

PORTSMOUTH SCHOOL BOARD PUBLIC MEETING FOR OCTOBER 14, 2014

CITY HALL, COUNCIL CHAMBERS

PORTSMOUTH, NH

DATE: TUESDAY, OCTOBER 14, 2014

TIME: 7:00 PM [or thereafter]

NOTICE: AT 6PM, IN THE SCHOOL BOARD CONFERENCE ROOM, THE SCHOOL BOARD WILL HOLD A NON-PUBLIC MEETING IN ACCORDANCE WITH RSA 91-A:3 I (1) & (3).

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- I. **CALL TO ORDER**
 - II. **ROLL CALL**
 - III. **INVOCATION**
 - IV. **PLEDGE OF ALLEGIANCE**
 - V. **ACCEPTANCE OF MINUTES**
 - a. SEPTEMBER 23, 2014
 - VI. **PUBLIC COMMENT**
 - VII. **SPECIAL PRESENTATION**
 - a. S2S MENTOR PROGRAM, DEB HEATH-BARLOW
 - b. INTERNATIONAL LANGUAGES EXCURSIONS TO COSTA RICA, FRANCE, SPAIN AND ROME BY DEPARTMENT HEAD NANCY MODERN AND STUDENT PARTICIPANTS
 - VIII. **SUPERINTENDENT'S REPORT**
 - a. ITEMS OF INFORMATION
 - i. POLICY COMMITTEE MINUTES, SEPTEMBER 19, 2014 & OCTOBER 9, 2014
 - ii. SUPERINTENDENT'S UPDATE, OCTOBER 2014
 - b. CORRESPONDENCE
 - i. THANK YOU LETTER FROM PHS TEACHER, LYNDA BETTCHER
 - c. ADMINISTATOR REPORTS
 - i. PRINCIPAL GEORGE SHEA, NFS
 - ii. PRINCIPAL KATE CALLAHAN, DO
 - iii. PRINCIPAL CHARLIE GROSSMAN, LHS
 - iv. BUSINESS ADMINISTRATOR STEVE BARTLETT, FINANCIAL
 - IX. **OLD BUSINESS**
 - a. CONSIDERATON AND APPROVAL OF POLICIES (2nd READING):
 - i. (GBAA) SEXUAL HARASSMENT- EMPLOYEE/STAFF
 - ii. (GBAA-R) SEXUAL HARASSMENT- EMPLOYEE REPORT FORM

X. NEW BUSINESS

i. CONSIDERATION AND APPROVAL OF POLICIES (1st READING):

1. (JKAA) USE OF RESTRAINTS AND SECLUSION

XI. COMMITTEE UPDATES

a. POLICY

XII. FUTURE AGENDA ITEMS

a. K-12 ART, TBD

b. ELEMENTARY/PMS GUIDANCE UPDATE, MAY 26, 2015

c. STRENGTHENING STEM INITIATIVES, TBD

XIII. ADJOURNMENT

Nonpublic Session Minutes
PORTSMOUTH BOARD OF EDUCATION

Date:

Members Present:

<input type="checkbox"/> Leslie Stevens	<input type="checkbox"/> Tom Martin	<input type="checkbox"/> Nancy Clayburgh
<input type="checkbox"/> Dexter Legg	<input type="checkbox"/> Ann Walker	<input type="checkbox"/> Jeff Landry
<input type="checkbox"/> Patrick Ellis	<input type="checkbox"/> Gary Epler	<input type="checkbox"/> Lennie Mullaney

Motion to enter Nonpublic Session made by _____ seconded by _____

Specific Statutory Reason cited as foundation for the nonpublic session:

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

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

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

RSA 91-A:3, II (d) *Consideration of the acquisition, sale or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community.*

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

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

Roll Call Vote to enter nonpublic session:

<input type="checkbox"/> Y <input type="checkbox"/> N Leslie Stevens	<input type="checkbox"/> Y <input type="checkbox"/> N Tom Martin	<input type="checkbox"/> Y <input type="checkbox"/> N Nancy Clayburgh
<input type="checkbox"/> Y <input type="checkbox"/> N Dexter Legg	<input type="checkbox"/> Y <input type="checkbox"/> N Ann Walker	<input type="checkbox"/> Y <input type="checkbox"/> N Lennie Mullaney
<input type="checkbox"/> Y <input type="checkbox"/> N Patrick Ellis	<input type="checkbox"/> Y <input type="checkbox"/> N Gary Epler	<input type="checkbox"/> Y <input type="checkbox"/> N Jeff Landry

Entered nonpublic session at _____ a.m./p.m.

Other persons present during nonpublic session:

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

PORTSMOUTH SCHOOL BOARD PUBLIC MINUTES FOR SEPTEMBER 23, 2014

PORTSMOUTH MIDDLE SCHOOL MEDIA CENTER

PORTSMOUTH, NH

DATE: TUESDAY, SEPTEMBER 23, 2014

TIME: 7:00 [or thereafter]

-
- I. **CALL TO ORDER** – Chair Stevens called the meeting to order at 7:15 p.m.
- II. **ROLL CALL** – LESLIE STEVENS (CHAIR), DEXTER LEGG (VICE-CHAIR), ANN WALKER, TOM MARTIN, PATRICK ELLIS, LENNIE MULLANEY, JEFF LANDRY, NANCY NOVELLINE-CLAYBURGH, GARY EPLER (7:24 P.M.), ED MCDONOUGH (SUPERINTENDENT), STEVE ZADRAVEC (ASSISTANT SUPERINTENDENT), STEVE BARTLETT (BUSINESS ADMINISTRATOR), OLIN JOHANNESSEN (EMPLOYEE REPRESENTATIVE) AND ANN MAYER (SAU 50 REPRESENTATIVE)
- III. **INVOCATION**
- IV. **PLEDGE OF ALLEGIANCE** – Chair Stevens led the board in the Pledge of Allegiance.
- V. **ACCEPTANCE OF MINUTES**
- a. REGULAR BUSINESS MEETING, SEPTEMBER 9, 2014
- MOTION: Motion to accept the regular meeting minutes of September 9, 2014 by Ms. Walker
SECOND: Ms. Mullaney
DISCUSSION:
VOTE: Unanimously Approved
- VI. **PUBLIC COMMENT - None**
- VII. **SPECIAL PRESENTATION** – Board members thanked Assistant Principal Davis for their guided tour of the middle school.
- VIII. **SUPERINTENDENT’S REPORT**
- a. ITEMS OF INFORMATION
- i. REVISED SCHOOL BOARD WORK PLAN – On November 25, Superintendent McDonough expects to share another cohort update.
- b. CORRESPONDENCE
- i. NH DEPARTMENT OF EDUCATION SPECIAL EDUCATION DETERMINATION LETTER - Mr. McDonough noted that the district has met all requirements in special education and commended the work of Director Joanne Simons.
- ii. Mr. McDonough announced that City Council approved the bonding resolution for the new field lights at Portsmouth High School. Installation is expected to begin in the spring.
- IX. **OLD BUSINESS**
- a. CONSIDERATION AND APPROVAL OF POLICIES (2nd READING):
- i. (GBAA) SEXUAL HARASSMENT- EMPLOYEE/STAFF - Attorney Dwyer requested that policy GBAA be tabled until the next school board meeting in order to correct wording intended for the student policy.
- ii. (GBAA-R) SEXUAL HARASSMENT- EMPLOYEE REPORT FORM- Tabled until next regularly scheduled School Board meeting.

iii. (JBAA) SEXUAL HARASSMENT – STUDENTS

MOTION: Motion to accept policy JBAA – Sexual Harassment, Students by Ms. Clayburgh

SECOND: Mr. Legg

DISCUSSION:

VOTE: Unanimously Approved

iv. (JBAA- R) SEXUAL HARASSMENT - STUDENT REPORT FORM

MOTION: Motion to accept policy JBAA – Sexual Harassment, Student Report Form by Ms. Mullaney

SECOND: Ms. Walker

DISCUSSION:

VOTE: Unanimously Approved

X. NEW BUSINESS

- a. UPDATE ON HEALTH AND PHYSICAL EDUCATION, K-12 PROGRAM – Assistant Steve Zadavec introduced, Ms. Laura Burbine, Ms. Kathy Casperson and Ms. Kathy Birse-Siegel.

Wellness Coordinator Ms. Burbine shared the benefits that the *Partners for Success* grant is providing middle school students. All work through the grant needs to be evidence based and built on solid principals of prevention. The foundation for reporting is based on assessing different protective factors and risk factors. Statistics are clearly showing that the more protective factors that a child has in his/her life, the less chance he/she will participate in risky behaviors later on. What are some protective factors that help students not to choose to participate in risky behaviors?

- Parents that set realistic yet high expectations and communicate those expectations to their children clearly
- Children who experience academic success
- Strong bonds with community, faith and sports/extracurricular activities

What are some risk factors that can negatively affect a child?

- Chaotic family lifestyle without structure
- Uninvolved parents
- Parents or siblings involved in drug use or risky behaviors
- Academically failure
- Mental health issues including depression, ADHS or social issues

Ms. Burbine and Mr. Matt Mitchell recently instituted a 12-week prevention curriculum that will be taught during student activity periods. The curriculum is a brain-focused curriculum, showing how anxiety affects an adolescent's brain, how they learn and how they are able to self-regulate. Ms. Burbine concluded by thanking the many generous community members who have donated their talents and time creating the professional banners hanging throughout the new foyer.

Ms. Kathy Birse Siegel, Department Head for the Physical Education Department, recently completed a two year revision of the physical education curriculum. The updated curriculum will be based on national standards. Board members reviewed the new curriculum standards by grade. Board members commended MS. Siegel for her work observing other schools to view how they teach and assess students.

b. UPDATE ON 9-12 MATH PROGRAM – Mr. McDonough recently published this year’s progress report and received a handful of emails requesting to hear more about high school math. Assistant Superintendent Zdravec shared how the Portsmouth School District compares to New Hampshire, nationally and locally in New Hampshire. All slides show math scores improving at a higher rate than the state. Grade 12 math scores are the highest in the nation. With so much comparison in the media of different nations, Mr. Zdravec stated that New Hampshire scores are actually higher than Finland’s. Only after being combined with the other 49 states, the score drops, creating a much lower national score. In New Hampshire, the district has consistently compared well. Positive contributing factors are: the first class of full day kindergarteners are now old enough to test and are their scores are proving that all day kindergarten, along with early intervention methods are improving math scores district wide. Middle school math has received considerable focus, resulting in above state and national performances. There is hope that SAT scores will replace assessment tests at the high school level and that students will take testing more seriously.

c. CONSIDERATION AND APPROVAL OF EMPLOYMENT

i. GRADE 5, DONDERO ELEMENTARY

MOTION: Motion to approve the employment pf Ms. Amanda Allen as Grade 5 Dondero Elementary, one year contract, by Ms. Walker

SECOND: Mr. Landry

DISCUSSION:

VOTE: Unanimously Approved

XI. COMMITTEE UPDATES

a. JBC - Vice-Chair Legg thanked Mr. Davis for the guided tour of phase III. The JBC continues to work on the punch list and expects to receive a full report soon from independent soil experts identifying the cause of settlement issues and any associated costs to permanently fix the issue. Monitored measurements do show a declining rate of settlement. Mr. Johannessen inquired if construction plans were taken into consideration by the security team last year when evaluating security measures for the district. Superintendent McDonough reported that they had.

