

Brookline School Board
Tuesday, June 26, 2018
Captain Samuel Douglass Academy
6:00 PM

All Times are estimates and subject to change without notice

- 6:00 Call to Order
- 6:15 Agenda adjustments
Correspondence/Resignations/Nominations
- 6:20 Public Input
- 6:30 Principal's report
- End of year presentation
- 7:15 Public Hearing
- Maintenance expendable trust fund
- 7:30 Discussion
- Revenue and Expense report
 - General Assurances – Federal Funds FY 19
- 7:35 **Deliberations**
- To see what action the Board will take regarding granting the Superintendent the ability to hire, accept resignations, and terminate staff during the summer months
 - To see what action the Board will take regarding the Business Administrator's recommendation for school lunch prices 2018-2019
 - To see what action the Board will take regarding Policy JKAA – Use of Physical Restraint, Seclusion and Intentional Physical Contact – Second Reading
 - To see what action the Board will take regarding Policy JICI – Weapons on School Property – Second Reading
 - To see what action the Board will take regarding Policy EFD – School Wellness – Second Reading
 - To see what action the Board will take regarding the Business Administrator's recommendation regarding the Maintenance expendable trust fund
- 7:55 Approval of Minutes – May, 2018
- 8:00 Non-public under RSA 91-A: 3II (a) Compensation and/or (c) reputation
- 8:10 Motion to adjourn

Brookline School Administrator's Report

June 26, 2018

Calendar, Events, Programs

<p>May 25th - Memorial Day Program at CSDA May 30th - Grade 5 Ecology Field Trip May 31st - Grade 5 to 6 Math Placement Exam May 31st - CSDA Spring Band Concert May 31st - June 7th - CSDA Spring Book Fair June 4th - CSDA Chorus to American Young Voices June 4th - June 8th - RMMS Math Week June 5th & 6th - Grade 1 See Science Center Field Trip June 6th - Summer Reading Kick-off Night Event June 7th - Grade 3 Geodomes June 7th - CSDA Spring Chorus & Orchestra Concert June 8th - Grade 6 Class Trip</p>	<p>June 11th - Grades entered into Powerschool June 11th - Step Up Day for current students in grades K-3 June 12th - RMMS Field Day June 12th - Grade 6 Science Fair June 13th - Grade 6 Step-Up to HBMS June 14th - Grade 4 to Lowell Mills June 14th - Grade 6 Graduation (6:30-7:30) June 15th - CSDA Field Day & Talent Show June 15th - Last Student Day - Full Day of School June 19th - Kindergarten Steering Committee Meeting</p>
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Brookline Administrator's Report

BSD:

- End of Year Presentation

BSD Enrollment Summary - as of June 15, 2018

Pre 3 (20)	Pre 4 (19)	K (70)	1 (78)	2 (66)	3 (79)	4 (79)	5 (72)	6 (67)
Classes 9, 11	Classes 10, 9	Classes 17,17,17 19- Half	Classes 15,15,16, 16,16	Classes 21, 22, 23	Classes 18, 20, 20, 21	Classes 19,19, 20, 20	Classes 16,18, 19,19	Classes 21 , 23, 23

RMMS total students: 332

CSDA total students: 218

Total BSD students: 550

BSD Enrollment - As of June 19, 2019

Pre 3 (19)	Pre 4 (20)	K (67)	1 (73)	2 (80)	3 (67)	4 (88)	5 (83)	6 (74)
Classes 10, 9	Classes 9, 11	Classes 16,17,17 17- Half	Classes 14,14,15, 15,15	Classes 20,20, 20, 20	Classes 22, 22, 23	Classes 22, 22, 22, 22	Classes 20,21,21,21	Classes 18,18,19,19

RMMS total students: 326

CSDA total students: 245

Total BSD students: 571

JULY

M	T	W	TH	F	
2	3	4	5	6	
9	10	11	12	13	
16	17	18	19	20	
23	24	25	26	27	
30	31				

AUGUST

M	T	W	TH	F	
		1	2	3	
6	7	8	9	10	
13	14	15	16	17	All staff return on Aug. 27
20	21	22	23	24	Aug 29 - Grade 7 and 9 Orientation
27	28	29	30	31	Aug 31 - School Begins 7-12

SEPTEMBER (19 days)

M	T	W	TH	F	
XX	4	5	6	7	Sept 3 - Labor Day
10	11	12	13	14	
17	18	19	20	21	
24	25	26	27	28	

OCTOBER (22 days)

M	T	W	TH	F	
XX	9	10	11	12	Oct 8 - No School Columbus Day
15	16	17	18	19	
22	23	24	25	26	
29	30	31			

NOVEMBER (17 days)

M	T	W	TH	F	
5	X	7	8	9	Nov 6 - Professional Day
XX	13	14	15	16	Nov 12 - No School Veterans Day
19	20	XX	XX	XX	Nov 21 - 23 Thanksgiving Recess
26	27	28	29	30	

DECEMBER (15 days)

M	T	W	TH	F	
XX	XX	XX	XX	XX	Dec 24 - Jan 1 Holiday Vacation
XX					

JANUARY (21 days)

M	T	W	TH	F	
	XX	2	3	4	
7	8	9	10	11	
14	15	16	17	18	
XX	22	23	24	25	Jan 21 - Martin Luther King Jr. Day
28	29	30	31		

School Board Meeting Calendar 2018-2019

Legend:

X - No School for Students

XX - No School for Students & Staff

- Brookline Board Meeting
- HB COOP Board Meeting
- Hollis Board Meeting
- Governing Board
- Hollis Budget Committee
- COOP Budget Committee

FEBRUARY (16 days)

M	T	W	TH	F	
				1	
4	5	6	7	8	
11	12	13	14	15	
18	19	20	21	22	
XX	XX	XX	XX		Feb 25 - Mar 1 Winter Vacation

MARCH (19 days)

M	T	W	TH	F	
				XX	
4	5	6	7	8	
11	X	13	14	15	Mar 12 - Professional Day
18	19	20	21	22	
25	26	27	28	29	

APRIL (17 days)

M	T	W	TH	F	
1	2	3	4	5	
8	9	10	11	12	
15	16	17	18	19	
XX	XX	XX	XX	XX	Apr 22 - Apr 26 Spring Vacation
29	30				

MAY (22 days)

M	T	W	TH	F	
		1	2	3	
6	7	8	9	10	
13	14	15	16	17	
20	21	22	23	24	
XX	28	29	30	31	May 27 - Memorial Day

JUNE (*8 days)

M	T	W	TH	F	
3	4	5	6	7	June 7 - Last Day of Preschool
10	11	12	13	14	*June 19 - Last Day of School
17	18	19	20	21	June 20 - Last Day for Teachers
24	25	26	27	28	

8/22	9/26	10/24	11/28	12/19	1/23	2/20	3/27	4/17	5/22	6/26					
7/25	8/15	9/12	10/17	11/14	12/12	1/16	2/13	3/20	4/10	5/15	6/19				
	8/1	9/5	10/3	11/7	12/5	1/2	2/6	3/6	4/3	5/1	6/5				
9/18-19 Yom Kippur															
10/11				12/13				2/5				5/9			
Brookline				Hollis				Hollis				Brookline			

Brookline School District

June School Board Meeting:
June 26th, 2018

End of Year Presentation 2017-2018

Presentation Overview

- Mission/Vision Statement
- Theme for 2017-2018
- 17-18 SMART Goals
- Looking Ahead/Back ...
- Grade Level Configurations / Class Sizes
- Facility / Security Upgrades
- Budgetary Objectives for FY19

Brookline School District:
Charting a Pathway for All Learners

Mission

Consistent with the mission of SAU 41, we will ensure a strong, supportive learning environment focused on academic excellence.

