composed either in whole or in part of pure nicotine and propylene glycol and manufactured for use with e-cigarettes, as well as any other product or item included in RSA 126-K:2, III-a.

"Facility" is any place which is supported by public funds, and which is used for the instruction of students enrolled in preschool programs and in all grades maintained by the District. This definition shall include all administrative buildings and offices and areas within facilities supportive of instruction and subject to educational administration, including, but not limited to, lounge areas, passageways, rest rooms, laboratories, classrooms, study areas, cafeterias, gymnasiums, maintenance rooms, and storage areas.

B. Students

No student shall purchase, attempt to purchase, possess or use any tobacco product, *device*, E-cigarette, *E-liquid*, or liquid nicotine in any facility, in any school vehicle or anywhere on school grounds maintained by the District.

Students are also subject to the provisions of D.2, below.

Enforcement of the prohibition against students shall initially rest with building principals, or their designees, who may also report any violation to law enforcement, for possible juvenile, criminal or other proceedings as provided under state law. Additional consequences may be administered pursuant to printed student conduct rules.

C. Employees

No employee shall use any tobacco product, *device*, E-cigarette, *E-liquid*, or liquid nicotine, in any facility, in any school vehicle or anywhere on school grounds maintained by the District.

Initial responsibility for enforcement of this prohibition shall rest with building principals, or their designees. Any employee(s) who violate(s) this policy is subject to disciplinary action which may include warning, suspension or dismissal. Violations may also be referred to appropriate law enforcement and/or other appropriate agencies for criminal or other proceedings as provided under state law.

Employees are also subject to the provisions of D.2, below.

D. All other persons

1. No visitor, contractor, vendor or other member of the public, shall use any tobacco product, device, e-cigarette, e-liquid, or liquid nicotine in any facility, in any school building or vehicle, or anywhere on school grounds maintained by the District.
2. Additionally, no person, including, without limitation, students or employees (as defined above), may sell, give or furnish tobacco products, e-cigarettes, or e-liquid to any person under 21 in or upon any school facility.
3. The building principal(s), and where appropriate, other site supervisor (athletic director, vehicle driver, etc.), or their designee(s), shall have the initial responsibility to enforce this section, by requesting that any person who is violating this policy to immediately cease the use of tobacco products, e-cigarette or liquid nicotine. After this request is made, if any person refuses to refrain from using such products in violation of this policy, the principal, site supervisor, or designee may contact the appropriate law enforcement agency(ies) for possible criminal or other proceedings as provided under state law.

E. Implementation and Notice - Administrative Rules and Procedures.

The Superintendent shall establish administrative rules and procedures to implement this policy, which rules and procedures may be building level and/or district-wide. Rules and procedures relating to student violations and resulting disciplinary consequences should be developed in consultation with building principal(s).

The Superintendent, working with the building principal(s), shall provide annual notice to employees, students and parents of the pertinent provisions of this policy (e.g., student or staff handbook) along with applicable administrative regulations and procedures, which may include prescribed consequences for violations of this policy. Such notice should include information that violation of this Policy could lead to criminal or other such proceedings.

Signs shall be placed by the District in all buildings, facilities and school vehicles stating that the use of tobacco products is prohibited.

District Policy History:

First reading: January 15, 2020

Second reading/adopted: February 12, 2020

District Revision History:

First Reading of the Hinsdale School Board 08-14-2024

Final Reading of the Hinsdale School Board 09-11-2024

Legal References:

RSA 155:64 – 77, Indoor Smoking Act

RSA 126-K:2, Definitions

RSA 126-K:6, Possession and Use of Tobacco Products by Minors

RSA 126-K:7, Use of Tobacco Products on Public Educational Grounds Prohibited

RSA 126-K:8, Youth Access to and Use of Tobacco Products, Special Provisions

Revised 2024

GCO -TEACHER PERFORMANCE AND EVALUATIONS

Category Priority-*The subject matter of these policies is required by state and or federal law.*

The School Board will adopt and the superintendent will implement a teacher performance and evaluation system. The performance and evaluation system will include procedures, evaluation criteria and other components necessary to evaluate certified teaching personnel. Such procedures, criteria and components may be included as an appendix to this policy.

The School Board will involve teachers and principals in the development of this policy and its corresponding appendix by providing such teachers with notice and an opportunity to comment on their provisions. However, all final decisions relative to evaluation procedures, criteria and components will remain with the School Board.