XII. FUTURE AGENDA ITEMS

- a. ELEMENTARY/PMS GUIDANCE UPDATE, MARCH 24, 2015
- b. K-12 ART, TBD
- c. EARLY CHILDHOOD EDUCATION PROGRAMMING, TBD
- d. RE-EXAMINING ELEMENTARY SCHOOL FOREIGN LANGUAGE, TBD
- e. STRENGTHENING STEM INITIATIVES, TBD

XIII. ADJOURNMENT – Motion to adjourn at 9:08 p.m. by Mr. Ellis and seconded by Ms. Mullaney. Unanimously Approved.

S2S Mentor Program at PHS

A Little History (presented by Danny O'Leary): In February of 2013 Portsmouth High School was selected to send three students and two staff members to a 3 1/2 day Student 2 Student (S2S) training in San Antonio, Texas. The three students were selected from the Friends of Rachel group's advisory board, along with the staff advisor and an administrator. The funds for travel, lodging and training were provided by the Military Child Education Coalition (MCEC). Upon returning to PHS the three students were energized and excited. A presentation was made to the Principal of PHS on the heels of another student presentation to start a freshman mentor program by Student Council. It was suggested that these two groups of students get together, they did, a committee was formed and the result is a student developed program created by students for students. An application process was developed by the committee along with teacher recommendations and interest inventories for matching mentors to mentees. A grant was written (and received) requesting money from the Seacoast Rotary to provide breakfast and lunch for students attending the all-day training in August. All 8th graders completed an interest inventory for the purposes of matching students based on community of origin, sports, clubs, band, and school interests.

The three students that received the training in Texas; Sophie Meserve, Larkyn Baum and Danny O'Leary became the natural trainers to the committee members, whom were trained so that they could assist in the larger training to be conducted in August for the upper class students that had applied to the program.

Current Programming (presented by Sophie Meserve): On August 13th and August 25th, 79 PHS students were trained to be S2S Mentors. The training designed around three distinct components:

- Relationships:
- Finding the Way:
- Academics:

We were able to recruit 20 staff members as advisors to the mentors. Each staff advisor has 3-4 mentors and each mentor has 3-4 freshmen. Transfer students were provided an orientation separately and have mentors available to them if they need assistance.

Plans for the Future (presented by Larkyn Baum): All freshman and mentors will be surveyed in the spring to collect information on the effectiveness and usefulness of the program. This will give the committee the opportunity to examine the training for effectiveness and what we can add or modify.

The program will begin accepting applications in early May of 2015. We anticipate providing training for the new applicants in June of 2015. We will once again send out interest inventories to the 8th graders in order to perform the matches for the 2015-2016 school year.

Benefits of being an S2S Mentor at PHS:

- Opportunities to apply to a leadership training at West Point
- S2S mentor program provides leadership experience
- S2S mentor program enhances college/job applications

**CITY OF PORTSMOUTH
LEGAL DEPARTMENT
MEMORANDUM**

DATE: September 19, 2014
TO: PORTSMOUTH SCHOOL BOARD
FROM: POLICY COMMITTEE
RE: SEPTEMBER 18, 2014 MEETING MINUTES

Members Present: Leslie Stevens, Ann Walker, Ed McDonough and Kathleen Dwyer

Discussion Items:

Free Web Site Recommendations by Teachers

Ed shared communication from a parent regarding their child's use of a web site recommended by her teacher. It was a math practice website that rolled advertisements in the margins. One of the advertisements was for a beer product. The parent requested that a policy be adopted limiting web site referrals by teachers to ones that do not contain advertising.

Ed explained that he always welcomes and values the opinion of parents and has brought this specific concern to his administrative staff. He also is sending information to parents his weekly communication from the Superintendent to parents that they should carefully supervise the student's use of free web sites. The Committee then discussed whether a policy was necessary or that one would even be effective given the rise of digital commerce. It concluded that almost everything on the internet has some commercial aspect to it and that it would be nearly impossible to prevent exposure to advertisements. Accordingly, the Committee does not recommend a policy.

New Policy Updates

Leslie shared that the new policy updates were available from the New Hampshire School Board Assocation. Neither she nor Kathleen have reviewed them yet but will report back next time.

Policies Considered:

Sexual Harassment Policies

The Committee reviewed the feedback from the Office of Civil Rights. It is recommending that the edits by OCR be made to the policy and that the policies, as edited be passed by the Board.

As part of the discussion of the policies Ed shared that, per the Resolution Agreement reached with OCR, the administrative team has received sexual harassment investigation training and that the staff at the High School has received sexual harassment training. Students will be trained next week.

Restraint Policy

Ed and Kathleen shared that the law regarding restraints and the use of seclusion rooms changed in September 2014. The physical restraint of students is now limited to emergency and dangerous situations only. There are also new limitations on the use of seclusion rooms. Kathleen brought a redrafted policy incorporating the new changes from the School Board's Association. The Committee recommended that it go to the School Board for first reading in October.

Movies and Videos

Ed brought a draft of a policy regarding movies and videos. Kathleen and Leslie shared that procedures at the High School had been changed last year requiring permission slips for viewing R rated movies. The permission slips are now part of the beginning of the year packet of forms to be returned by parents. The Committee felt that this change in procedures was adequate and that a policy was necessary at this time.

Recommended Board Actions:

Second Reading:	GBAA	Sexual Harassment – Employees/ Staff
	JBAA	Sexual Harassment – Students

Next meeting: Thursday, October 9, 2014 9:00 a.m.

**CITY OF PORTSMOUTH
LEGAL DEPARTMENT
MEMORANDUM**

DATE: October 9, 2014
TO: PORTSMOUTH SCHOOL BOARD
FROM: POLICY COMMITTEE
RE: OCTOBER 9, 2014 MEETING MINUTES

Members Present: Leslie Stevens, Ann Walker, Ed McDonough and Kathleen Dwyer

Discussion Items:

Request from City Councilor Zelita Morgan re: Free Commercial Educational Websites

The Committee concluded at its last meeting that it was not recommending a policy regarding use or recommendations of free commercial educational websites. Councilor Morgan made additional inquiries regarding regulation of the use of these sites. The Superintendent reported that, since the last meeting, the following actions were taken:

1. The newsletter home to parents last month included a caution about potential advertising on these websites and that parents should monitor the use by their students at home.
2. Steve Zadavec checked with the technology integrators regarding in school issues and there does not appear to be a problem.
3. Direct contact was made with the Free Bowls of Rice program by two elementary principals regarding advertising by beer companies and the ads were to be removed.
4. The issue was highlighted to the principals and the administrative team.

The Committee again determined that a policy was not recommended. It observed that with the explosion of advertising on the internet, short of banning student use altogether, any such policy would be impossible to enforce. Leslie offered to reach out to Councilor Morgan on this issue.

Off Site Transportation of Students

The Committee reviewed several forms used by PHS regarding transportation of students by other students. This practice has been generally prohibited. However, this prohibition for off-site learning has presented a hardship for some students who carpool. Changes were made for students who leave from home to an off-site location or who leave after third block to an off-site location. Ed reported that Diane Canada has worked out an arrangement for training staff to drive the Rec Van so that it could be used to transport students in the hospitality program. Kathleen will work with the High School regarding other situations that may need to be addressed and any other permission forms that may be in use and report back to the Committee.

Policies Considered:

Sexual Harassment Employees/Staff

The Committee went over the changes that had been made on several versions of this policy as it travelled between various computers. Language was added regarding hostile working environments. The reporting form was also reviewed and both are ready for School Board action at second reading.

Use of Restraints

Kathleen explained that the law regarding restraint and seclusion of students changed on September 30, 2014. There are many more reporting requirements under the new law and space requirements. Seclusion may now only occur in emergency situations where there is imminent danger. The policy will be presented to the Board for first reading at the next meeting.

Behavior Management and Intervention

This is a companion policy in need of change due to the September 30th change in the law that the Committee recommends for first reading.

Next Meeting: Monday, November 3, 2014 9:00 a.m.



PORTSMOUTH SCHOOL DEPARTMENT

PORTSMOUTH HIGH SCHOOL

JEFFREY T. COLLINS
PRINCIPAL

KATHLEEN A. BLAKE
ASSISTANT PRINCIPAL

SHAWN C. DONOVAN
ASSISTANT PRINCIPAL

October 5, 2014

"THE PURPOSE OF
THE PORTSMOUTH
SCHOOLS IS TO
EDUCATE ALL
STUDENTS BY
CHALLENGING
THEM TO BECOME
THINKING,
RESPONSIBLE,
CONTRIBUTING
CITIZENS WHO
CONTINUE TO
LEARN
THROUGHOUT
THEIR LIVES."

Dear Supt. McDonough and Board members:

As I approach my sixth-month checkup post- kidney donation, I am reminded that it would not have been possible with your support. Although I joked to Ed, "It takes a community to donate a kidney," I realize how true that statement is.

I have been lucky to work in an environment where we are supported and lifted up at every turn, and I attribute this to the leadership both at PHS and at CO.

As an educator I have used every opportunity to teach my students and, by example, to remind them that life goes on and that it is to be cherished. It is not always easy, but we never know what tomorrow offers us. From the loss of my daughter three years ago to my gift of life six months ago, I have tried to model that life lesson.

I thank you for your assistance to me and for your belief in me. I have been so pleased to shed some positive light on organ donation and on our school community.