Vision Statement

"With our focus on the Whole Child, we foster capable, confident, lifelong learners who will serve as productive citizens in a global society. We are passionate about creating an environment that supports a love of learning, embraces active intellectual engagement and promotes high expectations for all."

BSD Theme for 2017-2018: Continues!



Brookline SMART Goals

- District-wide
- 3 Focus Areas
 - Increased Academic Achievement for All Students, with Emphasis on High Achievers at RMMS, and Lower-Performing Students at CSDA.
 - Introduction of Problem-Based Learning.
 - Begin to develop a formalized program to promote greater Socio-emotional Learning.

Academic Goal: on hold till fall

SMART Goal > The BSD will further support students at the performance margins such that:

85% of students in the Brookline School District will maintain or improve performance by one level as demonstrated on the NH Statewide Assessment System. In addition, there will be added emphasis on improving achievement for students who have scored outside of the proficient range.



What is the difference?

STEM

Science, Technology,
Engineering, and Math

Summary:

Activities where students are designing a solution to a problem or completing a task using the Engineering Design Process.

Outcomes:

Students design a way to solve the problem or task through brainstorming, planning, creating, testing, and improving.

Problem-Based Learning

Teacher Directed

Summary:

Teachers give students a real-world problem, including some background information to help students better understand the problem.

Outcomes:

Students create solutions to the problem. The solutions may all be similar or could look different.

Project-Based Learning

Student Directed

Summary:

Students work to answer a driving question through a means that they develop. The driving question is open ended. Students use their passions, background knowledge, and ability to investigate to answer the question.

Outcomes:

Students create a variety of projects that should look different but answer the same driving question. Students have a voice and choice in how they answer the question.

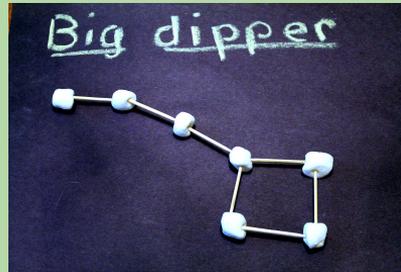
Project/Problem-Based Learning Goal

SMART Goal: MET

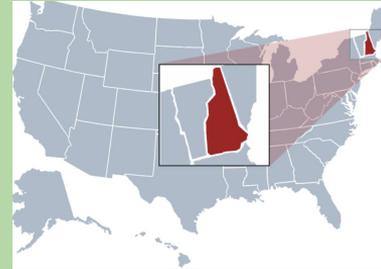
K - Animal Habitats



Grade 1



Grade 2



Grade 3



Grade 4



Grade 5



Grade 6



Socio-Emotional Learning Goal

SMART Goal: **MET/approaching**

During the 2017-2018 school year, we will continue to expand our building level supports and capacities to students related to social and emotional learning where 95% of our students are on-time and in attendance at school, habitually truant students are reduced by 50%, and where behavior referrals are reduced by 20%.



Class Size Goal

	2015-2016	2016-2017	2017-2018	2018-2019
PreK	1	1	2	2
Grade K	3	3.5	3.5	3.5
Grade 1	4	4	5	5
Grade 2	3	3	3	4
Grade 3	3	4	4	3
Grade 4	3	3	4	4
Grade 5	3	3	4	4
Grade 6	4	4	3	4

Facility and Security Summer Upgrades

CSDA:

- Gym Floor Resurfacing
- Music Room Carpet
- Windows and Mechanisms
- Painting Projects
- Security Grant Projects (locks, gates, film, bollards, entrance, telephone system, security camera system expansion)
- Pruning / Landscaping
- Trail Enhancements

RMMS:

- HVAC Air Duct Cleaning
- Counter Tops (gr.²/₃ wing)
- Boiler Replacement
- Trim work
- Playground
- Hallway Painting
- Security Grants

Looking Back ...



RMMS:

- School of Future

(Started) - Up next Outdoor Classroom



(Well Underway) * Next up is Grade 1

CSDA:

- Implement SEL Program in Conjunction with POG Project (Started)
- Expand work in Whole-Child Education (Well Underway)
- Create and implement effective Response to Instruction (RtI) program (No Progress)



Steering Kindergarten Members

Thomas Humphries, Town Selectman

Ken Haag, School Board Vice Chair

Daniel Molinari, Principal

Virginia Commisso, K Teacher

Charlene Lavey, Senior Secretary

Jaime Pusateri, Parent

Franziska Gorski, Parent

Maureen Chorma,

Parent Jill Aitken, Parent

Kindergarten Steering Committee

June 19, 2018

Meeting Agenda

Start time: 4:15 p.m.

- Introduction of Members
- Discuss and Review RMMS K Model
- Roles and Responsibilities for committee
- Action Items
- Agenda planning

End time: 5:15 p.m.

Future Meeting Dates:

* All Meetings will be held at Richard Maghakian Memorial School

Tuesday, August 28th

Tuesday September 4th

Tuesday, October 2nd

Tuesday, November 6th

Tuesday, December 4th

Tuesday, January 8th

Brookline School District
Expendable Trust: Public Hearing
June 26, 2018

Brookline Maintenance Expendable Trust

Background

Principals Dan Molinari and Dennis Dobe identified several needed repairs/improvements for their respective buildings during the budget process. At the 2018 Budget Hearing, the Brookline School Board recommended that the funding source for these particular items be the Brookline Maintenance Expendable Trust. The voters approved the Board’s recommendation during the 2018 voting session. Therefore, this is the official request to use the Expendable Trust for the following expenses.

FY19 Requested Items/Estimated Cost

CSDA	Music Room Carpeting	\$ 4,175
	Ramp Tile Repair	\$ 1,850
	Window Servicing	\$ 3,075
	Carpets-Classroom (12x10)	<u>\$ 3,000</u>
		\$ 12,050
RMMS	Playground Improvements	\$ 10,000
	Trim Work	\$ 750
	Boiler Replacement	<u>\$ 7,600</u>
		\$ 18,350
	Total	\$ 30,450

Brookline Maintenance Expendable Trust Status

Current Balance:	\$ 72,362
To be add in FY19:	\$ 50,000
FY19 Expenditures:	<u>\$ 30,450</u>
Resulting Balance:	\$ 91,912

CSDA Music Room Carpeting – Carpeting in our school Music Room (a high-traffic/high-use area in our school) is significantly worn and has deteriorated to the point of fraying. Fibers are pulled by foot traffic, sliding chairs and equipment, and by vacuum cleaners. Full carpet replacement is necessary.

CSDA Ramp Tile Repair – The adhesive used in securing our ramp tiles is original to our building construction, as are the tiles themselves. The tile adhesive is deteriorating and the edges of many tiles are lifting and curling up. This condition presents a trip hazard, and once lifted the tiles often break, exposing the tiles to further damage. Full replacement of the tiling on our ramps is needed, and the funding currently allotted will allow us to start the project.

CSDA Window Servicing – Several of our windows need to be replaced, as they have been compromised (insulating gas has escaped and moisture has entered the layer between panes of glass). Also, many window mechanisms need service or replacement as they have become worn, damaged, and inoperable. This condition creates safety concerns as the windows are very difficult to open and close, creating building security issues, as well as rendering these windows useless for emergency egress.

CSDA Classroom Carpets (12x10) - Good design for elementary school classrooms includes a meeting rug for the students and their teacher to meet for explicit instruction, readings, discussion, and much more. The rugs in our school have deteriorated over time, and several do not hold necessary flame retardant certifications or proper documentation thereof. All such rugs should be replaced immediately in consideration of utility and safety concerns.