Legal References:

RSA 189:1-a, Duty to Provide Education

RSA 189:14-a, Failure to be Re-nominated or Re-elected

N.H. Code of Administrative Rules, Section Ed. 302.02(n), Substantive Duties of
Superintendents

N.H. Code of Administrative Rules, Section Ed. 304.01(b), Substantive Duties of School
Principals

Revised: September 2011

Revised: July 1998, May 2006

First Reading of the Hinsdale School Board 03-14-12

Final reading of the Hinsdale School Board 04-11-12

District Revision History:

First Reading of the Hinsdale School Board 08-14-2024

Final Reading of the Hinsdale School Board 09-11-2024

JICA - STUDENT DRESS CODE

***Category Recommended-** While these policies are not required by law, they are highly recommended for effective school board operations.*

The responsibility for the appearance of the students rests with the parents and the students themselves. Parents have the right to determine each student's dress, providing that such attire complies with the health code of the State of New Hampshire and does not interfere nor disrupt the educational process of the school.

Building principals are authorized to issue regulations to implement this policy, provided that such regulations are approved by the Superintendent.

Additional information for Elementary School Parents:

- School wear should be appropriate to the weather at all times; "layering" (for example: wearing a short sleeve shirt with a sweater) is advised in spring and fall as weather is unpredictable. Winter wear should include a warm coat with working fasteners, snow pants, boots, hats, mittens or gloves.
- Shoes that may cause a child to fall, such as clogs, flip-flops, house slippers, high heels, skate-shoes or untied shoes, are not permitted in school.
- It is recommended that students bring gym shoes to keep at school. Sneakers are required for participation in Physical Education classes.

Additional information for Middle High School Students:

At Hinsdale Middle High School, we value individuality, we encourage students to exercise self-respect, we expect members of our community to look beyond appearances, we condemn the idea of shaming and/or objectifying others, and we endeavor to support students in making good choices and being prepared for their day. As school is a professional environment, it is expected that clothing will be neat, clean, modest, and appropriate. To assist in your judgment, be advised that all attire must abide by the following criteria:

1. Non-offensive: Phrases that are sexual in nature, or that refer to a person's ethnic, national origin, religious belief, sexual orientation, or disability in a derogatory way are not permitted.
2. Modest: Undergarments may not be worn as clothing. Strapless tops are not considered acceptable for school. Pants and shorts should be worn at the waist.
3. Professional: Property or attire that advertises drugs, alcohol, tobacco, sex, violence and/or any illegal substance is not acceptable. Attire that exhibits vulgar or offensive language or symbols, including ironic expressions meant to poke fun at serious topics, are not permitted.
4. Safety: Anything that compromises the safety of others should not be worn. Barefeet are not allowed in school. Also, students are required to wear protective clothing, eye

protection, appropriate athletic gear, and other specialty requirements as deemed appropriate by specific classes.

Rationale:

School Dress Codes Aren't Fair to Everyone, Federal Study Finds (edweek.org)

The Movement Against Sexist and Discriminatory School Dress Codes - The Atlantic

Students who violate this policy will be given an opportunity to correct the situation by either changing the clothing, removing the clothing (if appropriate), wearing it inside-out, or other means as determined by the principal so the student is in compliance with this policy.

Students whose clothing does not meet the school dress code will not be allowed to attend class until the students clothing is in line with the dress code regulations. A student who misses class as a results of non-compliance with the dress code shall have that absence considered as an unexcused class absence and will fall under that provision of the student handbook.

If a student is unable to address the concern, parents or guardians, shall be called to bring appropriate clothing to the school. A student will not be permitted to attend class until the issue is appropriately addressed.

Students who repeatedly violate this policy may face more severe punishment, including detention, in-school suspension, or out-of-school suspension.

First Reading of the Hinsdale School Board 06-12-13

Final Reading of the Hinsdale School Board 08-21-13

Reviewed by The Hinsdale School Board 09-12-18

District Revision History:

First Reading of the Hinsdale School Board 08-14-2024

Final Reading of the Hinsdale School Board 09-11-2024

JLCF - DISTRICT WELLNESS POLICY

Category Priority-The subject matter of these policies is required by state and or federal law.

Related Policies: EF, IMAH, JLC, & JLCI

The Board recognizes the importance of proper nutrition and developmentally appropriate physical activity as ways of promoting healthy lifestyles, minimizing childhood obesity, and preventing other diet-related chronic diseases. The Board also recognizes that health and student success are interrelated. It is, therefore, the goal of the Board that the learning environment positively influences a student's understanding, beliefs, and habits as they relate to good nutrition and physical activity.

This policy outlines the District's approach to ensuring environments and opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day while minimizing commercial distractions. This policy applies to all students, staff and schools in the District.