Sincerely,

Lynda Bettcher
English Department
PHS

10/14/14 School Board Presentation
Portsmouth Elementary Schools
George Shea, Principal New Franklin School

I. Fall Highlights

- New staff
- New Boilers
- Making Classroom and Community Connections (MC3)
- Shaw's Partnership

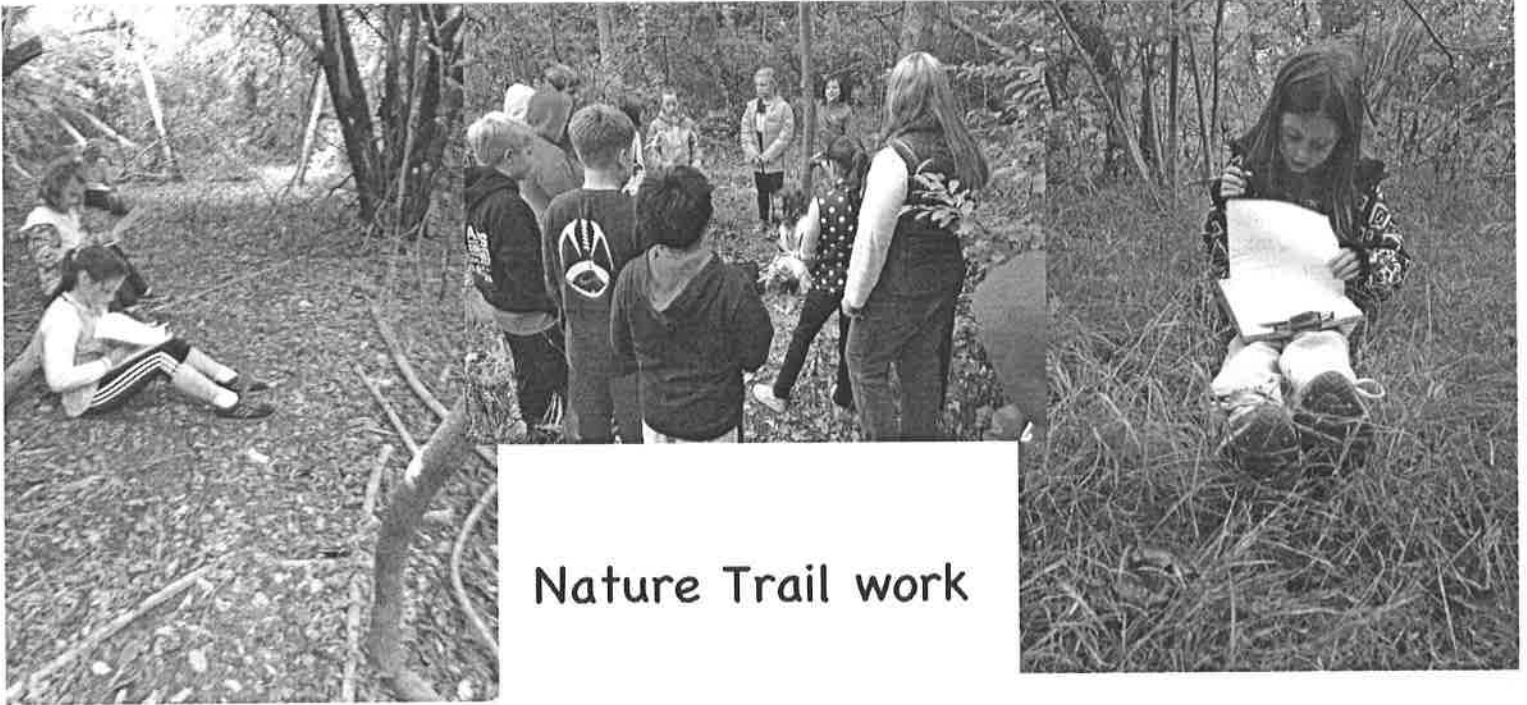
II. Professional Developments

- Close Reading
- School-wide Open Circle
- Nature Trail and Science Work

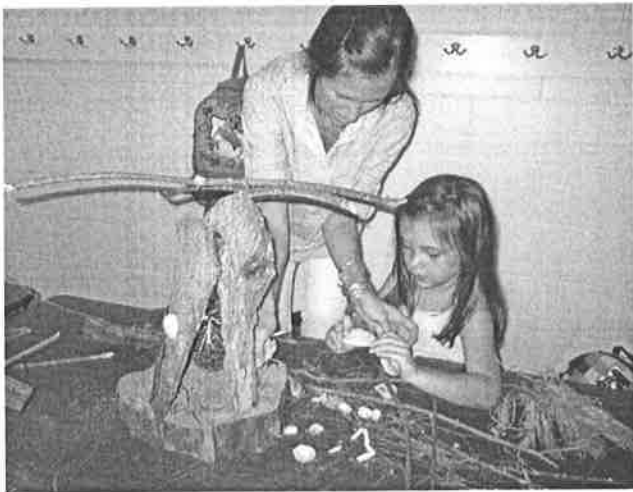
III. On the horizon at NFS

- Back Playground
- Halloween Parade 10/31
- Seacoast Half Marathon 11/9

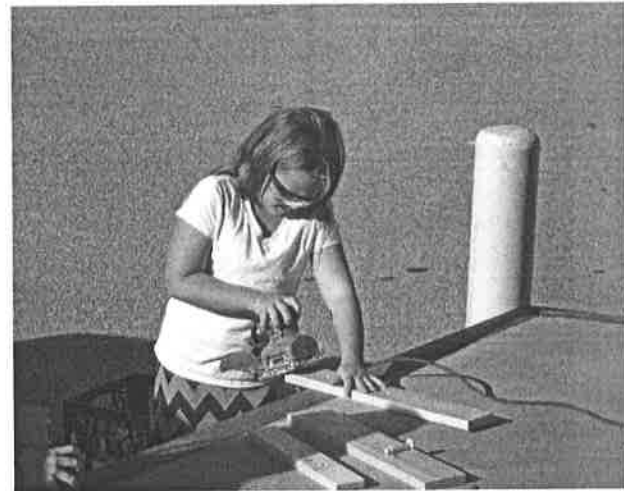
Kicking off the year at NFS!



Nature Trail work

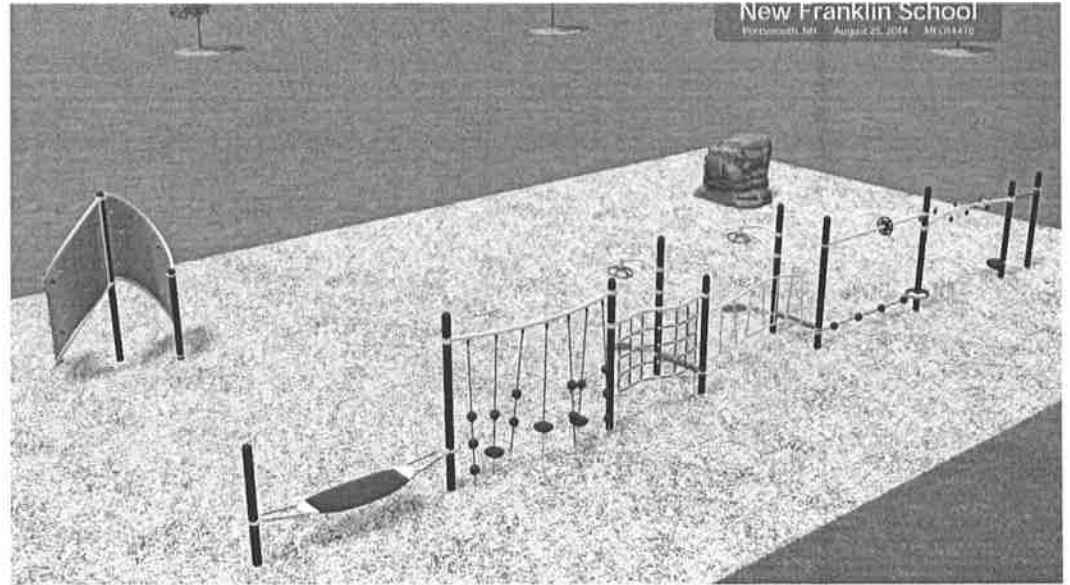


MC3



New Boilers

Back Playground Design



...and a whole lot of learning



Thinking about Reading

are learning strategies that readers use to construct meaning and decode words.

What do readers do to help themselves understand and enjoy their reading? What do readers do when they come to a word they don't know? They...

Create pictures in their mind of what they read.

ask questions before, during and after reading.





10/14/14 School Board Presentation
Kate Callahan, Principal Dondero School

1. Fall Highlights

- a. New Staff
- b. Kinder Open House
- c. Clipper Foundation Grant
- d. Dondero Gives Back

2. Professional Development

- a. Sarah Ward workshops
- b. Turning Assessment Data into Goal Directed Instruction
- c. Lucy Calkins Units of Writing- Cynthia Merrill

3. Future Events

- a. PTA Community Bonfire 10/24
- b. Adventures in Space Program 10/28
- c. Literacy Pumpkins 10/30
- d. TIGER presentation 11/14
- e. SASS presentations-early December

Little Harbour School

Charles Grossman, Principal

50 Clough Drive

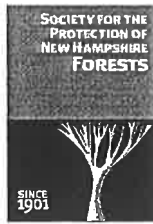
Portsmouth, NH 03801

Phone: (603)436-1708

Fax: (603)427-2306

Elementary School Board Presentation- October 14, 2014

- 1) New Staff
- 2) Professional Development
 - a) October 10 Teacher Workshop Day- Close Reading and Text Bands
 - b) Child Study Team
 - c) Open Circle
- 3.) Recent news
 - a) Little Harbour School/ Society for the Protection of New Hampshire Mountains Partnership
 - b) Grade 2 Social Skills Intervention
 - c) Fifth Grade Class Gift
 - d) Lydia's Garden and Shed
- 4.) Future Events
 - a) PTA Pancake Breakfast and Fall Raffle- October 17, 7:00-11:00 AM
 - b) Currier Museum Trip
 - c) Halloween Parade



Hiking Mount Major --

Dave Anderson, Director of Education, Society for the Protection of NH Forests

A hiking primer for Little Harbour Elementary School, Portsmouth, NH

The Forest Society indoor presentation is an *introduction to hiking at Mount Major in Alton.*

There are ten (10) primary sections:

1. Introduction. Welcome to Mount Major, trailheads and parking lot kiosk
2. The Route: signs, blazes, map
3. Along the Trail – a scavenger hunt. “Can you find...?”
4. Unique Geology at Mt. Major
5. Cultural and historical resources
6. Wildlife
7. Forests
8. Upper slopes and ledges
9. The summit
10. Hike safe, stay safe

STUDENT WORKSHEET – study questions

1. What is a “kiosk?”
2. What is a “blaze”
3. What is a “water bar” designed to do?
4. What is the best estimate of how many hikers visit Mt. Major annually?
5. What color blaze is the main trail to the summit?
6. What evidence of erosion did you see? What causes it?
7. What is a “glacial erratic?”
8. What can split a solid piece of granite in half?
9. What force created the rounded northwest side and steep southeast side of Mt. Major?
10. What is the rounded side and steep side formation called?
11. What animals might live in the jumble of rocky talus boulders beneath cliffs?
12. Were there people living in farms on Mt. Major and in the Belknap Range?
13. Why or why not?
14. What evidence did you see of past agriculture?
15. What other evidence of human history did you see on Mt. Major?
16. Name three (3) animals that live in the forests of the Belknap Range or use adjacent wetlands and large lakes.
17. What is a “coniferous” tree? Give one example.
18. What is a “deciduous” tree? Give one example.
19. How many needles does a red pine have in each bundle? A white pine has how many?
20. What is a “flag tree?” What can it reveal?
21. What is a “cairn” and where are they generally found?
22. What did you find or see at the summit (to) of Mt. Major?
23. Name any three (3) of ten (10) items you should have in backpack when hiking in NH.