RMMS Playground Improvements – Remove and replace swingsets as mentioned in our playground audit, removal of preschool residential equipment,, relocation of playground rock, make necessary adjustments to bolts, hooks, excess chains, re-evaluate and reassess cracked coating, remove and replace worn and damaged equipment, remove hazardous debris, and begin replacement equipment phase 1.

RMMS Trim Work – Repair and replace phase 2 of rot door, eave, rake, and base trim around the perimeter of the school with PVC trim. This preventative maintenance will prevent further damage toward structural components of the school.

RMMS Boiler Replacement – Our grade $\frac{2}{3}$ wing oil boiler, will be removed and replaced. This is phase 1 of 2 in the $\frac{2}{3}$ wing.

Brookline School District Expense Revenue Report

Brookline

		THRU 06/19				
Expense		Annual	YTD		Q4	
Function	Description	Budget	Expense	Encumbered	Balance	REASON
1100	Regular Education	2,540,593.97	2,475,441.94	5,839.86	59,312.17	Grant funding for positions
1200	Special Education	1,043,216.22	1,082,835.35	30,786.80	(70,405.93)	Unexpected SPED Child (Out of District)
2100	Student Support Services	621,921.19	501,386.29	11,592.65	108,942.25	Grant funding for positions
2200	Instructional Staff Support	230,485.45	181,640.87	4,964.42	43,880.16	PD is on going
2300	School Board/SAU Assessment	306,176.00	289,270.83	26,523.95	(9,618.78)	School board expenses higher than expected
2400	School Administration	436,759.29	404,438.71	11,541.45	20,779.13	Service Agreements lower than expected
2600	Facilities	598,272.03	529,550.74	76,014.76	(7,293.47)	Insurance Claim - Should be paid back
2700	Transportation	416,847.38	364,258.39	43,057.39	9,531.60	(\$6K)Gasoline costs are down
2900	Benefits	2,065,452.47	2,142,258.02	7,342.89	(84,148.44)	More Family Plans and Higher NHRS Costs (\$31K)
5100	Bonds	480,325.00	480,325.00		-	
5200	Transfers	505,000.00	140,000.00	365,000.00	-	
		9,245,049.00	8,591,406.14	582,664.17	70,978.69	
FY17 Expense CarryOver		31,948.89	31,948.89	-	-	
		9,276,997.89	8,623,355.03	582,664.17	70,978.69	

Revenue

		YTD				
		Budget	Revenue	Expected	Balance	
1100, 1111	Local Property Tax	6,434,018.50	6,434,019.00		(0.50)	
1112, 1500, 1900	Local Impact Fees	10,000.00	19,590.57		(9,590.57)	Received more than Expected
3110	Adequacy Aid Grant/Tax	1,822,440.50	1,824,530.81		(2,090.31)	Received more than Expected
State			-			
3230	Catastrophic Aid	-	16,774.00		(16,774.00)	Last Year's SPED Aid
3210	Building Aid	49,650.00	49,649.50		0.50	
21.3260	Food Service	2,133.00	2,184.18		(51.18)	
Federal			-			
22.4300-4570	Grants	200,000.00	85,868.34	114,131.66	-	
21.4560	Food Service	40,867.00	25,981.41	14,885.59	-	
4580	Medicaid	23,000.00	17,016.37	5,983.63	-	
Local			-			
1317, 1322, 1990.01	Tuition	160,000.00	235,489.97		(75,489.97)	More students than expected + Non-Resident
1510, 1910, 1990	Other	3,600.00	7,287.40		(3,687.40)	Interest
21.1600-1699	Food Service Sales	122,000.00	116,506.50	5,493.50	-	
Maintenance Trust (FY18)		40,000.00	40,000.00	-	-	
Spec Ed Trust (FY18)		100,000.00	100,000.00	-	-	
Fund Balance to Reduce Taxes (FY 18)		237,340.00	237,340.00	-	-	
		9,245,049.00	9,212,238.05	140,494.38	(107,683.43)	

Unreserved Fund Balance \$ 178,662

Less Contingency \$ 50,000
Less Facilities Maintenance Fund \$ 50,000
Less Special Education Fund \$ 25,000
Fund Balance to Reduce Taxes \$ 53,662



Frank Edelblut
Commissioner

Christine Brennan
Deputy Commissioner

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

May 30, 2018

TO: Superintendents

FROM: Frank Edelblut, Commissioner
Department of Education

SUBJECT: General Assurances FY 2019

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

The submission of general assurances is required by:

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

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

General Assurances FY 2019
May 30, 2018
Page 2

apply for federal funds. As such, both the Superintendent and the local School Board are required to sign the certification page of the attached document.

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

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

On the certification page, please include the name and number of the SAU office and the name of the School District which will be applying for funds, both certifying parties are asked to sign in **blue** ink, and return to this office no later than **June 30, 2018**.

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

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

Enclosure

General Assurances, Terms, and Requirements for Participation in Federal Programs

1.0 General Assurances

Assurance is hereby given that, to the extent applicable:

- The recipient has the legal authority to apply for the federal, and the instructional, managerial, and financial capability (including funds sufficient to pay non-federal share of project costs, as applicable) to ensure proper planning, management, and completion of the project described in this/all applications submitted.
- The recipient will administer each program covered by the application in accordance with all applicable laws, regulations, statutes, rules, policies, procedures, and program requirements.
- The control of funds provided to the recipient under each program, and title to property acquired with those funds, will be in a public agency, and a public agency will administer those funds and property.
- The recipient will have/establish and maintain a proper accounting system in accordance with generally accepted accounting standards.
- The recipient will comply with the Stevens Amendment as explained on page 13.
- The recipient will use fiscal control and fund accounting procedures that will ensure proper disbursement of, and accounting for, federal funds paid to that recipient under each program. Access to documents, papers, and other such records shall be made available to authorized representatives of U.S. governmental agencies, including but not limited to, the federal awarding agency, Inspectors General, the Comptroller General and the NHDOE for the purpose of program and fiscal auditing and monitoring.
- The recipient will submit such reports to the NHDOE and to U.S. governmental agencies as may reasonably be required to enable the NHDOE and U.S. governmental agencies to perform their duties. The recipient will maintain such fiscal and programmatic records, including those required under 20 U.S.C. 1234f, and will provide access to those records, as necessary, for those Departments/agencies to perform their duties.
- To assure that all applications submitted for project/grant funding are proper and in accordance with the terms and conditions outlined in the RFA and/or the RFP, the official who is authorized to legally bind the agency/organization agrees to the following certification. By signing the General Assurances, Terms and Requirements for Participation in Federal Programs, I certify to the best of my knowledge and belief that all applications submitted are true, complete, and accurate, for the purposes and objectives set forth in the RFA and/or the RFP. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal or administrative penalties for false statements, false claims or otherwise.”
- To assure that expenditures reported are proper and in accordance with the terms and conditions of the Project Award and approved project budget, the official who is authorized to legally bind

the agency/organization agrees to the following certification for all fiscal reports and/or vouchers requesting payment. “By signing the General Assurances, Terms, and Conditions for Participation in Federal Programs, I certify to the best of my knowledge and belief that the reports submitted are true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purpose and objectives set forth in the terms and conditions of the Project Award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise.”