I. DISTRICT WELLNESS COMMITTEE

The Superintendent will facilitate development of updates to the District Wellness Policy, subject to School Board approval, and will oversee compliance with the policy. In addition, the Superintendent shall designate a Building Wellness Coordinator for each school to help ensure compliance with this policy at the building level.

The Superintendent shall convene a representative "District Wellness Committee" (or "Wellness Committee"), whose functions will include review and recommendations regarding implementation of and updates to this policy, and establishment of specific goals for nutrition promotion, education and physical activity.

The Superintendent or his/her designee shall serve as the Chairperson of the District Wellness Committee and shall maintain an updated roster of Building Wellness Coordinators and other persons serving on the Committee.

The District Wellness Committee shall meet no less than three times per school year.

The District Wellness Committee should represent each school and the diversity of the community, and to the extent feasible include the Superintendent or her/his designee, each Building Wellness Coordinator, parents, students, physical education teachers, health education teachers, school counselors, school administrators, a school board member, outside health professionals, individual school building representatives, and members of the public.

Staff appointments to the Wellness Committee will be made by the Superintendent. The School Board Chair shall appoint the School Board member. Remaining members, other than those who are ex officio, shall be appointed and approved by the Wellness Committee.

As a statutory committee, the Wellness Committee shall comply with the requirements of RSA 91-A regarding meetings.

II. WELLNESS POLICY IMPLEMENTATION, MONITORING, ACCOUNTABILITY AND COMMUNITY ENGAGEMENT

A. Implementation Plan

- Principals or their designee, will ensure that a coordinated effort exists within their schools to implement and monitor compliance with this wellness policy.
- The teachers and parents will be provided with appropriate communications and educational opportunities to better understand the requirements for compliance with this wellness effort.
- The District wellness team will establish a plan for implementation and evaluation of this wellness policy, and will evaluate data and measure compliance to the policy. The wellness team will provide a written report annually on compliance to the District Superintendent by the end of the school year.

B. Annual Notification of Policy

The District will annually inform families and the public of basic information about this policy, including its content, any updates to the policy, and implementation status. The District will make this information available via the district website. This information will include the contact information of the District official(s) chairing the Wellness Committee (i.e., the Superintendent or his/her designee) and any Building Wellness Coordinator(s), in addition to on how the public can get involved with the District Wellness Committee.

C. Triennial Progress Assessments

Every three years, the Administrative Team will assess:

- The extent to which each of the District's schools are in compliance with the wellness policy;
- The extent to which the District Wellness Policy compares to model wellness policies; and
- A description of the progress made in attaining the goals of the District's Wellness Policy.

The Wellness Committee will make recommendations to update the District Wellness Policy based on the results of the annual School Health Index and triennial assessments and/or as District priorities change; community needs change; wellness goals are met; new health science, information, and technology emerges; and new Federal or state guidance or standards are issued. The Board will review and act upon such assessments as required or as the Board deems appropriate.

D. Recordkeeping

The Superintendent will retain records related to this Policy, to include at least the following:

- The District Wellness Policy;

- The most recent assessment on the implementation of the local school Wellness Policy;
- Documentation on how the District Wellness Policy and Policy assessments are/were made available to the public;
- Documentation confirming annual compliance with the requirement that District Wellness Policy, including updates, and the most recent assessment on the implementation of the Policy have been made available to the public; and
- Documentation of efforts to review and update the District Wellness Policy; including who is/was involved in each update and methods the District uses to make stakeholders aware of opportunities to participate on the District Wellness Committee.

E. Community Involvement, Outreach and Communications

The District will communicate ways in which representatives of DWC and others can participate in the development, implementation and periodic review and update of the wellness policy through a variety of means appropriate for that district. The District will also inform parents/guardians of the improvements that have been made to school meals and compliance with school meal standards, availability of child nutrition programs and how to apply, and a description of and compliance with Smart Snacks in School nutrition standards.

III. NUTRITION

A. School Meals

All schools within the District participate in USDA child nutrition programs, including the National School Lunch Program (NSLP) and the School Breakfast Program (SBP). District schools are committed to offering school meals that:

- Are accessible to all students;
- Are appealing and attractive to children;
- Are served in clean and pleasant settings;
- Promote healthy food and beverage choices; and
- Meet or exceed current nutrition requirements established by local, state, and Federal statutes and regulations. The District offers reimbursable school meals that meet USDA nutrition standards, which may be found at:

<https://www.fns.usda.gov/school-meals/nutrition-standards-school-meals>

B. Staff Qualifications and Professional Development

All school nutrition program directors, managers and staff will meet or exceed hiring and annual continuing education/training requirements in the USDA professional standards for school nutrition professionals, which may be found at:

<https://www.fns.usda.gov/school-meals/professional-standards>

C. Water

To promote hydration, free, safe, unflavored drinking water will be available to all students at every school throughout the school day, including mealtimes.