STUDENT WORKSHEET – Short answer questions

Name: _____

Teacher, class: _____

1. What did you expect and how did you feel when you first learned about the LHS Mt. Major field trip?
2. Did you look forward to the field trip or did you have any concerns? If so what?
3. Did the pre-trip visit by Dave Anderson of the NH Forest Society **help you to prepare** for your hike? Did you learn helpful information on what to expect?
4. **What did you learn** when you hiked on Mt. Major?
5. What did you **like best** about the hike on Mt. Major?
6. What did you **like least** about the hike on Mt. Major?
7. What would have **made the experience better**?
8. Was there anything **surprising or unexpected** about the experience?
9. **Would you recommend** this trip to next year's 4th grade students?

Kid-Friendly Mt. Major: a Magnet for Environmental Education

How can we teach the younger generation to care about land conservation? For the Forest Society, the answer has become as obvious as the yellow paint on the school buses pulling into and out of the Mt. Major parking lot.

Thanks to many generous donors, we and our partners are within \$200,000 of our fundraising goal of 1.8 million to purchase and protect two properties directly on Mt. Major and two more on nearby peaks. Once we own these parcels, we will become a co-host (along with the State of New Hampshire and private landowners) the many schools that bring students to Mt. Major for annual field trips. Informal surveys have tallied at least 23 schools regularly using the mountain—a situation that presents us with fantastic educational opportunities.

The Forest Society is working to develop pilot partnerships with two schools—Little Harbour Elementary in Portsmouth and Mt. Prospect High School in Alton—in the Everybody Hikes Mt. Major Outdoor Classroom Initiative. Both schools have expressed enthusiasm for working with us as a resource for more information and suggestions for activities revolving around Mt. Major's cultural history, natural history and conservation status. Resources developed as part of these partnerships would ideally be shared with other schools and community groups.

This project will rely on the successful completion of the Everybody Hikes Mt. Major campaign, and we are so close. Please consider donating, or increasing a prior donation, to this effort, and join with us in educating the next generation about the value of land conservation!



Fourth graders, teachers and chaperones from Portsmouth's Little Harbour Elementary School celebrate reaching the summit of Mt. Major during their annual field trip. Courtesy photo.

FOURTH-GRADERS PUT ENTHUSIASM FOR NATURE LESSONS IN WRITING

When fourth graders in Amy Kovick's class at Little Harbour Elementary School in Portsmouth were asked for ideas on improving the school's annual field trip up Mt. Major, they produced a stack of well-written, thoughtful proposals.

Jack wants to learn about animals, trees and Lake Winnepesaukee. Charlie is interested in knowing more about the scenery and the trails. Sophie wonders about Mt. Major's history.

The successful completion of the Everybody Hikes Mt. Major campaign will lay the foundation for the Forest Society to get involved in making these children's wonderful ideas a reality. Here are more of the fourth-grader's thoughts:

"No matter what, I always think a guide makes it better. You learn more, you get a better feel. I also think scavenger hunts are always fun, and they help you pay attention." — *Jackson*

"If a guide or expert had taught us about the wildlife and plants, we would have learned more during the hike." — *Caden*

"I think it was a lot of fun getting to hike and eat lunch at the top. But it would be better if we got to know what type of trees and animals lived on the mountain and to know when it was built and when it was open to people." — *Haley*

"I absolutely adored our magnificent trip to Mount Major! I love how we had big green forests around us, and I loved the fresh smell of the leaves and the air!" — *Brady, who went on to write that he enjoyed learning stamina and self-determination but would have also liked to learn about animals, plants and trees.*

From: Charles Grossman cgrossman@portsmouth.k12.nh.us
Subject: She'd
Date: October 9, 2014 at 8:21 AM
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PORTSMOUTH SCHOOL DEPARTMENT
FINANCIAL REPORT
MONTH END
JULY 2014

	FY 2015 YTD ACTUAL JULY	FY 2015 YTD PLAN JULY	FY 2015 YTD VARIANCE JULY (over)/under plan	FY 2014 YTD ACTUAL JULY	FY 2015 BUDGET ANNUAL	FY 2014 ACTUAL ANNUAL
GENERAL FUND						
101 ADMINSTRATIVE	100,507	97,585	(2,922)	148,052	1,404,099	1,403,376
102 TEACHER	3,157	0	(3,157)	6,853	16,933,294	16,434,529
104 TUTOR	1,095	0	(1,095)	1,067	40,725	34,197
105 CLERICAL	42,638	43,726	1,087	62,538	926,392	902,701
106 PARAPROFESSIONAL	27,222	27,008	(214)	26,800	1,038,769	1,029,060
107 MONITOR	0	0	0	0	18,118	20,741
108 TECHNICIAN	34,947	34,838	(109)	44,745	455,401	439,094
109 SCHOOL BOARD	0	0	0	0	14,000	13,025
110 CUSTODIAL	77,072	80,618	3,546	125,312	1,056,587	1,027,214
111 SECURITY	3,336	3,450	115	5,948	45,401	47,152
112 MAINTENANCE	16,504	17,228	724	26,898	226,090	230,506
113 COACHING	0	0	0	0	226,762	204,054
114 EXTRA-CURRICULAR	0	0	0	0	141,321	133,770
119 UNCLASSIFIED/UNAFFILIATED	0	0	0	0	0	795
121 SUBSTITUTES	1,110	1,714	605	0	342,871	466,003
140 SABBATICAL	0	0	0	0	0	0
190 OTHER	(1,301)	0	1,301	11	0	0
Total Salaries	306,288	306,167	(121)	448,223	22,869,830	22,386,216
211 HEALTH INSURANCE	5,841,258	5,841,258	0	5,693,234	5,841,258	5,693,234
212 DENTAL INSURANCE	60,824	57,676	(3,148)	58,620	346,057	351,799
213 LIFE INSURANCE	15,122	16,193	1,071	14,736	97,161	81,545
214 DISABILITY INSURANCE	7,385	7,581	196	7,161	90,978	85,701
220 FICA	25,916	36,771	10,855	35,376	1,793,723	1,631,850
231 RETIREMENT - STATE	40,234	60,720	20,487	56,802	3,036,016	2,878,022
239 RETIREMENT-SL@T	400,000	400,000	0	400,000	400,000	400,000
240 COURSE REIMBURESMENT	22,017	62,520	40,503	68,192	250,080	240,362
250 UNEMPLOYMENT COMPENSATION	0	833	833	0	10,000	1,638
260 WORKERS COMPENSATION	0	100,614	100,614	109,067	100,614	109,067
270 OTHER HEALTH BENEFITS/EAP	301	390	89	755	1,500	6,357
280 CONFERENCE ALLOWANCE	1,229	990	(240)	155	10,418	8,416
290 ASSOCIATION DUES	414	4,270	3,856	5,313	8,540	6,756
Total Benefits	6,414,701	6,589,817	175,117	6,449,411	11,986,345	11,494,747
TOTAL SALARIES AND BENEFITS	6,720,989	6,895,985	174,996	6,897,634	34,856,175	33,880,963

PORTSMOUTH SCHOOL DEPARTMENT

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MONTH END

JULY 2014

	FY 2015 YTD ACTUAL JULY	FY 2015 YTD PLAN JULY	FY 2015 YTD VARIANCE JULY (over)/under plan	FY 2014 YTD ACTUAL JULY	FY 2015 BUDGET ANNUAL	FY 2014 ACTUAL ANNUAL
102 DONDERO	13,189	12,359	(831)	14,759	41,195	33,692
104 LITTLE HARBOUR	25,006	25,745	739	26,883	59,868	45,620
105 NEW FRANKLIN	15,018	13,046	(1,973)	13,945	37,230	27,303
108 MIDDLE SCHOOL	36,689	35,022	(1,667)	30,224	98,556	77,765
109 SENIOR HIGH	58,372	57,989	(383)	68,829	168,414	166,792
Total Schools	148,274	144,160	(4,114)	154,639	405,263	351,172
110 ART	13,051	21,515	8,464	15,317	58,076	51,009
111 MUSIC	1,813	223	(1,590)	690	19,967	15,948
112 PHYSICAL EDUCATION	0	10	10	50	13,067	10,878
113 INSTRUMENTAL MUSIC	0	315	315	0	46,184	35,661
114 TECHNICAL CAREERS	5,077	3,643	(1,434)	2,141	60,718	49,695
115 ATHLETICS	11,637	8,950	(2,687)	13,179	326,595	312,518
116 DRAMA	0	0	0	0	12,890	12,193
117 K-12 COMPUTER	0	2,587	2,587	0	24,500	10,949
119 HEALTH INSTRUCTION	0	130	130	0	4,052	2,031
Total Other Instruction	31,578	37,373	5,795	31,377	566,049	500,883
130 ENRICHMENT	0	0	0	0	0	542
131 DISTRICT-WIDE ASSESSMENT	10,469	6,488	(3,980)	7,157	19,435	10,695
132 MATHMATICS ELEMENTARY	21,867	13,705	(8,163)	791	76,505	23,857
134 HEALTH	2,674	2,668	(6)	2,506	7,759	6,546
135 LIBRARY ELEMENTARY	5,686	6,165	480	7,429	33,104	28,332
136 MEDIA SERVICES	380	3,029	2,649	0	18,651	14,768
137 SYSTEM - WIDE PSYCHOLOGIST	0	0	0	0	10,175	2,930
138 CURRICULUM BOOKS	9,778	3,458	(6,320)	3,419	19,909	7,110
139 READING	12,054	4,636	(7,418)	16,597	39,879	25,092
145 PUPIL ENTITLEMENT	0	0	0	0	3,525	3,156
Total Instructional Support	62,908	40,150	(22,758)	37,899	228,942	123,028

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JULY 2014

	FY 2015 YTD ACTUAL JULY	FY 2015 YTD PLAN JULY	FY 2015 YTD VARIANCE JULY (over)/under plan	FY 2014 YTD ACTUAL JULY	FY 2015 BUDGET ANNUAL	FY 2014 ACTUAL ANNUAL
150 PEEP	502	824	322	495	7,594	7,593
151 SPED/ ELEMENTARY	0	695	695	1,740	19,888	16,987
152 SPED/ MIDDLE SCHOOL	0	272	272	142	9,208	3,448
153 SPED/HIGH SCHOOL	0	1,301	1,301	1,689	10,849	8,440
156 SPEECH	0	508	508	2,540	4,055	3,229
157 OCCUPATIONAL THERAPY	0	0	0	0	3,090	693
159 ESL	0	0	0	0	1,880	1,229
160 DISTRICT-WIDE ADAPTIVE SERVICE	0	0	0	0	2,500	2,015
165 OUT OF DISTRICT TUITION	27,190	35,863	8,673	29,505	1,623,450	1,717,437
Total Special Instruction	27,693	39,463	11,772	36,111	1,682,514	1,761,072
170 CENTRAL OFFICE	68,713	69,366	653	8,862	173,416	212,020
171 SCHOOL BOARD	5,714	5,310	(404)	4,786	11,450	13,720
173 RESEARCH & DEVELOPMENT	0	32	32	0	3,823	2,498
177 TECHNOLOGY PLAN	41,177	97,856	56,679	52,350	297,785	202,706
178 DATA PROCESSING	0	20,476	20,476	33,198	43,318	33,198
179 LARGE EQUIPMENT	5,672	5,031	(641)	0	60,399	56,720
180 TRAVEL IN DISTRICT	211	139	(71)	481	28,392	24,956
182 WELLNESS	0	0	0	0	2,000	2,321
183 INSURANCE	114,289	114,289	(0)	106,812	116,289	107,360
184 TELEPHONE	5,196	4,555	(641)	30	45,549	44,696
187 ATHLETIC FIELDS	525	4,027	3,502	998	56,758	78,185
188 MAINTENANCE	96,488	88,824	(7,665)	111,912	444,118	502,129
189 ENERGY	1,369	6,633	5,264	623	1,106,162	1,094,998
190 CIP	0	0	0	0	0	0
195 PUPIL TRANSPORTATION	0	0	0	0	846,994	827,104
197 SPACE RENTAL	0	0	0	0	0	0
198 NON-RECURRING EXPENSES	0	0	0	0	0	0
199 CONTINGENCY	0	0	0	0	0	(42)
Total System Support	339,354	416,538	77,184	320,052	3,236,453	3,202,568
TOTAL OPERATING	609,807	677,685	67,879	580,078	6,119,221	5,938,723
TOTAL GENERAL FUND BUDGET	7,330,795	7,573,669	242,875	7,477,711	40,975,396	39,819,686

PORTSMOUTH SCHOOL DEPARTMENT
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JULY 2014

	FY 2015 YTD ACTUAL JULY	FY 2015 YTD PLAN JULY	FY 2015 YTD VARIANCE JULY (over)/under plan	FY 2014 YTD ACTUAL JULY	FY 2015 BUDGET ANNUAL	FY 2014 ACTUAL ANNUAL
SPECIAL EDUCATION - 207 EXPENSE						
102 TEACHER	2,769	0	(2,769)	0	424,170	415,905
105 CLERICAL	3,488	2,183	(1,305)	5,128	46,254	45,825
106 PARAPROFESSIONAL	21,832	25,307	3,475	17,424	973,364	948,904
Total Salaries	28,089	27,491	(598)	22,552	1,443,788	1,410,634
220 FICA	2,149	2,264	115	1,741	110,450	98,292
231 RETIREMENT	2,304	2,458	154	2,064	122,912	117,795
Total Benefits	4,453	4,722	269	3,805	233,362	216,087
Total Operating	9,061	9,418	357	661	96,100	115,646
TOTAL SPED 207 EXPENSE	41,603	41,631	28	27,018	1,773,250	1,742,367
SPECIAL EDUCATION - 207 REVENUE						
1322 TUITION NH LEA	0	0	0	0	300,000	275,084
1332 TUITION OTHER LEA	0	0	0	0	53,000	82,356
1910 GENERAL FUND SUPPORT	0	0	0	0	400,000	300,000
3230 CAT AID	0	0	0	0	250,000	241,490
4580 MEDICAID REIMBURSEMENT	4,167	0	(4,167)	0	450,000	756,243
TOTAL SPED 207 REVENUE	4,167	0	(4,167)	0	1,453,000	1,655,172

PORTSMOUTH SCHOOL DEPARTMENT
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MONTH END
AUGUST 2014

	FY 2015 YTD ACTUAL AUGUST	FY 2015 YTD PLAN AUGUST	FY 2015 YTD VARIANCE AUGUST (over)/under plan	FY 2014 YTD ACTUAL AUGUST	FY 2015 BUDGET ANNUAL	FY 2014 ACTUAL ANNUAL
GENERAL FUND						
101 ADMINSTRATIVE	249,889	244,032	(5,856)	245,202	1,404,099	1,403,376
102 TEACHER	16,848	0	(16,848)	7,603	16,933,294	16,434,529
104 TUTOR	1,095	0	(1,095)	1,067	40,725	34,197
105 CLERICAL	109,053	109,314	261	104,855	926,392	902,701
106 PARAPROFESSIONAL	27,222	31,267	4,045	27,734	1,038,769	1,029,060
107 MONITOR	0	0	0	0	18,118	20,741
108 TECHNICIAN	86,927	87,118	191	74,053	455,401	439,094
109 SCHOOL BOARD	0	0	0	0	14,000	13,025
110 CUSTODIAL	203,619	201,597	(2,022)	202,642	1,056,587	1,027,214
111 SECURITY	8,949	8,626	(323)	8,555	45,401	47,152
112 MAINTENANCE	43,076	43,070	(6)	43,552	226,090	230,506
113 COACHING	0	0	0	0	226,762	204,054
114 EXTRA-CURRICULAR	0	0	0	0	141,321	133,770
119 UNCLASSIFIED/UNAFFILIATED	0	0	0	0	0	795
121 SUBSTITUTES	2,915	92,747	89,831	495	342,871	466,003
140 SABBATICAL	0	0	0	0	0	0
190 OTHER	2,000	0	(2,000)	11	0	0
Total Salaries	751,593	817,772	66,178	715,770	22,869,830	22,386,216
211 HEALTH INSURANCE	5,842,851	5,841,258	(1,593)	5,693,234	5,841,258	5,693,234
212 DENTAL INSURANCE	91,707	86,514	(5,193)	60,853	346,057	351,799
213 LIFE INSURANCE	22,861	24,290	1,429	14,572	97,161	81,545
214 DISABILITY INSURANCE	21,334	22,745	1,410	20,863	90,978	85,701
220 FICA	58,672	55,605	(3,066)	54,643	1,793,723	1,631,850
231 RETIREMENT - STATE	91,845	94,116	2,271	88,306	3,036,016	2,878,022
239 RETIREMENT-SL@T	400,000	400,000	0	400,000	400,000	400,000
240 COURSE REIMBURESMENT	33,211	62,520	29,309	83,203	250,080	240,362
250 UNEMPLOYEMENT COMPENSATION	433	1,666	1,233	0	10,000	1,638
260 WORKERS COMPENSATION	0	100,614	100,614	109,067	100,614	109,067
270 OTHER HEALTH BENEFITS/EAP	301	390	89	1,217	1,500	6,357
280 CONFERENCE ALLOWANCE	1,229	1,979	750	575	10,418	8,416
290 ASSOCIATION DUES	1,083	4,270	3,187	5,387	8,540	6,756
Total Benefits	6,565,527	6,695,968	130,441	6,531,921	11,986,345	11,494,747
TOTAL SALARIES AND BENEFITS	7,317,121	7,513,740	196,619	7,247,691	34,856,175	33,880,963

PORTSMOUTH SCHOOL DEPARTMENT
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MONTH END
AUGUST 2014

	FY 2015 YTD ACTUAL AUGUST	FY 2015 YTD PLAN AUGUST	FY 2015 YTD VARIANCE AUGUST (over)/under plan	FY 2014 YTD ACTUAL AUGUST	FY 2015 BUDGET ANNUAL	FY 2014 ACTUAL ANNUAL
102 DONDERO	14,824	13,375	(1,449)	15,422	41,195	33,692
104 LITTLE HARBOUR	25,804	29,518	3,714	26,452	59,868	45,620
105 NEW FRANKLIN	18,516	15,475	(3,041)	16,384	37,230	27,303
108 MIDDLE SCHOOL	48,628	43,274	(5,354)	45,698	98,556	77,765
109 SENIOR HIGH	64,395	74,126	9,731	96,358	168,414	166,792
Total Schools	172,167	175,768	3,602	200,315	405,263	351,172
110 ART	23,628	24,614	987	24,150	58,076	51,009
111 MUSIC	6,836	3,993	(2,842)	3,243	19,967	15,948
112 PHYSICAL EDUCATION	6,497	4,046	(2,450)	4,429	13,067	10,878
113 INSTRUMENTAL MUSIC	9,000	8,775	(225)	3,000	46,184	35,661
114 TECHNICAL CAREERS	7,077	5,099	(1,979)	5,549	60,718	49,695
115 ATHLETICS	21,459	22,638	1,178	24,864	326,595	312,518
116 DRAMA	0	1,044	1,044	5,219	12,890	12,193
117 K-12 COMPUTER	0	5,043	5,043	1,493	24,500	10,949
119 HEALTH INSTRUCTION	0	122	122	0	4,052	2,031
Total Other Instruction	74,497	75,375	878	71,946	566,049	500,883
130 ENRICHMENT	0	0	0	0	0	542
131 DISTRICT-WIDE ASSESSMENT	10,469	9,601	(867)	9,135	19,435	10,695
132 MATHEMATICS ELEMENTARY	22,596	25,044	2,448	9,760	76,505	23,857
134 HEALTH	2,674	2,949	275	2,795	7,759	6,546
135 LIBRARY ELEMENTARY	9,888	8,292	(1,595)	8,629	33,104	28,332
136 MEDIA SERVICES	465	3,793	3,328	0	18,651	14,768
137 SYSTEM - WIDE PSYCHOLOGIST	0	0	0	0	10,175	2,930
138 CURRICULUM BOOKS	9,312	4,934	(4,378)	4,324	19,909	7,110
139 READING	12,127	5,206	(6,921)	16,475	39,879	25,092
145 PUPIL ENTITLEMENT	0	0	0	0	3,525	3,156
Total Instructional Support	67,529	59,819	(7,710)	51,118	228,942	123,028

PORTSMOUTH SCHOOL DEPARTMENT
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MONTH END
AUGUST 2014

	FY 2015 YTD ACTUAL AUGUST	FY 2015 YTD PLAN AUGUST	FY 2015 YTD VARIANCE AUGUST (over)/under plan	FY 2014 YTD ACTUAL AUGUST	FY 2015 BUDGET ANNUAL	FY 2014 ACTUAL ANNUAL
150 PEEP	798	861	64	564	7,594	7,593
151 SPED/ ELEMENTARY	200	988	788	2,686	19,888	16,987
152 SPED/ MIDDLE SCHOOL	225	522	297	142	9,208	3,448
153 SPED/HIGH SCHOOL	2,385	1,310	(1,075)	1,689	10,849	8,440
156 SPEECH	0	719	719	2,540	4,055	3,229
157 OCCUPATIONAL THERAPY	0	30	30	0	3,090	693
159 ESL	0	0	0	0	1,880	1,229
160 DISTRICT-WIDE ADAPTIVE SERVICE	0	113	113	0	2,500	2,015
165 OUT OF DISTRICT TUITION	92,978	96,331	3,353	81,172	1,623,450	1,717,437
Total Special Instruction	96,587	100,874	4,289	88,794	1,682,514	1,761,072
170 CENTRAL OFFICE	71,097	90,044	18,947	22,181	173,416	212,020
171 SCHOOL BOARD	5,714	5,813	99	6,657	11,450	13,720
173 RESEARCH & DEVELOPMENT	0	28	28	0	3,823	2,498
177 TECHNOLOGY PLAN	80,552	112,737	32,185	80,395	297,785	202,706
178 DATA PROCESSING	0	27,099	27,099	33,198	43,318	33,198
179 LARGE EQUIPMENT	11,344	10,062	(1,281)	0	60,399	56,720
180 TRAVEL IN DISTRICT	567	616	49	593	28,392	24,956
182 WELLNESS	0	336	336	1,800	2,000	2,321
183 INSURANCE	114,289	114,289	(0)	106,812	116,289	107,360
184 TELEPHONE	12,206	11,387	(819)	3,032	45,549	44,696
187 ATHLETIC FIELDS	19,257	18,446	(811)	6,470	56,758	78,185
188 MAINTENANCE	153,510	144,338	(9,171)	157,704	444,118	502,129
189 ENERGY	42,642	42,016	(626)	40,902	1,106,162	1,094,998
190 CIP	0	0	0	0	0	0
195 PUPIL TRANSPORTATION	0	0	0	0	846,994	827,104
197 SPACE RENTAL	0	0	0	0	0	0
198 NON-RECURRING EXPENSES	0	0	0	0	0	0
199 CONTINGENCY	2,160	0	(2,160)	98	0	(42)
Total System Support	513,339	577,213	63,874	459,840	3,236,453	3,202,568
TOTAL OPERATING	924,119	989,049	64,932	872,013	6,119,221	5,938,723
TOTAL GENERAL FUND BUDGET	8,241,238	8,502,789	261,551	8,119,703	40,975,396	39,819,686

PORTSMOUTH SCHOOL DEPARTMENT
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AUGUST 2014

	FY 2015 YTD ACTUAL AUGUST	FY 2015 YTD PLAN AUGUST	FY 2015 YTD VARIANCE AUGUST (over)/under plan	FY 2014 YTD ACTUAL AUGUST	FY 2015 BUDGET ANNUAL	FY 2014 ACTUAL ANNUAL
SPECIAL EDUCATION - 207 EXPENSE						
102 TEACHER	9,750	0	(9,750)	0	424,170	415,905
105 CLERICAL	8,719	5,458	(3,261)	8,546	46,254	45,825
106 PARAPROFESSIONAL	29,903	29,298	(605)	17,424	973,364	948,904
Total Salaries	48,372	34,756	(13,616)	25,970	1,443,788	1,410,634
220 FICA	3,715	3,424	(291)	2,008	110,450	98,292
231 RETIREMENT	3,719	3,810	91	2,431	122,912	117,795
Total Benefits	7,434	7,234	(200)	4,439	233,362	216,087
Total Operating	15,448	9,418	(6,030)	17,957	96,100	115,646
TOTAL SPED 207 EXPENSE	71,254	51,408	(19,846)	48,366	1,773,250	1,742,367
SPECIAL EDUCATION - 207 REVENUE						
1322 TUITION NH LEA	0	0	0	0	300,000	275,084
1332 TUITION OTHER LEA	0	0	0	0	53,000	82,356
1910 GENERAL FUND SUPPORT	0	0	0	0	400,000	300,000
3230 CAT AID	0	0	0	0	250,000	241,490
4580 MEDICAID REIMBURSEMENT	53,058	0	(53,058)	172,539	450,000	756,243
TOTAL SPED 207 REVENUE	53,058	0	(53,058)	172,539	1,453,000	1,655,172

PORTSMOUTH SCHOOL DEPARTMENT
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MONTH END
SEPTEMBER 2014

	FY 2015 YTD ACTUAL SEPTEMBER	FY 2015 YTD PLAN SEPTEMBER	FY 2015 YTD VARIANCE SEPTEMBER (over)/under plan	FY 2014 YTD ACTUAL SEPTEMBER	FY 2015 BUDGET ANNUAL	FY 2014 ACTUAL ANNUAL
GENERAL FUND						
101 ADMINSTRATIVE	349,293	341,617	(7,675)	342,352	1,404,099	1,403,376
102 TEACHER	1,355,584	1,351,277	(4,307)	1,272,862	16,933,294	16,434,529
104 TUTOR	4,107	3,620	(486)	4,079	40,725	34,197
105 CLERICAL	179,001	180,554	1,553	173,970	926,392	902,701
106 PARAPROFESSIONAL	110,576	110,110	(466)	111,633	1,038,769	1,029,060
107 MONITOR	2,061	1,879	(182)	1,894	18,118	20,741
108 TECHNICIAN	122,211	121,956	(255)	103,856	455,401	439,094
109 SCHOOL BOARD	975	3,500	2,525	0	14,000	13,025
110 CUSTODIAL	285,298	282,214	(3,084)	279,095	1,056,587	1,027,214
111 SECURITY	12,180	12,077	(103)	12,218	45,401	47,152
112 MAINTENANCE	59,775	60,298	523	60,260	226,090	230,506
113 COACHING	223	0	(223)	0	226,762	204,054
114 EXTRA-CURRICULAR	0	0	0	0	141,321	133,770
119 UNCLASSIFIED/UNAFFILIATED	0	0	0	0	0	795
121 SUBSTITUTES	21,804	129,845	108,042	32,123	342,871	466,003
140 SABBATICAL	0	0	0	0	0	0
190 OTHER	(562)	0	562	0	0	0
Total Salaries	2,502,524	2,598,948	96,424	2,394,341	22,869,830	22,386,216
211 HEALTH INSURANCE	5,841,258	5,841,258	0	5,693,234	5,841,258	5,693,234
212 DENTAL INSURANCE	120,920	115,352	(5,568)	90,571	346,057	351,799
213 LIFE INSURANCE	30,217	32,384	2,167	21,872	97,161	81,545
214 DISABILITY INSURANCE	29,086	30,323	1,237	21,106	90,978	85,701
220 FICA	186,863	193,556	6,693	176,918	1,793,723	1,631,850
231 RETIREMENT - STATE	315,083	327,608	12,525	302,876	3,036,016	2,878,022
239 RETIREMENT-SL@T	400,000	400,000	0	400,000	400,000	400,000
240 COURSE REIMBURESMENT	56,855	62,520	5,665	106,336	250,080	240,362
250 UNEMPLOYEMENT COMPENSATION	1,021	2,097	1,076	0	10,000	1,638
260 WORKERS COMPENSATION	0	100,614	100,614	109,067	100,614	109,067
270 OTHER HEALTH BENEFITS/EAP	1,164	750	(414)	1,217	1,500	6,357
280 CONFERENCE ALLOWANCE	2,277	2,593	316	855	10,418	8,416
290 ASSOCIATION DUES	1,392	4,270	2,878	5,917	8,540	6,756
Total Benefits	6,986,136	7,113,325	127,189	6,929,969	11,986,345	11,494,747
TOTAL SALARIES AND BENEFITS	9,488,660	9,712,273	223,613	9,324,310	34,856,175	33,880,963

PORTSMOUTH SCHOOL DEPARTMENT
FINANCIAL REPORT
MONTH END
SEPTEMBER 2014

	FY 2015 YTD ACTUAL SEPTEMBER	FY 2015 YTD PLAN SEPTEMBER	FY 2015 YTD VARIANCE SEPTEMBER (over)/under plan	FY 2014 YTD ACTUAL SEPTEMBER	FY 2015 BUDGET ANNUAL	FY 2014 ACTUAL ANNUAL
102 DONDERO	17,048	14,993	(2,055)	16,274	41,195	33,692
104 LITTLE HARBOUR	26,849	28,409	1,560	28,306	59,868	45,620
105 NEW FRANKLIN	25,767	23,677	(2,090)	18,368	37,230	27,303
108 MIDDLE SCHOOL	55,204	47,678	(7,526)	49,750	98,556	77,765
109 SENIOR HIGH	84,816	89,507	4,692	100,780	168,414	166,792
Total Schools	209,684	204,264	(5,419)	213,479	405,263	351,172
110 ART	30,783	30,553	(230)	31,157	58,076	51,009
111 MUSIC	7,622	3,993	(3,629)	3,243	19,967	15,948
112 PHYSICAL EDUCATION	6,862	5,007	(1,855)	4,568	13,067	10,878
113 INSTRUMENTAL MUSIC	12,640	9,424	(3,216)	4,400	46,184	35,661
114 TECHNICAL CAREERS	25,733	11,619	(14,114)	10,792	60,718	49,695
115 ATHLETICS	46,248	64,579	18,331	54,380	326,595	312,518
116 DRAMA	0	1,745	1,745	5,237	12,890	12,193
117 K-12 COMPUTER	0	6,262	6,262	299	24,500	10,949
119 HEALTH INSTRUCTION	0	154	154	0	4,052	2,031
Total Other Instruction	129,888	133,335	3,447	114,075	566,049	500,883
130 ENRICHMENT	0	0	0	0	0	542
131 DISTRICT-WIDE ASSESSMENT	10,469	9,681	(788)	9,135	19,435	10,695
132 MATHMATICS ELEMENTARY	24,790	27,271	2,481	12,781	76,505	23,857
134 HEALTH	3,024	3,375	350	2,753	7,759	6,546
135 LIBRARY ELEMENTARY	12,363	11,576	(787)	10,693	33,104	28,332
136 MEDIA SERVICES	6,191	8,470	2,279	170	18,651	14,768
137 SYSTEM - WIDE PSYCHOLOGIST	0	584	584	2,918	10,175	2,930
138 CURRICULUM BOOKS	9,333	6,407	(2,926)	4,573	19,909	7,110
139 READING	13,946	6,654	(7,292)	16,467	39,879	25,092
145 PUPIL ENTITLEMENT	0	0	0	0	3,525	3,156
Total Instructional Support	80,116	74,017	(6,099)	59,489	228,942	123,028

PORTSMOUTH SCHOOL DEPARTMENT
FINANCIAL REPORT
MONTH END
SEPTEMBER 2014

	FY 2015 YTD ACTUAL SEPTEMBER	FY 2015 YTD PLAN SEPTEMBER	FY 2015 YTD VARIANCE SEPTEMBER (over)/under plan	FY 2014 YTD ACTUAL SEPTEMBER	FY 2015 BUDGET ANNUAL	FY 2014 ACTUAL ANNUAL
150 PEEP	847	1,244	397	838	7,594	7,593
151 SPED/ ELEMENTARY	859	3,331	2,472	3,512	19,888	16,987
152 SPED/ MIDDLE SCHOOL	391	666	274	141	9,208	3,448
153 SPED/HIGH SCHOOL	3,305	1,484	(1,821)	1,569	10,849	8,440
156 SPEECH	0	730	730	2,516	4,055	3,229
157 OCCUPATIONAL THERAPY	94	283	189	693	3,090	693
159 ESL	0	136	136	679	1,880	1,229
160 DISTRICT-WIDE ADAPTIVE SERVICE	180	179	(1)	70	2,500	2,015
165 OUT OF DISTRICT TUITION	168,457	178,092	9,634	177,216	1,623,450	1,717,437
Total Special Instruction	174,135	186,144	12,010	187,234	1,682,514	1,761,072
170 CENTRAL OFFICE	74,121	90,038	15,917	24,518	173,416	212,020
171 SCHOOL BOARD	6,314	9,435	3,121	6,657	11,450	13,720
173 RESEARCH & DEVELOPMENT	0	28	28	0	3,823	2,498
177 TECHNOLOGY PLAN	86,295	139,901	53,606	85,483	297,785	202,706
178 DATA PROCESSING	0	33,553	33,553	33,198	43,318	33,198
179 LARGE EQUIPMENT	17,016	15,094	(1,922)	0	60,399	56,720
180 TRAVEL IN DISTRICT	1,330	1,206	(124)	1,143	28,392	24,956
182 WELLNESS	0	336	336	1,800	2,000	2,321
183 INSURANCE	114,289	114,289	(0)	106,812	116,289	107,360
184 TELEPHONE	15,662	10,563	(5,099)	6,300	45,549	44,696
187 ATHLETIC FIELDS	36,852	35,190	(1,662)	8,021	56,758	78,185
188 MAINTENANCE	196,983	196,300	(683)	204,994	444,118	502,129
189 ENERGY	104,150	92,353	(11,797)	99,408	1,106,162	1,094,998
190 CIP	0	0	0	0	0	0
195 PUPIL TRANSPORTATION	82,009	84,699	2,691	10,260	846,994	827,104
197 SPACE RENTAL	0	0	0	0	0	0
198 NON-RECURRING EXPENSES	0	0	0	0	0	0
199 CONTINGENCY	0	0	0	247	0	(42)
Total System Support	735,020	822,984	87,964	588,839	3,236,453	3,202,568
TOTAL OPERATING	1,328,843	1,420,744	91,902	1,163,115	6,119,221	5,938,723
TOTAL GENERAL FUND BUDGET	10,817,502	11,133,017	315,515	10,487,424	40,975,396	39,819,686

PORTSMOUTH SCHOOL DEPARTMENT
FINANCIAL REPORT
MONTH END
SEPTEMBER 2014

	FY 2015 YTD ACTUAL SEPTEMBER	FY 2015 YTD PLAN SEPTEMBER	FY 2015 YTD VARIANCE SEPTEMBER (over)/under plan	FY 2014 YTD ACTUAL SEPTEMBER	FY 2015 BUDGET ANNUAL	FY 2014 ACTUAL ANNUAL
SPECIAL EDUCATION - 207 EXPENSE						
102 TEACHER	46,108	33,849	(12,259)	31,545	424,170	415,905
105 CLERICAL	12,206	9,015	(3,191)	11,965	46,254	45,825
106 PARAPROFESSIONAL	107,759	103,177	(4,582)	96,118	973,364	948,904
Total Salaries	166,073	146,040	(20,033)	139,628	1,443,788	1,410,634
220 FICA	11,841	11,918	77	9,978	110,450	98,292
231 RETIREMENT	13,201	13,263	62	11,653	122,912	117,795
Total Benefits	25,042	25,181	139	21,631	233,362	216,087
Total Operating	15,801	20,854	5,053	21,957	96,100	115,646
TOTAL SPED 207 EXPENSE	206,916	192,075	(14,841)	183,216	1,773,250	1,742,367
SPECIAL EDUCATION - 207 REVENUE						
1322 TUITION NH LEA	0	0	0	0	300,000	275,084
1332 TUITION OTHER LEA	0	0	0	0	53,000	82,356
1910 GENERAL FUND SUPPORT	0	0	0	0	400,000	300,000
3230 CAT AID	0	0	0	0	250,000	241,490
4580 MEDICAID REIMBURSEMENT	78,484	50,000	(28,484)	196,058	450,000	756,243
TOTAL SPED 207 REVENUE	78,484	50,000	(28,484)	196,058	1,453,000	1,655,172

Sexual Harassment – Employee/Staff

I. PURPOSE

The purpose of this policy is to maintain a learning and working environment that is free from sexual harassment, including sexual violence, as defined below.

Sexual harassment is against the law and is against school board policy. Any form of sexual harassment is strictly prohibited.

It is a violation of this policy for any employee to harass other employees, students, parents or others participating in programs, services and/or activities provided by the school board, through conduct or communication of a sexual nature as defined by this policy.

For the purposes of this policy, the term “employee” shall include, but not be limited to all school department staff, teachers, non-certified personnel, administrators, volunteers, coaches and/or other such personnel whose employment position or work in a district school is directed by the school district.

The School Department will investigate all complaints, either formal or informal, verbal or written, of alleged sexual harassment. The School Department will further take steps to address any substantiated allegations of sexual harassment, by taking prompt and effective steps reasonably calculated to end the harassment, eliminate any hostile environment and its effects, and prevent the harassment from recurring. These steps could include but are not limited to, disciplining any employee who sexually harasses or is sexually violent toward, another employee, student, parent, or other persons participating in programs, services and/or activities provided by the school department.

II. SEXUAL HARASSMENT DEFINED

Harassing conduct may take many forms, including verbal acts and name-calling; graphic and written statements, which may include use of cell phones or the Internet; or other conduct that may be physically threatening, harmful, or humiliating. Harassment does not have to include intent to harm, be directed at a specific target, or involve repeated incidents.

Sexual harassment shall include, but is not limited to, unwelcome sexual advances, requests for sexual favors and other verbal, nonverbal or physical conduct of sexual nature when:

- (1) The conduct creates a hostile learning or working environment because it is sufficiently severe, pervasive, or persistent so as to interfere with or limit a student’s ability to participate in or benefit from the services, activities, or opportunities offered by the school board and/or
- (2) The conduct creates a hostile working environment because it is sufficiently severe, pervasive, or persistent so as to interfere with or limit an employee’s ability to participate in or benefit from the services, activities or work opportunities offered by the school board and/or
- (3) The conduct consists of/ includes violence of a sexual nature; and/or

- (4) The conduct or communication has the purpose or effect of demanding sexual favors in exchange for benefits; and/or
- (5) Submission to or rejections of the conduct or communication is used as the basis for educational decisions affecting a student.

III. REPORTING PROCEDURES

1. The Superintendent or his/her written designee is ultimately responsible for ensuring the implementation of the procedures of this policy. Additionally, the Superintendent may develop and implement additional administrative regulations in furtherance of this policy.
2. Any employee who believes he or she has been the victim of sexual harassment, or who is aware that someone else, including a student, parent or third party, may be a victim of such harassment, should report the alleged act(s) to the building Principal. If the alleged perpetrator is the Principal, complainants may file their concerns with any other school department employee, who shall then report the allegation to the Superintendent. The Board encourages reporting employees to use the Report Form that is available on the School Department web site, from the Principal or from the Title IX coordinator.
3. In each building, the Principal is the person responsible for receiving oral or written reports of sexual harassment. Upon receipt of a report, the Principal will forward the report to the Title IX Coordinator immediately, without screening or investigating the report. If the report is given verbally, the Principal shall reduce it to written form within 24 hours and then forward it to the Title IX Coordinator. Failure to forward any sexual harassment report or complaint as provided herein may result in disciplinary action.
4. The Board designates the Title IX Coordinator as the School Department officer to receive any report or complaint of sexual harassment in the District. If the complaint involves the Superintendent, the Title IX Coordinator shall inform the Chairperson of the School Board. The School Department shall post the name of the Title IX Coordinator in conspicuous places throughout school buildings and on the School Department web site, including a telephone number and mailing address. Submission of a complaint or report of sexual harassment will not affect the employee's standing in school, future employment, or work assignments.
5. The School Department will respect the confidentiality of the complainant and the person(s) against whom the complaint is filed as much as possible, consistent with the School Department's legal obligations and the necessity to investigate allegations of sexual harassment and take disciplinary action when the conduct has occurred.

IX. INVESTIGATION PROCEDURES

The Title IX Coordinator will authorize an investigation upon receipt of a report or complaint alleging sexual harassment. This investigation may be conducted by trained School Department personnel or by a third party authorized by the Superintendent. The Title IX Coordinator and Superintendent will ensure that no complaint will be investigated by a person named in that

complaint.

Upon the initiation of an investigation, the investigator will provide the complainant and the respondent (the person who is alleged to have engaged in harassment) with notice that:

- (1) They each have the right to present witnesses and other evidence during the investigation;
- (2) If the alleged victim(s) of harassment opts to participate in mediation or other informal resolution, they will not be required to work out the problem directly with the alleged perpetrators without appropriate involvement by the School Department. Additionally, such alleged victims will be assured that any informal process can be ended by an alleged victim at any time in order to begin the formal investigation and subsequent stages of the complaint process;
- (3) Notice that both complainants and accused individuals will be timely notified of the outcome of any School Department investigation; and
- (4) The School Department has an obligation, following substantiated instances of sexual harassment, to take appropriate steps to address the effects of any harassment, including supporting victim's access to School Department Programs, services and activities.

The investigator will consider the nature of alleged conduct, the surrounding circumstances, the relationship between the parties and the context in which the alleged incidents occurred. Whether particular action(s) or incident(s) constitute sexual harassment requires a determination, based on a preponderance of the evidence, from all the facts and surrounding circumstances.

The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator. Students who are interviewed may have a parent or other representative present.

In addition, the School Department may take immediate, intermediate steps, at its discretion, to protect the complainant, students and employees pending completion of an investigation of alleged sexual harassment.

If the Superintendent determines that a third-party designee should conduct the investigation, the School Department must provide the investigator with a copy of the sexual harassment policy and investigation procedure.

X. RECOMMENDATION

Upon completion of an investigation conducted by either School Department personnel or a third party, the Superintendent will be provided with a written factual report and recommended action. If an investigation reveals that discriminatory harassment has occurred, the School Department will take prompt and effective steps reasonably calculated to end the harassment, eliminate any hostile environment, and its effects, and prevent the harassment from recurring.

XI. SCHOOL DEPARTMENT ACTION

If the investigating party determines that the alleged conduct constituted sexual harassment, the Superintendent may discipline the offending employee, including but not limited to, steps such as a warning, training, temporary suspension or dismissal. Any discipline will be in accordance with all laws and collective bargaining agreements, if applicable.

The complainant and the respondent will be informed of the results of the investigation in a timely manner. If the investigating party determines that the alleged conduct did not constitute sexual harassment, no disciplinary action will be taken.

Conduct which does not rise to the level of sexual harassment as defined by this policy, but which is nonetheless inappropriate or in violation of other related Board policies, will be addressed on a case-by-case basis by the Superintendent, who may order the offending employee to engage in some remedial action.

The appeal of any disciplinary action taken will be governed by the applicable collective bargaining agreement.

XII. REPRISAL

The School Department will not tolerate retaliation by any employee against any individual, including other employees, students and/or third parties, who report alleged sexual harassment or who testifies, assists or participates in an investigation, proceeding or hearing relating to a sexual harassment complaint. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment. The School Department may discipline any employee who engages in such retaliation.

XIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

These procedures do not deny the right of any individual to pursue other avenues of recourse, which may include filing charges with the Commissioner of Education, initiating civil action or seeking redress under state criminal statutes and/or federal law.

XIV. SEXUAL HARASSMENT AS SEXUAL ABUSE

Under certain circumstances, sexual harassment may constitute sexual abuse under New Hampshire law. In such situations, the School Department shall comply with all applicable laws.

Nothing in this policy will prohibit the School Department from taking immediate action to protect victims of alleged sexual abuse.

XV. TITLE IX COORDINATOR

Joanne Simons

Director of Pupil Services & Instruction and Title IX Coordinator

Portsmouth School Department

1 Junkins Avenue

Portsmouth, NH 03801

(603)431-5080 or (603)610-44

XVI. NOTICE OF BY-PASS OF POLICY

Any individual with a sexual harassment complaint may choose to report it directly to either of the following regulatory agencies:

N.H. Commission on Human Rights
2 Chenelle Dr., Concord, NH 03301
Telephone 603-271-2767

US Department of Education
Office for Civil Rights, Region 1
5 Post Office Square
8th Floor, Suite 900
Boston, MA 02109
Telephone 617-289-0111

Legal Reference:

NH Code of Administrative Rules, Section Ed. 303.01(j), Substantive Duties of School Boards; Sexual Harassment Policy

NH Code of Administrative Rules, Section 306.04(a)(8), Student Harassment

NH Code of Administrative Rules, Section 306.04(a)(9), Sexual Harassment

RSA 354-A:7, Unlawful Discriminatory Practices

Title IX of the Education Amendments of 1972 and its implementing regulation at 34

C.F.R. Part 106

Appendix: GBAA-R, BBA-R

Sexual Harassment and Sexual Violence Employee/Staff Report Form

General Statement of Policy Prohibiting Sexual Harassment

The School District maintains a firm policy prohibiting all forms of discrimination based on sex. Sexual harassment and sexual violence against students or employees is sex discrimination. All persons are to be treated with respect and dignity. Sexual violence, sexual advances or other forms of personal harassment by any person, male or female, which create an intimidating, hostile or offensive environment will not be tolerated under any circumstances.

Complainant: _____

School Building: _____ Grade: _____

Home Address: _____

Work Address: _____

Home Phone: _____ Work Phone: _____

Date of Alleged Incident(s)

Name of person you believe has engaged in sexual harassment or sexual violence:

Name of person(s) who were the target of the harassment, if any (you, a friend, etc.)

List any witnesses that were present:

Where did the incident(s) occur?

Use of Restraints and Seclusion

Definitions:

1. (a) "**Restraint**" means bodily physical restriction, mechanical devices, or any device that immobilizes a person or restricts the freedom of movement of the torso, head, arms, or legs. It includes mechanical restraint, physical restraint, and medication restraint used to control behavior in an emergency or any involuntary medication. It is limited to actions taken by persons who are school or facility staff members, contractors, or otherwise under the control or direction of a school or facility.
 - (b) "Restraint" shall not include:
 - (1) Brief touching or holding to calm, comfort, encourage, or guide a child, so long as limitation of freedom of movement of the child does not occur.
 - (2) The 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.
 - (3) 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.
 - (4) The use of seat belts, safety belts, or similar passenger restraints during the transportation of a child in a motor vehicle.
 - (5) 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. "**Medication restraint**" occurs when a child is given medication involuntarily for the purpose of immediate control of the child's behavior.
3. "**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.
4. "**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.
5. "**Seclusion**" means 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, a lock, or other mechanical device or barrier. The term shall not include the voluntary separation of a child from a stressful environment for

the purpose of allowing the child to regain self-control, when such separation is to an area which a child is able to leave. Seclusion does not include circumstances in which there is no physical barrier between the child and any other person or the child is physically able to leave the place. A circumstance may be considered seclusion even if a window or other device for visual observation is present, if the other elements of this definition are satisfied.

Procedures for Managing the Behavior of Students:

The Superintendent is authorized to establish procedures for managing the behavior. 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:

Restraint will only be used to ensure the immediate physical safety of any person when there is a substantial and imminent risk of serious bodily harm to the student or others.

Restraint will only be used by trained school staff.

Restraint will not be as punishment for the behavior of a student.

Restraint will not be imposed for longer than is necessary to protect the student or others from the substantial and imminent risk of serious bodily harm.

No period of restraint of a student may exceed 15 minutes without the approval of a supervisory employee designated by the director to provide such approval. No period of restraint of a student may exceed 30 minutes unless an assessment of the mental, emotional, and physical well-being of the student is conducted by a trained and authorized employee.

Circumstances in Which Seclusion May Be Used:

The School Board recognizes the statutorily imposed conditions of seclusions and hereby adopts those conditions, as defined by RSA 126-U:5-b.

Seclusion may only be used when a student's behavior poses a substantial and imminent risk of physical harm to the student or others.

Seclusion will be used only by trained school staff.

Seclusion will not be used as a form of punishment for the behavior of a student.

Prohibition of Dangerous Restraint Techniques:

The School Board recognizes and hereby prohibits the use of "dangerous restraint techniques" as defined in RSA 126-U:4.

Reporting Requirements and Parental Notification:

In the event restraint or seclusion is used on a student, the building principal will, within 24 hours, verbally notify the student's parents/guardian of the occurrence.

The building principal will, within 5 business days after the occurrence, submit a written notification/report to the Superintendent. The notification shall contain all the requirements and information as mandated by RSA 126-U:7, II. The Superintendent may develop a reporting form or other documents necessary to satisfy these reporting requirements.

Revised:

Portsmouth School Board Approved:

August 14, 2012

Unless prohibited by court order, the Superintendent will, within 2 business days of receipt of the notification required in the above paragraph, send by first class mail to the child's parent or guardian the information contained in the notification/report. Each notification/report prepared under this section shall be retained by the school for review in accordance with state board of education rules and the department of health and human services rules.

If a school employee has intentional physical contact with a student in response to a student's aggressive misconduct or disruptive behavior, the building principal will make reasonable efforts to inform the student's parent or guardian as soon as possible, but no later than the end of the school day. The building principal will also prepare a written report of the incident within five (5) business days of the incident. The report will include information required under RSA 126-U:7, V.

Transportation: (RSA 126-U:12)

The school district will not use mechanical restraints during the transportation of children unless case-specific circumstances dictate that such methods are necessary.

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:

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

Whenever a student is transported using mechanical restraints, the Superintendent or designee will document in writing the reasons for the use of the mechanical restraints.

NHSBA Note, September 2014: Numerous changes to this policy are necessitated by legislative changes to RSA 126-U. Changes include:

- Title of policy has changed.
- "Seclusion" added to definitions.
- Section titled "Circumstances in Which Restraint May Be Used" amended and redrafted in its entirety.
- Section titled "Authorization and Monitoring of Extended Restraint" deleted in its entirety.
- New section titled "Circumstances in Which Seclusion May Be Used" added.
- Section titled "Prohibition of Dangerous Restraint Techniques" amended and redrafted in its entirety.
- New paragraph added to end of section titled "Reporting Requirements and Parental Notification."

Legal References:

RSA 126-U, Limiting the Use of Child Restraint Practices

Revised: September 2014

Revised: May 2012

New Policy: September 2010

Revised:

Portsmouth School Board Approved:

August 14, 2012