- The recipient will provide reasonable opportunities for systematic consultation with and participation of teachers, parents, and other interested agencies, organizations, and individuals, including education-related community groups and non-profit organizations, in the planning for and operation of each program.
- The recipient shall assure that any application, evaluation, periodic program plan, or report relating to each program will be made readily available to parents and other members of the general public upon request.
- The recipient has adopted effective procedures for acquiring and disseminating to teachers and administrators participating in each program, significant information from educational research, demonstrations, and similar projects, and for adopting, where appropriate, promising educational practices developed through such projects. Such procedures shall ensure compliance with applicable federal laws and requirements.
- The recipient will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest or personal gain.
- The recipient will initiate and complete the work within the applicable time frame after receipt of approval from the awarding agency.
- The recipient will comply with all federal statutes relating to nondiscrimination. (These include but are not limited to, Title VI of the Civil Rights Act of 1964 [P.L. 88-352], which prohibits discrimination on the basis of race, color, or national origin; Title IX of the Education Amendments of 1972, as amended [20 U.S.C. 1681-1683 and 1685-1686], which prohibits discrimination on the basis of sex; Section 504 of the Rehabilitation Act of 1973, as amended [29 U.S.C. 794], which prohibits discrimination on the basis of handicaps; and the Age Discrimination Act of 1975, as amended [42 U.S.C. 6101-6107], which prohibits discrimination on the basis of age.)
- The recipient will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by any award of assistance.
- The recipient will comply with the requirements of the Gun-Free Schools Act of 1994.
- The recipient will submit a fully executed and accurate Certificate of Federal Expenditure worksheet to the NHDOE not later than **March 31, 2019**. The worksheet will be provided to each recipient by the NHDOE.
- The recipient will cause to be performed the required financial and compliance audits in

accordance with the Single Audit Act Amendments of 1996 and 2 CFR 200, Subpart F, "Audit Requirements," as applicable.

- The recipient assures that no federally appropriated funds have been paid or will be paid by or on behalf of the recipient to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any federal grant; the entering into of any cooperative agreement; and the extension, continuation, renewal, amendment, or modification of any federal grant or cooperative agreement.
- The recipient shall comply with the restrictions of New Hampshire RSA 15:5 as explained on page 10.
- The recipient will comply with the requirements in 2 CFR Part 180, Government-wide Debarment and Suspension (Nonprocurement).
- The recipient certifies that neither it nor its officers is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal Department or agency.
- The recipient certifies that it will maintain a drug-free workplace and will comply with the requirements of the Drug-Free Workplace Act of 1988.
- The recipient will comply with all federal requirements, as applicable, for internal controls to ensure compliance with federal statutes, regulations, and terms and conditions of the award.
- The recipient will comply with all applicable requirements of all other federal and state laws, statutes, executive orders, regulations, policies, terms and conditions governing each program funded.
- The recipient will adhere to the requirements of Title 20 USC 7197 relative to the Transfer of Disciplinary Records.
- If applicable, after timely and meaningful consultation, the recipient will provide the opportunity for children enrolled in private, non-profit schools, and the educational personnel of such schools, equitable participation in the activities and services provided by these federal funds, and will notify the officials of the private schools of said opportunity. (Educational services or other benefits provided, including materials and equipment, shall be secular, neutral, and non-ideological. Expenditures for such services or other benefits shall be equal [consistent with the number of children to be served] to expenditures for programs of children enrolled in the public schools of the local educational agency.)

2.0 Terms

Applicant – A school district, SAU or other entity seeking a project award from the NHDOE.

Budget - The applicant's financial plan, in terms of accounts and amounts, showing use of funds for carrying out project objectives, services, or activities as found in the budget narrative and on other budget documents required by the NHDOE.

Budget Period - The interval of time into which a project period is divided for budgetary purposes.

Capital Outlay - Equipment, fixtures, and other tangible personal property of a non-consumable and non-expendable nature.

Conflict of Interest – Must disclose in writing any potential conflict of interest in accordance with applicable federal and/or state laws or policies.

Disbursement - Payment made in cash, by check, or via other electronic means.

Mandatory Disclosure – Must disclose, in a timely manner, in writing all violations of criminal law involving fraud, bribery or gratuity violations potentially affecting the project award.

Monitoring – Actions, activities, and practices used by the NHDOE to determine that funds are used and programs are operated in accordance with applicable federal and state statutes, rules, and regulations.

More Restrictive Conditions - Special requirements or restrictions imposed on a project recipient as a condition of project approval by the NHDOE.

Obligations - The amounts for orders placed, contracts awarded, services received, or for similar transactions during the stipulated project period, which will require payment during the same or a future period.

Private, Non-profit Organization - An agency, organization, or institution not under federal or public supervision or control, which is owned by one or more corporations or associations whose net earnings do not benefit and cannot lawfully benefit any private shareholder or entity.

Private, For-Profit Organization - An agency, organization, or institution not under federal or public supervision or control, which is owned by one or more individuals, partnerships, corporations, or associations whose net earnings do or can benefit any private shareholder or entity.

Project - The services, activities, or program that an entity agrees to provide for a specified period of time using state or federal funds awarded to a project recipient.

Project Application - An entity's request for a project award under state or federal education programs administered by the NHDOE.

Project Award - The approval of a project application as stated in the Project Award Notification sent to project recipients that specifies the amount of funds awarded, the project period, and any special requirements or restrictions to be imposed by the NHDOE.

Project Period - The length of time for which a project has been authorized/awarded.

Project Recipient - The school district, a local education agency (LEA), colleges, universities, public agency, or non-public agency that has been awarded a project to provide services or activities described in a project application approved by the NHDOE.

3.0 Explanation of Grants Management Requirements

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

Accounts and Records

The recipient shall maintain all accounts, records, and other supporting documentation pertaining to all costs incurred and revenues or other applicable credits acquired under each approved project in accordance with 2 CFR 200.333.

Allowable Costs

In accounting for and expending project/grant funds, a recipient and/or sub-recipient may only charge expenditures to the project award if they are: (a) in payment of obligations incurred during the approved project period; (b) in conformance with the approved project; (c) in compliance with all applicable statutes and regulatory provisions; (d) costs that are allocable to a particular cost objective; (e) spent only for reasonable and necessary costs of the program; and (f) not used for general expenses required to carry out other responsibilities of the recipient and/or sub-recipient. All recipients must have written procedures for determining allowability in accordance with Subpart E – Cost Principles of 2 CFR Part 200 and the terms and conditions of the project award.

Audits

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

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

Reports to be Submitted

Audits/Management Letters

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

- The Federal Audit Clearinghouse (FAC) in 2 CFR 200, Subpart F requires the auditee to electronically submit the data collection form described in 200.512(b) and the reporting

package described in 200.512(c) to FAC at:
[https://harvester.census.gov/facides/\(S\(mqamohbpj0hmyh1r45p1po1\)\)/account/login.asp](https://harvester.census.gov/facides/(S(mqamohbpj0hmyh1r45p1po1))/account/login.asp)
x

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

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

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

Certificate of Federal Expenditures

An executed and accurate Certificate of Federal Expenditure worksheet shall be submitted to the NHDOE not later than **March 31, 2019**. A copy of the worksheet will be provided to each LEA by the NHDOE in September of 2018.

Debarment, Suspension, and Other Responsibility Matters

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

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

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

The applicant certifies that it and its principals:

- Are not presently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from covered transactions by any federal Department or agency.
- Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or

contract under a public transaction; violation of federal or state antitrust statutes; commission of embezzlement; theft, forgery, bribery, falsification, or destruction of records; making false statements; or receiving stolen property.

- Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in this certification.
- Have not within a three-year period preceding this application had one or more public transactions (federal, state, or local) terminated for cause or default.

Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

Drug-Free Workplace (Grantees Other Than Individual)

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

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

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

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

- Taking one of the following actions, as stated in 34 CFR 84.225(b), within 30 calendar days of receiving the required notice with respect to any employee who is convicted of a violation of a criminal drug statute in the workplace.
 - Taking appropriate personnel action against such an employee, up to and including termination consistent with the requirements of the Rehabilitation Act of 1973, as amended.
 - Requiring such employee to participate satisfactorily in drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.