Students shall be permitted to bring water bottles to school that:

1. Are made of material that is not easily breakable (i.e., glass bottles are prohibited);
2. Have lids to prevent spills; and
3. Are filled exclusively with water

School Principals may discipline students for the misuse of water bottles, consistent with Board policy JICD.

D. Competitive Foods and Beverages and Marketing of Same in Schools

“Competitive foods and beverages” (i.e., foods and beverages sold and served or marketed during the school day, but outside of the school meal programs) must meet the USDA Smart Snacks in School nutrition standards, which may be accessed at:

<https://www.fns.usda.gov/school-meals/smart-snacks-school>

These standards will apply in all locations and through all services where foods and beverages are sold, which may include, but are not limited to, à la carte options in cafeterias and vending machines.

Except as may be provided elsewhere in this Policy, any foods and beverages marketed or promoted to students on the school campus during the school day will meet or exceed the USDA Smart Snacks in School nutrition standards. Food and beverage marketing is defined as advertising and other promotions in schools, including, but is not limited to:

- Brand names, trademarks, logos or tags, except when placed on a physically present food or beverage product or its container.
- Displays, such as on vending machine exteriors.
- Corporate brand, logo, name or trademark on school equipment, such as marquees, message boards, scoreboards or backboards (*note*: immediate replacement of these items are not required; however, districts will replace or update scoreboards or other durable equipment when existing contracts are up for renewal or to the extent that is financially possible over time so that items are in compliance with the marketing policy.).
- Corporate brand, logo, name or trademark on cups used for beverage dispensing, menu boards, coolers, trash cans and other food service equipment; as well as on posters, book covers, pupil assignment books or school supplies displayed, distributed, offered or sold by the District.
- Advertisements in school publications or school mailings.

- Free product samples, taste tests or coupons of a product, or free samples displaying advertising of a product.

Corporate brand names, logos, and trademarks for companies that market products that comply with the USDA Smart Snacks in School nutrition standards will not be prohibited because they offer some non-compliant food or beverage items in their product line. Likewise, the marketing restrictions do not apply to clothing or other examples of expression which include brand information for non-compliant food or beverage items.

As the District, school athletic department, and parent teacher associations review existing contracts and consider new contracts, equipment and product purchasing (and replacement) decisions should reflect the applicable marketing guidelines established by the District wellness policy.

E. Celebrations and Rewards

Foods offered during the school day on the school campus will include foods that meet or exceed the USDA Smart Snacks in School nutrition standards. Foods and beverages will not be used as a reward or withheld as punishment for any reason. The District's School Nutrition Services and/or Nursing staff will make available a list of healthy party ideas to parents and teachers, including non-food celebration ideas, and a list of foods and beverages which meet Smart Snack nutrition standards.

F. Food Sale Fundraising

Foods and beverages that meet or exceed the USDA Smart Snacks in Schools nutrition standards may be sold through fundraisers on the school campus during the school day. Fundraising groups are encouraged to choose non-food fundraisers, and to consider healthy fundraising ideas. Notwithstanding this provision, each school may allow up to nine bake sales or other fundraising food sales of non-compliant foods (i.e., that do not meet Smart Snack standards), which are no more than one day in duration each.

G. Nutrition Promotion

The District will promote healthy food and beverage choices for all students throughout the school campus, as well as encourage participation in school meal programs. This promotion will include.

- Implementation of at least 2 or more evidence-based healthy food promotion techniques in the school meal programs using methods included in the Smarter Lunchroom Movement, which may be found at:

<https://www.smarterlunchrooms.org/scorecard-tools/smarter-lunchrooms-strategies>

- Ensuring 100% of foods and beverages promoted to students during the school day meet the USDA Smart Snacks in School nutrition standards. Additional promotion techniques that the District and individual schools may use are available through the Smart Food Planner of the Alliance for a Healthier Generation, available at:

<https://www.healthiergeneration.org/our-work/business-sector-engagement/improving-access-to-address-health-equity/smart-food-planner>.

H. Nutrition Education

The District will teach, model, encourage and support healthy eating by all student

- Nutrition education shall be included in the health curriculum so that instruction is sequential and standards-based and provides students with the knowledge, attitudes, and skills necessary to lead healthy lives.
- Nutrition education posters will be displayed in each school cafeteria, or each room in which students regularly eat their lunches.
- Consistent nutrition messages shall be disseminated throughout the school.