Making a good-faith effort to maintain a drug-free workplace through implementation of requirements stated above.

EDGAR - Education Department General Administrative Regulations

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

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

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

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

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

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

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

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

Gun Possession

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

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

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

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

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

- (1) The name of the school concerned;
- (2) The grade of the student disciplined;
- (3) The type of firearm involved;
- (4) Whether or not the expulsion was modified, and
- (5) If the student was identified as Educationally Disabled.

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

Ed 317.03 Standard for Expulsion by Local School Board.

- (a) A school board which expels a pupil under RSA 193:13, II or III, shall state in writing its reasons, including the act leading to expulsion, and shall provide a procedure for review as allowed under RSA 193:13, II.
- (b) School boards shall make certain that the pupil has received notice of the requirements of RSA 193-D and RSA 193:13 through announced, posted, or printed school rules.

- (c) If a student is subject to expulsion and a firearm is involved, the Superintendent shall contact local law enforcement officials whenever there is any doubt concerning:
- (1) Whether a firearm is legally licensed under RSA 159; or
 - (2) Whether the firearm is lawfully possessed, as opposed to unlawfully possessed, under the legal definitions of RSA 159.
- (d) If a pupil brings or possesses a firearm in a safe school zone without written authorization from the Superintendent, the following shall apply:
- (1) The Superintendent shall suspend the pupil for a period not to exceed 10 days, pending a hearing by the local board; and
 - (2) The school board shall hold a hearing within 10 days to determine whether the student was in violation of RSA 103:13, III and therefore is subject to expulsion.

Lobbying

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

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

New Hampshire RSA 15:5 Prohibited Activities.

- I. Except as provided in paragraph II, no recipient of a grant or appropriation of state funds may use the state funds to lobby or attempt to influence legislation, participate in political activity, or contribute funds to any entity engaged in these activities.
- II. Any recipient of a grant or appropriation of state funds that wishes to engage in any of the activities prohibited in paragraph I, or contribute funds to any entity engaged in these activities, shall segregate the state funds in such a manner that such funds are physically and financially separate from any non-state funds that may be used for any of these purposes. Mere bookkeeping separation of the state

funds from other moneys shall not be sufficient.

Monitoring

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

More Restrictive Conditions

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

Obligations by Project Recipients

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

Participation of Private School Students and Staff in Federal Grants

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

Personnel Costs – Time Distribution

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

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

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

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

Project Effective Dates

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

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

Protected Prayer in Public Elementary and Secondary Schools

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

Purchasing

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

Retention and Access to Records

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

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

- (a) Records of non-Federal entities. The Federal awarding agency, Inspectors General, the Comptroller General of the United States, and the pass-through entity, or any of their authorized representatives [including but not limited to the NHDOE] must have the right of access to any documents, papers, or other records of non-Federal entity which are pertinent to the Federal award, in order to make audits, examinations, excerpts, and transcripts. The right

also includes timely and reasonable access to the non-Federal entity's personnel for the purpose of interview and discussion related to such documents.

(c) Expiration of right of access. The rights of access in this section are not limited to the required retention period but last as long as the records are retained.

Supplement, Not Supplant

In accordance with program-specific authorizing laws and regulations implementing those laws, federal funds must generally be used to increase, to the extent practical, the level of nonfederal funds that would be available in the absence of federal funds, and in no case to replace these nonfederal funds.

The Stevens Amendment

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

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

Assurance on Transfer of Disciplinary Records

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

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

Disciplinary Records - In accordance with the Family Educational Rights and Privacy Act of 1974 (20 U.S.C. 1232g), not later than 2 years after the date of enactment of this part, each State receiving Federal funds under this Act shall provide an assurance to the Secretary that the State has a procedure in place to facilitate the transfer of disciplinary records, with respect to a suspension or expulsion, by local educational agencies to any private or public elementary school or secondary school for any student who is enrolled or seeks, intends, or is instructed to enroll, on a full- or part-time basis, in the school.

193-D:8 Transfer Records; Notice – All elementary and secondary educational institutions, including academies, private schools, and public schools, shall upon request of the parent, pupil, or former pupil, furnish a complete school record for the pupil transferring into a new school system. Such record shall include, but not be limited to, records relating to any incidents involving suspension or expulsion, or delinquent or criminal acts, or any incident reports in which the pupil was charged with any act of theft, destruction, or violence in a safe school zone.

END OF DOCUMENT -

CERTIFICATION PAGE

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

Superintendent or other Qualifying Administrator Certification:

I, the undersigned official legally authorized to bind the named School District hereby apply for participation in federally funded education programs on behalf of the School District named below. I certify, to the best of my knowledge, that the below School District will adhere to and comply with these General Assurances, Terms, and Requirements for Participation in Federal Programs (pages 1 through 13 inclusive). I further certify that I have informed all members of the School Board of the federal funds the District will be receiving and of these General Assurances, Terms, and Requirements for the District's participation in said programs.

SAU Number _____
School Administrative Unit

Name of School District

Typed Name of Superintendent
Or other Qualifying Administrator

Signature
(Blue ink please)

Date

School Board Certification:

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

Name of School District

Typed Name of School Board
Chairperson (on behalf of the School Board)

Signature
(Blue ink please)

Date



Business Office Memo

To: Superintendent Corey
From: Kelly Seeley
CC: Lyn Bill
Date: 6/13/2018
Re: School lunch price change

The State Department of Education has notified the SAU that our school lunch prices are out of compliance with the Healthy Hunger Free Kids Act. Based on the United States Department of Agriculture calculations our current weighted average price for 2017-18 across the SAU is \$2.80. The required weighted average price for 2018-19 is \$2.90.

Failure to bring the price into compliance will require the general fund of each district to fund the price differential. If nothing is done, the state may also withhold our federal and state revenue associated with the school lunch program resulting in additional funding requirements on the general fund.

As a result, I am requesting that each board approve the following price changes to go into effect on August 1, 2018 for all schools under the SAU 41 umbrella.

School	Current Price	Recommended Price	Change
High School	\$2.86	\$3.10	\$0.24
Middle School	\$2.82	\$2.95	\$0.13
Hollis Primary	\$2.78	\$2.80	\$0.02
Hollis Upper	\$2.78	\$2.80	\$0.02
Richard Maghakian Memorial	\$2.78	\$2.80	\$0.02
Captain Samuel Douglass	\$2.78	\$2.80	\$0.02

Please be advised that the regulations now change the required price yearly based on USDA rate increases plus the consumer price index.

Policy JKAA - Use of Physical Restraint, Seclusion and Intentional Physical Contact

Physical restraint is only authorized when needed to protect the safety of the individual student and/or other students and employees in response to the threat of imminent, physical harm. The purpose of the physical restraint is to assist the student to regain emotional stability. "Physical restraint" occurs when a manual method is used to restrict a child's freedom of movement or normal access to his or her body. The use of restraint in schools is limited to physical restraint, and under limited circumstances involving transportation, mechanical restraint. RSA [126-U:6](#) Restraint shall be used only by trained personnel using extreme caution when all other interventions have failed or have been deemed inappropriate. RSA-U:5, I

The district must provide annual notification to parents of the district's policy of the use of physical restraint, seclusion and intentional physical contact.

Definitions: (RSA [126-U:1](#), IV)

1. "Restraint" means bodily physical restriction, mechanical devices, or any device that unreasonably limits freedom of movement. It includes mechanical restraint, physical restraint, and medication restraint used to control behavior in an emergency or any involuntary medication.
 - "Medication restraint" occurs when a child is given medication involuntarily for the purpose of immediate control of the child's behavior.
 - "Mechanical restraint" occurs when a physical device or devices are used to restrict the movement of a child or the movement or normal function of a portion of his or her body.
 - "Physical restraint" occurs when a manual method is used to restrict a child's freedom of movement or normal access to his or her body.

"Restraint" shall not include:

- (a) Brief touching or holding to calm, comfort, encourage or guide a child so long as the limitation of freedom of movement of the child does not occur.
- (b) Temporary holding of the hand, wrist, arm, shoulder, or back for the purpose of inducing a child to stand, if necessary, and then walk to a safe location, so long as the child is in an upright position and moving toward a safe location.
- (c) Physical devices, such as orthopedically prescribed appliances, surgical dressings and bandages, and supportive body bands, or other physical holding when necessary for routine physical examinations and tests or for orthopedic, surgical, and other similar medical treatment purposes, or when used to provide support for the achievement of functional body position or proper balance or to protect a person from falling out of bed, or to permit a child to participate in activities without the risk of physical harm.

(d) The use of seat belts, safety belts, or similar passenger restraints during the transportation of a child in a motor vehicle.

(e) The use of force by a person to defend himself or herself or a third person from what the actor reasonably believes to be the imminent use of unlawful force by a child, when the actor uses a degree of such force which he or she reasonably believes to be necessary for such purpose and the actor does not immobilize a child or restrict the freedom of movement of the torso, head, arms, or legs of any child.

2. School: "A school operated by a school district; a chartered public school governed by RSA [194-B](#); a public academy as defined in RSA [194:23](#), II; or a non-public school subject to the approval authority of the state board of education under RSA [186:11](#), XXIX; or a private/public provider of any component of a child's individualized education program under RSA [186-C](#).

3. Seclusion: "The involuntary placement of a child alone in a place where no other person is present and from which the particular child is unable to exit, either due to physical manipulation by a person, lock or other mechanical device or barrier. The term shall not include the voluntary separation of a child from a stressful environment for the purposes of allowing the child to regain self-control, when such separation is to an area which the child is able to leave."

4. Serious Injury: "Any harm to the body which requires hospitalization or results in the fracture of any bone, non-superficial lacerations, injury to any internal organ, second or third degree burns, or any severe, permanent, or protracted loss of or impairment to the health or function of any part of the body."

5. Child: "A person who has not reached the age of 18 years and who is not under adult criminal prosecution or sentence of actual incarceration resulting therefrom, either due to having reached the age of 17 years or due to the completion of proceedings for transfer to the adult criminal justice system under RSA [169-B:24](#), RSA [169-B:25](#), or RSA [169-B:26](#). "Child also includes a person in actual attendance at a school who is less than 22 years of age and who has not received a high school diploma."

6. Director: "Refers to the program director, school principal or other official highest in rank and with authority over the activities of a school or facility."

Procedures for Managing the Behavior of Students: (RSA [126-U:2](#))

The Superintendent is authorized to establish procedures for managing behavior requiring physical restraint. Such procedures shall be consistent with this policy and all applicable laws. The Superintendent is further authorized to establish any other procedures necessary to implement this policy and/or any other legal requirements.

Circumstances in Which Restraint May Be Used: (RSA [126-U:2](#))

Physical restraint will be used only when the physical action of a student creates a substantial risk of harm to self or others; and/or as a last resort when all other positive interventions have failed, or the level of immediate risk prohibits exhausting other means.

Physical restraint is appropriate only when a student is displaying physical behavior that presents substantial risk to the student or others, and considered when, in the opinion of the supervising adult, the threat is imminent. Persons implementing a restraint will use extreme caution, and will use the least amount of physical strength necessary to protect the student. The use of physical intervention should not exceed that necessary to avoid injury. The degree of physical restriction employed must be in proportion to the circumstances of the incident and the potential consequences. School administration may elect to contact the local law enforcement agency for support if necessary.

Physical restraint of a student will be conducted in a manner consistent with the techniques prescribed in the District approved training program, such as Crisis Prevention Intervention, for all trained personnel. Untrained staff is limited to physically intervention by using the minimal amount of physical contact with the student to protect the student and ensure the safety of others until trained staff is available. Untrained staff should request assistance from trained staff as soon as possible. The purpose of the physical restraint is to assist the student to regain emotional stability. It should last only as long as is necessary to accomplish this. To the extent possible, it will be conducted in such a way as to preserve the confidentiality and dignity of all involved.

Special Education Students:

When a restraint or seclusion is used for the first time on a child identified under the Individuals with Disabilities Education Act (IDEA) or Section 504, the school must convene a team meeting and review the IEP or 504 plans and make such adjustments as are indicated to eliminate or reduce the future use of restraint or seclusion. (RSA [126-U:14](#))

Parents of a child with a disability under IDEA or Section 504 may request a review at any time following an instance of restraint or seclusion and such request shall be granted if there have been multiple instances of restraint or seclusions since the last review. The team must convene the meeting within 21 days of the date of the received written request from the parent. Ed 1109.06(c).

Authorization and Monitoring of Extended Restraint: (RSA [126-U:11](#))

- (a) Physical restraint shall not be imposed for longer than is necessary to protect the student or others from the substantial and imminent risk of serious bodily harm.
- (b) Children in restraint shall be continuously and directly observed by district personnel trained in the safe use of restraint. (RSA [126-U:11](#), II)
- (c) No period of physical restraint of a student may exceed 15 minutes without the prior approval of a supervisory employee designated by the director to provide such approval. (RSA [126-U:11](#), III)

(d) No period of physical restraint of a student may exceed 30 minutes unless a face-to-face assessment of the mental, emotional, and physical well-being of the student is conducted by a designated professional authorized by the school or district administrator who is trained to conduct such assessments. (RSA [126-U:11](#), IV) The assessment shall also include a determination of whether the restraint is being conducted safely and for a purpose authorized by this chapter. Such assessments shall be repeated at least every 30 minutes during the period of restraint. Each such assessment shall be documented in writing and such records shall be retained by the facility or school as part of the written notification required in RSA [126-U:7](#), II.

Prohibition of Dangerous Restraint Techniques (RSA [126-U:4](#))

Use of the following restraint and behavior control techniques is prohibited:

- (a) Any physical restraint or containment technique that:
- Obstructs a child's respiratory airway or impairs the child's breathing or respiratory capacity or restricts the movement required for normal breathing;
 - Places pressure or weight on, or causes the compression of, the chest, lungs, sternum, diaphragm, back, or abdomen of a child;
 - Obstructs the circulation of blood;
 - Involves pushing on or into the child's mouth, nose, eyes, or any part of the face or involves covering the face or body with anything, including soft objects such as pillows, blankets, or washcloths; or
 - Endangers a child's life or significantly exacerbates a child's medical condition.
- (b) The intentional infliction of pain, including the use of pain inducement to obtain compliance.
- (c) The intentional release of noxious, toxic, caustic, or otherwise unpleasant substances near a child for the purpose of controlling or modifying the behavior of or punishing the child.
- (d) Any technique that unnecessarily subjects the child to ridicule, humiliation, or emotional trauma.

Transportation: (RSA [126-U:12](#))

The school district will not use mechanical restraints during the transportation of children, specifically specialized transportation of a student, unless case-specific circumstances dictate that such methods are necessary. If mechanical restraint is necessary and documented in writing by a student's physician it must be clearly documented in a student's Individualized Education Program and agreed to by the parent or legal guardian whenever a special education student is transported using mechanical restraints, the Superintendent or designee will document in writing the reasons for the use of the mechanical restraints.