Schools should provide additional nutrition education that:

- Is designed to provide students with the knowledge and skills necessary to promote and protect their health;
- To the extent practicable is integrated into other classroom instruction through subjects such as math, science, language arts, social sciences and elective subjects;
- May include enjoyable, developmentally-appropriate, culturally-relevant and participatory activities, such as cooking demonstrations or lessons, promotions, taste-testing, farm visits and school gardens;
- Promotes fruits, vegetables, whole-grain products, low-fat and fat-free dairy products and healthy food preparation methods;
- Emphasizes caloric balance between food intake and energy expenditure (promotes physical activity/exercise);
- Links with school meal programs, cafeteria nutrition promotion activities, school gardens, Farm to School programs, other school foods and nutrition-related community services;
- Teaches media literacy with an emphasis on food and beverage marketing; and
- Includes nutrition education training for teachers and other staff.

IV. PHYSICAL ACTIVITY

The District will provide physical education consistent with national and state standards. Physical activity during the school day (including but not limited to recess, classroom physical activity breaks or physical education) **will not be withheld** as punishment for any reason.

A. Classroom Physical Activity Breaks

In addition to any recess periods provided in the ordinary daily schedule, students will be offered **periodic opportunities** to be active or to stretch throughout the day. The District

recommends teachers provide short 3-5-minute physical activity breaks to students during and between classroom time at least three days per week. These physical activity breaks will complement, not substitute, for physical education class, recess, and class transition periods.

B. Before and After School Activities

The District offers opportunities for students to participate in physical activity after school through interscholastic and intramural sports and clubs.

C. Walking and Biking to School

The District will support walking or biking to school by students or faculty only if determined safe by the building principal.

V. OTHER ACTIVITIES TO PROMOTE STUDENT WELLNESS

The District will integrate wellness activities across the entire school setting, not just in the cafeteria, other food and beverage venues and physical activity facilities. The District will coordinate and integrate other initiatives related to physical activity, physical education, nutrition and other wellness components so all efforts are complementary, not duplicative, and work towards the same set of goals and objectives promoting student well-being, optimal development, and strong educational outcomes.

Schools in the District are encouraged to coordinate content across curricular areas that promote student health, such as teaching nutrition concepts in mathematics, with consultation provided by either the school or the District's curriculum experts.

VI. PROFESSIONAL LEARNING.

When feasible, the District will offer annual professional learning opportunities and resources for staff to increase knowledge and skills about promoting healthy behaviors in the classroom and school (e.g., increasing the use of kinesthetic teaching approaches or incorporating nutrition lessons into math class).

District Policy History:

First reading: April 14, 2021

Second reading/adopted: May 12, 2021

District Revision History:

First Reading of the Hinsdale School Board 08-14-2024

Final Reading of the Hinsdale School Board 09-11-2024

Legal References:

42 U.S.C. 1751, Richard B. Russell National School Lunch Act

42 U.S.C. 1771, Child Nutrition Act of 1966

Section 204 of Public Law 108-265, Child Nutrition and WIC Reauthorization Act of 2004

The Healthy Hunger-Free Kids Act of 2010

7 C.F.R 210, National School Lunch Program

7 C.F.R 220, School Breakfast Program

RSA 189:11-a, Food and Nutrition Programs

N.H. Dept. of Education Administrative Rule – Ed 306.04 (a)(20), Wellness

N.H. Dept. of Education Administrative Rule – Ed 306.11 (g), Food and Nutrition Services

*N.H. Dept. of Education Administrative Rule – Ed 306.38 (b)(1)b, Family and Consumer Science
Education Program (middle schools)*

N.H. Dept of Education Administrative Rule – Ed 306.40, Health Education Program

BOARD COMMITTEE REPORTS

May 28, 2024

Chairperson, April Anderson School Board

c/o Superintendent of Schools

49 School Street

Hinsdale, NH 03451

Dear Mrs. April Anderson,

This is to inform you that the Hinsdale Federation of Teachers, NEA- New Hampshire, desires to bargain a successor Collective Bargaining Agreement beginning the school year 2024-2025. This notification is in accordance with the requirements of RSA 273-A:3.

Please contact me to set a date for our first negotiation session.

Sincerely,

A handwritten signature in cursive script that reads "Theresa Diorio".

Theresa Diorio

President, Head Negotiator, Hinsdale Federation of Teachers

Cc:

Dr. David Ryan, Superintendent

Maria Webb, Executive Assistant

Rachel Hawkinson, Uniserve Director, NEA-NH

Doug Ingersoll, Executive Director

NHPELRB

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Concord, NH 03301