Whenever a student is transported to a location outside the school, the Superintendent or designee will ensure that all reasonable and appropriate measures consistent with public safety are made to transport or escort the student in a manner which:

- Prevents physical and psychological trauma;
- Respects the privacy of the child; and
- Represents the least restrictive means necessary for the safety of the child.

No teacher, administrator, student, or other person will subject a student to corporal punishment or condone the use of corporal punishment by any person under his or her supervision or control, except in self-defense or in exigent circumstances. Permission to administer corporal punishment will not be sought or accepted from any parent, guardian, or school official per school board policy

Seclusion

Seclusion may be used when a child's behavior poses a substantial and imminent risk and physical harm to the child and others, and may only continue until that danger has dissipated, "(RSA [126-U:5-a](#), I)

- "May only be used by trained personnel after other approaches to the control of behavior have been attempted and have been unsuccessful, or are reasonably calculated to be unlikely to succeed based upon the history of actual attempts to control the behavior of a particular child" (RSA-U:5-a, II)
- "Each use of seclusion shall be directly and continuously visually and auditorially monitored by a person trained in the safe use of seclusion." (RSA [126-U:5-b](#), II)
- May not be used as a form of punishment or discipline and shall not be used in a manner that unnecessarily subjects the child to the risk of ridicule, humiliation or emotional or physical harm." (RSA [126-U:5-a](#).I,III.)

Conditions of Seclusion:

Seclusion may only occur in areas which:

- "Are of a size which is appropriate for the chronological and developmental age, size and behavior of the children placed in them."
- "Have a ceiling height that is comparable to the ceiling height of the other rooms in the building in which they are located."
- "Are equipped with heating, cooling, ventilation and lighting systems that are comparable to the systems that are in use in the other rooms of the building in which they are located."
- "Are free of any object that poses a danger to the children being placed in the rooms."

(e) "Have doors which are either not equipped with locks, or equipped with devices that automatically disengage the lock in case of emergency."

- Emergency includes, but is not limited to: the need to provide direct and immediate medical attention to the child, fire, the need to remove the child to a safe location during a building lockdown, or other critical situations that may require immediate removal of a child from seclusion to a safe location.

NOTICE

Unless prohibited by court order, the ~~Hollis~~-Brookline School District is required to make reasonable efforts to verbally notify the child's parent or guardian and guardian ad litem whenever seclusion or restraint has been used on the child. (RSA [126-U:7,I](#))

- Notification must be made as soon as practicable and in no event no later than the time of return to the child to the parent or guardian or the end of the business day, whichever is earlier.
- Notification shall be made in a manner calculated to give parent or guardian actual notice of the incident at the earliest practicable time.

Written notice to the principal and the SAU Director of Student Services by the school employee who used the seclusion or restraint, or if unavailable the employee's supervisor, must be provided within five (5) business days after the use of seclusion or restraint (RSA [126-U:7, II](#))

Written Notification must include the following information (RSA [126-U:7, II](#)):

- The date, time and duration of the seclusion or restraint.
- A description of the actions of the child before, during and after the occurrence.
- A description of any other relevant events preceding the use of seclusion or restraint, including the justification or initiation the use of restraint,
- The names and persons involved in the occurrence
- A description of the actions of the facility or school employees involved before, during and after the occurrence
- A description of any interventions used prior to the use of the seclusion or restraint
- A description of restraint used, including any holds used and the reason the hold was necessary
- A description of any injuries sustained by, any medical care administered to, the child, employees, or other before, during or after the use of seclusion or restraint.
- A description of any property damage associated with the occurrence.

- A description of actions taken to address the emotional needs of the child during and following the incident.
- A description of future actions to be taken to control the child's problem behaviors.
- The name and position of the employee completing the notification.
- The anticipated date of the final reports.

Unless prohibited by court order, the principal or his/her designee shall within 2 business days of receipt of the written notification, "send or transmit by first class mail or electronic transmission to the child's parent or guardian and the guardian ad litem the information contained in the notification." (RSA [126-U:7](#), III)

All cases involving serious injury or death to a child subject to restraint or seclusion, the ~~Hollis~~ **Brookline** School District shall, notify the Commissioner of the Department of Education, the Attorney General, and the Disability Rights Center. The notice shall include the elements referenced above. (RSA [126-U:10](#), II)

Intentional Physical Contact with a Child

Whenever a school has "intentional physical contact with a child which is in response to a child's aggression, misconduct or disruptive behavior, a representative of the ~~Hollis~~ **Brookline** School District will make reasonable efforts to promptly notify the child's parent or guardian. (RSA [126-U:7](#), IV)

- (a) Notification shall be made no later than the time of the return of the child to the parent or guardian or at the end of the business day, whichever is earlier.
- (b) Notification shall be made in a manner calculated to give the parent or guardian actual notice of the incident at the earliest practicable time.
- (c) Written Notice , within five (5) business days of the occurrence shall include the following:

The date and time of the incident;

- A brief description of the actions of the child before, during and after the occurrence;
- the names of the persons involved in the occurrence;
- A brief descriptions of the actions of the facility or school employees involved before, during and after the occurrence;
- A description of any injuries sustained by, and any medical care administered to, the child, employees, or other before, during, or after the incident.

SCHOOL RESOURCE OFFICERS AND EMERGENCY RESPONDERS

~~The School Resource officer is considered a contractor of the school district the Physical Restraint, Intentional Physical contact and Seclusion provisions apply. Documentation and Notification requirements of this policy shall be consistent with the district policy and procedure.~~

~~However, Nothing in this policy, prohibits the school resource officer (SRO), or other emergency responders, from utilizing restraint, including mechanical restraint, when deemed necessary by the officer to complete the necessary functions of the duties assigned to them by their Employment Agency.~~

DUTY TO REPORT VIOLATION

When a school employee has reason to believe that the action of another constituted a violation of the restraint and seclusion law and misconduct, or suspected misconduct, pursuant to ED 50, the employee must report this incident to the building administrator or superintendent's designee within 24 hours of the suspected misconduct.

The Superintendent of Schools shall develop a procedure and ensure that all employees are aware of, and understand, their duty to report suspected violations of the restraint and seclusion law. In situations where it is determined that no violations occurred, documentation, including the evidence used to make the determination, must remain on file in the Office of Student Services at the SAU.

Statutory & Regulatory References

RSA [126-U](#)

ED 1113.04-1113.08, 1114.07, 111.08

First Reading: August 26, 2014

Second Reading: September 23, 2014, as amended

Third Reading: October 28, 2014

Approved: October 28, 2014

First Reading of Amendment: May 22, 2018

Second Reading: June 26, 2018

WEAPONS ON SCHOOL PROPERTY

Weapons are not permitted on school property, on school vehicles or at school-sponsored activities. Student violations of this policy will result in both school disciplinary action and notification ~~of~~ to the police. Suspension or expulsion from school could result.

The term “weapons” includes, but is not limited to firearms (as defined by 18 U.S.C. 921) (~~rifles, pistols, revolvers, pellet guns, BB guns, etc.~~) knives, slingshots, metallic knuckles, firecrackers, billies, stilettos, switchblade knives, sword canes, pistol canes, black jacks, daggers, dirk knives, explosives, incendiaries, martial arts weapons (as defined by RSA [159:24](#)), self-defense weapons (as defined by RSA [159:20](#)) or any other substance, object or thing which, in the manner it is used, or threatened to be used, is known to be capable of producing death or bodily injury.

In addition, any Student who is determined to have brought a firearm (~~as defined by 18 U.S.C. 921~~) to **school will be expelled in accordance with RSA 193:13** ~~will be expelled for not less than one year (365 days)~~. This expulsion may be modified by the Superintendent upon review of the specific case in accordance with other applicable law.

Weapons under control of law enforcement personnel are permitted.

All Students will receive written notice of this policy at least once each year.

Legal Reference:

18 U.S.C. § 921 - 924

RSA [193-D](#), Safe School Zones

RSA [193:13](#), Suspension and Expulsion of Students

NH Code of Administrative Rules, Section Ed. 317, Standards and procedures for suspension and expulsion of pupils including procedures assuring due process

NCLB 20 U.S.C.A. § 7139 et seq.

1st Reading: May 22, 2018

2nd Reading: June 26, 2018

SAU 41 Wellness Policy

As Implemented by
The ~~Hollis-Brookline School~~ District

The ~~Hollis-Brookline School~~ Districts recognizes that health and student success are inter-related. Healthy kids learn better. Our goal is to support a learning environment that will promote and provide opportunity for healthy choices that result in improved physical, emotional, and social well-being.

As such, and in conjunction with the Healthy Hunger-Free Kids Act of 2010 (Pub. L. 111-296), the State of New Hampshire Minimum Standards for School Approval (Ed 306.02, Ed 306.04, and Ed 306.11) and the USDA Food and Nutrition Service (FNS) final regulations adopted July 29, 2016, the Board is committed to a healthy school learning environment through nutrition education, physical activity and the promotion of wellness at all school sites.

In order to support that goal, the Board directs the Superintendent to establish a Wellness Committee. The charge of the committee is to oversee student health programs, including development, implementation and periodic review and update of this policy ensuring that it continues to meet the USDA FNS final regulations. Further, the Superintendent or his/her designee will ensure that each school is in compliance with the approved Wellness Policy.

1. Nutrition Education Goal

The policy of ~~the district SAU 41~~ is to teach, encourage, support, and model healthy eating habits for students. Nutrition education for ~~students K-12 in SAU 41~~ will:

- be based on state and district health education curriculum standards
- be interactive and teaches skills needed to adopt healthy eating behaviors
- teach media literacy in regards to food labels and ingredient lists (number of ingredients, plant/animal, geographic location of source)
- educate students on food systems (i.e. organic farms to industrial farms)
- encourage and provide hands-on agricultural opportunities for growing, harvesting, and preparing meals from school gardens
- provide nutrition information not only in health education classes but across the curriculum
- provide appropriate professional development for staff to implement the nutrition instruction

2. Physical Activity Goal

Ensure that the ~~K-12~~ Physical Education Curriculum, when reviewed, accomplishes the following:

- Implement physical education instruction components that promote student understanding of the short and long term benefits of physical activity:
 - Integrate short and long term fitness/health goals into both the physical education and wellness curriculum.
 - Integrate pre and post fitness testing into every physical education course ~~in the Hollis-Brookline High School.~~
 - ~~Integrate fitness research projects into the freshman physical education course.~~
- Provide opportunities for every student to develop skills that maintain wellness:
 - Integrate wellness/fitness concepts and activities into all physical education courses.
 - Continue to teach the State required wellness concepts in the health curriculum.
- Provide opportunities for every student to participate regularly in physical activity:
 - Continue to require ~~the State mandated 1½ credits~~ of physical education through a variety of options such as: ~~dance, outdoor adventures, personal fitness, and team and individual sports.~~
- Encourage movement breaks during long block classes.

3. **Nutrition Standard Goal**

Research shows that certain healthy habits, eating right, exercise, and staying well-hydrated, are strongly correlated with positive student outcomes. For example, having breakfast is associated with improved attention and better performance on cognitive tasks. Students who are physically active during the day also do better academically and have a more positive attitude. Finally, there is evidence that adequate hydration is needed to maintain focus and tend to tasks.

In an effort to provide for a healthy lifestyle, the ~~Hollis-Brookline School~~ District s will ensure that:

- Students have access to healthy foods and water
- Students receive quality nutrition education
- Students have opportunities to be physically active
- Staff model good health choices

School Lunch Program

The district will follow the Federal, State, and local established nutrient standards for all foods and beverages during the school day, which is defined as 12:01 am through 30 minutes after the last bell 7CFR 210.11(a)(5).

The food service program shall provide healthy food choices for students. In particular the program will:

- Ensure that meals offered meet the federal nutrition standards.
- Promote healthy food and beverage choices using smarter lunchroom techniques like creating food environments that encourage healthy nutrition choices and encourage participation in the school meals program.
- Promote hydration by having drinking water available where school meals are served during mealtimes.
- Support healthy food choices and improves student health and well-being.
- Ala carte choices and snacks in the lunchroom meet the Smart Snacks requirements.

Other Foods and Beverages

Recommend and encourage all other food and beverages outside of the school lunch program that are sold or provided meet or exceed the USDA Smart Snacks nutrition standards. In particular the recommendation will:

- Utilize a variety of methods of communication with parents to encourage students to consume healthy Smart Snacks and meals (i.e. parent-teacher groups, written statement in each school handbook and school websites).
- Establish and implement guidelines for foods and beverages sold in vending machines, snack bars and school stores that meet or exceed the Smart Snacks nutrition standards.
- Develop recommendations to guide the selection of food choices for refreshments served at parties, celebrations, and meetings during the school day as well for student reward alternatives.
- Encourage school related groups such as parent-teacher groups, booster clubs, and student organizations to adhere to the Smart Snacks nutrition standards, with the understanding that these groups will not be prohibited from selling food or beverages that fail to meet or exceed these guidelines.

Smart Snack Nutrition Standards

- Be a grain product that contains 50% or more whole grains by weight (have whole grain as first ingredient); OR
- Have as the first ingredient a fruit, vegetable, dairy product, or protein food: OR
- Be a combination food that contains at least ¼ cup fruit and/or vegetable; AND
- The food must meet nutrient standards for calories, sodium, sugar, and fats.

<u>Nutrient</u>	<u>Snack</u>	<u>Entrée</u>
Calories	200 calories or less	350 calories or less
Sodium	200 mg or less	480 mg or less
Total Fat	35% of calories or less	35% of calories or less
Saturated Fat	Less than 10% of calories	Less than 10% of calories

Trans Fat	0 g	0 g
Sugar	35% by weight or less	35% by weight or less

Fruits, vegetables, and water with no added ingredients are always Smart Snacks!

4. School Wellness Goal

The districts will:

- Create a school environment that is conducive to healthy eating.
- Allot adequate breakfast and lunch time for students to enjoy eating healthy foods with friends.
- Consider the number of students in lunch blocks to minimize wait time for school meals.
- Create a school environment that is conducive to being physically active.
- Encourage the development of physical opportunities for physical activity throughout the day.
- Encourage active participation in recess.
- Discourage the cancellation or denial of recess or other physical activity time for instructional make up time and/or as a form of discipline except when appropriate as a logical consequence.
- Coordinate content across curricular areas that promote student health (such as teaching nutrition concepts in math or science) with consultation provided by the district's curriculum coordinators.
- Adhere to wellness policy guidelines at school-sponsored events including healthy eating and physical activity opportunities when appropriate.
- Develop and implement age appropriate curriculum to address social/emotional health.

5. Implementation and Evaluation

- The Board directs the Superintendent, in conjunction with the Wellness Committee, to develop a plan for implementing, monitoring and ensuring compliance with this policy in each school. The committee membership can include school personnel, administration, school board members, parents and community members. The committee shall not exceed fifteen people.
- The Superintendent or his/her designee will ensure compliance with this Wellness Policy. Evaluation of progress will meet federal requirements and will be communicated annually to the school board and the public via the SAU 41 website.

First Reading: May 22, 2018

Second Reading: June 26, 2018

Third Reading:

Approved: