



DOVER SCHOOL BOARD – AGENDA

Meeting Type: **Regular Session #12**
 Meeting Location: **McConnell Center, Room 306**
 Meeting Date: **Monday, December 13, 2021**
 Meeting Time: **7:00 p.m.**

- A. CALL TO ORDER**
- B. ROLL CALL**
- C. PLEDGE OF ALLEGIANCE**
- D. AGENDA APPROVAL**
- E. CITIZENS' FORUM**
- F. APPROVAL OF MINUTES**
 - 1. Regular Meeting # 11, November 8, 2021
- G. CONSENT AGENDA**
 - 1. **Correspondence:** None
 - 2. **Resignations/Retirements:** None
 - 3. **Leaves of Absence:** None
 - 4. **Job Shares:** None
 - 5. **Nominations:**
 - a. DTU Nominations
 - b. DPA Nominations
 - c. DEOP Nomination
 - d. Winter Coaching Nominations
 - 6. **Extended Travel (Student Trips):** None
 - 7. **Donations:** December Donations
- H. STUDENT REPORT:**
- I. POLICY – CHANGES – PROPOSALS:** None
- J. POLICY ADOPTION:**
 - 1. DAF – Administration of Federal Grant Funds (Revisions)
 - 2. DSAF – Student and School Activities Fund Management (New Policy)
 - 3. ECAF – Audio & Video Surveillance on School Buses (New Policy)
 - 4. EEA – Student Transportation Services (Revisions)
 - 5. EEAA – Video and Audio Surveillance on School Property (Revisions)
 - 6. EEAB – Establishment of School Bus Routes (Revisions)
 - 7. EEAE – School Bus Safety Program (Revisions)
 - 8. EEAE-R – Safety Guidelines for Parents/Guardians of Students Using Buses (New Policy)
 - 9. EEAEA – Mandatory Drug & Alcohol Testing – School Bus Drivers and Contracted Carriers (Revisions)
 - 10. EEAEA-R – Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers (New Policy)
 - 11. EEAEAC – School Transportation Policy (Withdraw)
 - 12. EEAG – Use of Private Vehicles to Transport Students (Revisions)
 - 13. FAA – Annual Facility Plan (New Policy)
 - 14. GCG – Part-Time and Substitute Professional Staff Employment (Substitute Teachers) – FIRST AND SECOND READING (Revisions and Memorandum included)
 - 15. IHCD/LEB – Advanced Course Work/Advanced Placement Courses & Stem Dual & Concurrent Enrollment Program (Revisions)
 - 16. IK – Earning of High School Credit (Revisions)
 - 17. IKF – High School Graduation Requirements (Revisions)
 - 18. IMBC – Alternative Credit Options (Revisions)



**DOVER SCHOOL
DISTRICT**

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19. JICC – Student Conduct on School Buses (New Policy)
20. JICC-R – School Bus Conduct Rules (New Policy)
21. KCDA – Memorials, Dedications and Recognitions (New Policy)
22. KCDA-R – Memorials, Dedications and Recognitions Procedure (New Policy)
23. Safe Messaging Guidelines-SPRC (Supporting documentation for policies KCDA and KCDA-R)

K. RESOLUTIONS:

1. Establishment of The Beverly O'Brien Scholarship Fund

L. OLD BUSINESS: None

M. NEW BUSINESS:

1. Dover High School and Career Technical Center Program of Studies Change Requests – 2022-2023
2. District Initiative Updates
 - a. Implementation of the New Math Curriculum
 - b. Implementation of the K-4 Literacy Initiative
 - c. Dover High School DREAM Team
 - d. Collaboration with Great Schools Partnership
3. Dover School District SAU 11 Academic Calendar 2022-2023 – Draft
4. Approval of Tuition Rates
 - a. Barrington School District
 - b. Nottingham School District
 - c. Other NH Districts and CTC
5. Nottingham Tuition Contract Extension Request – Fiscal Year 2023
6. Joint City/School Labor Negotiation Services
7. Transportation Contract Extension
8. Review of COVID-19 Metric and Identify Level of Restrictions
9. 2021-2022 Dover School District Entry Plan
10. Condition of Accounts

N. SUBMISSION AND PAYMENT OF BILLS

O. SUPERINTENDENT'S REPORT

P. COMMITTEE REPORTS

Q. SCHOOL BOARD MATTERS OF INTEREST

R. ADJOURNMENT

Citizens, residents of the City of Dover, property owners in the City of Dover, and/or designated representatives of recognized civic organizations or businesses located in the City of Dover and/or residents of sending school districts, are invited to all public meetings and shall be given an opportunity to speak. Time shall be set aside for citizen statements, Citizen's Forum, at all public meetings, unless a vote to the contrary is taken by the School Board.

Citizens shall identify themselves by name and address for the record; address comments to the presiding officer and the Board as a body and not individual members.

Citizen's Forum will ensure citizens have the opportunity to speak to all other items on a meeting agenda and/or matters pertaining to the business of the School Board. At workshop meetings and special sessions, Citizens' Forum will be restricted to items on the meeting agenda. Statements shall be limited to five (5) minutes unless otherwise extended by the chairperson, with the approval of the School Board.

All citizens are permitted to place items on the agenda through written application to the Superintendent at least one week prior to the meeting date. Citizen items will require a formal motion and a second by seated members to bring the item to the floor for debate.

**OFFICE OF THE SUPERINTENDENT
DOVER PUBLIC SCHOOLS
DOVER, NEW HAMPSHIRE**

TO: DOVER SCHOOL BOARD

DATE: December 13, 2021

MEMORANDUM: Nomination and Election of Teachers

In accordance with Chapter 189, Section 39 of the New Hampshire School laws of 1963, I hereby nominate the following persons for the designated positions for the 2021-2022 school year.

NAME	POSITION	SCHOOL	REPLACING	SALARY	TRACK
Bertolini, Mark (Eric)	Math Teacher	Dover High School	Richard Chamberland	\$37,500	BA, Step 1
Simpson, Bonnie	Social Studies Teacher	Dover Middle School	Shea Cook	\$40,383	MA Step 1
Wotton, Molly	Science Teacher	Dover Middle School	Melissa Stein	\$38,438	BA+15, Step 1
Wares, James	Math Teacher	Dover High School	New Position	\$59,026	MA, Step 11
Murphy, Diane	English Teacher	Dover Middle School	Lesley Allen	\$74,123	MA, Step 17
Kostis, Stacey	OYO Grade 3 Teacher	Garrison Elementary School	Erica Gagnon	\$54,812	BA, Step 11

**OFFICE OF THE SUPERINTENDENT
DOVER PUBLIC SCHOOLS
DOVER, NEW HAMPSHIRE**

TO: **DOVER SCHOOL BOARD**

DATE: December 13, 2021

MEMORANDUM: Nomination and Election of Paraprofessionals

In accordance with Chapter 189, Section 39 of the New Hampshire School laws of 1963, I hereby nominate the following persons for the designated positions for the 2021-2022 school year.

NAME	POSITION	SCHOOL	REPLACING	SALARY	TRACK
Young, Jennifer	Paraprofessional	Dover High School	Ashlie Peters	\$18.99/hr	C2, Step 7
Bahai, Andrew	Paraprofessional	Dover High School	Parker Gauthier	\$15.14/hr	C2, Step 2
Ludwick, Heather	Paraprofessional	Horne Street School	Nathan Hooper	\$16.56/hr	C2, Step 4
Couture-King, Megan	Paraprofessional	Dover Middle School	Jacob Baxter	\$15.14/hr	C2, Step 2
Winsor, Jayne	Paraprofessional	Horne Street School	Melissa Klotz	\$26.22/hr	C4, Step 7

**OFFICE OF THE SUPERINTENDENT
DOVER PUBLIC SCHOOLS
DOVER, NEW HAMPSHIRE**

TO: **DOVER SCHOOL BOARD**

DATE: December 13, 2021

MEMORANDUM: Nomination and Election of Administrative Assistants (DEOP)

In accordance with Chapter 189, Section 39 of the New Hampshire School laws of 1963, I hereby nominate the following persons for the designated positions for the 2021-2022 school year.

NAME	POSITION	SCHOOL	REPLACING	SALARY	TRACK
Gaunya, Andrea	Admin Assistant	Woodman Park School	Maria Rouillard	\$/hr 20.95	C4, Step 6

Recommendations

To: Dr. William Harbron
 From: Peter Wotton
 Re: Coaching Recommendations
 Date: November 23, 2021

Cc: Peter Driscoll
 Kim Lyndes

I would like to recommend the following individuals for WINTER Coaching positions at DHS and DMS for the 2021-22 Winter Sports Season.

<u>Position</u>	<u>Name</u>	<u>Stipend</u>	<u>Replaces</u>
B. Varsity Basketball	Matt Fennessy	\$5587.50	
B. JV/Asst Basketball	Heath Churchill	\$3712.50	
B. Fr. Basketball	Jordan Chambers	\$3187.50	Tyler Donlon
B. MS Head Coach	Garison Rogacki	\$2775	Peter Wons
B. MS Asst. Coach	Demetrius Woodard	\$1612.50	Garison Rogacki
G. Varsity Basketball	Ernie Clark	\$5587.50	
G. JV Basketball	Amanda Studer	\$3712.50	
G. Fr. Basketball	OPEN	\$3187.50	
G. MS Head Coach	Kaylee Towle	\$2775	
G. MS Asst. Coach	Bob Ciotti	\$1612.50	
Head Ice Hockey	Mike Young	\$55250	
Asst/JV Ice Hockey	Chris Hitchcock	\$3187.50	
Head Swim/Dive Coach	Samantha Royalty	\$1800	
Asst. Swim/Dive Coach	Emily Cook	\$1613	
Head Win. Cheering	Kelsey Daigle	\$4312.50	
JV/Asst Winter Cheering	Mikaela Leighton	\$2550	
DMS Cheering	Megan Connors	\$1612.50	
Boys Head Winter Track	Nick Piatti	\$4312.50	
B/G Asst. Win. Track	Christen Wilhelm	\$2550	
B/G Asst. Win. Track	MJ Hippert	\$2550	
B/G Alpine Skiing	Steve Lent	\$2512.50	
B/G Bowling	Brian Beck	\$800	
Girls Gymnastics	Cindy Conrad	\$994	Sarah Merrill
Co-Head Coaches	Darcy Sauer	\$994	

Please contact me with any questions or concerns

Donation Request List for Approval
December 13, 2021 School Board Meeting

School	Group Donating	Value	Items/Service	Purpose
DMS	DMS PTA	\$546.00	Check	Hannaford Helps Funds typically go to DMS PTA – Check was inaccurately made out to DMS. DMS will transfer funds to the DMS PTA.
GES	Fisher Scientific Company L.L.C.	\$4,913.10	18 Sun Spotter Telescopes	To aid in first grade science/stem lessons.

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Time-Effort Reporting / Oversight ADMINISTRATION OF FEDERAL GRANT FUNDS

Second Reading (Revisions)

~~The Superintendent will establish sufficient oversight of the operations of federally supported activities to assure compliance with applicable federal requirements and to ensure that program objectives established by the awarding agency are being achieved. The District will submit all reports as required by federal or state authorities.~~

~~As a recipient of Federal funds, the District shall comply with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. Section 200.430 of the Code of Federal Regulations requires certification of effort to document salary expenses charged directly or indirectly against Federally sponsored projects. This process is intended to verify the compensation for employment services, including salaries and wages, is allocable and properly expended, and that any variances from the budget are reconciled.~~

~~**A. Compensation:** Compensation for employment services includes all remuneration, paid currently or accrued, for services of employees rendered during the period of performance under the Federal award, including but not necessarily limited to wages and salaries. Compensation for personal services may also include fringe benefits, which are addressed in 2 CFR 200.431 Compensation—fringe benefits. Costs of compensation are allowable to the extent that they satisfy the specific requirements of these regulations, and that the total compensation for individual employees:~~

- ~~1. Is reasonable for the services rendered, conforms to the District's established written policy, and is consistently applied to both Federal and non-Federal activities; and~~
- ~~2. Follows an appointment made in accordance with the District's written policies and meets the requirements of Federal statute, where applicable.~~

~~**B. Time and Effort Reports:** Time and effort reports shall:~~

- ~~1. Be supported by a system of internal controls which provide reasonable assurance that the charges are accurate, allowable, and properly allocated;~~
- ~~2. Be incorporated into the official records of the District;~~
- ~~3. Reasonably reflect the total activity for which the employee is compensated by the District, not exceeding 100% of the compensated activities;~~
- ~~4. encompass both Federally assisted and other activities compensated by the District on an integrated basis;~~
- ~~5. Comply with the District's established accounting policies and practices;~~
- ~~6. Support the distribution of the employee's salary or wages among specific activities or cost objectives if the employee works on more than one (1) Federal award, a Federal award and non-Federal award, an indirect cost activity and a direct cost activity, two (2) or more indirect activities which are allocated using different allocations bases, or an unallowable activity and a direct or indirect cost activity.~~

~~The District will also follow any time and effort requirements imposed by NHDOE or other pass-through entity as appropriate to the extent that they are more restrictive than the Federal requirements. The Superintendent or designee is responsible for the collection and retention of employee time and effort reports. Individually reported data will be made available only to authorized auditors or as required by law.~~

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RECOMMENDATIONS

Related Policies: DI, DID, DJ, DJC, DJE, DJF & DK

See also: ADB, EFAA, EHB, JICI & JRA

This Policy includes “sub-policies” relating to specific provisions of the Uniform Administrative Requirements for Federal Awards issued by the U.S. Office of Budget and Management. Those requirements, which are commonly known as Uniform Grant Guidance (“UGG”), are found in Title 2 of the Code of Federal Regulations (“CFR”) part 200. The sub-policies include:

page numbers will be corrected after approval:

<u>DAF-1</u>	<u>ALLOWABILITY</u>	<u>2</u>
<u>DAF-2</u>	<u>CASH MANAGEMENT AND FUND CONTROL.....</u>	<u>6</u>
<u>DAF-3</u>	<u>PROCUREMENT</u>	<u>8</u>
<u>DAF-4</u>	<u>PROCUREMENT – ADDITIONAL PROVISIONS PERTINENT TO FOOD SERVICE PROGRAM.....</u>	<u>15</u>
<u>DAF-5</u>	<u>CONFLICT OF INTEREST AND MANDATORY DISCLOSURES</u>	<u>16</u>
<u>DAF-6</u>	<u>INVENTORY MANAGEMENT - EQUIPMENT AND SUPPLIES PURCHASED WITH FEDERAL FUNDS</u>	<u>17</u>
<u>DAF-7</u>	<u>TRAVEL REIMBURSEMENT – FEDERAL FUNDS</u>	<u>18</u>
<u>DAF-8</u>	<u>ACCOUNTABILITY AND CERTIFICATIONS.....</u>	<u>19</u>
<u>DAF-9</u>	<u>TIME AND EFFORT REPORTING / OVERSIGHT</u>	<u>19</u>
<u>DAF-10</u>	<u>GRANT BUDGET RECONCILIATION</u>	<u>20</u>
<u>DAF-11</u>	<u>SUB-RECIPIENT MONITORING AND MANAGEMENT</u>	<u>20</u>

NOTICE: Notwithstanding any other policy of the District, all funds awarded directly or indirectly through any Federal grant or subsidy programs shall be administered in accordance with this Policy, and any administrative procedures adopted implementing this Policy.

The Board accepts federal funds, which are available, provided that there is a specific need for them and that the required matching funds are available. The Board intends to administer federal grant awards efficiently, effectively and in compliance with all requirements imposed by law, the awarding agency and the New Hampshire Department of Education (NHDOE) or other applicable pass-through entity.

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This policy establishes the minimum standards regarding internal controls and grant management to be used by the District in the administration of any funds received by the District through Federal grant programs as required by applicable NH and Federal laws or regulations, including, without limitation, the UGG.

The Board directs the Superintendent and/or the Superintendent's designee(s) to develop, monitor, and enforce effective administrative procedures and other internal controls over federal awards as necessary in order to provide reasonable assurances that the District is managing the awards in compliance with all requirements for federal grants and awards. Systems and controls must meet all requirements of federal and/or state law and regulation and shall be based on best practices.

The Superintendent is directed to assure that all individuals responsible for the administration of a federal grant or award shall be provided sufficient training to carry out their duties in accordance with all applicable requirements for the federal grant or award and this policy.

To the extent not covered by this Policy, the administrative procedures and internal controls must provide for:

1. identification of all federal funds received and expended and their program source;
2. accurate, current, and complete disclosure of financial data in accordance with federal requirements;
3. records sufficient to track the receipt and use of funds;
4. effective control and accountability over assets to assure they are used only for authorized purposes and
5. comparison of expenditures against budget.

DAF-1 ALLOWABILITY

The Superintendent is responsible for the efficient and effective administration of grant funds through the application of sound management practices. Such funds shall be administered in a manner consistent with all applicable Federal, State and local laws, the associated agreements/assurances, program objectives and the specific terms and conditions of the grant award.

A. Cost Principles: Except whether otherwise authorized by statute, costs shall meet the following general criteria in order to be allowable under Federal awards:

1. Be "necessary" and "reasonable" for proper and efficient performance and administration of the Federal award and be allocable thereto under these principles.
 - a. To determine whether a cost is "reasonable", consideration shall be given to:
 - i. whether a cost is a type generally recognized as ordinary and necessary for the operation of the District or the proper and efficient performance of the Federal award;

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- ii. the restraints or requirements imposed by such factors as sound business practices, arm's length bargaining, Federal, State, local, tribal and other laws and regulations;
 - iii. market prices for comparable goods or services for the geographic area;
 - iv. whether the individuals concerned acted with prudence in the circumstances considering their responsibilities; and
 - v. whether the cost represents any significant deviation from the established practices or Board policy which may increase the expense. While Federal regulations do not provide specific descriptions of what satisfied the "necessary" element beyond its inclusion in the reasonableness analysis above, whether a cost is necessary is determined based on the needs of the program. Specifically, the expenditure must be necessary to achieve an important program objective. A key aspect in determining whether a cost is necessary is whether the District can demonstrate that the cost addresses an existing need and can prove it.
 - b. When determining whether a cost is "necessary", consideration may be given to whether:
 - i. the cost is needed for the proper and efficient performance of the grant program;
 - ii. the cost is identified in the approved budget or application;
 - iii. there is an educational benefit associated with the cost;
 - iv. the cost aligns with identified needs based on results and findings from a needs assessment; and/or
 - v. the cost addresses program goals and objectives and is based on program data.
 - c. A cost is allocable to the Federal award if the goods or services involved are chargeable or assignable to the Federal award in accordance with the relative benefit received.
2. Conform to any limitations or exclusions set forth as cost principles in Part 200 or in the terms and conditions of the Federal award.
 3. Be consistent with policies and procedures that apply uniformly to both Federally-financed and other activities of the District.
 4. Be afforded consistent treatment. A cost cannot be assigned to a Federal award as a direct cost if any other cost incurred for the same purpose in like circumstances has been assigned as an indirect cost under another award.
 5. Be determined in accordance with generally accepted accounting principles.
 6. Be representative of actual cost, net of all applicable credits or offsets.

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The term “applicable credits” refers to those receipts or reductions of expenditures that operate to offset or reduce expense items allocable to the Federal award. Typical examples of such transactions are: purchase discounts; rebates or allowances; recoveries or indemnities on losses; and adjustments of overpayments or erroneous charges. To the extent that such credits accruing to/or received by the State relate to the Federal award, they shall be credited to the Federal award, either as a cost reduction or a cash refund, as appropriate.

7. Be not included as a match or cost-share, unless the specific Federal program authorizes Federal costs to be treated as such.

8. Be adequately documented:

a. in the case of personal services, the Superintendent shall implement a system for District personnel to account for time and efforts expended on grant funded programs to assure that only permissible personnel expenses are allocated;

b. in the case of other costs, all receipts and other invoice materials shall be retained, along with any documentation identifying the need and purpose for such expenditure if not otherwise clear.

B. Selected Items of Cost: The District shall follow the rules for selected items of cost at 2 CFR Part 200, Subpart E when charging these specific expenditures to a Federal grant. When applicable, District staff shall check costs against the selected items of cost requirements to ensure the cost is allowable. In addition, State, District and program-specific rules, including the terms and conditions of the award, may deem a cost as unallowable and District personnel shall follow those rules as well.

C. Cost Compliance: The Superintendent shall require that grant program funds are expended and are accounted for consistent with the requirements of the specific program and as identified in the grant application. Compliance monitoring includes accounting for direct or indirect costs and reporting them as permitted or required by each grant.

D. Determining Whether A Cost is Direct or Indirect

1. “Direct costs” are those costs that can be identified specifically with a particular final cost objective, such as a Federal award, or other internally or externally funded activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy.

These costs may include: salaries and fringe benefits of employees working directly on a grant-funded project; purchased services contracted for performance under the grant; travel of employees working directly on a grant-funded project; materials, supplies, and equipment purchased for use on a specific grant; and infrastructure costs directly attributable to the program (such as long-distance telephone calls specific to the program, etc.).

2. “Indirect costs” are those that have been incurred for a common or joint purpose benefitting more than one (1) cost objective, and not readily assignable to the cost objectives specifically benefitted, without effort disproportionate to the results

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achieved. Costs incurred for the same purpose in like circumstances shall be treated consistently as either direct or indirect costs.

These costs may include: general data processing, human resources, utility costs, maintenance, accounting, etc.

Federal education programs with supplement not supplant provisions must use a restricted indirect cost rate. In a restricted rate, indirect costs are limited to general management costs. General management costs do not include divisional administration that is limited to one (1) component of the District, the governing body of the District, compensation of the Superintendent, compensation of the chief executive officer of any component of the District, and operation of the immediate offices of these officers.

The salaries of administrative and clerical staff should normally be treated as indirect costs. Direct charging of these costs may be appropriate only if all the following conditions are met:

- a. Administrative or clerical services are integral to a project or activity.
- b. Individuals involved can be specifically identified with the project or activity.
- c. Such costs are explicitly included in the budget or have the prior written approval of the Federal awarding agency.
- d. The costs are not also recovered as indirect costs.

Where a Federal program has a specific cap on the percentage of administrative costs that may be charged to a grant, that cap shall include all direct administrative charges as well as any recovered indirect charges.

Effort should be given to identify costs as direct costs whenever practical, but allocation of indirect costs may be used where not prohibited and where indirect cost allocation is approved ahead of time by NHDOE or the pass-through entity (Federal funds subject to 2 C.F.R Part 200 pertaining to determining indirect cost allocation).

- E. Timely Obligation of Funds: Obligations are orders placed for property and services, contracts and subawards made, and similar transactions during a given period that require payment by the non-Federal entity during the same or a future period.

The following are examples of when funds are determined to be “obligated” under applicable regulation of the U.S. Department of Education:

When the obligation is for:

1. Acquisition of property – on the date which the District makes a binding written commitment to acquire the property.
2. Personal services by an employee of the District – when the services are performed.

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3. Personal services by a contractor who is not an employee of the District – on the date which the District makes a binding written commitment to obtain the services.
4. Public utility services – when the District received the services.
5. Travel – when the travel is taken.
6. Rental of property – when the District uses the property.
7. A pre-agreement cost that was properly approved by the Secretary under the cost principles in 2 CFR Part 200, Subpart E – Cost Principles – on the first day of the project period.

F. Period of Performance: All obligations must occur on or between the beginning and ending dates of the grant project. This period of time is known as the period of performance. The period of performance is dictated by statute and will be indicated in the Grant Award Notification (“GAN”). As a general rule, State-administered Federal funds are available for obligation within the year that Congress appropriates the funds for. However, given the unique nature of educational institutions, for many Federal education grants, the period of performance is twenty-seven (27) months. This maximum period includes a fifteen (15) month period of initial availability, plus a twelve (12) month period of carry over. For direct grants, the period of performance is generally identified in the GAN.

Pre-award costs are those incurred prior to the effective date of the Federal award or subaward directly pursuant to the negotiation and in anticipation of the Federal award where such costs are necessary for efficient and timely performance of the scope of work. Such costs are allowable only to the extent that they would have been allowable if incurred after the date of the Federal award and only with the written approval of the initial Federal awarding agency or of the NHDOE or other pass-through entity.

For both State-administered and direct grants, regardless of the period of availability, the District shall liquidate all obligations incurred under the award not later than forty-five (45) days after the end of the funding period unless an extension is authorized. Any funds not obligated within the period of performance or liquidated within the appropriate timeframe are said to lapse and shall be returned to the awarding agency. Consistently, the District shall closely monitor grant spending throughout the grant cycle.

DAF-2 CASH MANAGEMENT AND FUND CONTROL

Payment methods must be established in writing that minimize the time elapsed between the drawdown of federal funds and the disbursement of those funds. Standards for funds control and accountability must be met as required by the Uniform Guidance for advance payments and in accordance with the requirements of NHDOE or other applicable pass-through-entity.

In order to provide reasonable assurance that all assets, including Federal, State, and local funds, are safeguarded against waste, loss, unauthorized use, or misappropriation, the Superintendent shall implement internal controls in the area of cash management.

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The District's payment methods shall minimize the time elapsing between the transfer of funds from the United States Treasury or the NHDOE (pass-through entity) and disbursement by the District, regardless of whether the payment is made by electronic fund transfer, or issuance or redemption of checks, warrants, or payment by other means.

The District shall use forms and procedures required by the NHDOE, grantor agency or other pass-through entity to request payment. The District shall request grant fund payments in accordance with the provisions of the grant. Additionally, the District's financial management systems shall meet the standards for fund control and accountability as established by the awarding agency.

The Superintendent and/or the Superintendent's designee(s) is authorized to submit requests for advance payments and reimbursements at least monthly when electronic fund transfers are not used, and as often as deemed appropriate when electronic transfers are used, in accordance with the provisions of the Electronic Fund Transfer Act (15 U.S.C. 1693-1693r).

When the District uses a cash advance payment method, the following standards shall apply:

- A. The timing and amount of the advance payment requested will be as close as is administratively feasible to the actual disbursement for direct program or project costs and the proportionate share of any allowable indirect costs.
- B. The District shall make timely payment to contractors in accordance with contract provisions.
- C. To the extent available, the District shall disburse funds available from program income (including repayments to a revolving fund), rebates, refunds, contract settlements, audit recoveries, and interest earned on such funds before requesting additional cash payments.
- D. The District shall account for the receipt, obligation and expenditure of funds.
- E. Advance payments shall be deposited and maintained in insured accounts whenever possible.
- F. Advance payments will be maintained in interest bearing accounts unless the following apply:
 1. The District receives less than \$120,000 in Federal awards per year.
 2. The best reasonably available interest-bearing account would not be expected to earn interest in excess of \$500 per year on Federal cash balances.
 3. The depository would require an average or minimum balance so high that it would not be feasible within the expected Federal and non-Federal cash resources.
 4. A foreign government or banking system prohibits or precludes interest bearing accounts.

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G. Pursuant to Federal law and regulations, the District may retain interest earned in an amount up to \$500 per year for administrative costs. Any additional interest earned on Federal advance payments deposited in interest-bearing accounts must be remitted annually to the Department of Health and Human Services Payment Management System ("PMS") through an electronic medium using either Automated Clearing House ("ACH") network or a Fedwire Funds Service payment. Remittances shall include pertinent information of the payee and nature of payment in the memo area (often referred to as "addenda records" by Financial Institutions) as that will assist in the timely posting of interest earned on Federal funds.

DAF-3 PROCUREMENT

All purchases for property and services made using federal funds must be conducted in accordance with all applicable Federal, State and local laws and regulations, the Uniform Guidance, and the District's written policies and procedures.

Procurement of all supplies, materials equipment, and services paid for from Federal funds or District matching funds shall be made in accordance with all applicable Federal, State, and local statutes and/or regulations, the terms and conditions of the Federal grant, District policies, and procedures.

The Superintendent shall maintain a procurement and contract administration system in accordance with the USDOE requirements (2 CFR 200.317-327) for the administration and management of Federal grants and Federally-funded programs. The District shall maintain a contract administration system that requires contractors to perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders. Except as otherwise noted, procurement transactions shall also conform to the provisions of the District's documented general purchase Policy DJ.

The District avoids situations that unnecessarily restrict competition and avoids acquisition of unnecessary or duplicative items. Individuals or organizations that develop or draft specifications, requirements, statements of work, and/or invitations for bids, requests for proposals, or invitations to negotiate, are excluded from competing for such purchases. Additionally, consideration shall be given to consolidating or breaking out procurements to obtain a more economical purchase. And, where appropriate, an analysis shall be made to lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach. These considerations are given as part of the process to determine the allowability of each purchase made with Federal funds.

Contracts are awarded only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration is given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources. No contract is awarded to a contractor who is suspended or debarred from eligibility for participation in federal assistance programs or activities.

Purchasing records are sufficiently maintained to detail the history of all procurements and must include at least the rationale for the method of procurement, selection of contract type, and contractor selection or rejection; the basis for the contract price; and verification that the contractor is not suspended or debarred.

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To foster greater economy and efficiency, the District may enter into State and local intergovernmental agreements where appropriate for procurement or use of common or shared goods and services.

- A. Competition: All procurement transactions shall be conducted in a manner that encourages full and open competition and that is in accordance with good administrative practice and sound business judgement. In order to promote objective contractor performance and eliminate unfair competitive advantage, the District shall exclude any contractor that has developed or drafted specifications, requirements, statements of work, or invitations for bids or requests for proposals from competition for such procurements.

Some of the situations considered to be restrictive of competition include, but are not limited to, the following:

1. unreasonable requirements on firms in order for them to qualify to do business;
2. unnecessary experience and excessive bonding requirements;
3. noncompetitive contracts to consultants that are on retainer contracts;
4. organizational conflicts of interest;
5. specification of only a “brand name” product instead of allowing for an “or equal” product to be offered and describing the performance or other relevant requirements of the procurement; and/or
6. any arbitrary action in the procurement process.

Further, the District does not use statutorily or administratively imposed State, local, or tribal geographical preferences in the evaluation of bids or proposals, unless (1) an applicable Federal statute expressly mandates or encourages a geographic preference; (2) the District is contracting for architectural and engineering services, in which case geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.

To the extent that the District uses a pre-qualified list of persons, firms or products to acquire goods and services, the pre-qualified list must include enough qualified sources as to ensure maximum open and free competition. The District allows vendors to apply for consideration to be placed on the list as requested.

- B. Solicitation Language: The District shall require that all solicitations incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description shall not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product or service to be procured and, when necessary, shall set forth those minimum essential characteristics and standards to which it shall conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible.

When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a “brand name or equivalent” description may be used as a means to define the performance or other salient requirements of procurement. The

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specific features of the named brand which shall be met by offers shall be clearly stated; and identify all requirements which the offerors shall fulfill and all other factors to be used in evaluating bids or proposals.

The Board will not approve any expenditure for an unauthorized purchase or contract.

C. Procurement Methods: The District shall utilize the following methods of procurement:

1. Micro-purchases

Procurement by micro-purchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed \$10,000. To the extent practicable, the District shall distribute micro-purchase equitably among qualified suppliers. Micro-purchases may be made without soliciting competitive quotations if the Superintendent considers the price to be reasonable. The District maintains evidence of this reasonableness in the records of all purchases made by this method.

2. Small Purchases (Simplified Acquisition)

Small purchase procedures provide for relatively simple and informal procurement methods for securing services, supplies, and other property which is acquired above the *aggregate dollar* micro-purchase threshold and not exceeding the competitive bid threshold of \$250,000. Small purchase procedures require that price or rate quotations shall be obtained from an adequate number of qualified sources.

3. Sealed Bids

Sealed, competitive bids shall be obtained when the purchase of, and contract for, single items of supplies, materials, or equipment which amounts to \$250,000 and when the Board determines to build, repair, enlarge, improve, or demolish a school building/facility the cost of which will exceed \$250,000.

a. In order for sealed bidding to be feasible, the following conditions shall be present:

- i. a complete, adequate, and realistic specification or purchase description is available;**
- ii. two (2) or more responsible bidders are willing and able to compete effectively for the business; and**
- iii. the procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price.**

b. When sealed bids are used, the following requirements apply:

- i. Bids shall be solicited in accordance with the provisions of State law and DJE. Bids shall be solicited from an adequate number of qualified suppliers, providing sufficient response time prior to the date set for the opening of bids. The invitation to bid shall be publicly advertised.**

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- ii. The invitation for bids will include product/contract specifications and pertinent attachments and shall define the items and/or services required in order for the bidder to properly respond.
 - iii. All bids will be opened at the time and place prescribed in the invitation for bids; bids will be opened publicly.
 - iv. A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs shall be considered in determining which bid is lowest. Payment discounts may only be used to determine the low bid when prior experience indicates that such discounts are usually taken.
 - v. The Board reserves the right to reject any and all bids for sound documented reason.
 - vi. Bid protests shall be handled pursuant to the process set forth in DAF-3.I.
4. Competitive Proposals

Procurement by competitive proposal, normally conducted with more than one source submitting an offer, is generally used when conditions are not appropriate for the use of sealed bids or in the case of a recognized exception to the sealed bid method.

If this method is used, the following requirements apply:

- a. Requests for proposals shall be publicized and identify all evaluation factors and their relative importance. Any response to the publicized requests for proposals shall be considered to the maximum extent practical.
- b. Proposals shall be solicited from an adequate number of sources.
- c. The District shall use its written method for conducting technical evaluations of the proposals received and for selecting recipients.
- d. Contracts shall be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered.

The District may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated, and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services though A/E firms are a potential source to perform the proposed effort.

5. Noncompetitive Proposals

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Procurement by noncompetitive proposals allows for solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:

- a. the item is available only for a single source;
- b. the public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
- c. the Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the District; and/or
- d. after solicitation of a number of sources, competition is determined to be inadequate.

D. Contracting with Small and Minority Businesses, Women's Business Enterprises, and Labor Surplus Area Firms: The District must take necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible. Affirmative steps must include:

1. Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
2. Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
3. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
4. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;
5. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and
6. Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5) of this section.

E. Contract/Price Analysis: The District shall perform a cost or price analysis in connection with every procurement action in excess of \$250,000 (i.e., the Simplified Acquisition/Small Purchase limit), including contract modifications. (See 2 CFR 200.324). A cost analysis generally means evaluating the separate cost elements that make up the total price, while a price analysis means evaluating the total price, without looking at the individual cost elements.

The method and degree of analysis is dependent on the facts surrounding the particular procurement situation; however, the District shall come to an independent estimate prior to receiving bids or proposals.

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When performing a cost analysis, the District shall negotiate profit as a separate element of the price. To establish a fair and reasonable profit, consideration is given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.

- F. Time and Materials Contracts: The District shall use a time and materials type contract only (1) after a determination that no other contract is suitable; and (2) if the contract includes a ceiling price that the contractor exceeds at its own risk. Time and materials type contract means a contract whose cost to the District is the sum of the actual costs of materials, and direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.

Since this formula generates an open-ended contract price, a time-and-materials contract provides no positive profit incentive to the contractor for cost control or labor efficiently. Therefore, the District sets a ceiling price for each contract that the contractor exceeds at its own risk. Further, the District shall assert a high degree of oversight in order to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls, and otherwise performs in accordance with the terms, conditions, and specifications of their contracts or purchase orders.

- G. Suspension and Debarment: The District will award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of the proposed procurement. All purchasing decisions shall be made in the best interests of the District and shall seek to obtain the maximum value for each dollar expended. When making a purchasing decision, the District shall consider such factors as (1) contractor integrity; (2) compliance with public policy; (3) record of past performance; and (4) financial and technical resources.

The Superintendent shall have the authority to suspend or debar a person/corporation, for cause, from consideration or award of further contracts. The District is subject to and shall abide by the non-procurement debarment and suspension regulations implementing Executive Orders 12549 and 12689, 2 CFR Part 180.

Suspension is an action taken by the District that immediately prohibits a person from participating in covered transactions and transactions covered under the Federal Acquisition Regulation (48 CFR chapter 1) for a temporary period, pending completion of an agency investigation and any judicial or administrative proceedings that may ensure. A person so excluded is suspended. (See 2 CFR Part 180 Subpart G).

Debarment is an action taken by the Superintendent to exclude a person from participating in covered transactions and transactions covered under the Federal Acquisition Regulation (48 CFR chapter 1). A person so excluded is debarred. (See 2 CFR Part 180 Subpart H).

The District shall not subcontract with or award sub-grants to any person or company who is debarred or suspended. For contracts over \$25,000 the District shall confirm that the vendor is not debarred or suspended by either checking the Federal government's System for Award Management ("SAM"), which maintains a list of such debarred or suspended vendors at www.sam.gov (which replaced the former Excluded Parties List

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System or EPLS); or collecting a certification from the vendor. (See 2 CFR Part 180 Sub part C).

Documentation that debarment/suspension was queried must be retained for each covered transaction as part of the documentation required under DAF-3, paragraph J. This documentation should include the date(s) queried and copy(ies) of the SAM result report/screen shot, or a copy of the or certification from the vendor. It should be attached to the payment backup and retained for future audit review.

H. Additional Requirements for Procurement Contracts Using Federal Funds:

1. Clause for Remedies Arising from Breach: For any contract using Federal funds under which the contract amount exceeds the upper limit for Simplified Acquisition/Small Purchases (see DAF-3.C.2), the contract must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and must provide for sanctions and penalties. (See 2 CFR 200, Appendix II(A)).
2. Termination clause: For any contract using Federal funds under which the contract amount exceeds \$10,000, it must address the District's authority to terminate the contract for cause and for convenience, including the manner by which termination will be affected and the basis for settlement. (See 2 CFR 200, Appendix II (B)).
3. Anti-pollution clause: For any contract using Federal funds under which the contract amount exceeds \$150,000, the contract must include clauses addressing the Clean Air Act and the Federal Water Pollution Control Act. (See 2 CFR 200, Appendix II (G)).
4. Anti-lobbying clause: For any contract using Federal funds under which the contract exceeds \$100,000, the contract must include an anti-lobbying clause, and require bidders to submit Anti-Lobbying Certification as required under 2 CFR 200, Appendix II (I).
5. Negotiation of profit: For each contract using Federal funds and for which there is no price competition, and for each Federal fund contract in which a cost analysis is performed, the District shall negotiate profit as a separate element of the price. To establish a fair and reasonable profit, consideration must be given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of the contractor's past performance, and industry profit rates in the surrounding geographical area for similar work. (See 2 CFR 200.324(b)).
6. "Domestic Preference" Requirement: The District must provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States, to the greatest extent practicable. This requirement applies whether the District is purchasing the products directly or when the products are purchased by third parties on the District's behalf (e.g. subcontractor, food service management companies, etc.). It also generally applies to all purchases, even those below the micro-purchase threshold, unless otherwise stipulated by the Federal awarding agency. See also additional "Buy American" provisions in DAF-4.C regarding food service procurement.

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7. Huawei Ban: The District may not use Federal funds to procure, obtain, or enter into or renew a contract to procure or obtain equipment, services, or systems which substantially use telecommunications equipment or services produced by Huawei Technologies Company or ZTE Corporation, or any of their subsidiaries.

I. Bid Protest: The District maintains the following protest procedures to handle and resolve disputes relating to procurements and, in all instances, discloses information regarding the protest to the awarding agency.

A bidder who wishes to file a bid protest shall file such notice and follow procedures prescribed by the Request For Proposals (RFPs) or the individual bid specifications package, for resolution. Bid protests shall be filed in writing with the Superintendent within seventy-two (72) hours of the opening of the bids in protest.

Within five (5) days of receipt of a protest, the Superintendent shall review the protest as submitted and render a decision regarding the merits of the protest and any impact on the acceptance and rejection of bids submitted. Notice of the filing of a bid protest shall be communicated to the Board and shall be so noted in any subsequent recommendation for the acceptance of bids and awarding of contracts.

Failure to file a notice of intent to protest, or failure to file a formal written protest within the time prescribed, shall constitute a waiver of proceedings.

J. Maintenance of Procurement Records: The District shall maintain records sufficient to detail the history of all procurements. These records will include, but are not necessarily limited to, the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, the basis for the contract price (including a cost or price analysis), and records regarding debarment/suspension queries or actions. Such records shall be retained consistent with District Policy EHB and District Administrative Procedures EHB-R.

DAF-4 PROCUREMENT – ADDITIONAL PROVISIONS PERTINENT TO FOOD SERVICE PROGRAM

The following provisions shall be included in all cost reimbursable contracts for food services purchases, including contracts with cost reimbursable provisions, and in solicitation documents prepared to obtain offers for such contracts: (7 CFR Sec. 210.21, 215.14a, 220.16)

A. Mandatory Contract Clauses: The following provisions shall be included in all cost reimbursable contracts for food services purchases, including contracts with cost reimbursable provisions, and in solicitation documents prepared to obtain offers for such contracts:

1. Allowable costs will be paid from the nonprofit school food service account to the contractor net of all discounts, rebates and other applicable credits accruing to or received by the contractor or any assignee under the contract, to the extent those credits are allocable to the allowable portion of the costs billed to the school food authority;

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2. The contractor must separately identify for each cost submitted for payment to the school food authority the amount of that cost that is allowable (can be paid from the nonprofit school food service account) and the amount that is unallowable (cannot be paid from the nonprofit school food service account); or
 3. The contractor must exclude all unallowable costs from its billing documents and certify that only allowable costs are submitted for payment and records have been established that maintain the visibility of unallowable costs, including directly associated costs in a manner suitable for contract cost determination and verification;
 4. The contractor's determination of its allowable costs must be made in compliance with the applicable departmental and program regulations and Office of Management and Budget cost circulars;
 5. The contractor must identify the amount of each discount, rebate and other applicable credit on bills and invoices presented to the school food authority for payment and individually identify the amount as a discount, rebate, or in the case of other applicable credits, the nature of the credit. If approved by the state agency, the school food authority may permit the contractor to report this information on a less frequent basis than monthly, but no less frequently than annually;
 6. The contractor must identify the method by which it will report discounts, rebates and other applicable credits allocable to the contract that are not reported prior to conclusion of the contract; and
 7. The contractor must maintain documentation of costs and discounts, rebates and other applicable credits, and must furnish such documentation upon request to the school food authority, the state agency, or the department.
- B. Contracts with Food Service Management Companies: Procedures for selecting and contracting with a food service management company shall comply with guidance provided by the NHDOE, including standard forms, procedures and timelines for solicitation, selection and approval of proposals and contracts.
- C. "Buy American" Requirement: NOTE – See DAF-3.H.6 regarding "domestic preference" requirements for procurements other than for food service.

Under the "Buy American" provision of the National School Lunch Act (the "NSLA"), school food authorities (SFAs) are required to purchase, to the maximum extent practicable, *domestic commodity or product*. As an SFA, the District is required to comply with the "Buy American" procurement standards set forth in 7 CFR Part 210.21(d) when purchasing commercial food products served in the school meals programs. This requirement applies whether the District is purchasing the products directly or when the products are purchased by third parties on the District's behalf (e.g., food service management companies, group purchasing cooperatives, shared purchasing, etc.).

Under the NSLA, "*domestic commodity or product*" is defined as an agricultural commodity or product that is produced or processed in the United States using "*substantial*" agricultural commodities that are produced in the United States. For

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purposes of the act, “substantial” means that over 51 percent of the final processed product consists of agricultural commodities that were grown domestically. Products from Guam, American Samoa, Virgin Islands, Puerto Rico, and the Northern Mariana Islands are allowable under this provision as territories of the United States.

1. Exceptions: The two main exceptions to the Buy American requirements are:
 - a. The product is not produced or manufactured in the U.S. in sufficient and reasonably available quantities of a satisfactory quality; or
 - b. Competitive bids reveal the costs of a U.S. product are significantly higher than the non-domestic product.
2. Steps to Comply with Buy American Requirements: In order to help assure that the District remains in compliance with the Buy American requirement, the Food Service Director shall:
 - a. Include a Buy American clause in all procurement documents (product specifications, bid solicitations, requests for proposals, purchase orders, etc.);
 - b. Monitor contractor performance;
 - c. Require suppliers to certify the origin of the product;
 - d. Examine product packaging for identification of the country of origin; and
 - e. May require from time-to-time that suppliers provide specific information about the percentage of U.S. content in food products.

DAF-5 CONFLICT OF INTEREST AND MANDATORY DISCLOSURES

The District complies with the requirements of State law and the Uniform Guidance for conflicts of interest and mandatory disclosures for all procurements with federal funds.

Each employee, board member, or agent of the school system who is engaged in the selection, award or administration of a contract supported by a federal grant or award and who has a potential conflict of interest must disclose that conflict in writing to the Superintendent and/or the Superintendents designee(s) who, in turn, shall disclose in writing any such potential conflict of interest to NHDOE or other applicable pass-through-entity.

A conflict of interest would arise when the covered individual, any member of his/her immediate family, his/her partner, or an organization which employs or is about to employ any of those parties has a financial or other interest in or received a tangible personal benefit from a firm considered for a contract. A covered individual who is required to disclose a conflict shall not participate in the selection, award, or administration of a contract supported by a federal grant or award.

Covered individuals will not solicit or accept any gratuities, favors, or items from a contractor or a party to a subcontractor for a federal grant or award. Violations of this rule are subject to disciplinary action.

The Superintendent shall timely disclose in writing to NHDOE or other applicable pass-through-entity, all violations of federal criminal law involving fraud, bribery, or gratuities potentially effecting any federal award. The Superintendent shall fully address any such

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violations promptly and notify the Board with such information as is appropriate under the circumstances (e.g., taking into account applicable disciplinary processes).

DAF-6 INVENTORY MANAGEMENT - EQUIPMENT AND SUPPLIES PURCHASED WITH FEDERAL FUNDS

Equipment and supplies acquired ("property" as used in this policy DAF-6) with federal funds will be used, managed, and disposed of in accordance with applicable state and federal requirements. Property records and inventory systems shall be sufficiently maintained to account for and track equipment that has been acquired with federal funds. In furtherance thereof, the following minimum standards and controls shall apply to any equipment or pilferable items acquired in whole or in part under a Federal award until such property is disposed in accordance with applicable laws, regulations and Board policies:

- A. "Equipment" and "Pilferable Items" Defined: For purposes of this policy, "equipment" means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of \$5,000, or the capitalization level established by the District for financial statement purposes. "Pilferable items" are those items, regardless of cost, which may be easily lost or stolen, such as cell phones, tablets, graphing calculators, software, projectors, cameras and other video equipment, computer equipment and televisions.
- B. Records: The Superintendent and/or the Superintendent's designee shall maintain records that include a description of the property; a serial number or other identification number; the source of the funding for the property (including the federal award identification number (FAIN)); who holds title; the acquisition date; the cost of the property; the percentage of the federal participation in the project costs for the federal award under which the property was acquired; the location, use, and condition of the property; and any ultimate disposition data, including the date of disposition and sale price of the property.
- C. Inventory: No less than once every two years, the Superintendent and/or Superintendent's designee shall cause a physical inventory of all equipment and pilferable items to be taken and the results reconciled with the property records. Except as otherwise provided in this policy DAF-6, inventories shall be conducted consistent with Board Policy DID.
- D. Control, Maintenance and Disposition: The Superintendent or designee shall develop administrative procedures relative to property procured in whole or in part with Federal funds to:
 1. prevent loss, damage, or theft of the property; any loss, damage, or theft must be investigated;
 2. to maintain the property and keep it in good condition; and
 3. to ensure the highest possible return through proper sales procedures, in those instances where the District is authorized to sell the property.

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DAF-7 TRAVEL REIMBURSEMENT – FEDERAL FUNDS

The Board shall reimburse administrative, professional and support employees, and school officials, for travel costs incurred in the course of performing services related to official business as a federal grant recipient.

For purposes of this policy, “travel costs” shall mean the expenses for transportation, lodging, subsistence, and related items incurred by employees and school officials who are in travel status on official business as a federal grant recipient.

School officials and district employees shall comply with applicable Board policies and administrative regulations established for reimbursement of travel and other expenses.

The validity of payments for travel costs for all district employees and school officials shall be determined by the Superintendent and/or Superintendent’s designee(s).

Travel costs shall be reimbursed on a mileage basis for travel using an employee’s personal vehicle and on an actual cost basis for meals, lodging and other allowable expenses, consistent with those normally allowed in like circumstances in the district’s non-federally funded activities, and in accordance with the district’s travel reimbursement policies and administrative regulations.

Mileage reimbursements shall be at the rate approved by the Board or Board policy for other district travel reimbursements. Actual costs for meals, lodging and other allowable expenses shall be reimbursed only to the extent they are reasonable and do not exceed the per diem limits established by Board policy, or, in the absence of such policy, the federal General Services Administration for federal employees for locale where incurred.

All travel costs must be presented with an itemized, verified statement prior to reimbursement.

In addition, for any costs that are charged directly to the federal award, the Superintendent and/or Superintendent’s designee(s) shall maintain sufficient records to justify that:

- A. Participation of the individual is necessary to the federal award.
- B. The costs are reasonable and consistent with Board policy.

DAF-8 ACCOUNTABILITY AND CERTIFICATIONS

All fiscal transactions must be approved by the Superintendent and/or Superintendent’s designee(s) who can attest that the expenditure is allowable and approved under the federal program. The Superintendent and/or Superintendents designee(s) submits all required certifications.

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DAF-9 TIME-EFFORT REPORTING / OVERSIGHT

The Superintendent will establish sufficient oversight of the operations of federally supported activities to assure compliance with applicable federal requirements and to ensure that program objectives established by the awarding agency are being achieved. The District will submit all reports as required by federal or state authorities.

As a recipient of Federal funds, the District shall comply with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. Section 200.430 of the Code of Federal Regulations requires certification of effort to document salary expenses charged directly or indirectly against Federally-sponsored projects. This process is intended to verify the compensation for employment services, including salaries and wages, is allocable and properly expended, and that any variances from the budget are reconciled.

A. Compensation: Compensation for employment services includes all remuneration, paid currently or accrued, for services of employees rendered during the period of performance under the Federal award, including but not necessarily limited to wages and salaries. Compensation for personal services may also include fringe benefits, which are addressed in 2 CFR 200.431 Compensation – fringe benefits. Costs of compensation are allowable to the extent that they satisfy the specific requirements of these regulations, and that the total compensation for individual employees:

- 1. is reasonable for the services rendered, conforms to the District’s established written policy, and is consistently applied to both Federal and non-Federal activities; and**
- 2. follows an appointment made in accordance with the District’s written policies and meets the requirements of Federal statute, where applicable.**

B. Time and Effort Reports: Time and effort reports shall:

- 1. be supported by a system of internal controls which provide reasonable assurance that the charges are accurate, allowable, and properly allocated;**
- 2. be incorporated into the official records of the District;**
- 3. reasonably reflect the total activity for which the employee is compensated by the District, not exceeding 100% of the compensated activities;**
- 4. encompass both Federally assisted and other activities compensated by the District on an integrated basis;**
- 5. comply with the District’s established accounting policies and practices;**
- 6. support the distribution of the employee’s salary or wages among specific activities or cost objectives if the employee works on more than one (1) Federal award, a Federal award and non-Federal award, an indirect cost activity and a direct cost activity, two (2) or more indirect activities which are allocated using different allocation bases, or an unallowable activity and a direct or indirect cost activity.**

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The District will also follow any time and effort requirements imposed by NHDOE or other pass-through entity as appropriate to the extent that they are more restrictive than the Federal requirements. The Superintendent and/or Superintendent's designee is responsible for the collection and retention of employee time and effort reports. Individually reported data will be made available only to authorized auditors or as required by law.

DAF-10 GRANT BUDGET RECONCILIATION AND GRANT CLOSEOUT

- A. Budget Reconciliation: Budget estimates are not used as support for charges to Federal awards. However, the District may use budget estimates for interim accounting purposes. The system used by the District to establish budget estimates produces reasonable approximations of the activity actually performed. Any significant changes in the corresponding work activity are identified by the District and entered into the District's records in a timely manner.

The District's internal controls include a process to review after-the-fact interim charges made to a Federal award based on budget estimates and ensure that all necessary adjustments are made so that the final amount charged to the Federal award is accurate, allowable, and properly allocated.

- B. Grant Closeout Requirements: At the end of the period of performance or when the Federal awarding agency determines the District has completed all applicable administrative actions and all required work under the grant, the agency will close out the Federal award. If the award passed-through the State, the District will have 90 days from the end of the period of performance to submit to the State all financial, performance, and other reports as required by the terms and conditions of the award.

Failure to submit all required reports within the required timeframe will necessarily result in the Federal awarding agency reporting the District's material failure to comply with the terms of the grant to the Office of Management and Budget (OMB), and may pursue other enforcement actions.

The District must maintain all financial records and other documents pertinent to the grant for a period of three years from the date of submission of the final expenditure report, barring other circumstances detailed in 2 CFR 200.344.

DAF-11 SUB-RECIPIENT MONITORING AND MANAGEMENT

When entering agreements involving the expenditure or disbursements of federal grant funds, the District shall determine whether the recipient of such federal funds is a "contractor" or "subrecipient", as those terms are defined in 2 CFR §200.23 and §200.93, respectively. See also guidance at 2 CFR §200.330 "Subrecipient and contractor determinations". Generally, "subrecipients" are instrumental in implementing the applicable work program whereas a "contractor" provides goods and services for the District's own use. Contractors will be subject to the District's procurement and purchasing policies (e.g., DAF-3 relative to federal grant funds, DJE relative to bidding requirements for non-federal money projects, etc.). Subrecipients are subject to this Policy.

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Under the UGG, the District is considered a "pass-through entity" in relation to its subrecipients, and as such requires that subrecipients comply with applicable terms and conditions (flow-down provisions). All subrecipients of Federal or State funds received through the District are subject to the same Federal and State statutes, regulations, and award terms and conditions as the District.

A. Sub-award Contents and Communication.

In the execution of every sub-award, the District will communicate the following information to the subrecipient and include the same information in the sub-award agreement.

1. Every sub-award will be clearly identified and include the following Federal award identification:
 - a. Subrecipient name
 - b. Subrecipient's unique ID number (DUNS)
 - c. Federal Award ID Number (FAIN)
 - d. Federal award date
 - e. Period of performance start and end date
 - f. Amount of federal funds obligated
 - g. Amount of federal funds obligated to the subrecipient
 - h. Total amount of the Federal award
 - i. Total approved cost sharing or match required where applicable
 - j. Project description responsive to FFATA
 - k. Name of Federal awarding agency, pass through entity and contact information
 - l. CFDA number and name
 - m. Identification of the award is R&D
 - n. Indirect cost rate for the Federal award
2. Requirements imposed by the District including statutes, regulations, and the terms and conditions of the Federal award.
3. Any additional requirements the District deems necessary for financial or performance reporting of subrecipients as necessary.
4. An approved indirect cost rate negotiated between subrecipient and the Federal government or between the pass-through entity and subrecipient.
5. Requirements that the District and its auditors have access to the subrecipient records and financial statements.
6. Terms and conditions for closeout of the sub-award.

B. Subrecipient Monitoring Procedures.

The Superintendent is responsible for having all the District project managers monitor subrecipients. The District will monitor the activities of the subrecipient to ensure the sub-award is used for authorized purposes. The frequency of monitoring review will be specified in the sub-award and conducted concurrently with all invoice submission.

Subrecipient monitoring procedures include:

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1. At the time of proposal, assess the potential of the subrecipient for programmatic, financial, and administrative suitability.
2. Evaluate each subrecipient's risk of noncompliance prior to executing a sub-award. In doing so, the District will assess the subrecipient's:
 - a. Prior experience with the same or similar sub-awards.
 - b. Results of previous audits and single audit (if applicable).
 - c. New personnel or new or substantially changed systems.
 - d. The extent and results of Federal awarding agency monitoring.
3. Confirm the statement of work and review any non-standard terms and conditions of the sub-award during the negotiation process.
4. Monitor financial and programmatic progress and ability of the subrecipient to meet objectives of the sub-award. To facilitate this review, subrecipients are required to submit sufficient invoice detail and a progress report. The District project managers will encourage subrecipients to submit regular invoices.
5. Invoices and progress reports will be date stamped upon receipt if received in hard copy. A record of the date of receipt will be maintained for those invoices sent electronically.
6. In conducting regular oversight and monitoring, the District project managers will:
 - a. Verify invoices that include progress reports.
 - b. Review progress reports to ensure project is progressing appropriately and on schedule.
 - c. Compare invoice to agreement budget to ensure eligibility of costs and that costs do not exceed budget.
 - d. Review invoice to ensure supporting documentation is included and invoices costs are within the scope of work for the projects being invoiced.
 - e. Obtain report, certification and supporting documentation of local (non-federal)/in-kind match work from the subrecipient.
 - f. Review subrecipient match tasks for eligibility.
 - g. Initial the progress report and invoice confirming review and approval prior to payment.
 - h. Raise any concerns to the Superintendent and/or the Superintendents designee(s).
7. The Superintendent and/or the Superintendent's designee(s) upon recommendation from the project's manager, will approve the invoice payment and will initial invoices confirming review and approval prior to payment.
8. Payments will be withheld from subrecipients for the following reasons:
 - a. Insufficient detail to support the costs billed;
 - b. Unallowable costs;
 - c. Ineligible costs; and/or
 - d. Incomplete work or work not completed in accordance with required specifications.

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9. Verify every subrecipient is audited in accordance with 2 CFR §200 Subpart F – Audit Requirements.

C. Subrecipient Project Files. Subrecipient project files will contain, at a minimum, the following:

1. Project proposal;
2. Project scope;
3. Progress reports;
4. Interim and final products; and
5. Copies of other applicable project documents as required, such as copies of contracts or MOUs.

D. Audit Requirements.

All subrecipients are required to annually submit their audit and Single Audit report to the District for review to ensure the subrecipient has complied with good accounting practices and federal regulations. If a deficiency is identified, the District will:

1. Issue a management decision on audit findings pertaining to the Federal award.
2. Consider whether the results of audits or reviews indicate conditions that necessitate adjustments to pass through entity's own records.

E. Methodology for Resolving Findings.

The District will work with subrecipients to resolve any findings and deficiencies. To do so, the District may follow up on deficiencies identified through on-site reviews, provision of basic technical assistance, and other means of assistance as appropriate.

The District will only consider taking enforcement action against non-compliant subrecipients in accordance with 2 CFR 200.339 when noncompliance cannot be remedied. Enforcement may include taking any of the following actions as appropriate:

1. Temporarily withhold cash payments pending correction of the deficiency;
2. Disallow all or part of the cost of the activity or action not in compliance;
3. Wholly or partly suspend or terminate the sub-award;
4. Initiate suspension or debarment proceedings;
5. Withhold further Federal awards for the project or program; and/or
6. Take other remedies that may be legally available.

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STUDENT AND SCHOOL ACTIVITIES FUND MANAGEMENT

Second Reading (New Policy)

Activity funds are funds generated and accumulated by the school from the collection of student fees, school-approved fund raising, and other activities. These funds are held in trust by the school and are used to promote the general welfare of the school and educational development and morale of all students.

There are two main categories of activity funds:

Student Activity Funds (SAF) are funds generated by specific student groups, not by the district or school. Decisions about the expenditure of student activity funds are made by the students with the assistance of a school district employee sponsor, but always at the direction of students. All club and student funds are accounted for in this grouping. These funds are accounted for as fiduciary trust funds not owned by the district (7000 fund series of accounts).

School Activity Funds (CAF) are special revenue funds raised locally at the school or donated to the school and include school office and departmental accounts. The expenditure of these funds must comply with state and board policy and with district regulations. These funds are accounted for with the special revenue governmental funds of the district (2000-3000 fund series of accounts).

The principal of the school shall be responsible for the proper administration of the financial activities of the student and school activities fund in accordance with state law and appropriate accounting practices and procedures.

Accounting Standards:

1. Student activity funds shall utilize a computerized fund accounting system, maintaining separate funds for each activity.
2. Funds shall only be used in accordance with the stated general purposes of the supporting activity.
3. All school classes or clubs engaging in financial transactions must maintain its account with the student activity fund of the school.
4. Senior class accounts shall be released to the class president or treasurer within one year of the date of class graduation.
5. Scholarship funds shall be held in custody and administered by the Trustees of the Town Trust Funds as required by New Hampshire RSA 31:31.

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6. All Payments generated from the activity checking account will be approved through the District's electronic purchase ordering system with centralized check printing out of the business office like all other purchasing transactions handled by the District.
7. Student activity funds shall not be used as a substitute for the School District's normal purchasing process.

The Dover School District Business Administrator shall have oversight responsibility of all Dover School District student activity fund accounts. Student activity accounts are subject to auditing at any time by the Business Administrator or designee, and by the School District external auditors on an annual basis.

OTE: Booster clubs, PTAs, and other associated groups may not use the District's tax exemption certificate or employer identification number. By law, these groups must obtain their own tax exemption status and employer identification number.

Statutory Reference:

RSA 31:31, Trust Funds for Districts

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AUDIO & VIDEO SURVEILLANCE ON SCHOOL BUSES

Second Reading (New Policy)

General Authorization

Video cameras may be used on school buses to monitor student behavior. Audio recordings in conjunction with video recordings may also be captured on school buses, in accordance with the provisions of RSA 570-A:2.

NOTE CONCERNING AUDIO RECORDINGS: Recordings that include audio must also comply with the limitations of RSA 570-A:2, II (k)(2), which provides in pertinent part: "In no event, however, shall the recording be retained for longer than 10 school days unless the school district determines that the recording is relevant to a disciplinary proceeding, or a court orders that it be retained for a longer period of time. An audio recording shall only be reviewed if there has been a report of an incident or a complaint relative to conduct on the school bus, and only that portion of the audio recording which is relevant to the incident or complaint shall be reviewed."

Notification

This policy constitutes notification that audio and video recordings may be made on school buses used in the district. See also Board policy JICK - Pupil Safety and Violence Prevention.

The Superintendent or designee shall ensure that there is a sign prominently displayed on the school buses informing the occupants of the school buses that such video and audio recordings are occurring. Notification of such video and audio recordings on the bus will also be included in the Student-Parent/Guardian Handbook as well as the District and school websites.

Procedures Concerning Usage and Retention of Audio Recordings.

The Superintendent is charged with establishing additional administrative procedures consistent with this policy to address the length of time which any audio recording is retained, ownership of the recording, limitations on who may view and listen to the recording, and provisions for erasing or destroying the recordings. Video recordings without audio may be used, retained or destroyed as provided in Board policy EEAA.

Recordings may be viewed/heard only by the following persons and only after expressly authorized by the Superintendent:

- Superintendent or designee
- Transportation Coordinator
- Investigators or attorneys retained by district
- Business Administrator
- Building Administrator
- Law Enforcement Officers

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- Parent/guardian of any student involved in disciplinary proceedings and present on the recording.

The Superintendent is authorized to consult with the District's attorney relative to the use and retention of an audio and video recording either generally or in reference to a particular occurrence.

Student Records

In the event an audio or video recording is used as part of a student discipline proceeding, such video may become part of a student's education record. If an audio or video recording does become part of a student's education record, the provisions of Policy JRA shall apply.

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STUDENT TRANSPORTATION SERVICES

Second Reading (Revisions)

~~The Dover School District shall provide transportation for pupils to schools in the district consistent with provisions of RSA 189:6, 189:9, provided they live one mile or more from the school. The following policies shall apply.~~

GENERAL OPERATING POLICY

- ~~A. Bus routes shall be established by the Superintendent, subject to review by the School Board. Routes will be developed annually and posted.~~
- ~~B. Private school transportation will be integrated where possible and when required by law.~~
- ~~C. Bus stops shall be established under the direction of the Superintendent. A bus stop so established will be designated as authorized when the School Board has approved its designation as such. Drivers may not load or unload pupils at other than authorized bus stops.~~

STUDENT CONDUCT ON SCHOOL BUSES

~~The bus driver will have responsibility to maintain orderly behavior of students on school buses and will report misconduct to the student's principal in writing. Video and audio devices may be used on buses to support the bus driver's reports of unacceptable conduct. Such devices will be used in compliance with policy EEAA, Video and Audio Surveillance on School Property. The Superintendent or his/her designee will have the authority delegated by the Superintendent to suspend the riding privileges of students who are disciplinary problems on the bus by failing to conform to the rules and regulations promulgated by the School Board. Parents of children whose pattern of behavior and conduct on school buses endangers the health, safety, and welfare of other riders will be notified that their children face the loss of school bus riding privileges in accordance with the student discipline code. Suspensions to continue beyond twenty (20) days must be approved by the School Board (RSA 189:9a).~~

RESOLUTION OF CONFLICTS

~~A parent who wishes to request a change or exemption from any of the student transportation policies shall direct that request first to the SAU transportation coordinator. If the parent is not satisfied by the ruling of the SAU transportation coordinator, he or she may appeal the ruling within five days to the Superintendent or his/her designee. If the parent is again not satisfied by the ruling, he or she may appeal to the Superintendent within the next five-day period. As a last appeal the parent may request to appear before the School Board's Transportation Committee.~~

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RECOMMENDATIONS

A. General Policy, Transportation Coordinator and Determination of Residency.

The District will make available transportation services to all regular education resident students grades K-12 who live at least 2 miles from their assigned school.

The Superintendent, or designee, will fulfill the duties of Transportation Coordinator as described in this and other applicable Board policies.

Residency is determined under RSA 193:12. For children with parent/guardians residing in separate households, residency will be determined pursuant to RSA 193:12, I (a)(2) and, when applicable, parenting plans established under RSA 461-A. In such circumstances, the District is not required to provide transportation beyond the designated attendance area for the school to which the child is assigned, or beyond the geographical limits of the school district in which the child resides. Parents/guardians in such circumstances should contact the Superintendent's office with any questions or requests for special accommodations.

Pupils who attend chartered public or non-public schools shall be entitled to the same transportation privileges within the District as are provided for pupils in public school using the same routes and termination points as are established for students attending the District's schools. Drivers may not load or unload pupils at other than authorized bus stops.

The District shall also provide transportation to, and pay transportation costs for, all students who reside in the District and attend a regional career and technical education center, or who attend an alternative program at a regional career and technical education center or other comprehensive high school. The Superintendent is responsible for recovering such transportation costs per RSA 199-E:8.

B. Establishment and Appeal of Routes, Schedules and Stops

The Transportation Coordinator will establish bus routes, schedules and stops pursuant to Board policy EEAB. Routes will be developed annually and posted.

Parents who wish to request a change or exemption from any of the Board transportation policies, including bus routes or bus stops, may engage in the request and appeal process detailed in Policy EEAB.

C. Authorized Transportation Providers

The District authorizes students to be transported to school or school activities via school bus drivers, and to school activities via contracted carriers. See Policy EEAE for details.

All other authorized transportation of students must be in accordance with Policy EEAG.

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D. Student Conduct on School Buses

Bus drivers have the responsibility to maintain orderly behavior of students on school buses and will report, in writing, misconduct to the student's Principal.

Student conduct while on District transportation is regulated in accordance with Board policy JICC, and any District or school rules implementing the same. See the District's School Bus Conduct Rules (administrative procedures JICC-R).

Students who violate regulations for student conduct within those policies may have bus riding privileges suspended. Such suspensions are in addition to other interventions or disciplinary consequences provided under the Student Code of Conduct *[or other such rules as termed by the district]* and such other applicable Board policies and District or school rules and regulations. Parents/guardians may appeal transportation suspensions per Board policy JICC and accompanying administrative procedures.

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VIDEO AND AUDIO RECORDING SURVEILLANCE ON SCHOOL PROPERTY

Second Reading (Revisions)

~~The Board authorizes the use of video cameras and/or audio recording ("recording equipment") on District property to ensure the health, welfare, and safety of all staff, students, and visitors and to safeguard District buildings, grounds, and equipment. The Superintendent will approve appropriate use and/or locations of such recording equipment as set forth herein.~~

~~Placement and/or use of recording equipment will be based upon the belief that students, staff and visitors have no reasonable expectation of privacy in public areas or at public events that occur on school property. Under no circumstances shall recording equipment be used or placed in bathrooms or locker rooms.~~

~~Recording equipment may be placed or used on district property in accordance with the following requirements:~~

- ~~1. If a teacher intends to create a recording in a classroom, including one or more students, prior written consent must be obtained from the parent/legal guardian of each affected student in the class.~~
- ~~2. If a student, parent, administrator or member of the public wishes to create a classroom recording of a teacher, student or a class, prior written consent must be obtained from the affected teacher and the parent/legal guardian of each affected student.~~
- ~~3. Written consent is not required from the teacher or other affected students for the use of recording equipment pursuant to a student's IEP or 504 Plan, when the IEP or 504 Team determines that such recording is necessary for the delivery of a free appropriate public education (FAPE). In such cases, the IEP or 504 Team is expected to establish reasonable conditions and limitations reasonably necessary for the student to receive a FAPE. These recordings are not intended to be used for teacher evaluation or discipline.~~
- ~~4. The use of recording equipment is also authorized in non-classroom locations/settings including, but not limited to, hallways, offices, libraries, vestibules, doorways, buses, vans, walkways, parking lots, maintenance areas, lawns, fields, roadways, arenas, rinks, sporting venues, and gymnasiums.~~

~~Signs will be posted on school buildings to notify students, staff and visitors that video cameras may be in use. At the Superintendent's discretion, parents and students may also be notified through the student handbook and/or the District's FERPA Annual Notice. Students will be responsible for any violations of school rules or state/federal law caught on tape by cameras.~~

~~The district will retain copies of video recordings until they are erased in accordance with the district's practices relative to the retention or reuse of video tapes/files/storage. The Superintendent will consult with the necessary personnel to determine how and when such records should be deleted.~~

~~Whenever possible, videos containing evidence of a violation of student conduct rules and/or state or federal law will be retained until the issue of misconduct is no longer subject to review~~

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or appeal as determined by board policy or applicable law. Any release or viewing of the video will be in accordance with law and shall respect the privacy interest of others.

In the event an audio or video recording is used as part of a student discipline proceeding, such video may become part of a student's educational record. If an audio or video recording does become part of a student's education record, the provisions of Policy JRA shall apply.

This policy is not intended to circumvent provisions of any collective bargaining agreement between the District and its employees.

Legal References

20 U.S.C.1232g, Family Educational Rights and Privacy Act (FERPA)

RSA 189:65 Definitions

RSA 189:68 Student Privacy

RSA 570-A:2

34 C.F.R Part 99, Family Educational Rights and Privacy and Act Regulations

RSA 189:6, Transportation of Pupils

RSA 189:8, Limitations and Additions

RSA 189:9, Pupils in Private Schools

Also see Dover School District Policies EEA, EEAE-R, EEAE, EEAE-C

RECOMMENDATION

The Board authorizes the use of video and/or audio devices consistent with applicable law and School Board policies. Notwithstanding other Board policies, the Superintendent is authorized to allow video and/or audio recordings to the extent either required or prohibited by law.

A. Surveillance.

Video surveillance is authorized on District property, including, without limitation, school buses and other district provided transportation, to ensure the health, welfare, and safety of all students, staff, and visitors to District property and to safeguard District buildings, grounds, and equipment.

1. Audio Surveillance.

Although video surveillance is permissive, surveillance with audio recording is only permitted on school buses – whether such buses are operated by the District or not - in accordance with RSA 570:A-2, II (k) and Board policy ECAF. Audio recordings are also authorized in classrooms per Section D below.

2. Video Surveillance.

The Superintendent or designee will approve appropriate locations for surveillance cameras. Placement of cameras will be based on the presumption and belief that students, staff and visitors have no reasonable expectation of privacy in areas or at events that occur in plain view. However, such devices are not to be placed in bathrooms, or dressing or locker rooms.

Signs will be posted on school property to notify students, staff, and visitors that video recording devices may be in use. (More specific notice is required for audio recordings on school buses as provided under Board policy ECAF.) At the

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Superintendent's discretion, parents/guardians and students may also be notified through the Student-Parent/Guardian Handbook as well as the District and school websites. All persons will be responsible for any violations of school rules recorded by cameras.

The district will retain copies of video recordings until they are erased, which may be accomplished by either deletion or copying over with a new recording.

B. Video and Audio Recordings Used for Student Discipline Matters.

Video/audio recordings in District possession, whether or not recorded by District equipment, that contain evidence of a violation of student conduct rules, school board policy, and/or state or federal law, will be retained until the issue of the misconduct is no longer subject to review or appeal, as determined by board policy or applicable law. Any release or viewing of the recording will be in accordance with the law. Notwithstanding this paragraph, use of video/audio surveillance on school buses shall be in accordance with Policy ECAF.

In the event any audio or video recording (from whatever source) is used as part of a student discipline proceeding, such video may become part of a student's education record. If recording does become part of a student's education record, the provisions of Policy JRA shall apply. (In accordance with RSA 570:A-2 and Board policy ECAF, retention and use of audio recordings gathered via bus surveillance have stricter requirements than video only or recordings from non-District sources.)

C. Video and Audio Recordings Used for Special Education Purposes.

Video and audio recordings may be used for special education or Section 504 purposes, when a student's individualized education program or accommodation plan includes audio or video recording as part of the child's education. All such recordings will be maintained in accordance with the Family Education Rights and Privacy Act, 20 U.S.C. section 1232g, and other applicable law(s).

D. Additional Video and Audio Recordings Authorized.

The school board permits the video and audio recording of the following school-related activities. The following purposes is not intended to be exhaustive and may be expanded or contracted by either administrative determination or school board action.

- Extracurricular/co-curricular activities
- Musical performances, band, concert band, ensemble, orchestra, choir
- Drama activities
- Club events
- Sporting events, including both inter and intra-scholastic
- Other activities such as student senate, yearbook, school pride, ROTC
- Ceremonies, orientation, presentations, school assemblies or meetings, or any school events which occur outside of the physical classroom.

E. Consultation with Counsel.

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The Superintendent (and other administrators if the Superintendent is unavailable) is specifically authorized to seek and obtain legal advice from the School Board/District's attorney with respect to any new use of surveillance or audio recordings, and/or relative to the use, sharing, ownership, retention and/or destruction of video or audio recordings.

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~~NO IDLING POLICY~~ ESTABLISHMENT OF SCHOOL BUS ROUTES

Second Reading (Revisions)

~~The safety and welfare of students will be the first consideration in all matters pertaining to transportation. In an effort to protect students, staff, and drivers from excessive exposure to exhaust emissions, the School Board mandates that all vehicles, including all passenger vehicles and delivery trucks in a school zone, follow the guidelines restricting engine idling time.~~

- ~~1. School bus drivers will shut off bus engines upon reaching destination, and buses will not idle for more than five minutes while waiting for passengers. This rule applies to all bus use, including daily route travel, field trips, and transportation to and from athletic events. School buses will not be restarted until they are ready to depart and there is a clear path to exit the pick-up areas.~~
- ~~2. All passenger vehicles and delivery trucks are prohibited from idling for more than five minutes.~~
- ~~3. School bus companies and drivers will limit idling time during early morning warm-up to manufacturer's recommendations, generally five minutes in all but the coldest weather and for pre-trip safety inspections~~
- ~~4. School bus companies will evaluate and shorten bus routes whenever possible, particularly for older buses with the least effective emissions control.~~
- ~~5. All bus drivers will receive a copy of the School District's No Idling Policy at the beginning of every school year.~~
- ~~6. Exceptions to this policy are appropriate only to meet state regulations or when running an engine is necessary to operate required safety equipment or perform other functions that require engine-assisted power, e.g. waste-hauling vehicles, handicap accessible vehicles, etc.~~

~~The School District or independent contractor will comply with all state and federal laws and regulations pertaining to the operation of school buses and will make these requirements known to bus drivers.~~

RECOMMENDATION

A. General Policy.

The Transportation Coordinator designated by the Superintendent pursuant to Board policy EEA, in consultation with the Principal(s) and transportation provider shall establish bus routes, schedules and stops for all students eligible for transportation pursuant to Board policy EEA. Routes will be over the most direct roads practicable for bus travel. Where an alternate route may be selected without sacrifice to efficiency or economy, preference will be given to that route serving the larger number of students more directly. Routes will be designed to employ as nearly as practicable the full carrying capacity of each bus trip. New routes will be established only when full capacity of the trips on existing routes has been reached or is imminent.

The purpose of bus scheduling shall be to achieve maximum service with a minimum

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fleet of buses consistent with rendering equitable service to all eligible students. The measure of service rendered shall be the total time between leaving a bus stop in the morning and returning thereto in the afternoon on a regular bus trip. To the greatest extent possible, routes, schedules and stops will minimize and balance the time students spend on buses. However, priority in distance to stops will be given to younger children.

Authorized bus stops shall be located at convenient intervals in places where students can be loaded or unloaded, cross highways and await arrival of buses with the utmost safety permitted based upon highway conditions, terrain, and visibility. Bus stops will be situated so that no student is required to walk more than 1 mile to reach a stop. Per RSA 189:8, the maximum distance to stops can be extended to 1 ½ miles for students residing in areas which are inaccessible by the District's established mode of transportation, provided that the vehicle, route and schedule have been approved by the commissioner of education. The number of bus stops on each trip shall be limited, consistent with the policy, so as to enable buses to maintain a reasonable timetable and schedule.

B. Process for Establishing Bus Routes and Stops.

1. Transportation coordinator obtains student enrollment list in early July.
2. Transportation Coordinator and building Principal(s), evaluate past year's routes and stops, find houses of new students, and draft a route/stop proposal.
3. Proposed route and stop schedule is reviewed with Superintendent and/or designee.
4. In August Superintendent approves final route and stop schedule.
5. Routes and stops are posted on the District and school websites.
6. Late enrollments and other factors may necessitate alteration of approved and publicized routes and stops.

C. Parent/Guardian Requests for Changes and Appeals.

1. Change Requests. Students entitled to transportation service will be assigned to a school bus and stop and will be expected to adhere to the assignment. Parent requests for changes in a child's regular bus assignment should be sent to the Transportation Coordinator. Bus assignment changes will be made based on the following criteria:
 - a. Request must be written by parent or guardian.
 - b. Space must be available.
 - c. Change in a student's regular bus assignment may be approved for the year, the half year, or the quarter. Changes for shorter periods will not be honored by the coordinator.
 - d. Emergency situations or one-day changes may be authorized on a case-by-case basis by the Principal or designee. Any such one-time change must be requested in writing and in advance by the parent/guardian. The Principal/designee will coordinate the change directly.

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2. Appeals of Change Requests.

- a. Appeals under C.1 must be presented in writing to the Superintendent within 10 calendar days of the Transportation Coordinator's decision.
- b. The Superintendent will review relevant information and consult with the parent/guardian, Principal and transportation contractor.
- c. If the Superintendent perceives a safety concern or if there is agreement that a change or addition to the route/stop is justified, the Superintendent will immediately make the change on a temporary basis. Changes will be brought to the Board for confirmation at its next scheduled meeting.
- d. If the Superintendent does not approve the request, the parent/guardian may request a review by the School Board. To initiate the review/appeal the parent/guardian must request review/appeal in writing to the Superintendent within 10 calendar days from the date of the Superintendent's decision.
- e. The Board will hear the appeal as part of its next available agenda subject to the availability of the parent/guardian.
- f. The Board will make its decision after hearing all appropriate information.

District Policy History:

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SCHOOL BUS SAFETY PROGRAM

Second Reading (Revisions)

A. **School Bus Safety Program.** The safety and welfare of student riders will be the first consideration in all matters pertaining to transportation. Safety precautions will include the following:

1. ~~Children will be instructed as to the proper procedure for boarding and exiting from a school bus and in proper and safe conduct while aboard.~~ **The Transportation Coordinator will assure that students using District transportation are provided annual instruction as to the proper procedure for boarding and exiting from a school bus, and in proper and safe conduct while aboard. See School Bus Conduct Rules at JICC-R. Additionally, the Transportation Coordinator will assure that emergency evacuation drills from school buses will be conducted at least two times a year to acquaint student riders with procedures in emergency situations (See RSA 189:6-a, I & II). Additionally, the Transportation Coordinator, is encouraged to establish guidelines for families relative to safe practices for students in between home and bus stops.**
2. ~~Emergency evacuation drills will be conducted at least two times a year (Oct.-May) to acquaint student riders with procedures in emergency situations.~~
3. All vehicles used to transport children will be inspected on a regular schedule to see that they meet applicable safety regulations.
4. ~~All drivers will be screened before employment for physical condition, proper license, and experience. The prior driving record of each driver will be checked for drug and alcohol or other convictions and a criminal records check must also be completed.~~ **All drivers, whether employed by the District or a contracted vendor, and whether certified school bus drivers or contracted carriers under RSA 376:2, VII, will be screened before employment for physical condition, proper license, criminal records background check (per Board policy GBCD), and experience. The prior driving record of each driver will be checked for drug and alcohol or other convictions and a criminal records check must also be completed. All checks and screenings will be conducted in accordance with Board policy EEAEA**
5. ~~The Board authorizes use of video and/or audio surveillance on school buses to ensure the health, welfare, and safety of all students while riding on school buses.~~ **To help ensure the health, welfare, and safety of students, passengers and others relative to District provided transportation, the School Board has authorized use of video and/or audio surveillance on school buses. Conducting such surveillance, and the use of any subsequent recordings in student disciplinary proceedings, will be in accordance with Board policy ECAF.**
6. ~~In the event an audio or video recording is used as part of a student discipline proceeding, such video may become part of a student's education record. If an~~

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~~audio or video recording does become part of a student's education record, the provisions of Policy JRA shall apply. The Superintendent is authorized to contact the District's attorney for a full legal opinion relative in the event of such an occurrence.~~

7. The School District or independent contractor will comply with all state and federal laws and regulations pertaining to the operation of school buses and will make these requirements known to bus drivers. It will also cooperate with local safety officials in formulating and accomplishing its school bus safety program.

B. Student Conduct on School Buses. Student conduct on District transportation shall be regulated in accordance with Board policy JICC and School Bus Conduct Rules JICC-R. See also Board policy EEA.

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SAFETY GUIDELINES FOR PARENTS/GUARDIANS OF STUDENTS USING SCHOOL BUSES

Second Reading (New Policy)

The following guidelines outline parent/guardian responsibilities relative to families using District school buses and transportation services.

1. Riding the school bus is a privilege. This privilege may be temporarily suspended or permanently revoked if a student's misconduct violates School Bus Conduct Rules, jeopardizes the safe operations of the school bus or the safety of the children riding this bus. See Board policies EEA and JICC, and District regulations JICC-R.
2. Parents/guardians are responsible for the safety of their children from the time they leave home in the morning until the time they board the school bus; and at the end of the school day from the time the school bus departs the loading/unloading area and the children reach home. Once the child enters the school bus, the authority lies with the bus driver and the school.
3. Students should leave home early enough so that they arrive at the designated school bus stop point five (5) minutes before the scheduled arrival time of the school bus.
4. Parents/guardians should be aware of their responsibility not only for their child's behavior while on the school bus, but also their responsibility for damage caused by their child(ren) to the property of others, including the school bus. When a child walks to and from the bus stop, and while they wait at the school bus stop, and when they walk home from the school bus stop at the end of the school day, they must show consideration and respect for the property of those citizens whose homes and places of business are located along these routes.
5. Parents/guardians, together with the child, should develop a route to and from the school bus stop, or school, which minimizes the exposure of the child to vehicular traffic. Shortcuts through isolated fields and woods or across streams or railroad tracks can often be dangerous. Entering of abandoned houses or deserted buildings by children on their way to or from school should not be condoned. The route should be direct and uninterrupted.
6. Parents/guardians should walk with younger children to and from the school bus stop, using this opportunity to teach the child(ren) proper pedestrian practice. If the parents/guardians cannot accompany their child(ren), arrangements should be made, if possible, for older children (brother, sister, or neighbor) to escort the younger children to and from the school bus stop or school.
7. Parents/guardians should develop in their child(ren) an awareness of the molestation (personal harassment) problem. Encourage children not to accept candy, soft drinks, money, toys or rides from strangers or to associate with anyone they do not know. If your child is confronted with these problems on their way to or from school, they should tell you or their teacher as soon as possible. This is a situation that should be referred to the police.
8. Parents/guardians should realize that weather determines how a child is to be dressed. Encourage your child to wear the type clothing that will not only keep them

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warm and enable them to see where they are going, but also permit them to be seen. If the child(ren) cannot be seen by the drivers of vehicles, they are in danger. For example, white clothing is difficult to see in snow, but makes one clearly visible at night. If the weather is inclement, the child should be dressed for the occasion and leave a few minutes earlier than their normal starting time in order to reach the school bus stop or school safely, and on time.

9. In inclement weather, announcements regarding the closing of schools or delayed opening begin at approximately 6:00 a.m. During severe weather conditions, pertinent information concerning the transportation program will be announced on the radio.
10. The application of common sense is the best method of determining the role of the parents/guardians regarding the safety of children traveling to and from school, either as a passenger on a school bus or as a pedestrian.

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MANDATORY DRUG AND ALCOHOL TESTING—SCHOOL BUS DRIVERS AND CONTRACTED CARRIERS

Second Reading (Revisions)

1. Statement of Policy

The School Board believes that the safety of students while being transported to and from school or school activities is of the utmost importance and is the primary responsibility of the driver of the vehicle. ~~To fulfill such a responsibility, each driver, as well as others who perform safety sensitive functions with commercial vehicles that transport students, must be mentally and physically alert at all times while on duty. To that end, the Board has established this policy related to the fitness for duty of transportation personnel.~~

This policy applies to two categories of drivers:

- a. **school bus drivers (see RSA 189:13-b; 263:29 & 29-a);**
- b. **“contracted carriers”: drivers of vehicles designed to transport 16 or more passengers, including the driver, which are a contract carrier of passengers that has been contracted by the school (see RSA 376:2).**

Each driver, as well as others who perform safety-sensitive functions with commercial vehicles that transport students, must be mentally and physically alert at all times while on duty. To that end, the Board has established this policy related to the fitness for duty of transportation personnel.

The Superintendent or designee shall adopt and enact any procedures necessary or appropriate to assure compliance with applicable state and federal laws and regulations.

2. Medical Examination of School Bus Operators

In accordance with RSA 200:37, before employing any person as a school bus operator **driver**, directly or through a vendor, the School District shall require that such persons submit a certificate signed by a licensed physician setting forth the physician's findings as a result of the examination to determine the physical condition of drivers in accordance with the requirements of 49 C.F.R. Part 391.41-391.49. Such certificate shall be submitted to the School District prior to the commencement of such employment and the District shall retain a copy of such certification. Every 2 years thereafter, either prior to the commencement of the school year or prior to the reemployment of such persons as a school bus operator **driver**, the School District shall require submission of a like certificate, except that school bus operators attaining the age of 70 shall be required to undergo an annual examination and to submit a certificate annually. **This provision does not apply to contracted carriers.**

3. School Bus Driver's Certificate Certification

No person shall be employed as a school bus operator **driver**, directly or through a vendor, unless the person has received a School Bus Driver's Certificate from the New Hampshire Department of Motor Vehicles as required by RSA 263:29.

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Contracted carriers shall comply with all applicable provisions of RSA 376:2, as well as have a valid commercial driver's license and operate a vehicle with a valid state inspection sticker.

4. Criminal Background Investigation

Before employing any person as a school bus operator ~~driver~~, directly or through a vendor, **or as a contracted carrier**, the School District shall require a criminal background investigation as set forth in RSA 189:13-a and School District policy **GBCD**. ~~If the school bus operators are~~ **For a school bus driver** employed directly by **or who volunteers for** the District, then the employee will pay for the investigation. If the District contracts with a vendor to provide ~~student~~ transportation services, either the vendor or the bus operator **driver** will pay for the investigation at the discretion of the vendor.

5. Mandatory Drug and Alcohol Testing

In compliance with the United States Department of Transportation's Title 49 Code of Federal Regulations, Part 391, all **commercial driver's license** (CDL) holders and personnel performing safety-sensitive functions related to the transportation of the students of this School District will be required to submit to drug and alcohol testing. Testing procedures and facilities used for the tests shall conform to the requirements of the 49 C.F.R. Part 40. **The District and any transportation contractor transporting students on behalf of the District shall utilize the Drug and Alcohol Clearinghouse to comply with all requirements for drug and alcohol testing and reporting, in accordance with 49 C.F.R. Parts 382 and 391.**

The term "CDL holder" means someone who is required as part of their job duties to hold a Commercial Driver's License. The term "safety-sensitive function" refers to all tasks associated with the operation and maintenance of commercial vehicles. A "commercial vehicle" is any vehicle capable of carrying 16 or more passengers including the driver.

If the School District employs the transportation personnel directly, the District will be responsible for ensuring compliance with the Mandatory Drug and Alcohol Testing requirements. If the School District contracts with a vendor to provide student transportation services, the vendor shall be the employer and provide assurance to the District on an annual basis that they are in compliance with the Mandatory Drug and Alcohol Testing requirements.

The Drug and Alcohol Testing will include pre-employment, random, reasonable suspicion and post-accident testing as defined by Department of Labor Regulations. The School District supports a zero-tolerance policy related to substance abuse. Therefore, any personnel who have a confirmed positive test for drugs or a confirmed alcohol concentration of 0.02 **or greater will be terminated from employment.**

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DRUG AND ALCOHOL TESTING FOR SCHOOL BUS AND COMMERCIAL VEHICLE DRIVERS

Second Reading (New Policy)

School bus and commercial vehicle drivers shall be subject to a drug and alcohol testing program that fulfills the requirements of the Title 49 of the Code of Federal Regulations Part 382.

Other persons who drive vehicles designed to transport 16 or more passengers, including the driver, are likewise subject to the drug and alcohol testing program.

Testing procedures and facilities used for the tests shall conform with the requirements of Title 49 of the Code of Federal Regulations, §§ 40, et seq.

Drug and Alcohol Clearinghouse.

The District will comply with the requirements of the Drug and Alcohol Clearinghouse, in accordance with 49 C.F.R. 391.23. Among other things, the rules provide that school districts that employ their own school bus drivers, or that otherwise employ or authorize the volunteer service of any CDL drivers, are required to:

1. Establish a user account that will enable appropriate personnel to access the clearinghouse database.
2. Report information related to drug and alcohol program violations into the database, as required by the federal regulations.
3. Query the database as part of their obligation to identify prospective drivers who have committed drug and alcohol program violations and who are not legally permitted to operate or perform other “safety-sensitive functions” related to school buses or other commercial motor vehicles.
4. Query the database at least annually for every CDL driver that is currently subject to the employer’s DOT testing program.

Pre-Employment Tests

Tests shall be conducted before the first time a driver performs any safety-sensitive function for the District.

Safety-sensitive functions include all on-duty functions performed from the time a driver begins work or is required to be ready to work, until they are relieved from work and all responsibility for performing work. It includes driving; waiting to be dispatched; inspecting and servicing equipment; supervising, performing, or assisting in loading and unloading; repairing or obtaining and waiting for help with a disabled vehicle; performing driver requirements related to accidents; and performing any other work for the District or paid work for any entity.

The tests shall be required of an applicant only after they have been offered the position.

Exceptions may be made for drivers who have had the alcohol test required by law within the previous 6 months and participated in the drug testing program required by law within the previous 30 days, provided that the District has been able to make all verifications required by law.

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Post-Accident Tests

Alcohol and controlled substance tests shall be conducted as soon after an accident as practicable on any driver:

who was performing safety-sensitive functions with respect to the vehicle, if the accident involved loss of human life; or

who receives a citation under state or local law, for a moving traffic violation arising from the accident.

Drivers shall make themselves readily available for testing, absent the need for immediate medical attention.

No such driver shall use alcohol for 8 hours after the accident, or until after they undergo a post-accident alcohol test, whichever occurs first.

If an alcohol test is not administered within 2 hours or if a drug test is not administered within 32 hours, the District shall prepare and maintain records explaining why the test was not conducted. Tests will not be given if not administered within 8 hours after the accident for alcohol or within 32 hours for drugs.

Tests conducted by authorized federal, state, or local officials will fulfill post-accident testing requirements provided they conform to applicable legal requirements and are obtained by the District. Breath tests will validate only the alcohol test and cannot be used to fulfill controlled substance testing obligations.

Random Alcohol and Drug Tests

Tests shall be conducted on a random basis at unannounced times throughout the year. Tests for alcohol shall be conducted just before, during, or just after the performance of safety-sensitive functions. The number of random tests annually based upon the average number of driver positions must equal the greater of the respective rates determined annually by the United States Department of Transportation, or 15% for alcohol and 50% for. Drivers shall be selected by a scientifically valid random process, and each driver shall have an equal chance of being tested each time selections are made.

Reasonable Suspicion Tests

Tests shall be conducted when a supervisor or District official trained in accordance with law has reasonable suspicion that the driver has violated the Districts alcohol or drug prohibitions. This reasonable suspicion must be based on specific, contemporaneous, articulable observations concerning the driver's appearance, behavior, speech, or body odors. The observations may include indications of the chronic and withdrawal effects of controlled substances.

Alcohol tests are authorized for reasonable suspicion only if the required observations are made during, just before, or just after the period of the work day when the driver must comply with alcohol prohibitions. An alcohol test may not be conducted by the person who determines that reasonable suspicion exists to conduct such a test. If an alcohol test is not administered within 2 hours of a determination of reasonable suspicion, the District shall prepare and maintain a record explaining why this was not done. Attempts to conduct alcohol tests shall terminate after 8 hours.

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A supervisor or District official who makes observations leading to a controlled substance reasonable suspicion test shall make a written record of their observations within 24 hours of the observed behavior or before the results of the drug test are released, whichever is earlier.

Enforcement

Any driver who refuses to submit to a post-accident, random, reasonable suspicion, or follow-up test shall not perform or continue to perform safety-sensitive functions.

Drivers who test positive for alcohol or drugs shall be subject to disciplinary action up to and including dismissal.

A driver who violates District prohibitions related to drugs and alcohol shall receive from the District the names, addresses, and telephone numbers of substance abuse professionals and counseling and treatment programs available to evaluate and resolve drug and alcohol-related problems. The employee shall be evaluated by a substance abuse professional who shall determine what help, if any, the driver needs in resolving such a problem. Any substance abuse professional who determines that a driver needs assistance shall not refer the driver to a private practice, person, or organization in which they have a financial interest, except under circumstances allowed by law.

An employee identified as needing help in resolving a drug or alcohol problem shall be evaluated by a substance abuse professional to determine that they have properly followed the prescribed rehabilitation program and shall be subject to unannounced follow-up tests after returning to duty.

Return-to-Duty Tests

A drug or alcohol test shall be conducted when a driver who has violated the District's drug or alcohol prohibition returns to performing safety-sensitive duties.

Employees whose conduct involved drugs cannot return to duty in a safety-sensitive function until the return-to-duty drug test produces a verified negative result.

Employees whose conduct involved alcohol cannot return to duty in a safety-sensitive function until the return-to-duty alcohol test produces a verified result that meets federal and District standards.

Follow-Up Tests

A driver who violates the District's drug or alcohol prohibition and is subsequently identified by a substance abuse professional as needing assistance in resolving a drug or alcohol problem shall be subject to unannounced follow-up testing as directed by the substance abuse professional in accordance with law. Follow-up alcohol testing shall be conducted just before, during, or just after the time when the driver is performing safety-sensitive functions.

Records

Employee drug and alcohol test results and records shall be maintained under strict confidentiality and released only in accordance with law. Upon written request, a driver shall receive copies of any records pertaining to their use of drugs or alcohol, including any records pertaining to their drug or alcohol tests. Records shall be made available to a

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subsequent employer or other identified persons only as expressly requested in writing by the driver.

Notifications

Each driver shall receive educational materials that explain the requirements of the Code of Federal Regulations, Title 49, Part 382, together with a copy of the District's policy and regulations for meeting these requirements. Representatives of employee organizations shall be notified of the availability of this information. The information shall identify:

1. the person designated by the District to answer driver questions about the materials;
2. the categories of drivers who are subject to the Code of Federal Regulations, Title 49, Part 382;
3. sufficient information about the safety-sensitive functions performed by drivers to make clear what period of the workday the driver is required to comply with Part 382;
4. specific information concerning driver conduct that is prohibited by Part 382;
5. the circumstances under which a driver will be tested for drugs and/or alcohol under Part 382;
6. the procedures that will be used to test for the presence of drugs and alcohol, protect the driver and the integrity of the testing processes, safeguard the validity of test results, and ensure that test results are attributed to the correct driver;
7. the requirement that a driver submit to drug and alcohol tests administered in accordance with Part 382;
8. an explanation of what constitutes a refusal to submit to a drug or alcohol test and the attendant consequences;
9. the consequences for drivers found to have violated the drug and alcohol prohibitions of Part 382, including the requirement that the driver be removed immediately from safety-sensitive functions and the procedures for referral, evaluation, and treatment;
10. the consequences for drivers found to have an alcohol concentration of 0.02 or greater but less than 0.04; and
11. information concerning the effects of drugs and alcohol on an individual's health, work, and personal life; signs and symptoms of a drug or alcohol problem (the drivers or a coworkers); and available methods of intervening when a drug or alcohol problem is suspected, including confrontation, referral to an employee assistance program, and/or referral to management.

Drivers shall receive notice that certain personal information that is collected and maintained as part of the district's DOT testing program must be reported to the DOT's secure, online clearinghouse database. This includes, for example, verified positive test results, refusals to

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submit to any DOT-mandated test, any alcohol or controlled-substance use that is prohibited by federal regulation, and information about a driver's follow-up and return-to-duty tests.

Drivers shall also receive information about legal requirements, District policies, disciplinary consequences related to the use of alcohol and drugs.

Each driver shall sign a statement certifying that they have received a copy of the above materials.

Before any driver operates a commercial motor vehicle, the District shall provide them with post-accident procedures that will make it possible to comply with post-accident testing requirements.

Before drug and alcohol tests are performed, the District shall inform drivers that the tests are given pursuant to the Code of Federal Regulations, Title 49, Part 382. This notice shall be provided only after the compliance date specified in law.

The District shall notify a driver of the results of a pre-employment drug test if the driver requests such results within 60 calendar days of being notified of the disposition of their employment application.

The District shall notify a driver of the results of random, reasonable suspicion, and post-accident drug tests if the test results are verified positive. The District shall also tell the driver which controlled substance(s) were verified as positive.

Drivers shall inform their supervisors if at any time they are using a controlled substance which their physician has prescribed for therapeutic purposes. Such a substance may be used only if the physician has advised the driver that it will not adversely affect their ability to safely operate a commercial motor vehicle.

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SCHOOL TRANSPORTATION POLICY

Second Reading (Withdrawn)

The District will provide pupil transportation services consistent with applicable law.

~~Pupils are expected to conduct themselves properly while riding the buses. Students who violate accepted standards for proper conduct will be reported for proper disciplinary action. Parents will be notified by the school of any violation, including verbal warnings. Any violation may subject the student to suspension from riding the bus. In the event of such action, notice of this action will be sent to the parent in writing, stating the reason and duration of the restriction. In no case will such action be taken without prior notification by the school to the child and parent.~~

~~Students are provided with a temporary bus pass for the start of the school year. Permanent school identification passes are created for Middle School and High School students in October or November of each year. Middle and High School students are required to carry a bus pass in order to ride on a district bus. Drivers may ask students to produce identification once a week (usually on Wednesday) in order to maintain accurate student bus ridership. This is necessary to eliminate overcrowding on buses and as a safety measure to identify students belonging on the bus in the event of an emergency.~~

~~It is important that all parents/guardians understand that the school's main concern is for the safety and welfare of all students and to ensure that students are transported in an efficient, timely, and safe manner to and from school. Since this should be the concern of parents also, we need parent support and cooperation. Should any parent/guardian feel the need to discuss any situation, concern, or problem relative to his/her child, the parent should feel free to contact the Business Administrator at 516-6800.~~

A. Who is a Bus Student and What Should a Student and Parent Know? **Riding the bus is a privilege!**

1. A student is considered a bus student if the student is a Dover resident:

- ~~a. In kindergarten through grade four who lives more than one mile from school~~
- ~~b. Beginning in the 2017-2018 school year, in grades five through eight who lives more than one and one-half miles from school~~
- ~~c. In grades nine through twelve who lives more than two miles from school~~
- ~~d. Identified as having a disability with transportation included in an IEP or 504 plan~~
- ~~e. Resides in an area designated hazardous by the Dover School Board~~
- ~~f. Attending a Dover private or charter school, with transportation to be provided as required by law.~~

~~The method for determining actual walking distance will be posted on the Dover School District website~~

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~~There will be a three-tier bus system whenever possible. Those students in kindergarten through grade 4 will ride together; students in grades 5 through 8 will ride together; and students in grades 9 through 12 will ride together. At times it will be necessary to combine tiers to address factors that affect the School District's ability to safely and/or efficiently transport students. Parents will be officially notified by the School District if that occurs.~~

- ~~2. For students who meet the above criteria, transportation will be provided to and from school.~~
- ~~3. For safety reasons, we encourage parents of kindergarten aged children to wait with their child at their morning bus stop.~~
- ~~4. Parents of kindergarten aged children (or other person as designated below) are required to be waiting at the child's afternoon bus stop or the child will not be released from the bus. The bus driver will return the child to his or her school until a parent can be contacted to pick up the child.~~
- ~~A parent may submit a request to waive this policy to the school's principal. Other appropriate arrangements may be made for the child's safe travel to their home or afterschool care (e.g., walk with older siblings, childcare provider, or other responsible adult). An approved waiver must be on file with the school, the bus company, and the bus driver or the child will not be released.~~
- ~~5. Special accommodations for transportation of students to other than their normal pick up or delivery will be allowed only if the student is a current rider and the accommodation is on the student's regular bus run. In cases when a student lives with two parents part time, accommodations may be made to pick up and drop off on a regular schedule at two Dover addresses.~~

B. The Purpose and Goal of Student Disciplinary Regulations Are as Follows:

- ~~1. To provide an atmosphere in which safety and welfare of all students are primary.~~
- ~~2. To promote an attitude of respect for public property and school transportation personnel.~~
- ~~3. To provide fair and reasonable treatment of students with regard to expected behavior.~~

C. School Bus Driver Responsibilities Toward Student Behavior:

- ~~1. The bus driver will have responsibility to maintain orderly behavior of students on school buses and will report misconduct to the transportation provider.~~
- ~~2. The bus driver has the authority to reprimand, warn, and/or take initial action to acquire such control, as necessary, prior to notification of the transportation provider as long as it is carried out according to the transportation policy.~~

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- 3. — ~~After such action is taken, the bus driver will report any and all infractions to the transportation provider for further disciplinary action.~~
- 4. — ~~The bus driver will, upon request, attend any meeting or conference held with regard to a specific problem that occurs on the driver's school bus.~~
- 5. — ~~If a problem is creating an unsafe condition and a driver believes that the bus cannot continue in a safe manner, the transportation provider should be contacted immediately.~~
- 6. — ~~The bus driver will deal with individual students involved in misconduct while on the school bus and not penalize everyone on the bus.~~

D. — Student Behavior

~~Students are expected to demonstrate school-wide expectations on the bus.~~

At Bus Stops, Students Should:

- 1. — ~~Wait and ride only if approved by the school~~
- 2. — ~~Be orderly and safe~~
- 3. — ~~Arrive at least 5 minutes before the bus is scheduled to arrive. Schedules do not allow time for drivers to wait for students who are not ready.~~
- 4. — ~~Wait clear of traffic and back 6-10 feet from the road~~
- 5. — ~~Wait to approach only after the bus has stopped~~
- 6. — ~~Cross the street only in front of bus after the driver has put on the flashing lights and signaled to cross~~

Once on the Bus, Students Should:

- 1. — ~~Go directly to an available seat or assigned seat~~
- 2. — ~~Remain seated during the bus ride~~
- 3. — ~~Keep hands, heads, arms, and legs inside~~
- 4. — ~~Stay clear of emergency exit equipment~~
- 5. — ~~Keep any object(s) they have carried on the bus in their possession~~
- 6. — ~~Leave personal items in their bags (e.g., toys, etc.) — Students can use electronic devices to listen to music and communicate.~~
- 7. — ~~Carry on only items that they can hold on their laps. Aisles must be kept free from books, lunch boxes, and other objects. Band Instruments and athletic equipment are allowed on the bus as long as they are placed on the student's lap or between their knees.~~
- 8. — ~~Not eat or drink food items. Water IS allowed on school busses.~~
- 9. — ~~Not willfully damage or deface any part of the school bus~~
- 10. — ~~Not carry living creatures on the bus (anything that eats or breathes)~~

For the Driver to Keep Attention to the Bus Operation and the Traffic, Students Must:

- 1. — ~~Not carry or use hazardous materials, nuisance items, such as laser lights, or aerosols~~
- 2. — ~~Not have or carry on weapons of any kind~~

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3. ~~Not use or carry tobacco products, drugs, alcohol, or any other controlled substance~~
4. ~~Not use profanity or make obscene gestures~~
5. ~~Observe all other school rules and policies~~
6. ~~Show respect for the driver and other students~~
7. ~~Not be involved in unsafe behavior of any kind~~

E. Procedure for Handling School Bus Discipline

Guidelines:

1. ~~Based on the severity of the violation, the first and second steps may be bypassed.~~
2. ~~Any revocation of student bus privileges may be appealed to the school administrator~~
3. ~~Suspension or revocation of riding privileges shall be in school days.~~
4. ~~Cases of criminal acts will be referred to the proper authorities.~~

1. First Offense (Grades K-12)

~~**Grades K-12:** The student is given a written warning.~~

~~When a student receives his/her first offense warning, a notice shall be sent by the school to the parent or legal guardian within two school days of the infraction.~~

2. Second Offense (Grades 5K-12)

~~Upon written receipt of a second complaint, an attempt will be made by the school to contact the parent(s)/legal guardian that day. A notice shall be sent by the school to the parent or legal guardian within two days of the infraction. The student will be suspended from bus privileges as outlined below:~~

~~_____ Grades 9-12 — Ten days~~

~~_____ Grades 5-8 — Three days~~

~~_____ Grades K-4 — The student may be suspended off the bus for one (1) day. The student will meet with Support Staff in a Bus Safety Group and may develop an Individual Bus Support Plan. Parent(s)/legal guardian will be notified by telephone that day by the school. All second offense notices will be sent to parent(s) or legal guardian.~~

3. Third Offense (Grades 5-12)

~~Upon written receipt of a third complaint, an attempt will be made by the school to contact the parent(s)/legal guardian that day. A notice shall be sent the school to the parent or legal guardian within two school days of the infraction, as well as the Office of the Superintendent. The student will be suspended from bus privileges as outlined below:~~

~~**Grades 9-12 — Twenty (20) days**~~

~~_____ Pending the decision of the Discipline Committee,
REVOCATION OF BUS PRIVILEGES for the remainder of
the school year or sixty school days, whichever is greater.~~

~~**Grades 5-8 — Ten (10) days**~~

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Grades K-4

~~Student may be suspended off the bus for five (5) days. Parent(s)/guardian will be notified that day by the school administration who will also notify the transportation provider. Upon student's return, he/she may have random supervised bus rides to reinforce appropriate behaviors. The school will reevaluate the Individual Bus Support Plan which may include assigned seating. All third offense notices will be sent by the school to the parent(s)/legal guardian within two school days of infraction.~~

4. ~~Fourth Offense (Grades K-8)~~

~~Upon written receipt of a fourth complaint, an attempt will be made by the school to contact the parent(s)/legal guardian that day. A notice shall be sent by the school to the parent or legal guardian within two school days of the infraction. The student will be suspended from bus privileges as outlined below:~~

Grades K-8 Twenty (20) days

~~Pending the decision of the Discipline Committee,~~
REVOCATION OF BUS PRIVILEGES ~~for the remainder of the school year or sixty school days, whichever is greater.~~

~~All fourth offense notices shall be sent by the school to the parent or legal guardian and the Office of the Superintendent within two school days of the infraction.~~

- 5. ~~Riding during Suspension:~~** ~~Suspension shall begin the next school day following verbal notification of the parent or legal guardian. Any student found to be riding any district bus during the period of suspension may have his/her bus privilege revoked for the remainder of the school year or sixty school days, whichever is greater.~~

F. ~~Appeal Process for Revocation of Bus Privileges:~~

~~(RSA 189:9-a, Pupils Prohibited for Disciplinary Reasons.)~~

- ~~1. If the Dover School Board Discipline Committee has revoked a pupil's right to ride a school bus for disciplinary reasons, the parent or legal guardian of that pupil has the right of appeal within ten (10) days of the revocation to the Dover School Board. An appeal may be made verbally or in writing and must include specific reason(s) for the appeal.~~
- ~~2. All hearings for discipline held by the Dover School Board and all written and personal appeals shall be heard in nonpublic session.~~
- ~~3. Until the appeal is heard, or if the revocation of the pupil's right to ride the school bus is upheld, it shall be the parents' or legal guardians' responsibility to provide transportation to and from school for that pupil for the period of the revocation.~~

DOVER SCHOOL DISTRICT	POLICY CODE: EEAEC
DATE OF ADOPTION: OCTOBER 3, 2016	PAGE 6 OF 6

G. Notification

1. ~~Building administrators shall be responsible for reviewing the transportation policy with students at the beginning of the school year and with any transferring students during the year.~~
2. ~~A notice shall appear in all student handbooks identifying that the transportation policy exists, and behavior on the bus will become part of the student's record that may cause a loss of bus privileges.~~
3. ~~The School Board has authorized the use of video cameras, with audio, on school buses as an aid to drivers in enforcing discipline. Audio and video evidence may be used to corroborate or refute alleged incidents of misconduct. Any video so used is to be kept in the office of the Superintendent of Schools until the opportunity for appeal has passed.~~
4. ~~Inclement weather announcements regarding the opening of schools begin at approximately 6 a.m. During severe weather conditions, pertinent information concerning school closing or a delayed opening will be announced on the following radio and TV stations: —~~
 - ~~WTSN 1270AM~~
 - ~~WOKQ~~
 - ~~WHEB~~
 - ~~Channel 6~~
 - ~~Channel 9~~

DOVER SCHOOL DISTRICT	POLICY CODE: EEAG
DATE OF ADOPTION: JUNE 10, 2019	PAGE 1 of 1

USE OF PRIVATE VEHICLES TO TRANSPORT STUDENTS

Second Reading (Revised)

Any use of private vehicles to transport students to or from school, field trips, athletic events, or other school functions, must have prior authorization by the Superintendent or ~~his/her~~ **Superintendent's** designee. The Board specifically forbids any employee to transport students, except the teacher's own children, for school purposes without prior written authorization by the Superintendent or ~~his/her~~ **Superintendent's** designee. Individuals providing unauthorized student transportation do so at their own expense and liability.

Any employee or private citizen using their own or a rented vehicle to provide school-authorized student transportation must have automobile liability insurance of not less than \$500,000 Combined Single Limit and provide a Certificate of Insurance naming the District as an Additional Insured. The District will maintain liability insurance, which will be in excess of the owner's primary insurance for authorized student transportation.

Persons under contract with the school district to provide school transportation services must have a valid School Bus Driver Certificate/License in accordance with applicable rules and laws. All vehicles must be approved by the New Hampshire Department of Safety as meeting all applicable school bus safety standards. **If operating a vehicle owned by a contracted carrier of passengers and designed to transport 16 or more passengers (including the driver), the provisions of Policy EEAE apply in place of this paragraph.** Parents transporting their own children are exempt from this requirement, per Department of Safety regulations.

Persons providing transportation on an incidental basis, i.e., not specifically as part of a contract to transport, must have a valid driver's license, and the vehicle used must have a current New Hampshire inspection sticker. A commercial license is required for any vehicle that has a capacity of 16 or more.

No student shall be sent on school errands using any automobile. No student will transport another student for school authorized transportation.

Reimbursement for use of private vehicles may be made, but only if the employee or other person has prior approval of the designated administrator.

Policy Adopted: June 10, 2019

DOVER SCHOOL DISTRICT	POLICY CODE: FAA
DATE OF ADOPTION:	PAGE 1 OF 1

ANNUAL FACILITY PLAN

Second Reading (New Policy)

- A. Drafting and Adoption. Each year, the School Board shall adopt an updated Facility Plan. The first Facility Plan shall be adopted no later than November 15, 2021, with an updated plan approved by the Board by June 1, 2023 and each year thereafter.

The Facility Plan shall be developed and drafted by the Superintendent or designee, and it shall be proposed to the School Board for comment and adoption at least 30 days prior to the adoption deadlines articulated above.

- B. Contents of Facility Plan. The Facility Plan shall account for each facility owned by the District and document the use of each such facility. For each then unused facility, the plan shall specify any uses intended within the next two years of the annual plan approval relative to academic purposes, extracurricular activities, administrative functions, and/or sports. Facilities for which no current or intended use is included on the plan shall be referred to in this policy as “Unused Facilities”.
- C. Annual Report to N.H. Department of Education. The Superintendent shall submit a report of Unused Facilities to the New Hampshire Department of Education, with the first such report due January 1, 2022 and subsequent reports due July 1 each year thereafter. Pursuant to RSA 194:61, such Unused Facilities are then encumbered by a right of first refusal (“ROFR”) available to every approved charter school operating in New Hampshire. The specifics of the ROFR are described in RSA 194:61, III-VII.

District Policy History:



DOVER SCHOOL DISTRICT SAU 11

McConnell Center | 61 Locust Street, Suite 409 | Dover, NH 03820-4132
Phone: 603-516-6800 | Fax: 603-516-6809

Empowering all Learners

MEMORANDUM

TO: Dover School Board & Dr. William Harbron
FROM: Michael Limanni, Business Administrator
DATE: December 9, 2021
RE: Substitute Incentive Program

Earlier this year, Dr. Harbron solicited ideas from the leadership team that could attract more substitutes to sign up with the District, and could also improve the retention, morale, and quality of the substitutes working for the District.

Below are a series of incentives, and recognition ideas for the team to consider. The District requests the following incentives be implemented January 1, 2022:

1. Incentive Pay: Short term reward to keep the sub engaged when a long-term reward is not attainable, and a long-term reward to incentivize continued engagement (noting that c. below could be implemented in FY22 starting January 1, 2022).
 - a. \$150 for any sub who works 12 days in any month
 - b. \$500 for any sub who works 50 days by January 1st
 - c. \$750 for any sub who works 75 days from January 1st, through June 15th
2. District paid breakfast and lunch: Improves arrival times and lessens home prep time for employee.
3. Increase uncertified/certified/LT substitute rates to **\$80/\$100/BA Step #1** daily rates.

To implement this part of the program, we would need to make the following revisions to the attached policy GCG:

DOVER SCHOOL DISTRICT	POLICY CODE: GCG
DATE OF ADOPTION: JANUARY 11, 2021	

PART-TIME AND SUBSTITUTE PROFESSIONAL STAFF EMPLOYMENT (Substitute Teachers)

The Superintendent shall maintain a list of qualified substitute teachers who may be called on to replace regular teachers who are absent. Such a list shall be filed with the person for calling substitutes or maintaining substitute placement online program.

Insofar as possible, teachers on the substitute list will be called for the grades and/or subjects for which they are listed. A teacher whose name does not appear on the substitute list may not be employed in the school district except when specifically approved by the Superintendent. Principals will be responsible for seeing that the work of the substitute is as effective as possible and will provide him/her with a planned program.

The approved rate for substitute pay is ~~\$75~~ **\$80** per day. Effective ~~7/1/12~~ **January 1, 2022**, certified substitutes holding a current New Hampshire teaching certificate will be paid ~~\$80~~ **\$100** per day. Substitutes for paraprofessional positions will be paid ~~\$70~~ **\$75** per day. Substitutes holding a current New Hampshire teaching certificate will be paid ~~\$95 per day~~ **the current daily rate for a teacher with a bachelor's degree on step 1 of the DTU salary schedule** if they work for 20 or more consecutive days, which will be retroactive to the first day of the long-term assignment. Effective 11/9/2020 long-term substitutes for our licensed industry professionals in the Career Technical Center positions will be paid \$125 per day. Effective 8/24/2020 Substitutes for Registered Nurse positions will be paid \$175 per day. Under extenuating circumstances, the Superintendent, may authorize additional compensation for certain long-term assignments.

Effective January 1, 2022, the following program will be implemented to incentivize continued engagement among substitutes working within the District:

- a. **\$150 for any sub who works 12 days in any month**
- b. **\$500 for any sub who works 50 days by January 1st**
- c. **\$750 for any sub who works 75 days from January 1st through June 15th.**
- d. **District paid breakfast and lunch.**

The Superintendent or his/her designee shall conduct a thorough investigation into the past employment history, and other applicable background, of any person considered for employment with the district. This investigation shall be completed in accordance with Policy GBCD prior to making an offer of employment.

Policy Adopted April 9, 2012
Revised January 11, 2021

Statutory/Regulatory/Policy Cross References

RSA 189:13-a
Policy GBCD

DOVER SCHOOL DISTRICT	POLICY CODE: IHCD
DATE OF ADOPTION: MARCH 9, 2020	Page 1 of 2

ADVANCED COLLEGE PLACEMENT **ADVANCED COURSE WORK/ADVANCED PLACEMENT COURSES** **AND STEM DUAL AND CONCURRENT ENROLLMENT PROGRAM**

Second Reading (Revisions)

A. Advanced Course Work/Advanced Placement Courses

Any student who is ~~recommended~~ **capable of** and wishes to do advanced course work or take advanced placement classes while in high school should be permitted to do so. School district administrators and school counselors will aid students who wish to enroll in such courses. If advanced course work or advanced placement courses are not available within the School District, administrators or school counselors are instructed to assist students in identifying alternative means of taking such classes. This may include taking courses through the Dual and Concurrent Enrollment Program, **at a different public school, a private school,** through distance education courses, or other suitable means.

Any student whose eligibility for taking advanced course work who is recommended by their counselor may enroll in a course. Credit may be ~~earned~~ **given**, provided the course comports are applicable with District policies and state standards. The District will not be responsible for any tuition, fees, or other associated costs incurred by the student for enrollment in such courses.

B. STEM Dual and Concurrent Enrollment Program

High School and Career Technical Education Center qualified students in grades 10, 11 and 12 may participate in the Dual and Concurrent Enrollment Program, through which a student may earn both High School and College credits by enrolling in STEM (science technology, engineering, and mathematics) and STEM-related courses designated by the Community College System of New Hampshire ("CCSNH"), **and/or career and technical education courses.**

The Superintendent or their designee shall be responsible for coordinating any agreements with CCSNH, and other measures necessary to implement and maintain the Dual and Concurrent Enrollment Program within the District. The Superintendent or designee shall also designate a point of contact for the program who can provide for student counseling, support services, course scheduling, managing course forms and student registration, program evaluation, course transferability, and assisting with online courses. The Superintendent or designee shall establish regulations for the program which, among other things, will:

1. Require compliance with measurable educational standards and criteria approved by the CCSNH;
2. Require that courses meet the same standard of quality and rigor as courses offered on campus by CCSNH;
3. Require that program and courses comply with the standards for accreditation and program development established by the National Alliance for Concurrent Enrollment

DOVER SCHOOL DISTRICT	POLICY CODE: IHCD
DATE OF ADOPTION: MARCH 9, 2020	Page 2 of 2

Partnerships;

4. ~~Provide criteria for student eligibility to participate in the program as established by CCSNH;~~ **Establish criteria for student eligibility to participate in the program;**
5. ~~Provide standards for course content as established by CCSNH;~~ **Establish standards for course content;**
6. ~~Provide standards for faculty approval as established by CCSNH;~~ **Establish standards for faculty approval;**
7. Establish program coordination and communication requirements;
8. Address tuition, fees, textbooks and materials, course grading policy, data collection, maintenance, and security, revenue and expenditure reporting, and a process for renewal of the agreement;
9. Require annual notification to high school students and their parents of Dual and Concurrent Enrollment opportunities; **and**
10. **Set out how any Dual and Concurrent Enrollment courses correlate with a Career Readiness Credential under Board policy IKFG.**

Policy Adopted – March 12, 2018

Policy Revised – March 9, 2020

DOVER SCHOOL DISTRICT	POLICY CODE: IK
DATE OF ADOPTION: OCTOBER 10, 2005	PAGE 1 OF 2

ACADEMIC ACHIEVEMENT EARNING OF HIGH SCHOOL CREDIT

Second Reading (Revisions)

~~The philosophy of the School Board concerning academic achievement, as well as children's social growth and development, is based on the premise that children have diverse capabilities and individual patterns of growth and learning.~~

~~Therefore, the School Board feels it important that teachers have as much and as accurate knowledge of each student as possible in order to assess his/her needs and growth and to make instructional plans for the student. Thus, a sharing of information among parent, teacher, and student is essential.~~

~~The School Board supports staff efforts in finding better ways to measure and report student progress. It shall expect that:~~

- ~~1. Parents be informed regularly as to the progress their children are making in school.~~
- ~~2. Parents shall be alerted and conferred with as soon as possible when a child's performance or attitude becomes unsatisfactory or shows marked or sudden deterioration.~~
- ~~3. Insofar as possible, distinctions shall be made between a student's attitude and his/her academic performance.~~
- ~~4. At comparable levels, the school system shall strive for consistency in grading and reporting except as this is inappropriate for certain classes or certain students.~~
- ~~5. When grades are given, the school staff shall take particular care to explain the meaning of marks and symbols to parents.~~
- ~~6. When no grades are given, and the student is evaluated informally in terms of his/her own improvement, the school staff shall provide a realistic appraisal of the student's progress.~~

A. Demonstration of Mastery

Students can earn course credit by demonstrating mastery of the required coursework and material. Mastery is defined in Board policy ILBAA as "a high level of demonstrated proficiency with regard to a competency."

Student assessment of mastery outside of normal classwork is the responsibility of the building Principal.

Credit will be awarded upon satisfactory demonstration and mastery of the required course competencies. Additionally, credit may also be awarded if a student is able to demonstrate learning experience in compliance with the district-specified curriculum and assessment standards.

DOVER SCHOOL DISTRICT	POLICY CODE: IK
DATE OF ADOPTION: OCTOBER 10, 2005	PAGE 2 OF 2

B. Transfer Credits from Other Approved Schools

Students can receive credits toward graduation for courses from another approved school subject to this Section.

1. Awarding of Credit for Similar Courses from an Approved School. The building Principal shall grant credit for any similar courses or programs that have been satisfactorily completed at any other approved schools. For the purposes of this paragraph B, when reviewing the issue of whether a course or program is “similar”, the Principal shall consider District course descriptions and curricula, course syllabi, District and graduation competencies per Board policy ILBAA, and any other relevant information provided by the parent/guardian of the transferring student, and/or the approved school at issue.

Approved schools include New Hampshire public schools, charter schools, public academies, approved public or private tuition program schools, and all schools in Vermont and Maine that are members of an interstate school district with schools in New Hampshire.

2. Denial of Award Credit for Courses from Another School

The building Principal will provide a timely and written notification of denial to award credit. The written denial shall include a justification for denial, including discussion of criteria set out in paragraph B.1 and any other factors that support the Principal’s denial.

Upon written request by the parent/guardian, such denial can be submitted for review to the Superintendent, who may override or modify the Principal’s denial.

District Policy History:

DOVER SCHOOL DISTRICT	POLICY CODE: IKF
DATE OF ADOPTION: 12/14/15	PAGE 1 OF 4

HIGH SCHOOL GRADUATION POLICY REQUIREMENTS

Second Reading (Revisions)

~~The normal program of instruction for seniors may be modified to make adequate preparations for graduation exercises.~~

- ~~a. It is expected that graduation preparations will not dominate the operation of the school during the last few days of the school year.~~
- ~~b. If local conditions necessitate the holding of graduation exercised prior to the completion of the standard school year, in no case shall graduation be scheduled prior to the 172 day of instruction. No school day shall be modified for preparation activities prior to the 172th day.~~
- ~~c. It is understood that modifications in the schedule for the last few days of school shall apply only to seniors. All other classes shall complete 177 days of instruction and maintain their normal class schedules.~~

~~The above is in accordance with the State Board of Education policy on graduation.~~

Students generally earn a high school diploma through a combination of high school credit and proficiency or mastery of required District and Graduation competencies. Methods for earning credit are discussed in Board policy IK, while competencies are discussed in Board policy ILBAA. This policy outlines the specific courses, competencies and other specific requirements before a student will receive a diploma or other graduation credential. The Board reserves the right to impose additional academic requirements necessary to graduate and/or receive a diploma.

A. Credit Requirements.

1. Awarding of Credit. Credit will be awarded in accordance with Board policy IK, Earning of Credit. Additionally, a unit of credit or fraction thereof shall be given upon satisfactory completion of a course or learning experience in compliance with the district-specified curriculum and assessment standards. In some cases, course credit may also be awarded based on demonstrated mastery of the required competencies for the course. Assessment of mastery will be the responsibility of the Principal, and will be in accordance with Board policy ILBAA, High School Competency Assessments. Credit will be awarded only once for a specific required course with the same content during the secondary school experience.
2. Required Subjects and Credits. A minimum of twenty (20) credits are required to graduate and earn a high school diploma. The required subjects and credits for high school graduation (including the requirements of Ed 306.27, Table 306-2) are:

Arts education: $\frac{1}{2}$ credit

Information and communications technologies: $\frac{1}{2}$ credit

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DATE OF ADOPTION: 12/14/15	PAGE 2 OF 4

<u>English:</u>	<u>4 credits</u>
<u>Mathematics:</u>	<u>3 credits (including algebra credit that can be earned through a sequential, integrated, or applied program)</u>
<u>Physical sciences:</u>	<u>1 credit</u>
<u>Biological sciences:</u>	<u>1 credit</u>
<u>US and NH history:</u>	<u>1 credit</u>
<u>US and NH government/civics:</u>	<u>½ credit</u>
<u>Economics, including personal finance:</u>	<u>½ credit</u>
<u>World history, global studies, or geography”:</u>	<u>½ credit</u>
<u>Health education:</u>	<u>½ credit</u>
<u>Physical education:</u>	<u>1 credit</u>
<u>Open electives:</u>	<u>6 credits</u>
<u>Totals:</u>	<u>20 credits</u>

3. Alternative Credit Options. The Superintendent or Principal may approve the granting of credit earned through alternative methods outside of regular classroom-based instruction. Such alternative methods of instruction may include extended learning opportunities, distance education, alternative learning plans, or others approved by the Superintendent or designee. Awarding of credits to be applied toward high school graduation requirements will be determined by the high school Principal on a case-by-case basis. Such credit will be granted pursuant to the provisions of Board policy IMBC, Alternative Credit Options and other applicable Board policies.

B. Required Graduation Competencies by Content Areas Credit(s).

In addition to the credits listed above required to graduate and earn a high school diploma, the District also requires students to demonstrate proficiency in competencies from the following content areas (including the requirements of Ed 306.27, Table 306-3):

Arts education

Information and communications technologies

English

Mathematics that encompasses algebra, mathematical modeling, statistics and probability, complex applications of measurement, applied geometry, graphical presentation and interpretation, statistics and data analysis

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DATE OF ADOPTION: 12/14/15	PAGE 3 OF 4

Physical sciences

Biological sciences

US and NH history

US and NH government/civics

Economics, including personal finance

World history, global studies, or geography

Health education

Physical education

Open electives

Totals

C. Passage of Civics Exam.

The District will develop a competency assessment of United States government and civics, consistent with pertinent and applicable law. This assessment will be administered to students as part of the high school course in history and government of the United States and New Hampshire. Students must attain a passing grade on this assessment to be eligible to receive a high school diploma or other graduation certificate.

Effective for students graduating in 2024, the District will also administer the 128 question civics (history and government) naturalization examination developed by the 2020 United States Citizen and Immigration Services ("U.S. Citizenship Test"). This exam may be modified for a student with a disability in accordance with the student's individualized education program. Students must earn a grade of 70 percent or better to be eligible to receive a high school diploma or other graduation certificate.

Under RSA 189:11, II, the Superintendent will submit the composite results of either the locally developed civics competency assessment or the U.S. Citizenship Test to the N.H. Department of Education.

D. Federal Student Aid Application.

Effective for students graduating in 2024, as a requirement for receiving a high school diploma, each student who is at least 18 years of age or legally emancipated, or the parent/guardian of such a student who is under 18 years of age, shall either:

1. file a Free Application for Federal Student Aid (FAFSA) with the U.S. Department of Education; or

DOVER SCHOOL DISTRICT	POLICY CODE: IKF
DATE OF ADOPTION: 12/14/15	PAGE 4 OF 4

2. file a waiver on a form created by the N.H. Board of Education with the District indicating that the parent/guardian or, if applicable, the student, understands what FAFSA is and has chosen not to file an application.

The District shall provide to each student and, if applicable, the parent/guardian, any support or assistance necessary to comply with the requirement above.

The District shall award a high school diploma to any student who is unable to meet the requirement above if the student has met all other graduation requirements and the building Principal attests that the District has made a good faith effort to assist the student or parent/guardian in filing an application or waiver.

The Board supports early graduation as a means to earn a high school diploma (see Board policy IKFA. Parental involvement for students under the age of 18 is required. The high school principal shall approve such requests if they determine that all state and local graduation requirements will be met and that early graduation is related to career and/or educational plans of the student making the request. Upon approval by the high school principal, the minimum 4-unit requirement per year for enrolled students shall be waived and the student shall be awarded a high school diploma.

E. Alternative Learning Plans

As an alternative to satisfying the provisions of this policy and related State requirements, students may also graduate from high school and obtain either a high school diploma or its equivalent by participating in an alternative learning plan or program. The provisions of Board policy IHBI, Alternative Learning Plans, shall apply in such an event.

District Policy History:

DOVER SCHOOL DISTRICT	POLICY CODE: IMBC
DATE OF ADOPTION: DECEMBER 9, 2013	PAGE 1 OF 2

ALTERNATIVE CREDIT OPTIONS

Second Reading (Revisions)

Credit may be earned through alternative methods outside of regular classroom-based instruction offered by the district schools. Awarding of credits to be applied toward high school graduation will be determined by the high school principal, and will be granted only if the request fulfills the following:

The request is submitted with a plan to achieve competency that meets or exceeds the rigorous academic standards required by the school for students enrolled in a credit course offered by the school.

- The plan includes clear expectations for performance.
- The plan includes clearly defined methods and expectations for assessment.
- Verification of the plan's merit can be evaluated in a timely fashion and does not cause unnecessary burden of the resources of the administration.

The Board encourages increased educational options for hospitalized or homebound students, dropouts, suspended or expelled students, young athletes, or other atypical students for whom regular classrooms are not practical or effective. It is hoped that such offerings will serve as a motivator for students with different learning styles.

Students earning credit via alternative methods will participate in all assessments required by the statewide education improvement and assessment program.

The Board directs the Superintendent to establish regulations and procedures for implementing this policy that will include:

- Definitions of allowable alternative learning opportunities
- Reasonable limits on the number of approved alternative courses that can be administered each school year – school-wide and per student
- The number of alternative credits each student may use toward graduation requirements
- Application and approval process
- Criteria for determining which requests satisfy a particular subject area requirement
- Identification of person(s) responsible for approval, supervision, and monitoring progress
- Requirements that alternative opportunities meet the same rigorous academic outcomes as traditional classroom delivery
- Assurance of student safety including physical and technological
- Assurance of equal access for all students
- Assurance that approved alternative learning opportunities are consistent with all policies of this board
- The procedure will be made available to the public

It is the policy of the Board that alternative methods for the awarding of credit may include:

- Competency testing in lieu of enrollment under the provisions of Policy ILBAA
- Interdisciplinary credit
- Satisfactory completion of course requirements at ~~another public school district, an~~

DOVER SCHOOL DISTRICT	POLICY CODE: IMBC
DATE OF ADOPTION: DECEMBER 9, 2013	PAGE 2 OF 2

~~approved private school or a home schooling experience~~

- **an approved school under the provisions of Board policy IK;**
- **an approved home education program (see Board policies IK and Board policy IHBG, and N.H. Dept. of Education Rule Ed 315).**

- ~~• Transfer of credits earned by students before enrolling in the district, such as students moving into New Hampshire from another state or country~~
- **Demonstration of mastery of required coursework and material, pursuant to Board policy IK.**
- Extended learning opportunities under the provisions of Policy IHBH
- Online/virtual learning opportunities under the provisions of Policy IMBA
- ~~College Credit/Dual Credit~~ **College Credit, including credit earned through Dual and/or Concurrent Enrollment under Board policy IHCD/LEB**
- Early Graduation **under Board policy IKFA**
- ~~• Middle school acceleration to the extent that the course work exceeds the requirements for seventh or eighth grade, is consistent with the related high school course(s), and the student achieves satisfactory standards of performance.~~ **7th and 8th grade coursework meeting the standards of Board policy IMBD**

If a student demonstrates knowledge and abilities on a placement pre-test developed by the school district for a particular course, the student shall not receive credit for the course, but shall be allowed to take a more advanced level of the subject or an elective.

Funding

Unless otherwise recommended by the Superintendent and approved by the Board, under ordinary circumstances students or their parents/guardians are responsible for all related expenses including tuition and textbooks. The District may pay the fee for expelled students who are permitted to take courses in alternative settings. If paid by the district and the course is not completed, the student must reimburse the district for the expenses.

Policy History:

DOVER SCHOOL DISTRICT	POLICY CODE: JICC
DATE OF ADOPTION:	PAGE 1 of 1

STUDENT CONDUCT ON SCHOOL BUSES

Second Reading (New Policy)

Students using school buses and other District transportation are under the jurisdiction of the School from the time they board the bus until they exit the bus. Additionally, Board policy JICDD applies to “out-of-school” student conduct, including, but not limited to, conduct at or near school bus stops.

The Superintendent or designee will develop rules and regulations for conduct on buses. See District administrative School Bus Conduct Rules JICC-R and these shall be printed in the Parent-Student Handbook, made available on the District and/or school website, and provided in other languages as needed.

Failure to abide by the School Bus Conduct Rules, disorderly conduct or persistent refusal to submit to the authority of the driver may result in a student to be denied or suspended from the privilege of transportation in accordance with the RSA 189:9-a, and applicable District rules and procedures. See JICC-R. Additionally, conduct on District transportation is subject to additional interventions, supports or consequences as provided in the Student Code of Conduct.

If a student is to lose the privilege of riding the bus (“transportation suspension”), advance warning will be given, except for misconduct that threatens the health, safety or welfare of other students, staff or any other person. Parents/guardians of students who have had bus privileges suspended have a right to appeal the suspension within 10 calendar days to the person who issued the original suspension. Transportation suspensions exceeding 20 days must be approved by the Board. Transportation suspensions shall not begin until the next school day following the day written notification of suspension is sent to the pupil’s parent/guardian. The Superintendent shall include such appeal and review procedures in the School Bus Conduct Rules referenced in the preceding paragraph. Transportation suspensions may extend to all District transportation according to the Student Bus Conduct Rules.

Students transported in a school bus shall be under the authority of the District and under control of the bus driver. The driver of the bus, along with the bus monitor, if applicable, is responsible for the orderly conduct of the students transported. Each driver and monitor have the support of the Board in maintaining good conduct on the bus.

DOVER SCHOOL DISTRICT	POLICY CODE: JICC-R
DATE OF ADOPTION:	PAGE 1 of 1

SCHOOL BUS CONDUCT RULES

Second Reading (New Policy)

In order to ensure the safety of all students riding District provided school buses, appropriate behavior is required for all students. Transportation to and from school is an extension of the classroom and should be considered part of the school day. The issue of safety requires students to be on their best behavior while on school buses or vehicles.

The Student Code of Conduct applies to students at all times when being transported on school buses or other District provided transportation to and from school or school activities. Thus, while students may lose the privilege to ride the bus or other District transportation due to students' failure to maintain the behavioral expectations, students may also be subject to interventions and/or disciplinary consequences for the same behaviors according to the Student Code of Conduct.

A. Behavioral Expectations & Rules for School Buses and Other District Provided Transportation.

1. Students should arrive at the bus stop at least five (5) minutes before the bus is scheduled to arrive. The bus cannot wait for those who are not on time. If a student misses the bus, it is the parent/guardian's responsibility to transport the student to school.
2. Students shall wait in a safe place, clear of traffic until the bus stops, door is open, red flashing lights are on, and the driver has directed students to get on the bus.
3. Students shall wait in an orderly line and avoid horseplay.
4. Students may cross the road or street only in front of the bus only after the bus has come to a complete stop and upon direction of the driver (10-foot minimum crossing distance).
5. Students shall go directly to an available or assigned seat when entering the bus and move in toward the window.
6. Students shall remain seated until they have reached their designated stop and the bus has come to a complete stop. Aisles and exits must be kept clear at all times and the emergency door will be used for emergencies only.
7. Students shall observe normal classroom conduct and obey the driver promptly and respectfully. The driver is in complete charge of the bus and their decisions and requests must be followed.
8. Students shall not engage in verbal abuse and/or use abusive language to others.
9. Students may carry only objects that can be held safely on their own lap. Musical instruments, athletic equipment bags and the like must be placed in the area designated by the driver.

DOVER SCHOOL DISTRICT	POLICY CODE: JICC-R
DATE OF ADOPTION:	PAGE 2 of 1

10. Students shall refrain from throwing or passing objects on, from or into buses.
11. Students shall refrain from eating and drinking on the bus.
12. Students shall respect the rights and safety of others.
13. Students may ride only the bus that they have been assigned, and students may only board or exit at their assigned stops. (Exceptions will only be made with a note from a Principal or Principal's designee.)
14. Students are prohibited from extending head, arms or objects out of the bus windows, and are not allowed to open windows without permission of the driver.
15. Only authorized riders are permitted on the bus.
16. When necessary, students will be expected to sit three passengers to a seat.
17. Students are strictly prohibited from possessing or using tobacco, alcohol, drugs, or any controlled substance. In addition to any interventions or consequences pursuant to these rules or the Student Code of Conduct, the police will be notified whenever a student is involved with the possession and/or use of alcohol, drugs, or any illegal substances.
18. Students shall not use profane language or obscene gestures and shall not make any excessive noises while on the bus.
19. Fighting, wrestling or acts of physical aggression are strictly prohibited.
20. Students shall not deface or otherwise damage the bus, the driver's or any other students' belongings while on the bus. Students/Parents/Guardians will be held responsible for any and all damages to the bus caused by the student by way of vandalism or other intentional or reckless conduct.
21. Pupil shall not carry hazardous material, nuisance items or animals onto the bus.
22. Students are prohibited from hitching rides via bumper or other parts of the bus.

B. Response and Consequences for Misconduct on School Buses.

Students not adhering to the above expectations may receive consequences as described below. However, when a student engages in any conduct that threatens or impacts the health or safety of students, staff or others, the Principal, Transportation Coordinator or Superintendent may impose more significant and immediate consequences including lengthier transportation suspensions.

The following will generally apply to violations of expectations 2 through 16:

First Referral: will result in a letter of warning with a copy sent to the student's parents/guardians, and a copy kept on file in the School Administrator's Office and the Transportation Coordinator.

Second Referral: will result in one (1) hour after school detention. Parents/guardians must be notified prior to the implementation of the detention. It becomes the parents/guardians' responsibility to transport or arrange other transportation for their children home after a detention.

DOVER SCHOOL DISTRICT	POLICY CODE: JICC-R
DATE OF ADOPTION:	PAGE 3 of 1

Third Referral: will result in an immediate five (5) day suspension from District transportation to and from school.

The following will generally apply to violations of expectations 2 through 16:

First Referral: will be an immediate five (5) day from all District transportation.

Second Referral: will be an immediate ten (10) day from all District transportation.

Third Referral: will result in the immediate suspension from all District transportation. "RSA 189:9 – Pupils prohibited for Disciplinary Reasons.

C. General Provisions Relating to Transportation/Bus Suspensions.

All transportation suspensions are measured by school days, not calendar days. Repeat transportation suspensions or suspensions over five (5) days will apply to all District transportation, including to and from school, as well as any school sponsored activity or program (e.g., field trips, athletic competitions, etc.).

Transportation suspensions shall not begin until the next school day following the day written notification of suspension is sent to the pupil's parent/guardian.

Any suspension beyond twenty (20) school days must be approved by the school board.

If a pupil's transportation privileges have been suspended for violations of the behavior rules or other disciplinary reasons, the parent or guardian of that pupil has right of appeal within ten (10) days of suspension to the authority who issued the suspension.

The Board should consult with counsel regarding the procedures to apply at any Board review or appeal regarding suspension of an individual's transportation privileges.

Until any appeal is heard, or if the suspension of pupil's privileges to ride the school bus is upheld, it shall be the parents' or guardians' responsibility to provide transportation to and from school for that pupil for the period of the suspension.

D. Audio and Video Surveillance on School Buses.

Video cameras may be used on school buses to monitor student behavior. Audio recordings in conjunction with video recordings may also be captured on school buses, in accordance with the provisions of RSA 570-A:2. See Board policy ECAF – Audio & Video Surveillance on School Buses.

E. Students with Disabilities:

Students with disabilities will be disciplined in accordance with federal state law including the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act, as set forth in the procedures developed by the administration.

DOVER SCHOOL DISTRICT	POLICY CODE: KCDA
DATE OF ADOPTION:	PAGE 1 OF 1

MEMORIALS, DEDICATIONS AND RECOGNITIONS

Second Reading (New Policy)

The loss of a student or staff member deeply impacts the school and larger community. Decisions made in the aftermath of a crisis or death can be filled with emotion and should not be made without the full consideration of potential implications. The Dover School Board has developed this policy to provide a process for memorial decision-making and to provide guidelines surrounding them.

General Statement of Policy

In recognition that schools are designed primarily to support learning, it is best that Dover schools should not serve as venues for memorializing students and staff. Memorial activities expressed at school need to be appropriate in scope and duration and serve the purpose to help the community grieve and heal.

The administration of the school in consultation with the crisis response team will assist students and families in selecting memorial activities that are appropriate for school and assist students and staff in healthy bereavement. It is further recognized that the building administration should have discretion in these situations to make professional judgments in consultation with the crisis response team and the superintendent.

Cross Reference: KCDA-R – Memorials, Dedications and Recognitions Procedure

DOVER SCHOOL DISTRICT	POLICY CODE: KCDA-R
DATE OF ADOPTION:	PAGE 1 OF 3

MEMORIALS, DEDICATIONS AND RECOGNITIONS PROCEDURE

Second Reading (New Policy)

Flags: Flying a flag at half-staff can only be ordered by the President of the United States or the Governor of New Hampshire.

Assemblies: Large memorial assemblies should not be convened at school, and funerals should not be held on school grounds. When spontaneous assemblies of grieving persons occur, they should be managed by allowing reasonable time to assemble in the individual or group's natural school setting (e.g. classroom, common area, etc.), then asking students and staff to continue with their school day and routine. It is important to provide a place for people to process individually or in small groups with professional support.

Moments of Silence: A moment of silence may be used following the death of a student or staff member to honor their memory. School wide moments should be limited to the time immediately following the death. If a Moment of Silence is used in the school setting it will be conducted in small groups and controlled settings immediately following the notification announcement to students and/or staff. No school wide or PA announcements will be used. Moments of silence at an event may be used at the discretion of the organizer of the event but should not be prolonged nor repeated.

Spontaneous Memorials: Spontaneous memorials such as banners, pictures, collections of objects or notes are discouraged. A memory book where students can write personal and lasting remembrances is preferred. This book can then be given to the family. Any temporary memorial that is spontaneously created cannot alter district-owned property. All temporary memorials should be removed within a reasonable amount of time following a death (ex. 5 days) or within two days of a funeral recognizing that death.

Yearbooks, Graduations and Award Assemblies: Deceased students may be recognized as individuals in yearbooks as any other student or graduate would be. Students must have been currently enrolled students at the time of their death. A photograph of equal size to other students will be included in the yearbook in the appropriate order being used (ex. Alphabetical). If the student died while in high school this can include a photograph (same size as other students) in what would have been their graduating year edition of the yearbook with a notation of any activities or sports as appropriate. If a senior photograph is not available, one will be requested from the parents/guardians and the photo will follow all current requirements of submission to the yearbook. Students can be recognized at graduation by a general moment of silence for all students and/or staff who have died. Individual students or staff will not be named. An example of this would be an announcement at the graduation to have attendees pause for a moment of silence "to recognize the members of the class of 2021 who are no longer with us" and follow this with a moment of silence. Soliciting input from the school crisis response team and the involved families in planning these tributes is encouraged.

Individual Speech: This policy does recognize individual right to speech and the right of individuals to display symbols memorializing people. However, the policy does allow

DOVER SCHOOL DISTRICT	POLICY CODE: KCDA-R
DATE OF ADOPTION:	PAGE 2 OF 3

administrators to regulate time, place and manner of expression to best meet the overall needs of all students, staff, parents/guardians and community. The administrator must balance the right to speech with the possible disruption to the educational environment when making decisions on individual memorials.

Permanent Memorials: The district does not accept permanent memorials. Factors pertaining to discouraging permanent memorials, based on best practices, were considered and include but are not limited to:

1. Re-traumatization - Erecting memorials may have the potential for re-traumatizing both students and staff who knew the victim, as well as families and possibly the surrounding community depending on the scope of the event.
2. Design - When designing a memorial, it is important to consider how students and staff will perceive the death of the individual(s) in the future.
3. Maintenance resources - Permanent school memorials may require long-term ongoing maintenance.

Alternative to Permanent Memorials

As best practices discourage the establishment of permanent memorials in schools, temporary and timely memorial activities are suitable encouraged alternatives. Memorial activities provide an opportunity for people to express emotions and to be supported by the school community. Activities symbolize that every student and staff member is important and helps to unite and strengthen those impacted by the death(s). The activities provide a forum for a collective grief and bring people together to reduce feelings of isolation and vulnerability and illustrate the universality of grief. Memorial activities can serve a larger purpose as well – to promote positive action toward a cause, such as safety, mental health services, or health and wellness.

Planning a variety of activities offers people options for remembrance. Options for memorial activities include but are not limited to: holding a day of community service or creating a school-based community service program in honor of the deceased; putting together a team to participate in an awareness or fundraising event sponsored by a national health awareness organization; sponsoring awareness events specific to the nature of the loss; purchasing books related to the loss for the school library; and volunteering for a related cause.

Living Memorials: A living memorial is a non-tangible memorial designed to be sustained over time such as named endowments, scholarships or sponsorship of events. Such donations must be approved by the superintendent. Designated donations such as to a library or co-curricular program in the name of a deceased person, but not having an enduring naming right, will be accepted under policy KCD.

Existing Memorials: Existing living or physical memorials established prior to the adoption of this policy will remain intact as originally accepted. Existing memorials are generally the sole responsibility of the entity providing the memorial; district staff or

DOVER SCHOOL DISTRICT	POLICY CODE: KCDA-R
DATE OF ADOPTION:	PAGE 3 OF 3

finances may only be used to maintain current memorials as part of the regular maintenance process and to ensure safe conditions. The district reserves the right to remove a memorial if it is not or cannot be maintained or is contrary to the overall educational needs of students.

Any memorial item may be moved, relocated, replaced or removed at the discretion of the school board. The superintendent shall make reasonable efforts to notify the original donor or representatives of such considerations.

Prohibited Memorial Activities

Selling and/or fundraising for memorial items during the school day is prohibited. District accounts including student activity accounts cannot be used to support, finance, or fundraise for memorialization. Proceeds from district events cannot be donated to agencies for memorialization. However, fundraising at district events can be done for organizations in the name of deceased persons, limited to a single event. Utilizing formal all-school events including (e.g. Graduation, Prom or other thematic events or weeks) to memorialize deceased students or staff is prohibited. Commemorative items or events can be sponsored by community-based agencies and promoted outside of the school day.

Cross Reference: KCDA – Memorials, Dedications and Recognitions

Safe and Effective Messaging for Suicide Prevention

This document offers evidence-based recommendations for creating safe and effective messages to raise public awareness that suicide is a serious and preventable public health problem. The following list of “Do’s” and “Don’ts” should be used to assess the appropriateness and safety of message content in suicide awareness campaigns. Recommendations are based upon the best available knowledge about messaging.^{1,2,3} They apply not only to awareness campaigns, such as those conducted through Public Service Announcements (PSAs), but to most types of educational and training efforts intended for the general public.

These recommendations address message content, but not the equally important aspects of planning, developing, testing, and disseminating messages. While engaged in these processes, one should seek to tailor messages to address the specific needs and help-seeking patterns of the target audience. For example, since youth are likely to seek help for emotional problems from the Internet, a public awareness campaign for youth might include Internet-based resources.⁴ References for resources that address planning and disseminating messages can be found in SPRC’s Online Library (<http://library.sprc.org/>) under “Awareness and Social Marketing”.

The Do’s—Practices that may be helpful in public awareness campaigns:

- **Do emphasize help-seeking and provide information on finding help.** When recommending mental health treatment, provide concrete steps for finding help. Inform people that help is available through the National Suicide Prevention Lifeline (1-800-273-TALK [8255]) and through established local service providers and crisis centers.
- **Do emphasize prevention.** Reinforce the fact that there are preventative actions individuals can take if they are having thoughts of suicide or know others who are or might be. Emphasize that suicides are preventable and should be prevented to the extent possible.⁵
- **Do list the warning signs, as well as risk and protective factors of suicide.** Teach people how to tell if they or someone they know may be thinking of harming themselves. Include lists of warning signs, such as those developed through a consensus process led by the [American Association of Suicidology \(AAS\)](#).⁶ Messages should also identify protective factors that reduce the likelihood of suicide and risk factors that heighten risk of suicide. Risk and protective factors are listed on pages 35-36 of the [National Strategy for Suicide Prevention](#).
- **Do highlight effective treatments for underlying mental health problems.** Over 90 percent of those who die by suicide suffer from a significant psychiatric illness, substance abuse disorder or both at the time of their death.⁷⁻⁸ The impact of mental illness and substance abuse as risk factors for suicide can be reduced by access to effective treatments and strengthened social support in an understanding community.⁹

The Don’ts—Practices that may be problematic in public awareness campaigns:

- **Don’t glorify or romanticize suicide or people who have died by suicide.** Vulnerable people, especially young people, may identify with the attention and sympathy garnered by someone who has died by suicide.¹⁰ They should not be held up as role models.
- **Don’t normalize suicide by presenting it as a common event.** Although significant numbers of people attempt suicide, it is important not to present the data in a way that makes suicide seem common, normal or acceptable. Most people do not seriously consider suicide an option; therefore, suicidal ideation is not normal. Most individuals, and most youth, who seriously

Continued > >

Safe and Effective Messaging for Suicide Prevention

- consider suicide do not overtly act on those thoughts, but find more constructive ways to resolve hem. Presenting suicide as common may unintentionally remove a protective bias against suicide in a community.¹¹
- **Don't present suicide as an inexplicable act or explain it as a result of stress only.** Presenting suicide as the inexplicable act of an otherwise healthy or high-achieving person may encourage identification with the victim.¹² Additionally, it misses the opportunity to inform audiences of both the complexity and preventability of suicide. The same applies to any explanation of suicide as the understandable response to an individual's stressful situation or to an individual's membership in a group encountering discrimination. Oversimplification of suicide in any of these ways can mislead people to believe that it is a normal response to fairly common life circumstances.¹³
- **Don't focus on personal details of people who have died by suicide.** Vulnerable individuals may identify with the personal details of someone who died by suicide, leading them to consider ending their lives in the same way.¹⁴
- **Don't present overly detailed descriptions of suicide victims or methods of suicide.** Research shows that pictures or detailed descriptions of how or where a person died by suicide can be a factor in vulnerable individuals imitating the act. Clinicians believe the danger is even greater if there is a detailed description of the method.¹⁵

Acknowledgment

SPRC thanks Madelyn Gould, PhD, MPH [Professor at Columbia University in the Division of Child and Adolescent Psychiatry (College of Physicians & Surgeons) and Department of Epidemiology (School of Public Health), and a Research Scientist at the New York State Psychiatric Institute] for her extensive contributions and guidance in drafting and editing this document.

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² Gould, M.S. (1990). Suicide clusters and media exposure. In S. J. Blumenthal & D. J. Kupfer (Eds.), *Suicide over the life cycle* (pp.517-532). Washington, DC: American Psychiatric Press.

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⁹ Baldessarini, R., Tondo, L., & Hennen, J. (1999). Effects of lithium treatment and its discontinuation on suicidal behavior in bipolar manic-depressive disorders. *Journal of Clinical Psychiatry*, 60 (Suppl. 2), 77-84.

¹⁰ Fekete, S., & A. Schmidtke. (1995) The impact of mass media reports on suicide and attitudes toward self-destruction: Previous studies and some new data from Hungary and Germany. In B. L. Mishara (Ed.), *The impact of suicide*. (pp. 142-155). New York: Springer.

¹¹ Cialdini, R. B. (2003). Crafting normative messages to protect the environment. *Current Directions in Psychological Science*, 12(4), 105-109.

¹² Fekete, S., & A. Schmidtke. op. cit.

¹³ Moscicki, E.K. (1999). Epidemiology of suicide. In D. G. Jacobs (Ed.), *The Harvard Medical School Guide to suicide assessment and intervention* (pp. 40-51). San Francisco: Jossey-Bass.

¹⁴ Fekete, S., & E. Macsai, (1990). Hungarian suicide models, past and present. In G. Ferrari (Ed.), *Suicidal behavior and risk factors* (pp.149-156). Bologna: Monduzzi Editore.

¹⁵ Sonneck, G., Etzersdorfer, E., & Nagel-Kuess, S. (1994). Imitative suicide on the Viennese subway. *Social Science and Medicine*, 38(3), 453-457.

RESOLUTION
RE: The Beverly O'Brien Scholarship Fund

WHEREAS: The Dover School Board approved policy IKG, Establishments of Scholarships; and

WHEREAS: This policy states, "Once the School Board authorizes the establishment of a scholarship, a resolution shall be submitted to the Dover City Council for approval and acceptance of the scholarship funds. Upon City Council approval, the donated scholarship funds will be immediately turned over to the City of Dover, Trustees of Trust Funds"; and

WHEREAS: The Kirby family wishes to give back to the Dover community with a \$20,000 donation to establish a scholarship in the memory of Beverly O'Brien who served thousands of Dover students and their families during a long and distinguished career.

NOW, THEREFORE, BE IT RESOLVED:

That the Dover School Board requests that the Dover City Council establish "The Beverly O'Brien Scholarship Fund" with a \$20,000 donation from the Kirby family for the purpose of awarding a \$2,000 annual scholarship to a deserving Dover High School Senior. pursuing a post-secondary education in the Arts. Two thousand dollars will be disbursed for the purpose of annual scholarship upon written request by the Principal of Dover High School to the Superintendent or designee. The Superintendent or designee will provide written request to the Trustees of Trust Funds for scholarship disbursement.

SUBMITTED BY:

Amanda L. Russell, Chairperson

Keith Holt, Vice-Chairperson

Kathleen Morrison, Secretary

Rachel Burdin

Carolyn Mebert

Zachary Koehler

Jessica Rozzo

December 13, 2021

December 2021 CTC Program of Studies Changes:

REMOVED CLASSES:

- Introduction to Culinary – Increased interest in Culinary I will allow for two sections of Culinary I. Culinary Arts II will be reduced to two credits. These changes will allow for more students to enroll in the Career Technical Center Culinary program.
- STEM Exploration – Course was piloted this year. Biomedical and Networking are not a good combination and often attract very different students. Feedback from students was they would rather have one or the other and did not want to try out both. More sections of Introduction to Biomedical and Introduction to Networking will be offered instead.
- Marketing I & II – The Marketing program has combined with the Business program allowing for further expansion of the Business program down the road.

COURSE CHANGES:

- CTC Explore – Building and Electrical will be offered Semester One while Building and Woodworking will be offered Semester Two in place of Automotive and Electrical. This better aligns with career pathways.
- Auto Collision II – Change to four credits a year based on meeting two blocks a day. Previously the class was three credits which could be done because of a double block in the spring semester. State monitoring in May 2021 identified the need for increased time for students to not only meet competencies but to simply complete projects due to the time-consuming nature of the program and industry. The increased class time will allow the addition of iCar and other certifications. This will also allow the program to take in more real-world projects from the community, which has been difficult in the past due to not being able to turn a job around quick enough for a customer.
- Culinary Arts II – Course was reduced to two credits a year from three credits a year because increased interest has resulted in the need for two Culinary I sections to help increase Culinary II enrollment in the future.
- Naval Science – Changed course names to Leadership Education & Training or LET – to help market the program to a wider demographic of students that can benefit from the leadership skills provided in these programs. These courses are not just for students interested in joining the military.
- AP Computer Science – Course will be available for students in Grades 11-12 as well as students in Grade 10 with a mathematics or science teacher recommendation. 9th graders are not generally ready for the level of math required in this course.
- Biomedical Science – removed Biology prerequisite to allow access to more 10th graders interested in a science field.

December 2021 Dover High School Program of Studies Changes:

REMOVED CLASSES:

- Organic Chemistry, Native Americans, Leaders and Leadership- Courses were eliminated due to a lack of interest in these courses over the last three years.
- College Preparatory Spanish I, Part I- Course was eliminated due to a lack of enrollment as fewer students have looked for an alternative to the regular college preparatory path. The follow up course, College Preparatory Spanish I, Part II will be run for one more year to allow students to complete the two-year sequence.

COURSE CHANGE:

- Essentials of Computer Literacy is the new name for Digital Life to better reflect updated standards covered in the course.

NEW COURSES:

- Care & Support- This course is designed for students interested in working with individuals with intellectual and/or developmental disabilities as well as the elderly. Students will learn skills essential to successful work including safety, developmentally appropriate activities, and proper supervision. Students will receive training and support in how to apply for jobs as caretakers, assistants, and direct support professionals. There is no budget impact this year. Funded through Community Partners who provide the curriculum as well.
- Unified Health and Wellness- This course is designed to enhance a student's awareness of lifelong personal wellness habits as they prepare to leave high school. Physical, mental, and social aspects of health will be stressed. Topics such as healthy relationships, human sexuality, injury prevention, personal care, and nutrition will be covered. Students will work toward achieving lifelong personal wellness habits by learning and practicing positive health skills. This class is targeted toward identified students who may be challenged in a typical health class. There is no budget impact this year, but the class would not be run if it created a scheduling issue in terms of staff.

DOVER SCHOOL DISTRICT SAU 11 - ACADEMIC CALENDAR

2022 – 2023 **DRAFT A**

	M	T	W	TH	F		M	T	W	TH	F
AUG/SEPT 20 S & 23 T	29	30	31	1	2	FEBRUARY 15 S & 15 T			1	2	3
	5	6	7	8	9		6	7	8	9	10
	12	13	14	15	16		13	14	15	16	17
	19	20	21	22	23		20	21	22	23	24
	26	27	28	29	30		27	28			
OCTOBER 20 S & 20 T	3	4	5	6	7	MARCH 22 S & 23 T			1	2	3
	10	11	12	13	14		6	7	8	9	10
	17	18	19	20	21		13	14	15	16	17
	24	25	26	27	28		20	21	22	23	24
	31						27	28	29	30	31
NOVEMBER 17 S & 18 T		1	2	3	4	APRIL 15 S & 15 T	3	4	5	6	7
	7	8	9	10	11		10	11	12	13	14
	14	15	16	17	18		17	18	19	20	21
	21	22	23	24	25		24	25	26	27	28
	28	29	30								
DECEMBER 16 S & 17 T				1	2	MAY 21 S & 22 T	1	2	3	4	5
	5	6	7	8	9		8	9	10	11	12
	12	13	14	15	16		15	16	17	18	19
	19	20	21	22	23		22	23	24	25	26
	26	27	28	29	30		29	30	31		
JANUARY 20 S & 20 T	2	3	4	5	6	JUNE 11 S & 11 T				1	2
	9	10	11	12	13		5	6	7	8	9
	16	17	18	19	20		12	13	14	15*	16
	23	24	25	26	27		19	20	21	22	23
	30	31					26	27	28	29	30

S = Students In-Session - 177 days of student attendance is required for instructional purposes, or the equivalent number of hours and an additional 10 days for time lost due to inclement weather.

T = Teachers In-Session - 184 days.

SUMMARY OF DAYS NOT IN SESSION:

August 29	Teachers Return – Teacher Workshop
August 30	Teacher Workshop
August 31	Students Return
September 2 - 5	Labor Day Recess
September 13	Teacher Workshop (Due to State Primary Elections)
October 10	Indigenous Peoples' Day
November 8	Teacher Workshop (Due to State General Elections)
November 11	Veterans Day
November 23 - 25	Thanksgiving Recess
December 9	Teacher Workshop / Parent-Teacher Conferences
December 26 – January 2	Holiday Recess
January 16	Martin Luther King Day
February 20 – 24	Winter Recess
March 17	Teacher Workshop
April 24 – 28	Spring Recess
May 26	Teacher Workshop
May 29	Memorial Day
*June 15	Tentative Last Day of School (half-day), or upon completion of the 177 th day



DOVER SCHOOL DISTRICT SAU 11

McConnell Center | 61 Locust Street, Suite 409 | Dover, NH 03820-4132
Phone: 603-516-6800 | Fax: 603-516-6809

Empowering all Learners

TO: Members Dover School Board
CC: Dr. William R. Harbron, Superintendent of Schools

FROM: Michael Limanni, Business Administrator

DATE: November 8, 2021

RE: Barrington Tuition Rate Approval for FY2021-2022

See below for the calculated tuition rate for the Barrington School District:

	Elementary	Middle	High
*Cost per Pupil, DOE-25 FY2021	\$16,512.33	\$13,138.02	\$13,544.56
**Barrington	-	-	\$14,628.12

*Please note that the *Cost per Pupil* rates are subject to change upon final approval by the New Hampshire Department of Education.

**Subject to change upon final approval by NHDOE of CPP rates.



DOVER SCHOOL DISTRICT SAU 11

McConnell Center | 61 Locust Street, Suite 409 | Dover, NH 03820-4132
Phone: 603-516-6800 | Fax: 603-516-6809

Empowering all Learners

TO: Members Dover School Board
CC: Dr. William R. Harbron, Superintendent of Schools

FROM: Michael Limanni, Business Administrator

DATE: November 8, 2021

RE: Nottingham Tuition Rate Approval for FY2021-2022

See below for the calculated tuition rate for the Nottingham School District:

	Elementary	Middle	High
*Cost per Pupil, DOE-25 FY2021	\$16,512.33	\$13,138.02	\$13,544.56
Nottingham	-	-	\$15,817.19

*Please note that the *Cost per Pupil* rates are subject to change upon final approval by the New Hampshire Department of Education.



DOVER SCHOOL DISTRICT SAU 11

McConnell Center | 61 Locust Street, Suite 409 | Dover, NH 03820-4132
Phone: 603-516-6800 | Fax: 603-516-6809

Empowering all Learners

TO: Dr. William R. Harbron, Superintendent of Schools
Members Dover School Board

FROM: Michael A Limanni, Business Administrator

DATE: November 8, 2021

RE: (Other) Tuition Rate Approvals for FY2021-2022

Below are the tuition rates for school districts in New Hampshire and Maine who send their students through the Dover schools. These rates exclude Barrington and Nottingham School Districts as each District has their own separate tuition agreement.

*Please note that the rates are subject to change upon final approval of *Cost per Pupil* rates by the New Hampshire Department of Education.

	Elementary	Middle	High
*Cost per Pupil, DOE-25 FY2021	\$16,512.33	\$13,138.02	\$13,544.56
*Other NH and ME Districts	\$17,275.86	\$13,750.97	\$14,636.61
*CTC Tuition	-	-	\$13,544.56

SCHOOL ADMINISTRATIVE UNIT 44

23A MOUNTAIN AVENUE, NORTHWOOD, NH 03261 PHONE: 603-942-1290 FAX: 603-942-1295
WWW.SAU44.ORG

NATE BYRNE, C.A.G.S.
SUPERINTENDENT OF SCHOOLS

JILL LA VALLEE
DIRECTOR OF STUDENT SERVICES

December 3, 2021

Dr. William Harbron
Superintendent of Schools
Dover School District SAU 11
61 Locust St., Suite 409
Dover, NH

Dear Dr. Harbron,

On behalf of the Nottingham School Board, I am requesting an extension of the High School tuition contract between the Nottingham School District and Dover High School.

Due to the transition to a new SAU in the 2022-2023 school year, the board is requesting a 1-year extension to the current contract that ends on June 30, 2022.

Respectfully,

A handwritten signature in black ink, appearing to read 'N-Byrne', written over the printed name.

Nate Byrne
Superintendent of Schools

NB:mb



DOVER SCHOOL DISTRICT SAU 11

McConnell Center | 61 Locust Street, Suite 409 | Dover, NH 03820-4132
Phone: 603-516-6800 | Fax: 603-516-6809

Empowering all Learners

TO: Dover School Board
FROM: William R. Harbron, Ed.D., Superintendent
DATE: December 13, 2021
RE: Joint Labor Negotiations

I am requesting the Board for the Dover School District authorize the District to award a joint contract for labor negotiation services to Drummond Woodsum. The District's business office is hereby authorized to issue a Purchase Order to Drummond Woodsum for labor negotiation services on an as-needed basis at rates provided in conjunction with bid #B22018.



DOVER SCHOOL DISTRICT SAU 11

McConnell Center | 61 Locust Street, Suite 409 | Dover, NH 03820-4132
Phone: 603-516-6800 | Fax: 603-516-6809

Empowering all Learners

MEMORANDUM

TO: Dover School Board & Dr. William Harbron
FROM: Michael Limanni, Business Administrator
DATE: December 9, 2021
RE: FS Transportation Contract Extension

The business office respectfully requests that the school board vote to waive the bidding requirements presented in policy DJE and approve the attached two-year extension for In-District Transportation with First Student. This contract includes a City approved non-appropriations clause that prevents it from being considered debt, and subsequently does not require City Council approval.

This request represents a 4% annual increase, and acknowledges the current labor shortages, and complex logistics presented by the global pandemic, inflation, skyrocketing fuel prices, and other declining economic variables. Our main transportation contract with First Student is up for bid this year, and we do not believe switching management, or even opening us up to the possibility of higher prices that could exceed the current inflation rates would be a good idea. We also recognize that a 5-year contract, bid under this environment, would possibly lock us into pandemic pricing for what we can only hope to be better years ahead.

**TRANSPORTATION SERVICES AGREEMENT BETWEEN DOVER SCHOOL DISTRICT
AND FIRST STUDENT, INC.**

This Agreement is by and between THE DOVER SCHOOL DISTRICT, a municipal corporation, with principal office at 61 Locust Street, Dover, NH hereinafter called "District" and FIRST STUDENT, INC., with its national headquarters at 600 Vine Street, Suite 1400, Cincinnati, OH 45202 and local business offices for the purpose of this Agreement located at 51 Lowell Road, Salem, NH 03079, hereinafter called "Contractor" and collectively called "Parties."

1. **Term:** The term of the Agreement is two years beginning July 1, 2022, and ending June 30, 2024. The Parties may agree to a one-year or two-year extension to this Agreement with contract prices to be negotiated between March 1 and April 1 of 2022.
2. **Independent Contractor:** The Contractor shall perform services as an independent contractor. Neither the Contractor nor anyone employed by it shall be, represent, act, purport to act or be deemed to be the agent, representative, employee or servant of the Dover School District. The Contractor will be required to take out and keep in force all permits, licenses, certifications, other approvals, and or insurance that may be required by the Dover School District, any local or regional governmental agency, the State of New Hampshire, or the federal government. Failure to comply with any of these items would be grounds for immediate cancellation of the contract.

The Contractor shall perform the services contemplated without interfering in any way with the activities of the District's faculty, students, staff or visitors. The District shall have no responsibility for the loss, theft, and damage to vehicles, equipment, tools, materials, supplies, and other property of the Contractor and/or its employees or agents.

3. **Termination:** If either Party materially breaches any of the covenants or duties imposed upon it by this Agreement, such breach shall entitle the other Party to terminate this Agreement in accordance with the following procedure: The non-defaulting Party shall give the offending Party written notice of the breach with the opportunity to cure within 14 days. If at the end of such 14- day cure period, the Party notified has not remedied the breach, the non-defaulting Party may terminate this Agreement as follows: within fourteen (14) business days following the last day of the cure period, the non-defaulting Party shall give the defaulting Party not less than thirty (30) days' notice of termination. If the non-defaulting Party does not provide the notice of termination within fourteen (14) days, the non-defaulting Party shall have waived its right to terminate this Agreement based on the breach cited in the written notice of default.
 - a. In addition to any other rights the Dover School Board may have, the School Board shall have the right to declare the Contractor in breach of this Agreement if (a) the Contractor becomes insolvent; (b) the Contractor makes an assignment for the benefits of the creditors; or (c) a voluntary or involuntary petition in bankruptcy is filed by or against the Contractor.
 - b. In the event that this Agreement is terminated by the District for cause, the District reserves the right to contract with another Contractor to complete the term of this Agreement and hold the Contractor responsible for any extra or additional expense or damages suffered by the District.
4. **Termination for Convenience:** The District may terminate this Agreement for convenience at the end of any school year during the term of this Agreement or any extension thereto upon ninety (90) days' written notice to the Contractor.
5. **Notices:** Notices required by this Agreement shall be in writing and delivered to the addresses below. Notice will be effective upon receipt of the party to which given or, if mailed, upon the earlier of receipt and the fifth business day following mailing.

- i. First Student, Inc.
Attn: Area General
Manager
51 Lowell Rd
Salem, NH 03079
- ii. Dover School District
61 Locust Street, Suite 409
Dover, NH 03820-4132
Attn: Business Administrator

c. Each Party shall notify the other Party of any change in contact person or addresses listed above.

6. **Assignment:** The Agreement shall not be assigned by the Contractor, without the written consent of the District, which consent shall not be unreasonably withheld or delayed if the assignment is to a parent, affiliate, or subsidiary of the Contractor.
7. **Indemnification:** The Contractor agrees to indemnify, hold harmless and defend District, its governing board, officers, employees and agents from and against every claim, demand, or loss (including defense costs and attorneys' fees) which may be made by any person, firm or corporation, or any other entity arising from the Contractor's performance of this Agreement, except to the extent that such claim, demand, or loss arises from or is caused by the negligence or willful misconduct of the District, its agents or employees. Nothing in this Agreement shall operate in any practical effect to waive any immunity or limitation of liability available to the District by statute or common law.
8. **Insurance:** Insurance coverage provided in this section shall be limited to those claims arising under the scope of this Agreement between the District and the Contractor. The Contractor shall be responsible for insuring against the risks associated with its performance under this Agreement. The District does not represent that the insurance coverages and amounts set forth herein will be adequate to protect the Contractor against such risks.
 - a. The Contractor shall secure and maintain for the duration of this Agreement a General Liability Insurance policy or policies at no cost to the District. The coverage of said insurance policy shall be in an amount not less than One Million Dollars (\$1,000,000) per occurrence and Two Million Dollars (\$2,000,000) in the aggregate. An insurance certificate shall be supplied to the District by the Contractor at the time the contract is executed and thereafter by each August 1st during the contract term. The District shall be named as an additional insured on the Contractor's policy. A condition of the insurance coverage shall be thirty (30) days' notice to the District upon cancellation of the policy, which condition may be waived in the District's sole discretion. The Contractor shall also provide the District certificates of renewal of any applicable insurance policy no later than ten (10) business days prior to the expiration of said policy.
 - b. The Contractor shall secure and maintain for the duration of this Agreement Automobile Liability Insurance covering the operation of all motor vehicles, including those hired and borrowed, used by the Contractor in connection with this Agreement at no cost to the District. The coverage of said insurance policy shall be in the amount of not less than One Million Dollars (\$1,000,000) for all damages arising out of bodily injuries to or death of one person and subject to that limit for each person, a total limit of at least Two Million Dollars (\$2,000,000) for all damages arising out of bodily injuries to or death of two or more persons in any one accident or occurrence. An insurance certificate shall be supplied to the District by the Contractor. The Contractor shall also provide the District certificates of renewal for any applicable insurance policy no later than ten (10) business days prior to the expiration of said policy.
 - c. The Contractor agrees, certifies, and warrants that it is in compliance with, or exempt from, the requirements of New Hampshire RSA Chapter 281-A, regarding workers' compensation insurance. The Contractor shall maintain statutory workers' compensation insurance coverage for all of its employees as required by said law.
 - d. The Contractor shall at all times keep the District free and clear from any and all liens asserted by any person, firm, or corporation for any reason whatsoever arising from the furnishings of services by the Contractor.
9. **Performance Bond:** An annual performance bond in the amount of the annual contract amount issued by a surety company licensed in New Hampshire, is to be provided by the Contractor each year by August 1st. The District reserves the right to waive the requirement of a performance bond in its sole discretion on an annual basis

with thirty (30) days advance written notice. In such case, the Contractor shall credit the District the full amount the bond would have cost.

10. **Force Majeure:** In the event the Contractor is unable to provide the transportation services as specified in this Agreement because of any act of God, civil disturbance, fire, riot, war, terrorism, picketing, strike, labor dispute, labor shortages, governmental action or any other condition or cause beyond the Contractor's reasonable control, the District shall excuse the Contractor from performance under this Agreement for the period that failure or delay of performance is due to such conditions or causes. By way of clarification, labor issues involving Contractor's employees shall not be considered a force majeure event for which Contractor's performance under this Agreement may be excused.
11. **Pricing and Billing:** In consideration for services rendered under this Agreement, the District shall pay to the Contractor all sums due and calculated in accordance with the rates set forth in Schedule A.
 - a. Payments for daily transportation services shall be made in ten (10) monthly installments, beginning on or before the fifteenth (15th) day of September and shall continue in a similar fashion for the remaining nine (9) payments.
 - b. The Contractor shall provide separate invoices for all transportation services that are in addition, to the 10 daily transportation services. Such invoices shall list the date of the trip, point of origin, destination for which the transportation was provided, and the cost. In-District field trip transportation performed during regular school hours shall be provided at no cost or at the driver hourly rate only. In the event that any invoice for additional services is disputed by the District, the District shall deliver written notice specifying the disputed amount to the Contractor. Payment of any disputed amounts may be withheld by the District until mutual agreement is reached between the parties or until the dispute is resolved as provided in this Agreement.
 - c. The Contractor shall purchase at its own cost, including applicable taxes, all fuel required for the operation of buses hereunder. The Contractor shall be responsible for compliance with all State and Federal Environmental Protection Agency (EPA) guidelines, rules and regulations concerning bulk fuel storage. Diesel fuel prices are assumed at \$2.50 per gallon and gasoline fuel prices are assumed at \$2.30 per gallon. Should the Contractor's cost of diesel fuel exceed \$2.80 per gallon or cost of gasoline fuel exceed \$2.70 per gallon, including applicable taxes, the District will reimburse the Contractor the excess cost. Should Contractor's cost of diesel fuel be lower than \$2.50 per gallon or cost of gasoline fuel be lower than \$2.30 per gallon, including applicable taxes, the Contractor shall provide a fuel credit to the District. Any fuel surcharge or fuel credit shall be calculated by multiplying the difference between \$2.50 for diesel fuel and \$2.30 for gasoline fuel and the actual per gallon fuel costs by the number of miles driven in the applicable period. The Contractor will provide documentation substantiating its fuel costs upon written request of the District.
 - d. The Contractor shall invoice the District monthly for fuel costs. After verification of a fuel invoice, the District shall pay the full amount due to the Contractor on or before thirty (30) days following the date on which the invoice has been submitted, except to the extent that invoiced amounts are disputed as provided herein. In the event the District fails to make a payment on any undisputed sums due hereunder, and such sums remain unpaid for thirty (30) days following receipt of the invoice by the District, the Contractor shall be entitled to charge interest on such unpaid sums at the rate of 1.5% per month or the maximum allowable statutory amount. In the event of repeated delinquency by the District, the Contractor shall have the right to request a deposit or payment bond from the District before resuming service. Contractor shall be entitled to, without limitation, court costs, litigation expenses and reasonable attorney's fees incurred in any successful attempt to collect such unpaid sums due under this Agreement. In the event that any fuel invoice amount is disputed by the District, the District shall deliver written notice specifying the disputed amount to the Contractor within five (5) business days of receipt of the invoice by the District.
12. **Dispute Resolution:** Any dispute between the Parties arising out of or relating to this Agreement shall be resolved in accordance with this paragraph. Either Party shall give written notice of a dispute arising out of or related to this Agreement to the other Party in person or by certified mail, return receipt requested. The Parties shall attempt to resolve the matter through informal communication or negotiation for a period of thirty (30) days from the date of receipt of notice by the noticed Party. If the dispute has not been resolved within thirty (30) days, either Party may serve written notice on the other Party of a request for mediation. The mediation shall be conducted in New Hampshire by a mediator mutually agreeable to the Parties, shall not exceed one full day or two half days in length, and shall be completed within ninety (90) days from the date of receipt of notice of a

request for mediation. If the Parties cannot agree on a mediator, each Party shall select a temporary mediator and those mediators shall jointly select the permanent mediator. The Parties shall share the cost of the mediator, but each shall bear its own costs related to mediation. If the Parties are unable to resolve the dispute through mediation, then each retains all rights and legal and equitable remedies provided by law, including the right to initiate and pursue arbitration or litigation.

13. **Liquidated Damages:** If, for any scheduled bus run that the Contractor has committed to, the Contractor does not provide the required number of buses or drivers, the District shall not be responsible to pay the pro rata daily cost of per bus (e.g., 50% of daily cost for a morning bus run; 100% of cost for a field trip). The Parties acknowledge that failure of the Contractor to perform its obligations under this Agreement will impact the District's ability to effectively administer and provide public education, and that quantifying losses associated with this impact is inherently difficult. The Parties further agree that the Contractor shall pay the District as liquidated damages the amounts per incident listed in the following schedule on the occurrence of each incident. These amounts do not constitute penalties, but are a reasonable measure of damages to compensate the District for such losses. Total annual liquidated damages will not exceed ten thousand dollars (\$10,000.00). The District must inform the Contractor of its intent to assess liquidated damages within six (6) business days of such request and must bill for such liquidated damage within thirty-one (31) days of such incident. Failure to either timely notify or bill Contractor shall relieve the Contractor of its obligation to pay liquidated damages for the particular event. During the period of informing the Contractor of its intent to assess liquidated damages, the Office of the Superintendent will verify each incident with both Parties. The District reserves the right to revise the schedule of liquidated damages, with agreement of the Contractor, in the event that the District determines that the amounts of liquidated damages are inadequate to compensate the District for its losses.

Description of Incident	Amount of Liquidated Damages Per Incident
Bus or driver not provided for the scheduled bus run or trip for which the Contractor had committed a driver to the District	50% of daily cost for either morning or afternoon run; 100% of daily cost for entire day; 100% of daily cost for an extracurricular activity, athletic trip or other scheduled trip
Bus not picking up student(s) because of being too early or too late at designated stops by fifteen (15) minutes. Reasonable explanations will be considered and include, but are not limited to, accidents, traffic, weather, and late departures from school	\$25
Bus not equipped with video/audio equipment	\$25
Bus video/audio equipment not functioning	\$25
Failure to provide video within four (4) hours of District request	\$50
Driver or dispatch failure to answer radio to assist District (e.g. locating a student)	\$25
Failure to follow safety protocol (e.g. overcrowded high school bus three (3) to a seat; discipline)	\$25
Poorly trained (e.g. poor knowledge of route) or supervised bus driver	\$25
Failure to provide adequate dispatch and onsite daily mechanical personnel as outlined under this Agreement	\$25
Failure to pick up or drop off a student at designated stops	\$25
Failure to have "Dover School District" signage on any bus used under this Agreement	\$25
Not meeting any of the specific deadlines or providing all information in its entirety as outlined in this Agreement (e.g. Route Schedule due to the Office of the Superintendent by August 15th. Information provided is subject to change due to late school registrations)	\$25

14. Vehicle Bus Requirements:

- a. The Contractor shall provide up to twenty-seven (27) buses with the following maximum student capacity and will include eleven (11) new buses in Year One of this Agreement and sixteen (16) new buses in Year Two of the Agreement:
 - i. 22-84 passenger vehicle
 - ii. 2- 84 passenger vehicle, as spares
 - iii. 3 - 84 passenger vehicle, for after school/athletic trips
- b. On or before July 1st prior to the start of each school year, the Contractor shall provide the District with a list, to include the vehicle identification number, the year, capacity, chassis and body, of the vehicles to be used. The design of the school buses and proposed equipment for the school buses shall be subject to approval by the Superintendent of Schools.
- c. It is understood that the current fleet will be used for the duration of this term.
- d. The Contractor shall provide a sufficient number of spare buses, with available licensed drivers, for use in the event of any mechanical breakdown. Carrier shall be able to locate additional buses and be prepared to reach any point of breakdown with an adequate replacement bus within thirty (30) minutes of such breakdown.
- e. The number of buses and bus routes made as set forth herein is not binding on the District. If additional equipment is required by the District, the Contractor shall secure such equipment as quickly as possible. There is no guarantee to the number of buses or bus routes needed and the District reserves the right to make changes it deems in its best interest.
- f. The District may increase or decrease services to be provided by the Contractor under this Agreement. However, where such increases or decreases impact the service levels, personnel levels or equipment levels required of the Contractor under the assumed routes, schedules and vehicle requirements contained in the Agreement, the payments to the Contractor shall be adjusted in accordance with the pricing set forth in Schedule A. To the extent that the pricing in Schedule A does not address the increase or decrease in services, the Parties shall negotiate in good faith to adjust the rates at which services are provided to cover increases or decreases in cost structure associated with such changes by the District.
- g. The Contractor agrees to provide an adequate number of standby vehicles, which must meet the same requirements as the regular buses, to ensure uninterrupted service to the District. An adequate number of standby vehicles shall be defined as 10% of the number of vehicles that operate the District's transportation services.
- h. By August 20th of each school year under this Agreement or any extension thereof, the Contractor shall provide the District with the following information for all vehicles to be used under this Agreement:
 - a. Make, model, year and VIN of each vehicle.
 - b. State license number and safety inspection sticker number.
 - c. Capacity of vehicle.
 - d. Specialized equipment on vehicle.
 - e. Ownership of vehicle.
 - f. Current odometer reading.
 - g. Vehicle maintenance history and past safety inspections shall be available to the District upon request.
- i. Subsequent to the annual vehicle reports, the Contractor shall provide the same information for any newly acquired buses and shall update the information on state license, registration, and safety inspection stickers whenever this information changes.
- j. The Contractor shall provide the necessary supplies, parts and service to maintain all buses in a safe, clean and sanitary condition, inside and out.
- k. All school buses under contract for daily transportation of students must bear "Dover School District" on both sides and shall be used solely for transporting assigned students during the entire year.
- l. All school buses shall be equipped with a two-way radio communication system, operative at all times, at no cost to the District. Communication system must be compatible with the District system. The Contractor will operate and maintain the two-way communication so that clear channels are always available in case emergency communication is required. The Contractor will provide to the District, at no cost, one (1) base station to be located in the Office of the Superintendent programmed to hear and communicate with all Contractor buses.
- m. The Contractor shall provide a digital audio/video surveillance system for use on all school buses, including¹ spare buses, provided under this Agreement. Each bus shall have a box constructed for safe use, wired with the capacity to contain a digital video camera. The Contractor shall supply two (2) video cameras for every

bus and should be capable to record in color and be viewable in low light conditions. The Contractor shall retain ownership of the digital video monitoring equipment and will be responsible for supplying all recording media and repair and replacement of the equipment. The Contractor shall make available to the District all audio/video within a four (4) hour time frame of said request. The District has sole rights to this audio/video and must approve all distribution and viewing of any audio/video of District students or routes.

- n. All buses under this Agreement shall post a notice indicating that the bus is recording audio/video.
- o. All school buses shall be equipped with GPS technology, at no cost to the District, with District access to view data and speed of the bus on demand and in real time.
- p. All school buses shall be equipped with a bodily fluid spill kit and shall, at a minimum, include gloves, a disinfectant, leak proof bags and paper towels (Ref: Saf-C 1312.09).
- q. All school buses must be inspected daily and shall include, but not be limited to brakes, lights, tires, radiators, oil, gas, heaters, and all safety appliances and accessories. Records of inspections shall be maintained by the Contractor and made available to the District on demand.
- r. A regular schedule for servicing all vehicles shall be maintained and shall include, but not be limited to oil, grease, tires, battery, brakes, all safety appliances and accessories. Records of maintenance activities shall be maintained by the Contractor and made available to the District on demand.
- s. All school buses shall be equipped with a child safety check electronic reminder system designed to ensure no child is left unattended on a bus.
- t. Snow tires or all-weather treads shall be required on all buses during the winter months (October - April). No retread tires shall be used on any bus at any time.
- u. When traveling on school grounds, buses shall follow the traffic patterns established by the District.
- v. No bus shall transport students in excess of its rated capacity, as set forth by state and federal regulations.
- w. In the event that the District or any governmental agency imposes other equipment requirements other than those set forth herein on the Contractor's vehicles during the term of this Agreement, which are specific requirements for the operation of this Agreement or immediate installation is required for continuing operation of the vehicles, the Contractor and the District shall negotiate price increases that may be applicable to such equipment installation.

15. Route Planning/Scheduling: The Contractor shall be responsible for establishing bus routes and bus stops, using applicable School Board policies as a guideline.

- a. Route Planning: The District will provide the Contractor with a school calendar and school arrival/dismissal times no later than July 15th. However, deviations in schedules may occur from time to time and should be anticipated.
- b. Equipment: The Contractor shall provide adequate computers/printers and related hardware/software for routing and scheduling within the terminal(s). The routing software shall be capable of inter-facing with the District's data software allowing, at a minimum, the exchange of student names, grade levels and addresses.
- c. Personnel: The Contractor shall provide adequate administrative, routing and dispatch staff to effectively perform the routing responsibilities for the services assigned in a timely manner.
- d. Route Schedule: The annual route schedule shall be evaluated by the Contractor and will be prepared and submitted by hard copy and electronically to the Office of the Superintendent no later than August 1st of each year of the Agreement for approval. Evaluation will include discussion on arrival times, departure times and length of route. Routes shall indicate the school, number, all designated stop locations, estimated number of passengers, and the start and end times for each stop of the route. The District will work with the Contractor by approving the routes or suggesting needed changes in a reasonable and timely manner.
- e. Publication of Schedule: Once approved by the Office of the Superintendent, the District will publish said bus routes in local newspapers no later than August 10th of each year of the Agreement.
- f. Route and Time Adjustments: Route adjustments may be needed and mandated by the Office of the Superintendent and/or the Dover School Board from time to time. The Contractor shall be flexible in adjusting routes to meet varying factors such as changing demographics or accommodating medically impaired students. No additional fee will be assessed for adjusting said routes in the event they do not require the addition of another bus. The Contractor shall be flexible in adjusting times to meet possible changes in schools' opening and closing times.
- g. Communication of Route Changes: All communication to schools and parents regarding changes to routes must be approved by the District business office prior to release.

16. General Terms:

- a. Regular education students are transported round trip to designated locations determined by the District in accordance with the school hours for students in grades K through twelve, beginning with an AM morning

pickup and delivery, and ending with a PM afternoon return home. Students in grades nine through twelve from the Barrington and Nottingham communities are transported by their respective towns and at their expense.

- b. The Contractor shall provide on request, buses for extracurricular trips including athletic, after-school and during school program runs (including late bus runs), and in-District field trips during regular school hours. The Contractor is responsible for supporting up to three (3) school buses on any school day and will accommodate upon request additional buses if available. Buses shall be provided Saturdays and holidays if requested.
 - c. The Contractor shall furnish equipment and personnel sufficient to fulfill the requirements of the regular education bus routes as provided by the District.
 - d. School buses and personnel must be in compliance with all applicable laws, rules, regulations including but not limited to the "New Hampshire School Bus Rules and Regulations", including all amendments and changes thereto.
 - e. The Contractor agrees to be fully compliant with RSA 200:37, Medical Examination of School Bus Operators. The Contractor must have on file, before assigned an operator to transport students, the state-designated fully completed and signed NH School Bus Driver Physical Examination Form for each school bus operator that is designated to transport students. All bus operators must meet all specific qualifications established by the New Hampshire Department of Safety, Division of Motor Vehicles. Any fees incurred for completion of the medical examination for the employees will be the Contractor's sole responsibility.
 - f. The Contractor must be able to provide services in accordance with School Board policies that have been adopted to date and are made as part of this Agreement in Appendix A.
 - g. The District is scheduled to operate one hundred seventy-seven (177) days per year. The District also operates limited summer routes. Should the District extend the days of operation beyond one hundred seventy-seven (77), the Contractor shall be required to perform the additional transportation services, and will receive additional compensation based on the daily rate for services if applicable.
 - h. Whenever (a) inclement weather or impassability of roads occur, (b) school is canceled or delayed, (c) the school day is scheduled for other than regular start or end times, or (d) school is dismissed early for any reason, the District shall notify the Contractor not later than 5:45 a.m. by phone, voice message, or email to designated phone numbers and/or email addresses on the day of such cancellation or delay or not later than one (1) hour before early dismissal or the cancellation of supplemental transportation. If the District does not notify Contractor by 5:30 a.m., the District shall pay the Contractor half the daily rate per bus for that day.
 - i. The District reserves the right to contract out transportation services to other Contractors in specific instances. For example, providing transportation for special education students in and out-of-district, career technical students to surrounding area schools and facilities, as well as times when the Contractor is not able to meet the daily requirements or requests for field trips/athletic events or when a coach trip is requested for a specific trip.
 - j. Notwithstanding any other provision in this Agreement, in the event that the legislative body of the District does not appropriate sufficient funds for this Agreement during future fiscal years, the District may elect to terminate this Agreement as of the end of the last fiscal year for which funds were appropriated. The District shall notify the Contractor in writing of any event of non-appropriation at the earliest possible date. The District's election to terminate pursuant to this Paragraph (j) must be exercised by delivering written notice of such termination. Such termination shall not affect the survival of any other provisions of this Agreement (other than the obligation to make payments beyond the applicable fiscal year) that survive termination of this Agreement.
17. Availability: The Contractor shall have available for use on each day school is in session a sufficient number of buses to accomplish the transporting of students in accordance with the agreed upon route schedule.
18. Observation or Investigation: The Superintendent or designee may ride any route at any time without prior notice. It will be understood that such an individual shall not in any way interfere with the driver's safe operation of the vehicle or ask for changes to be made while on route. Results of such ride observations or investigations shall be made known to the Contractor in writing via the Superintendent.
19. Facility Requirement
- a. The Contractor shall have a maintenance facility and dispatch terminal located within close proximity to the Dover School District that will provide the best possible service to the District and specifically the ability to put buses in service during inclement weather when areas may be inaccessible. The Contractor shall have maintenance personnel and IT personnel on site during normal hours of operation. The District reserves the

right to determine if the Contractor's facility will sufficiently meet the District's needs and, if not, may require alterations. The maintenance facility shall comply with all EPA, local, state, and federal regulations.

- b. The facility shall include sufficient phone service to accommodate heavy call periods. Phones should include a minimum of two rollover lines for public use, one line for school administration use (private line), one fax line and enough Internet service to meet heavy usage periods.

20. **Personnel Requirements:** All drivers used in performance of this Agreement shall be Contractor employees. No Contractor employee shall be considered an employee of SAU#1, the Dover School District or the City of Dover and the Contractor alone shall be responsible for the acts, omissions, conduct and control of any personnel in its employ.
- a. The Contractor shall be responsible for hiring and discharging personnel employed by the Contractor to perform its obligations hereunder; provided, however, that the District shall have the right to request the Contractor to remove from service to the District any employee who, in District's sole discretion, is deemed unsuitable for the performance of transportation services for the District; and provided, further, that the District shall make such request in writing, stating the reasons therefore (which may include a driver not meeting standards of good moral character), and that such request does not violate applicable local, state and federal laws and regulations. The Contractor shall be highly selective in the hiring of bus drivers. The selection of drivers should be based not only on the basis of technical skills, but on their ability to understand and communicate positively with students, parents, and District personnel.
 - b. The Contractor shall take reasonable steps to prevent its employees from exposing any pupil to impropriety of word or conduct. The Contractor shall not permit its drivers to smoke on the bus, including a twenty-five-foot perimeter of the school bus and while on District property, to drink any intoxicating beverage, or to be under the influence of drugs or alcohol while operating any bus. The Contractor shall at all times abide by applicable local, state and federal laws and regulations in its hiring of its employees.
 - c. All bus drivers are to have a commercial driver's license with a school bus endorsement and meet minimum age requirements consistent and as required by state and federal regulations.
 - d. The Contractor shall provide adequate supervisors, dispatch and office personnel, vehicle maintenance staff, and bus drivers based on need and available to the District during each business day. Neither the supervisor nor the dispatcher may be a regularly scheduled driver. The Contractor is required to have someone available during school days between the hours of 5:00 a.m. and 5:00 p.m. The Contractor must provide a contact person to address any emergency calls before 5:00 a.m. after 5:00 p.m.
 - e. Contractor employee absenteeism can significantly affect the pupil transportation needs of the District. The Contractor must maintain trained and qualified substitutes available to ensure the needs of the District are fully met and who are familiar with current routes, school locations and starting/ending times, and city road system. The Contractor, at its own expense, will maintain a sufficient number of substitute drivers not assigned permanent routes to be used to cover bus schedules when regularly assigned drivers are absent. The dispatcher shall not be a substitute driver except in emergency situations.
 - f. The Contractor shall comply and at all times keep all bus drivers, supervisors, dispatchers and other employees informed of applicable District policies (see Appendix A), rules, and regulations governing the operation of school buses, the conduct of students, and methods and procedures for maintaining discipline. All transportation related discipline problems will be handled in accordance with the District's school transportation policy (policy code EEAEC).
 - g. The Contractor and the District shall engage in an open exchange regarding any driver concern or complaint.
 - h. Each bus driver shall successfully complete, as determined by his/her employer, the program of instruction for driving of a school bus. The length of instruction shall be a minimum of 10 hours. Road skills training shall be exclusive of instructional time. (Ref: Saf-C 1305.02 Pre-Service Instruction)
 - i. **Bus Driver/Monitor Information:** The Contractor will provide by August 20th of each year the following information concerning each route and from time to time as adjustments or as changes are made:
 - a. Name of bus driver.
 - b. Name of bus monitor, when/if applicable.
 - c. Residence address
 - d. Telephone number
 - e. Bus number and assigned school(s),
 - f. Other information deemed necessary by the District.
 - j. All costs relating to licensing, drug and alcohol testing, and bi-annual physicals in accordance with the provisions of 49 C.F.R § 391.43 for bus drivers will be the responsibility of the Contractor. The Contractor shall be required to maintain and furnish the following additional information on each driver to the District on request:

- a. Certificate of physical examination.
- b. Record of previous driving experience.
- c. Date and number of current commercial driver's license/school bus certificate.
- d. Evidence of satisfactory references.
- e. Proof of background check by way of a pass/fail log and Contractor verification through appropriate law enforcement agencies as defined in RSA 189:13-a.
- f. The Contractor shall provide information for new bus drivers and monitors required in (i) and (j) above to the District within one (1) week after employment.

21. **Safety and Discipline:**

- a. The Contractor shall provide within a reasonable amount of time any request for those reports and records which may be reasonable and necessary for the District pertaining to students, routes, stops, mileage audits and other information having to do with daily operations. The Contractor shall, in the event of an accident of any kind, immediately notify the Office of the Superintendent and provide all information known at that time. The Contractor shall update the Office of the Superintendent as new information becomes available and shall submit a detailed written report as soon as possible, but not later than two (2) business days after the accident.
- b. The Contractor shall, in the event of any delay resulting from cause other than an accident (e.g., mechanical breakdown, illness), notify the Office of the Superintendent.
- c. The Contractor shall conduct two emergency evacuation drills during each school year to acquaint student riders with procedures in emergency situations. The drills shall be conducted under the direction of the Superintendent or designee. A written report shall be submitted to the Superintendent or designee on each drill, no later than October 15th and May 1st of each school year.
- d. It is the bus driver's responsibility to ensure a safe environment during transportation services. While transporting students, the bus driver shall not leave the vehicle unattended or fuel the vehicle except as relieved by an authorized adult.
- e. No driver will allow children to leave the bus except at designated scheduled stops unless authorized by the District.
- f. A driver shall make certain that all children are seated and the aisle is clear before moving the bus at each stop.
- g. A driver does not have the authority to refuse transportation to any "eligible child" nor does a driver have the authority to remove a child from the bus.
- h. All student data will be treated as confidential and shall not be provided to any individual not directly responsible for the transportation of said student. [Should we require or provide FERJ>A training?]
- i. Each bus driver shall complete a thorough inspection of the school bus at the end of each run to ensure no student(s) have fallen asleep or still occupies the school bus, lost articles, property damage or trash.
- j. All vandalism damages to the Contractor's equipment or facilities will be the responsibility of the Contractor, however, the District will assist the Contractor in receiving restitution for damaged equipment if applicable.
- k. All concerns dealing with pupil safety and discipline that are beyond the bus driver's immediate ability to resolve should be reported to the school principal. Final authority on disciplinary problems shall rest with the school principal.
- l. The Contractor will be solely responsible for the safety, welfare, conduct, control and census of the students being transported. The District will be responsible for the safety, welfare, conduct, control and census of the students while unloading or waiting to board a bus, and will be responsible for the safe and proper traffic control in any school loading area where buses are directed to load and unload students.

22. **Miscellaneous**

- a. This Agreement shall be interpreted, governed, construed and enforced in accordance with the laws of the State of New Hampshire, without regard to any of its conflict of laws principles.
- b. This Agreement, including Schedule A and Appendix A, contains the entire agreement between the Parties in relation to its subject matter, and there are no other agreements or understandings, oral or otherwise, between the Parties at the time of execution of this Agreement.
- c. This Agreement may only be modified by a written instrument, signed by both parties.
- d. The headings of the sections and paragraphs of this Agreement are inserted for convenience of reference only and shall not control or affect the meaning or construction of any of the agreements, terms, covenants and conditions of this Agreement in any manner.

- e. If any provision(s) of this Agreement is determined to be invalid or unenforceable in whole or in part for any reason, the remaining provisions of this Agreement shall be unaffected and shall remain in full force and effect.
 - f. This Agreement may be executed in counterparts, each of which shall be deemed an original, but all of which, taken together, shall constitute one and the same Agreement.
 - g. Each Party represents that its signatories to this Agreement are duly authorized by that Party to execute this Agreement and in so doing to bind that Party to its terms.
23. **Non-Appropriation:** All obligations of the Dover School District stated in this agreement, including, but not limited to, the continuance of payments hereunder, are contingent upon the availability and continued appropriation of funds by the Dover City Council and in no event will the Dover School District be liable for any payments or obligation hereunder in excess of such appropriated funds. If, as part of a budget approved for Dover School District for a fiscal year, sufficient funds are not appropriated to make payments required under this agreement, then this agreement and all obligations of the Dover School District shall terminate without recourse as of the end of the last fiscal year. The Dover School District receives "bottom line" budget approval from the Dover City Council, and, accordingly, for purposes of this Agreement, the Dover City Council will have been considered to have not appropriated sufficient funds within the meaning of this provision if the Dover City Council either (i) does not approve and fully fund the Dover School District's requested/proposed budget, or (ii) the Dover City Council expressly states its intent not to fund or sufficiently fund this Agreement. The Dover School District shall not be required to transfer funds from any other account to satisfy payments hereunder. Lessor will have the right to terminate this agreement immediately upon receiving notice of such termination due to the non-appropriation of funds.

IN WITNESS WHEREOF, this Agreement has been signed and executed in duplicate on behalf of all Parties hereto by persons duly authorized on the day and year first written above.

First Student, Inc.

Date

Dover School District

Date



DOVER SCHOOL DISTRICT
EMPOWERING ALL LEARNERS!

2021-2022 RE-ENTRY PLAN

Adopted by Dover School Board - August 9, 2021
Revised – December 13, 2021

ALERT

THE 2021-2022 ENTRY PLAN HAS BEEN REVIEWED AND REVISED TO REFLECT THE LEAST RESTRICTIVE COVID-19 PROTOCOLS. THIS WILL REQUIRE SCHOOL AND COMMUNITY SPREAD TO BE MONITORED. IF THERE IS AN INCREASE IN SCHOOL AND/OR COMMUNITY SPREAD, MORE RESTRICTIVE COVID-19 PROTOCOLS WILL BE IMPLEMENTED

THE AIM IS TO CONTINUE IN-PERSON LEARNING THROUGHOUT THE ENTIRE SCHOOL YEAR.

THE 2021-2022 OPENING OF SCHOOL PLAN

Recommendations in this plan are based on the review and guidance of the U.S. Centers for Disease Control (CDC) and New Hampshire Division of Public Health Services (NH DPHS) in conjunction with current local and state COVID data as of December 2021. Both organizations continuously update their guidance on a regular basis. Adjustments may be made in the plan based on community spread of COVID-19 or variants of COVID-19.

POLICY-like: Directed or Approved by School Board	PROCEDURE-like: Responsibility of Superintendent
▪ Any reduction in school occupancy (except an immediate, short-term shift) ▪ Process and considerations for changing these decisions ▪ Budget and staffing changes	▪ Hours and schedule within the school day ▪ Transportation scheduling ▪ School meals – breakfast and lunch ▪ Recess/breaks ▪ Cleaning and disinfection routines ▪ Nursing and health screening ▪ Precautions related to specific activities such as music or athletics ▪ Student spacing, and PPE required

For the purposes of this document, the following goals are considered:

1. Provide guidance that the school community, including parents, students, staff, and administrators, can rely on with confidence knowing they will have the support of the School Board.
2. Create an environment where as many students as possible physically attend school.
3. Minimize the risk of COVID-19 transmission in schools.
4. Full in-person days, 5 days per week, with full academic and extracurricular offerings.
5. Provide guidance for staff and the community when we would consider further relaxing or tightening of protocols indicated in the Protocols Applied to Pandemic Education (PAPE).
6. Make decisions based on the latest scientific and medical guidance.

The following are the guiding principles for the re-entry plan:

In-person school day prioritized

- Preserving in-person learning is prioritized.

Plan will change and evolve as needed

- COVID-19 remains a dynamic situation. These recommendations are based on current data and trends. If approved, it should be noted that if data and trends indicate a need to increase mitigation efforts, then Dover Schools SAU 11 will respond accordingly.
- Guidance from the New Hampshire Department of Health and Human Services (NH DHHS), NH Hampshire Department of Education (NH DOE), and the Centers for Disease Control and Prevention (CDC) will be used to make informed decisions regarding school operations related to COVID-19.
- Families should have back up plans in place in the event there is a need to shift to remote learning and/or a closure at some point during the school year.

Mitigation steps based on community transmission levels

- It is beyond the School Districts' ability to prevent anyone in our community from getting COVID-19. However, steps can be taken to mitigate the risks while at school and work. These steps will depend on the level of community transmission.

The past year has been problematic with many twists, turns, starts, and stops. Fundamentally, we have learned that multiple plans and approaches confuse the community and cause anxiety and frustration. The District needs to be clear as to the plans and expectations of the 2021-2022 school year. The primary goal is to maintain in-person learning for students at all grade levels.

BACKGROUND INFORMATION

New Hampshire Division of Public Health Services / Department of Health and Human Services

The following information has been taken from the **July 21, 2021, New Hampshire Coronavirus Disease (COVID-19) Education and Childcare Partner Call**. ***This information has been updated to include the new guidance provided from the July 27, 2021 CDC Media Telebriefing: Update on COVID-19, pertaining to mask use in schools.** The information is provided to guide the Board's final approval of the 2021-2022 Re-Entry Plan for the Dover School District:

1. *NH DPHS is not planning on releasing NH-specific guidance for K-12 schools or childcare programs.*
2. *Minimize risk of COVID-19 transmission in school and childcare settings. There is flexibility in how to do this by adjusting prevention strategies based on local community transmission, rates of vaccination, and other local contextual factors. This needs to be a larger community effort.*
3. *School plans should start with the goal of keeping students safe and physically present in school.*
4. *COVID-19 policies are intended to mitigate, not eliminate, risk.*
5. *School transmission reflects (but does not drive) community transmission...therefore, communities need to take all necessary measures to limit community spread of SARS CoV-2 to ensure schools can remain open and safe for students.*
6. *It is important for the surrounding community to help protect schools and childcare programs; maintain operations; and protect children, students, teachers, and staff.*
7. *Increasing COVID-19 in the community will translate to an increase of COVID-19 in schools and childcare programs, which will have multiple potential downstream consequences.*
 - *More children and staff out sick*
 - *More children and staff with viral symptoms requiring testing*
 - *Parents needing to take time off work*
 - *School and childcare staff shortages*
 - *Increased risk to people who are immunocompromised*
 - *Increased risks of adverse outcomes*
8. *COVID-19 prevention strategies remain necessary to protect people who are not fully vaccinated.*
9. *CDC does continue to recommend masking and physical distancing as the primary prevention strategies, especially given mixed populations of people who are/aren't fully vaccinated.*

10. There is flexibility in how this guidance can be applied, and specific layered prevention strategies will vary by location.
11. Consider multiple factors when making decisions about implementing layered prevention strategies against COVID-19.
- Monitor community transmission, vaccination coverage, screening testing, and occurrence of outbreaks to guide decisions on the level of layered prevention strategies.

✓ **PROMOTE VACCINATIONS**

✓ **FACE MASK USE (CONSISTENT AND CORRECT USE)**

- Face masks are intended to both protect the wearer, and serve as “source control” to prevent someone with COVID-19 from spreading it to others
- Face masks have become an important mitigation tool because CDC has estimated (JAMA article) that 50%-60% of COVID-19 transmissions occur from people who are asymptomatic
- The American Academy of Pediatrics (AAP) has recommended universal face masks for everybody 2 years of age and older at school
- NH DPHS recommends face mask use based on a local assessment of risk from COVID-19 in the community (This is consistent with the CDC’s general guidance on implementing prevention strategies)
- CDC released their Public Health Recommendations for fully vaccinated people at the end of May, and they continue to use this as a basis for their guidance on face mask use and physical distancing in specific settings (i.e., face mask use and physical distancing guidelines is based on a person’s vaccination status). *According to the CDC, the previous statement was based on low cases of the delta variant and low vaccine uptake, current reports show the delta variant represents 83% of cases. New data shows that vaccinated people infected with the delta variant can carry as much virus as those who are unvaccinated.
- **NH DPHS has made recommendations for face mask use based on level of community transmission (community-based risk) – This guidance remains current NH DPHS guidance given continued low levels of COVID-19 statewide**
 - COVID-19 is still circulating, and communities remain at risk for another increase/surge in COVID-19, so there should still be steps taken to prevent spread of COVID-19, especially in locations where people are gathering who are not fully vaccinated.
 - NH DPHS has tried to take a balanced approach to implementing mitigation measures so that when community transmission and risks are low, people can pull back on some mitigation measures.
 - With low levels of community transmission, schools and childcare agencies can safely choose to remove the face mask requirements indoors (permissive recommendation), based on your assessment of the local situation and risk/benefit of continued mask use.
 - *New CDC guidance recommends fully vaccinated people wear masks indoors when in areas with “substantial” and “high” transmission of COVID-19.
 - *New CDC guidance recommends mask use be required of everyone; students, faculty and staff in K-12 schools, regardless of vaccination status.

PERMISSIVE RECOMMENDATION:

- NH DPHS continues to base our recommendation for mitigation measures on the level of community transmission.
- Multiple factors contribute to a person’s risk – with low levels of community transmission, the risk to unvaccinated persons is less.
- The permissive recommendations is consistent with our move to allow all businesses/organizations to apply general principles to their specific situation and context as risk decreases.
- The risk/benefit of face mask use shifts in favor of face masks coming off when

- community transmission is low, especially in lower-risk settings.
 - As levels of COVID-19 and community transmission increases, stricter implementation of prevention strategies, including potential face mask use, will become more important.
 - Individuals who are concerned for their health, or people who are immunocompromised, can still choose to wear face masks (i.e., for individual protection).
 - *CDC order applies to all public transportation conveyances including school buses. Regardless of mask policy at school, passengers and drivers must wear a mask on school buses, including buses operated by public and private school systems.*
- ✓ **PHYSICAL DISTANCING (AND COHORTING)**
 - CDC recommends schools maintain at least 3 feet of physical distance between students within classrooms, at least 6 feet between students and teachers/staff, and at least 6 feet between teachers/staff (i.e., between adults...but do not exclude people just to keep a minimum distance requirement).
 - NH DPHS simplified recommendations: Full in-person learning and maximize physical distance to extent possible between everybody with an ideal goal of at least 3 feet of separation (same recommendation as the past school year).
 - Continue to implement cohorting in areas where it's feasible – this is more important for childcare agencies where physical distancing between young mobile children is not possible.
 - As community transmission increases, stricter cohorting and smaller sized cohorts (for childcare) should be considered.
- ✓ **SCREENING TESTING (RECOMMENDED FOR K-12 SCHOOLS, BUT NOT FOR CHILDCARE PROGRAMS)**
- ✓ **HANDWASHING AND RESPIRATORY ETIQUETTE**
 - Wash or sanitize hands frequently
 - Teach and practice good respiratory etiquette (covering coughs and sneezes)
- ✓ **STAYING HOME WHEN SICK AND GETTING TESTED**
 - NH DPHS recommendation: Continue to have a low-bar for excluding and testing people with new signs/symptoms of viral syndrome (e.g., fever, chills, body or muscle aches), or respiratory viral infection (e.g., sinus congestion, sore throat, runny nose, cough).
 - Sick, symptomatic persons should not be allowed into schools or childcare programs.
 - A symptomatic person who is not fully vaccinated or who has risk factors for COVID-19 exposure (e.g., exposure, travel, etc.) even if vaccinated should be tested for COVID-19.
 - A fully vaccinated person with new viral symptoms should at least have a clinical assessment to assess risk and consider testing – depending on what happens with variants and level of community transmission, it may be reasonable to err on the side of testing anyway.
- ✓ **CONTACT TRACING IN COMBINATION WITH ISOLATION AND QUARANTINE**
 - People who are diagnosed with COVID-19 must still isolate at home until they have met criteria for discontinuation of isolation.
 - Close household contacts of someone diagnosed with COVID-19 will be required to quarantine (e.g., people living or sleeping in the same household).
 - In an outbreak situation, NH DPHS may choose to expand quarantine to other non-household contacts to control the outbreak.
 - Quarantine of an entire classroom will no longer be conducted.
 - Non-household contacts will be asked to self-observe and monitor for symptoms.
 - This increases the importance of identifying, excluding, and testing people with viral infection symptoms.

✓ **CLEANING AND DISINFECTION**

- *Cleaning once a day is usually enough to sufficiently remove a potential virus that may be on surfaces.*
- *If a person with COVID-19 was in your facility within the last 24 hours, you should clean and disinfect the spaces the person was in contact with.*

OTHER INFLUENCING FACTORS

1. *HB220 (Medical Freedom Bill) was signed by Governor Sununu. No vaccine mandates for public facilities in NH.*
2. *The Court readily disagreed with the parents' claim, explaining that, "by its plain language, all the prohibitions listed in [state restraint and seclusion law] only apply to a school's use of a 'physical restraint' or a 'containment technique.'" Such "physical restraint" occurs only when "the restraining person uses his or her own hands or body . . . to effectuate the restraint." "Clearly," the Court declared, "the mask mandates do not require school staff to use their own hands or bodies to force the [parents'] children to wear masks."*

CORE RECOMMENDATION

The goal for the 2021-2022 school year is to open school in the fall to as close to normal as possible with minimal COVID-19 disruption.

In-person School Day

The District defines the opening of school with "minimal COVID-19 disruption" as operating in-person, 5 days per week, per the School Board approved academic calendar. Most, if not all children are in attendance in their classrooms. The District will follow a traditional 5-day per week schedule.

Virtual School Option

If a family elects to continue with virtual education, they will have the option to participate in the Virtual Learning Academy Charter School (VLACS).

This year we are unable to offer an in-house virtual option at the high school level. Those students desiring to continue in a fully virtual environment will need to enroll in VLACS as full-time students. There is also an option to take some courses in person at Dover High School and elect some courses through VLACS. Contact your high school counselor to fully understand the implications of VLACS and to learn how to enroll.

Protocols Applied to Pandemic Education (PAPE)

The District's PAPE document will be reviewed and revised to reflect the conditions the District is presented with at the start of the 2021-2022 school year. At this time, the document reflects the latest revisions based on the current COVID-19 conditions. The Dover School District PAPE has been developed to align with the New Hampshire Division of Public Health Services (NH DPHS) most recent guidance.

In addition, the District has or will develop protocols for the seasonal athletic programs. Furthermore, the District has developed protocols for use of school facilities by outside groups.

Health Screening

The use of a health assessment screener remains important. Individuals are asked to self-screen at home prior to arrival at school.

Masking

The wearing of masks will not be a requirement throughout the District. Although, as masks are the most effective mitigation strategy, **wearing a mask while in the buildings is strongly recommended**, especially for children ages 3-11 who, at this time, are unable to receive the COVID-19 vaccine. Mask breaks will continue to be coordinated for students as needed.

If an increase in school and/or community spread is substantial as indicated by the NH DHHS metric, the wearing of a mask will be required at all levels.

Social distancing will be maintained where it is reasonable and practical, particularly for children ages 3-11. District staff and high school aged students have had the opportunity to become vaccinated, therefore, the District can consider eliminating the 6-foot social distancing in the high school cafeteria.

NOTE: At the Monday, August 9, 2021 Regular School Board meeting, the School Board passed a resolution indicating that masks will be required for students in kindergarten through the eighth grade. For students in ninth-grade through the twelfth-grade masks are highly recommended. The Board will continue to monitor community spread and will adjust as needed. **This was modified due to Strafford County falling in the substantial rating on the NH DHHS metric, therefore the wearing of a mask is required at all school levels.**

Classroom Social Distancing

The current recommendation is to continue classroom social distancing. Social distancing will be maintained when it is reasonable and practical. This allows class sizes to return to the levels recommended in the District guidelines, and to fully accommodate an all-in return model. The aim is to make in-person learning available for all students.

Managing Breakfast and Lunch Under Current Guidelines

The current recommendation is to continue social distancing. Social distancing will be maintained when it is reasonable and practical.

Managing Recess

Recess at the Prek-8th grade level will need to be carefully planned, reasonable, practical, and have manageable numbers on the playground at one time, given there is no vaccine for this age group.

Athletics

A full range of athletic programming for Dover Middle and Dover High School is recommended unless transmission levels change, and adjustments are needed. Individual activities may need to be adjusted to meet health and safety guidelines or New Hampshire Interscholastic Athletic Association (NHIAA) rules and procedures. The District will continue to monitor and to modify guidelines into the fall unless

the pandemic is declared over, in which case, we would return to normal pre-pandemic rules.

Large Group Gatherings

Large group school-sponsored gatherings outside of the school day (concerts, athletics, events) will be allowed. **All spectator attendees of indoor events must wear masks due to the likely variety of ages in attendance.** Athletes and performers will follow the same practices as in their classes/practices related to the event. Currently, kindergarten through the sixth grade will not be holding large group indoor events. This will continually be evaluated based on school and community spread.

Visitors

Because the District has no ability to know who is vaccinated, visitors will be required to answer the Dover School District prescreening questionnaire prior to entering any school building and must wear a mask while on school grounds during substantial community spread. The District will follow the most recent guidelines for outdoor events. During the school day for students, visitors are requested to limit their visitation to the schools.

Busing/Transportation

Based on current federal guidelines, masks will be required on our public-school buses.

The School District will be striving to maximize distance between riders, but it may not be possible to maintain 3-feet of distance on all bus routes.

Parents/guardians will be responsible for mitigation steps at bus stops.

Isolation/Quarantine

1. People who are diagnosed with COVID-19 must still isolate at home until they have met criteria for discontinuation of isolation (See Section G of the PAPE Document).
2. Close household contacts (people living or sleeping in the same household) of someone diagnosed with COVID-19 will be required to quarantine.
3. All others should self-observe and monitor for symptoms.
4. In an outbreak situation, NH DPHS or NH DHHS may choose to expand a quarantine to other non-household contacts to control the outbreak.
5. Quarantine of an entire classroom will no longer be conducted. This could change if community spread increases to a level where public health officials, NH DPHS, or NH DHHS decide if the quarantine of an entire classroom is necessary.
6. Non-household contacts will be asked to self-observe and monitor for symptoms.

Accommodations for Health and Safety Protocols

- The School District will make necessary and reasonable accommodations to health and safety protocols for students with disabilities. As needed, such determinations will be made through the established Special Education and 504 processes.
- Employees should inform their principal if there is a need for accommodations.

Board Conditions

Conditions where the School Board would consider reducing restrictions and precautions:

- If the opportunity for vaccination is extended to younger people, precautions described above should be reviewed and further relaxed accordingly.
- If public health agencies declare an end to the COVID-19 pandemic.
- If there is a significant decrease in community and school spread, reducing of restrictions and precautions. The District will reference new cases over a 14-day period from the NH website <https://www.covid19.nh.gov/> map. The Board has adopted to follow the NH DHHS metric.
- If the District obtains the authority from the State to maintain records as to which students and staff are vaccinated and can use that information to manage potential exposure risk.

Conditions where the School Board would consider increasing restrictions and precautions:

- Unable to maintain staffing due to COVID-19 cases.
- Changes in FDA or CDC guidance regarding vaccination limitations (i.e. need for a booster injection or emergence of a variant that renders vaccines ineffective).
- Local active COVID-19 cases rise significantly, if new cases in Dover exceed 60 in 7 days (corresponding to 25 per 100,000 per day, the “Critical” threshold from covidactnow.org). The Board has adopted to follow the NH DHHS metric.

Dover Medical Advisory Council

The Dover Medical Advisory Council consisting of pediatricians, nurse practitioner, school nurses, public health officials, epidemiologist, City of Dover Emergency Management Director, and selected District leadership will be reconvened for the 2021-2022 school year.

The purpose of the Medical Advisory Council is to provide guidance from a health science perspective pertaining to the District’s potential decisions and actions as related to the ever-changing environment of the COVID-19 pandemic.

The scope of the work will include:

- Review health information and data related to the SARS-CoV-2 pandemic.
- Review and assess the District’s health and safety protocols in response to the pandemic.
- Advise the District on what instructional model to implement based on health and scientific data and best practices.
- Evaluate the trends and implications of the spread of the virus in the City of Dover and Strafford County, to advise the District when school closures are in the best interest of the health and safety of students, families, educators, staff, and administrators; and
- Assist the District in locating and securing support services and/or other resources for students, families, educators, staff, and administrators.

COVID Related Challenges to Monitor

Assuming COVID-19 **continues to be active**, it can be predicted some of the challenges the District faced in the 2020-2021 school year will re-occur in the 2021-2022 school year.

- Students in quarantine
- Program closures
- Classroom closures
- School closures
- Individual quarantines
- Athletic program pauses
- Staffing capacity issues
- Vaccine availability and changes in quarantine rules
- No close contact quarantine for vaccinated staff and students
- Because we have no way to verify vaccinations, truthfulness of reporting will be a challenge

Summary

The recommendations in this plan are based on the review of current CDC and NH DPHS guidance in conjunction with current local and state COVID-19 data as of July 27, 2021. Both organizations continuously update their guidance on a regular basis. Community and school spread of COVID-19 and variants will determine the restrictions that need to be in place.

DOVER SCHOOL DISTRICT
Condition of Accounts - November 31, 2021

DISTRICT-WIDE Expenditures						
Account	Description	Budget	YTD Transactions	Balance	Encumbrance	Budget Balance
1100	REGULAR EDUCATION PROGRAMS	\$ 22,640,769	\$ 7,331,105	\$ 15,309,664	\$ 14,971,788	\$ 337,876
1200	SPECIAL EDUCATION PROGRAMS	\$ 15,109,962	\$ 5,004,162	\$ 10,105,800	\$ 9,343,641	\$ 762,159
1300	VOCATIONAL EDUCATION PROGRAMS	\$ 2,561,623	\$ 653,247	\$ 1,908,375	\$ 1,286,869	\$ 621,507
1400	OTHER EDUCATIONAL PROGRAMS	\$ 739,826	\$ 347,896	\$ 391,930	\$ 315,736	\$ 76,194
1600	ADULT/CONTINUING EDUCATION PROGRAMS	\$ 225,968	\$ 102,693	\$ 123,275	\$ 124,918	\$ (1,643)
2100	SUPPORT SERVICES - Students	\$ 4,929,348	\$ 1,489,278	\$ 3,440,070	\$ 2,957,834	\$ 482,236
2200	SUPPORT SERVICES - Instructional Staff	\$ 1,645,780	\$ 501,691	\$ 1,144,089	\$ 701,915	\$ 442,174
2300	SUPPORT SERVICES - General Admin.	\$ 1,545,713	\$ 568,816	\$ 976,898	\$ 826,364	\$ 150,533
2400	SUPPORT SERVICES - School Admin.	\$ 3,118,081	\$ 1,326,743	\$ 1,791,338	\$ 1,655,812	\$ 135,527
2600	SUPPORT SERVICES - Operation Maint/Plant	\$ 5,125,976	\$ 1,306,567	\$ 3,819,409	\$ 3,483,694	\$ 335,715
2700	SUPPORT SERVICES - Student Transportation	\$ 3,374,362	\$ 518,574	\$ 2,855,788	\$ 3,092,115	\$ (236,327)
2800	SUPPORT SERVICES - Centralized Services	\$ 1,389,702	\$ 540,806	\$ 848,896	\$ 594,628	\$ 254,267
2900	SUPPORT SERVICES - Other	\$ 24,342	\$ -	\$ 24,342	\$ -	\$ 24,342
5200	FUND TRANSFERS OUT	\$ 814,573	\$ -	\$ 814,573	\$ -	\$ 814,573
47190	SCHOOL DEBT - Principal & Interest	\$ 6,439,335	\$ 109,407	\$ 6,329,928	\$ 6,277,832	\$ 52,096
TOTAL GENERAL FUND EXPENDITURES:		\$ 69,685,360	\$ 19,800,985	\$ 49,884,375	\$ 45,633,146	\$ 4,251,229
TOTAL FOOD SERVICES EXPENDITURES:		\$ 1,650,000	\$ 332,267	\$ 1,317,733	\$ 1,268,607	\$ 49,126
TOTAL FEDERAL, STATE, AND LOCAL SR FUND EXPENDITURES:		\$ 5,646,152	\$ 1,793,792	\$ 3,852,361	\$ 1,920,646	\$ 1,931,715
Summarized Condition of District Expenditures:		\$ 76,981,512	\$ 21,927,044	\$ 55,054,468	\$ 48,822,399	\$ 6,232,069

DISTRICT-WIDE Revenue						
Account	Description	Budget	YTD Transactions	Balance	Encumbrance	Budget Balance
01314.3390	TUITION - SUMMER SCHOOL, ELEME	\$ 5,000	\$ -	\$ 5,000	\$ -	\$ 5,000
01314.3390	TUITION - SUMMER SCHOOL, DHS	\$ 1,500	\$ -	\$ 1,500	\$ -	\$ 1,500
01321.3390	TUITION - OTHER NH DISTRICTS	\$ 40,417	\$ 14,637	\$ 25,780	\$ -	\$ 25,780
01321.3390	TUITION - BARRINGTON	\$ 2,596,147	\$ 745,910	\$ 1,850,237	\$ -	\$ 1,850,237
01321.3390	TUITION - NOTTINGHAM	\$ 1,881,216	\$ 249,443	\$ 1,631,773	\$ -	\$ 1,631,773
01321.3390	TUITION - PRESCHOOL PROGRAM	\$ 10,000	\$ 4,680	\$ 5,320	\$ -	\$ 5,320
01321.3390	TUITION - BELLAMY ACADEMY	\$ 81,690	\$ 19,663	\$ 62,027	\$ -	\$ 62,027
01322.3390	TUITION - SPED AIDES	\$ 275,000	\$ 11,993	\$ 263,007	\$ -	\$ 263,007
01323.3390	TUITION - CTE-NH DISTRICTS	\$ 115,000	\$ -	\$ 115,000	\$ -	\$ 115,000
01333.3390	TUITION - CTE-OUT OF STATE DIST	\$ 35,000	\$ -	\$ 35,000	\$ -	\$ 35,000
01420.3410	ATHLETIC TRANSPORTATION DMS	\$ 30,000	\$ 10,581	\$ 19,419	\$ -	\$ 19,419
01420.3410	ATHLETIC TRANSPORTATION DHS	\$ 104,000	\$ 41,056	\$ 62,944	\$ -	\$ 62,944
01990.3599	OTHER LOCAL REVENUE DW	\$ 38,000	\$ -	\$ 38,000	\$ -	\$ 38,000
03190.3700	STATE ADEQUATE EDUCATION GRANT	\$ 10,747,452	\$ 2,150,137	\$ 8,597,315	\$ -	\$ 8,597,315
03210.3700	SCHOOL BUILDING AID	\$ 389,462	\$ 194,731	\$ 194,731	\$ -	\$ 194,731
03230.3700	SPECIAL EDUCATION AID (CATASTROPHIC AID)	\$ 1,075,000	\$ -	\$ 1,075,000	\$ -	\$ 1,075,000
03241.3700	CTE TUITION AID	\$ 364,552	\$ -	\$ 364,552	\$ -	\$ 364,552
03242.3700	CTE TRANSPORTATION AID	\$ 2,500	\$ -	\$ 2,500	\$ -	\$ 2,500
03290.3700	OTHER RESTRICTED STATE AID	\$ -	\$ 40,200	\$ (40,200)	\$ -	\$ (40,200)
04210.3599	INDIRECT COST ALLOCATION	\$ 85,000	\$ 15,492	\$ 69,508	\$ -	\$ 69,508
04220.3599	ABE ALLOCATION	\$ 45,918	\$ -	\$ 45,918	\$ -	\$ 45,918
04310.3311	IMPACT AID	\$ 6,000	\$ -	\$ 6,000	\$ -	\$ 6,000
04580.3311	MEDICAID DISTRIBUTION	\$ 250,000	\$ 39,841	\$ 210,159	\$ -	\$ 210,159
05251.3918	FUND TRANSFERS IN	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL GENERAL FUND REVENUE:		\$ 18,178,854	\$ 3,538,365	\$ 14,640,489	\$ -	\$ 14,640,489
TOTAL FOOD SERVICES FUND REVENUE:		\$ 1,650,000	\$ 321,595	\$ 1,328,405	\$ -	\$ 1,328,405
TOTAL FEDERAL, STATE, AND LOCAL SR FUND REVENUE:		\$ 5,569,037	\$ 834,824	\$ 4,734,213	\$ -	\$ 4,734,213
Summarized Condition of District Revenue:		\$ 25,397,891	\$ 4,694,784	\$ 20,703,107	\$ -	\$ 20,703,107

	Budget	Actual + Enc
General Fund Supporting Revenue Total:	\$ 18,178,854	\$ 3,538,365
State Wide Property Tax:	\$ 7,093,652	\$ 7,093,652
Local Property Tax:	\$ 44,412,854	\$ 44,412,854
TOTAL GF Revenue:	\$ 69,685,360	\$ 55,044,871
TOTAL GF Expenditure:	\$ (69,685,360)	\$ (65,434,131)
Ending GF Fund Balance:	\$ -	\$ (10,389,261)
TOTAL FS Revenue:	\$ 1,650,000	\$ 321,595
TOTAL FS Expenditures:	\$ (1,650,000)	\$ (1,600,874)
Ending FS Fund Balance:	\$ -	\$ (1,279,279)
TOTAL Other SR Fund Revenue:	\$ 5,569,037	\$ 834,824
TOTAL Other SR Fund Expenditures:	\$ (5,646,152)	\$ (3,714,437)
Ending Grant Fund Balance:	\$ (77,115)	\$ (2,879,613)



DOVER SCHOOL DISTRICT

EMPOWERING ALL LEARNERS!

Monday, December 13, 2021

SUPERINTENDENT REPORT

The Superintendent's Board Report purpose is to: (1) inform the Board on my position and recommendations pertaining to Board meeting agenda items; (2) inform the Board of significant issues as they relate to the Board; and (3) inform the Board of informational items pertaining to the Dover School District.

BOARD AGENDA ITEMS

G. CONSENT AGENDA

Resignations/Retirements – None

Leaves of Absence – None

Job Shares – None

Nominations – I recommend approving the nominations as listed for (a) DTU Nominations, (b) DPA Nominations, (c) DEOP Nomination and (d) Winter Coaching Nominations.

Extended Trips – None

Donations – I recommend the Board approve the requested donations.

I. POLICY – CHANGES – PROPOSALS:

J. POLICY ADOPTION:

The policies that follow received their first reading at the November 8, 2021 Board meeting and are being proposed for the Board's second reading and adoption. I recommend the Board adopt the policies.

1. **DAF – Administration of Federal Grant Funds – First Reading Revised Policy:** DAF was revised to reflect 2020 amendments to the Uniform Grant Guidance (generally 2 CFR 200), primarily regarding pre-award costs (DAF-1.F.), micro-purchase limits (DAF-3.C), addition of "domestic preference" and Huawei ban (DAF-3.H), and grant closeout provisions (DAF-10). Revisions also include minor grammatical corrections.
2. **DSAF – Student and School Activities Fund Management – First Reading New Policy:** The policy defines the two main categories of activity funds (Student Activity Fund and School Activity Fund). The policy outlines the accounting standards that will be applied to the Student Activity Funds and the School Activity funds.
3. **ECAF – Audio & Video Surveillance on School Buses – First Reading New Policy:** Amendments were made to clarify its relationship with Policy EEAA, to emphasize that audio recordings carry separate restrictions, to indicate methods of notification, and to include parents as having a right to view recordings when appropriate in disciplinary proceedings.
4. **EEA – Student Transportation Services – First Reading Revised Policy:** Revised generally along with a restructuring of related transportation sample policies and procedures, primarily to reduce redundancies and conflicting provisions, as well as improved integration. EEA now establishes general transportation policy with duplicative language or content in the former version replaced with references to other applicable policies and procedures. Also, the revisions add a Transportation Coordinator, a position that

was formerly referenced in many NHSBA samples but not specifically established. Clarification was added via an “Authorized Transportation Providers” subsection to define applicable services in accordance with the new contracted carrier provisions in SB 147 (Part III), which will be codified as RSA 376:2, VII. Revisions also included addition of the new requirement to provide transportation services to students attending CTE and alternative programs in accordance RSA 188-E:8 (SB 148, Pt II).

5. **EEAA – Video and Audio Surveillance on School Property – First Reading Revised Policy:** Revisions were made to emphasize that particular statutory restrictions apply to audio recordings, to clarify this policy’s relationship with Policy ECAF, and to clarify language. Additional changes included added legal and policy references, and formatting to improve usability.
6. **EEAB – Establishment of School Bus Routes – First Reading Revised Policy:** Content of NHSBA sample policy EEAB was formerly located in sample “-R” document EEA-R. Given recent experiences of districts with parent transportation challenges, NHSBA recommends adopting as a Board policy.
7. **EEAE – School Bus Safety Program – First Reading Revised Policy:** Amendments were made to clarify drug and alcohol testing policies for contracted carriers, in accordance with the new contracted carrier provisions in SB 147 (Part III), which will be codified as RSA 376:2. Additionally, some duplicative language has been replaced with references to other applicable sample policies. See also September 2021 revision notes to sample EEA.
8. **EEAE-R – Safety Guidelines for Parents/Guardians of Students Using School Buses – First Reading New Policy:** Sample NHSBA procedure EEAE-R is comprised of content formerly located in EEA-R, which is now withdrawn. It is intended as sample guidelines for administrators to use in student/parent handbooks, and not Board policy. Student bus conduct rules are found in JICC-R.
9. **EEAEA – Mandatory Drug & Alcohol Testing – School Bus Drivers and Contracted Carriers – First Reading Revised Policy:** Amendments were made to include contracted carriers, in accordance with the new contracted carrier provisions in SB 147 (Part III), which will be codified as RSA 376:2, and to indicate which provisions of this policy affect both bus drivers and contracted carriers. Additionally, reference to the federal requirements relative to the Drug and Alcohol were inserted in Section 5. Some language has been edited for consistency and clarity.
10. **EEAEA-R – Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers – First Reading New Policy:** Changes are intended to (a) add reference to Federal regulations pertaining to the Drug and Alcohol Clearinghouse, in accordance with 49 C.F.R. 391.23. These changes are found under the new hearing on page 1 “Drug and Alcohol Clearinghouse, and under the Notifications heading. Additional changes appear under the heading Random Alcohol and Drug Tests to better reflect the Federal standards.
11. **EEAEC – School Transportation Policy – First Reading – Withdrawn:** Withdrew because the subject matter was the same as that included in JICC. Concurrent with the withdrawal of EEAEC, NHSBA also substantially restructured or revised most of its other transportation policies, including JICC. See revision notes to EEA and JICC for further information. See also Sept. 2021 revision notes for sample EEA.
12. **EEAG – Use of Private Vehicles to Transport Students – First Reading Revised Policy:** Amended to clarify that contracted carriers are not characterized as private vehicles, in accordance with the new contracted carrier provisions in SB 147 (Part III), which will be codified as RSA 376:2.
13. **FAA – Annual Facility Plan – First Reading New Policy:** Developed to encourage districts to maintain annual records of facilities and usage, and to provide for organized long-term planning and efficiency in facility use. It also accounts for new statutory obligations requiring annual reports to the N.H. Department of Education of germane to unused facilities for which there is no plan for usage in the next 2 years pursuant to RSA 194:61 (HB 278).
14. **GCG – Part-Time and Substitute Professional Staff Employment (Substitute Teachers) FIRST AND SECOND READING** – The District is requesting the Board approve the requested revisions as a first and second reading. The SAU Cabinet has had several conversations on how to recruit and retain substitutes in the Dover School District. The daily rate is always a variable in the discussion. The concept of an incentive plan surfaced from the conversations. Michael Limanni, Business Administrator, developed the incentives

based on the days of service. The concept has also been reviewed by the Leadership Team and has received the support of the Team. Other elements of the plan include training, support, and recognition. For the remainder of the 2021-2022 school year, the administration is requesting the Board to approve the incentive plan. I recommend the Board move forward with the incentive plan. In addition, this will require a policy change, to align with the incentive plan with Board Policy GCG. If the Board approves the incentive plan, I recommend the Board waives the first reading of the revised policy and moves forward with the adoption of the policy.

15. **IHCD/LEB – Advanced Course Work/Advanced Placement Courses and Stem Dual and Concurrent Enrollment Program – First Reading Revised Policy IHCD:** In the first paragraph of NHSBA sample policy IHCD/LEB, Section A, was corrected “10 and 12” to “10 through 12” and added reference to CTE courses in the same paragraph to reflect 2021 amendment to RSA 188-E:26.
 16. **IK – Earning of High School Credit – First Reading Revised Policy:** Revised to reflect 2021 enactment of RSA 193- E:3-f (HB182), include additional legal references, and added paragraph formatting to improve usability.
 17. **IKF – High School Graduation Requirements – First Reading Revised Policy:** Required for districts with high school grades. Districts which tuition high school students would reference the policy of the receiving district. Other substantive revisions include: (A) reflect 2021 amendments to RSA 189:11, II (HB320) requiring (i) students to obtain a 70% or better grade on the U.S. Citizenship test; (ii) districts to report civics OR citizenship test results to the N.H. Dept. of Ed., and (B) 2021 passage of new RSA 193:26-a (SB147) requiring graduating students to file applications for financial aid. Additional revisions include reformatting and re-organization for improved usability, and addition of related policies and legal references.
 18. **IMBC – Alternative Credit Options – First Reading Revised Policy:** Required for districts with high school grades. Districts which tuition high school students would reference policy of the receiving district. Additional revisions include reference to awarding credit for courses at another approved school per 2021 passage of RSA 193-E:3-f (HB182) and added additional related policies and legal references.
 19. **JICC – Student Conduct on School Buses – First Reading New Policy:** The 2021 update corresponds to changes to most of NHSBA sample policies relating to transportation, including the withdrawal of redundant sample policy EEAEC. In adopting the revisions to JICC – or adopting it in the first instance – districts should assure that they withdraw EEAEC. Because policy references can often be found in handbooks, procedures and other such documents, a district withdrawing EEAEC should retain a “withdrawn” copy in the manual, with direction that “All reference to EEAEC found in external materials shall mean / refer to policy JICC.”
 20. **JICC-R – School Bus Conduct Rules – First Reading New Policy:** NHSBA sample regulations, JICC-R, replace previous JICC-R, and EEAEC. They are not intended as school board policy, but rather administrative regulations and procedures to help administrators implement related board policies EEA & JICC. As with all administrative regulations, the scope and breadth are subject to school board policies and review, as well as applicable law.
 21. **KCDA – Memorials, Dedications and Recognitions - First Reading New Policy:** The policy frames the philosophy that will guide memorials, dedications, and recognitions associated with student, staff, or faculty deaths.
 22. **KCDA-R – Memorials, Dedications and Recognitions Procedure - First Reading New Policy:** The policy outlines the details for memorials, dedications, and recognitions procedures. It is inclusive of the following: assemblies; moments of silence; spontaneous memorials; yearbooks, graduations, and award assemblies; permanent memorials; alternatives to permanent memorials; living memorials; existing memorials; and prohibited memorial activities.
 23. **Safe Messaging Guidelines-SPRC:** This is a supporting document for policies KCDEA and KCDA-R.
- K. **RESOLUTIONS:** I recommend the Board approve the Resolution for the establishment of The Beverly O’Brien Scholarship Fund.

L. **OLD BUSINESS:** None

M. **NEW BUSINESS:**

1. **Dover High School and Career Technical Center Program of Studies Change Requests** – Mr. Peter Driscoll and Ms. Samantha Tukey are presenting to the Board the December 2021 CTC Program of Studies Changes and December 2021 Dover High School Program of Studies Changes. The changes are detailed in Board Packet. Mr. Driscoll and Ms. Tukey will be available to answer questions by the Board. I recommend the Board approve the changes.
2. **District Initiative Updates:**

With the transition of Board members, I felt it is important for the Board to know what the status of the initiatives are before the change in the composition of the Board. The current Board has invested a great deal of thought and energy into the initiatives of the District and have provided vital support to the District's programs and services.

 - a. **Implementation of the New Math Curriculum:** With the implementation of the new math materials in grades kindergarten through the eighth grade, Kiley Hemphill and Jen Krans will provide the Board an update on the training and the implementation.
 - b. **New K-4 Literacy Program:** The new literacy program is entering the third year of implementation in grades kindergarten through the fourth grade. Foundations has been implemented in kindergarten through second grade with third grade starting implementation in the 2021-2022 school year. The Fountas and Pinnell is also part of the literacy initiative. The implementation of the program was disrupted due to the pandemic. Dr. Deb Nary and Jackie Hanson will provide the update.
 - c. **DREAM TEAM:** The DREAM Team has had several opportunities to present to school staff meetings, the Equity Vision Committee, and the New Hampshire Association of School Administrators. The DREAM Team will take this opportunity to share with the Board on their work as an organization.
 - d. **Great Schools Partnership:** The District has been collaborating with the Great Schools Partnership on equity. Ted Hall and Mo Nunez are the consultants that have been working with the District. Mr. Hall and Mr. Nunez will provide the Board an overview of their work.
3. **Dover School District SAU 11 Academic Calendar 2022-2023 – Draft** – I recommend the Board approve the calendar draft presented. Barrington, Oyster River, Rochester, and Somersworth School District superintendents have held three meetings to align calendars for the 2022-2023 school year. It is essential that the Dover School District align with the Rochester School District and the Somersworth School District due to the Tri-City Regional CTC. I recommend adopting the 2022-2023 Academic Calendar as presented.
4. **Tuition Rates:** Michael Limanni, Business Administrator, is presenting the 2021-2022 tuition rates for Barrington School District, Nottingham School District, and school districts in New Hampshire and Maine. The tuition rates include elementary, middle school, high school, and CTC. Mr. Limanni has noted that the rates are subject to change upon the final approval of *Cost per Pupil* rates by the New Hampshire Department of Education. Mr. Limanni will be available for questions by the Board. I recommend the Board approve the tuition rates as presented.
5. **Nottingham Tuition Contract Extension Request – Fiscal Year 2023** – The Nottingham School District, SAU 44 have requested a one-year extension of their tuition contract due to Nottingham's transition to a new SAU in Fiscal Year 2023. I recommend the Board grant the one-year extension.

6. **Joint City/School Labor Negotiation Services** – The Dover City Council and School Board have held joint meetings to discuss negotiation services and have agreed to seek the services of a negotiator to represent in the City and the School District in negotiation of the city and district labor contracts. An RFP was released. Drummond Woodsman was selected to move forward for the joint contract for labor negotiation services. The City Council on Wednesday, December 8, 2021 passed a resolution pertaining to the joint labor contract.

The Board has the following adopted Board Policies related to negotiations: Policy HE: School Board Negotiations Rights and Duties, HF: School Board Negotiating Agents; HG – Superintendent’s Role in Negotiations, HI: Professional Staff Collective Bargaining Rights, HP: Staff Job Action, and HPA: Staff Job Action – Unauthorized Staff Absences.

In reviewing the Board Policies and using the common negotiator, Josh Wyatt offers the following opinion:

I took a look at the SAU’s adopted “Negotiation” [policies](#) today in light of the current bid solicitation for a single negotiator to meet with both City and School District units in future negotiations.

The import of Policy HE is that the School Board acknowledges and, of course has duties, a role in and authority over (with City Council approval where required), the negotiations. The decision right now is how best to structure the School Board’s role. Policy HE does not speak to that.

Policy HF does address some matters concerning the School Board’s role in negotiations. That policy states: “It is the policy of the School Board that the Board will appoint no more than three (3) of its members to act as the School Board negotiating team.” The policy is a bit ambiguous. You might read it to mean the School Board shall create a team of up to three members to conduct all aspects of all negotiations at the table (with the superintendent present per Policy HG). Or, you could read it to mean the School Board team has total flexibility in how to conduct negotiations and could delegate its function to an attorney to sit at the table and report back to the three-person team from time to time whenever input is needed. Anecdotally, I am guessing that a school attorney (and perhaps others) have been present at the table at negotiating sessions in the past, which if true would tend to support the reading about flexibility in how to handle who sits at the negotiating table itself.

Another consideration is [Policy BDG](#), which addresses retaining an attorney for the school. It envisions situations where an attorney or law firm is needed in complex situations to “systematically” provide legal services.

Lastly, [Policy BG](#) states that the Board’s policies are “guidelines and goals,” which I take to mean they are not hard and fast rules.

I would recommend that the School Board figure out if it wants to pursue the joint negotiator model being proposed. If so, then the School Board should probably clarify its adopted policies HF (and possibly HG) to eliminate any ambiguity. The School Board can modify/clarify this policy to bring it into conformance with whatever its decision is on the current proposal.

Attorney Wyatt is willing to assist the Dover School Board in making any revisions in the School Board Negotiation Policies.

7. **Transportation Contract Extension** – The Dover District Business office requests the Board vote to waive the bidding requirements presented in policy DJE and approve the attached two-year extension for In-District Transportation with First Student. The contract includes a City approved non-appropriations clause that prevents it from being considered debt, and subsequently does not require City Council approval.

The request represents a 4% annual increase, and acknowledges the current labor shortages, and complex logistics presented by the global pandemic, inflation, skyrocketing fuel prices, and other declining economic variables.

The main transportation contract with First Student is up for bid this year, and the administration does not believe switching management, or even opening the District up to the possibility of higher prices that could exceed the current inflation rates would be a favorable decision for the District.

Administration also recognizes that a 5-year contract, bid under this environment, would possibly lock us into pandemic pricing for what the District can only hope to be better years ahead.

I recommend the Board approve the resolution.

8. **Review of the COVID-19 Metric and Identify Level of Restrictions:** The COVID-19 Metric will be reviewed and based on the rubric data; the Board will need to set the level of COVID-19 restrictions.
9. **2021-2022 Dover School District Entry Plan** – Per the NH Department of Education, Districts are required to revisit their plan every six months as outlined below:

Per federal regulation, LEA Reopening Plans are due to be reviewed, revised, and presented for public input every six months, which is the reason for the recorded deadline of 12/23:

“b)(i) During the period of the ARP ESSER award established in section 2001(a) of the ARP Act, an LEA must regularly, but no less frequently than every six months (taking into consideration the timing of significant changes to CDC guidance on reopening schools), review and, as appropriate, revise its plan for the safe return to in-person instruction and continuity of services. (ii) In determining whether revisions are necessary, and in making any revisions, the LEA must seek public input and take such input into account.”

Source: [2021-08359.pdf \(govinfo.gov\)](#)

The revised areas of the plan are noted in yellow. The District will continue to maintain in-person learning for pre-school through the twelfth grade. In addition, the administration recognizes that as the impact of COVID-19 and the variants continue to change, the District may need to respond to the availability of transportation and staffing.

10. **Condition of Accounts:** Michael Limanni, Business Administrator will review the Condition of Accounts.

N. SUBMISSION AND PAYMENT OF BILLS

O. SUPERINTENDENT’S REPORT

The following is for the month of November 2021:

- **Weekly Review for Monday, November 1 through Friday, November 5:**

Students have completed forty-seven instructional days. The highlights from the week include the following:

- ✓ The major highlight of this week was the election of the Board. With the election of a new Board there are several orientation sessions that have been scheduled. The first is a City Council Members and New Board Members Joint Orientation Session on Thursday, December 9 at 6 p.m. On Thursday, December 15, 6 p.m., a second will be a workshop for the Board facilitated by Barrett Christina, Executive Director of the NHSBA.

In addition, I will be hosting an informal meeting with the newly elected board members for a conversation on what additional background information they feel they need as they begin their roles as board members.

- ✓ On Monday, November 1, I had the opportunity to attend the Horne Street monthly staff meeting. The DREAM Team presented on microaggressions. The DREAM members were divided among small groups of teachers to present and to discuss microaggressions. The students were well prepared and did outstanding work. This was their first presentation. The plan is that they will continue to present to the different schools' staff. On November 9, selected members of DREAM will be presenting at the *Excellence through Equity Conference* sponsored by the New Hampshire School Administrators Association in Concord.
- ✓ On Tuesday, November 2, due to Horne Street School and Woodman Park Schools being used as election polls, the District had a scheduled professional development day. The professional development was school based. In addition, staff were provided time to do the annual suicide prevention training.

The Dover Regional CTE held their bi-annual Program Advisory Meeting. This is an opportunity for the CTE programs to share their programs and seek guidance from the area businesses associated with their vocational field. It is important the CTE programs are continually reviewed to align with the needs of the various educational fields.

I also worked with Mike Gillis to create video messages pertaining to the promotion of the vaccination for the younger students. To date, the following people are scheduled for video messages: Dr. Skip Small, Paul Haas, Dr. Harvey, Scott Schuler, and me. The following videos are completed: Dr. Small, Paul Haas and me.

The Board participated in a joint session with the City Council. The first session was a workshop on the homeless population. The second session was to discuss CIP and budget expectations. The third session was nonpublic.

- ✓ On Wednesday, the Dover School District with seven other school districts were in court for the lawsuit pertaining to school districts mandating students to wear masks during the COVID-19 pandemic. The attorneys involved with the representation of named school districts are collaborating and have formally agreed to share information and coordinate efforts. The first item to be addressed is an injunction to stop the practice of requiring students to wear masks. The second item is to determine if school districts have the constitutional right or legal authority to require masking. Judge Howard will now consider the information presented to determine if the injunction will be upheld or dismissed. On the second question, the districts have requested a motion to dismiss. There is no time set on when the judge will issue his ruling.
- ✓ On Thursday, the Dover School District hosted the Southeasters superintendents at Dover High School. The culinary students prepared an excellent continental breakfast for the area superintendents.
- ✓ I had the opportunity to present at the *Citizen Leadership Academy* on the Dover School District.
- ✓ On Friday, the elementary principals, Dr. Christine Boston, Paul Haas, and I held the initial planning meeting for the vaccination of the younger students (5 years to 11 years old).

The Teaching and Learning Department and I had the opportunity to participate in further training by the NH Learning Initiative.

▪ **Weekly Review for Monday, November 8 through Friday, November 12:**

Students have completed fifty-two instructional days. The highlights from the week include the following:

The most significant event of the week was planning for the implementation of the COVID-19 vaccination clinics for the younger students ages 5 years to 11 years old. The Dover Fire Department has been instrumental in working with the elementary principals, Kim Lyndes, and district leadership in the planning and coordination of the series of clinics to be offered the week on November 15. In addition, Dr. Skip Small has volunteered to attend all vaccination clinics where students will be accompanied by a parent/guardian. Dr. Small will be available to consult and answer parents/guardians' questions and concerns. Mike Gillis has also been working on a series of videos to promote the vaccination of children. When completed, the videos will be posted to the district's website and Channel 22.

On Tuesday, November 9, the Dover High School Students with DREAM presented at the NHSAA Excellence through Equity Conference in Concord. The presentation focused on microaggressions. The students did an outstanding job in responding to the questions of the participants. The following is a link to the video of their presentation: <https://fb.watch/9aRtBEJ8Z9/>

Other meetings this week included

- ✓ Monthly conferences with principals.
- ✓ Meeting with Diane Murphy, Director of Big Fish. Unfortunately, Big Fish will be closing their doors due to the sustainability of financial resources to support a private endeavor. Over the years, Diana and I have had many conversations about Big Fish. I believe the program offers a viable alternative that needs to have another pathway for learning for a short time or to complete their K-12 education. There are numerous success stories for the students served. It was my hope that Big Fish could become part of the Dover School District as an alternative program for students.
- ✓ There was a meeting of the superintendents from the following districts: Barrington, Oyster River, Rochester, and Somersworth to coordinate and align the 2022-2023 academic calendar. There are several professional development dates that align that may offer new learning opportunities between the Districts. Nottingham was not available to participate. Nottingham does not set their calendar until a later date. The 2022-2023 calendar will be presented to the Board for approval at the December board meeting.
- ✓ **On Sunday, November 14, Peter Wotton was inducted into the NHIAA Hall of Fame. Peter Driscoll, Greg Kageliery, and I had the opportunity to attend the Hall of Fame Induction Ceremony.**

▪ **Weekly Review for Monday, November 15 through Friday, November 19:**

Students have completed fifty-seven instructional days. The highlights from the week include the following:

The most significant weekly update is that the younger students ages 5 through 11 years old had the opportunity to receive the COVID-19 vaccination in the three elementary schools and the middle school. This was a joint effort of the Dover Fire Department and the Dover School District. Chief Haas and his staff are to be highly commended for their efforts to make this happen and to provide the personnel to make this happen, also, the principals and SAU staff for their planning and coordination efforts. With completion of the vaccination at Horne Street School, Woodman Park School, Dover Middle, and Garrison School approximately 500 students received their first vaccination. The second dosage of the vaccine is scheduled for the week of December 7.

Other meetings this week included:

- NH DOE Updates for Public School Superintendents
- Weekly Leadership Team Meeting
- Interviews of teacher candidates
- Full Leadership Team Meeting facilitated by Jon Vander Els from NH Hampshire Learning Initiative. The focus was on the development of professional learning communities.
- Strafford Learning Center Board meeting on November 18

- Dover High School held Eighth Grade Information Night on November 18.
- Equity Vision Keepers on November 18
- YMCA Strafford County Advisory Board Meeting on November 19

▪ **Weekly Review for Monday, November 22 through Tuesday, November 23:**

Students have completed fifty-nine instructional days. It was a short instructional week with the two days before the Thanksgiving recess. This week Dover Middle School is experiencing three cluster groups. This requires modifications in student groups as well as schedules. On Monday, November 22, the Board received the most recent COVID-19 data from Dr. Megan Harvey and Dr. Boston.

The most significant meetings this week included:

- I have started executive coaching sessions with Tamara Lindholm. It is my aim to return to a monthly cycle of executive coaching sessions.
- Meeting with Dr. Christine Boston, Chief Haas and Chief Breault to review and prepare for a future active shooter drill.

- **Younger Vaccinations** – On Friday, November 19, the District completed the first round of the COVID-19 vaccination series for the younger students. The total number of students vaccinated was 466. This also included children that do not attend the Dover Schools but reside in the Dover School District. It also needs to be recognized that many families made plans for the vaccination before the District announced the school-based vaccination clinic dates. The following is a break down by school.

Date	School	Parent	No Parent	Total
16-Nov	Horne Street Elementary	86	38	124
17-Nov	Woodman Park School	63	28	91
18-Nov	Dover Middle School	30	72	102
19-Nov	Garrison Elementary	113	36	149
		292	174	466

- **Strafford County YMCA Update** - The School Age Program continues to remain steady with an average of 55 kids per day at Garrison School, 35 per day at Horne Street School and 30 per day in Farmington. We have onboarded a few new staff in our After-School Programs and have one more unfilled position to be adequately staffed. Our HR department has recently made some changes to how we post to Indeed and that has seemed to bring some promising responses we are now vetting. The association staff have been working on applying for an ARPA grant for all our childcare sites. We were recently notified that our branch was awarded the following: Rochester Branch Program \$193,805, Garrison School Program \$17,677, Horne Street School Program \$15,061. Total for Y of Strafford County \$226,543.00.

- **Recognitions** – Over the course of the past several weeks, I would like to recognize the following:

- **Greg Brown, Dean of Woodman Park School** – Greg has been named New Hampshire Assistant Principal of the Year.
- **Dover High School & Regional Career Center** – The DHS CTC automobile technician-training program was recently evaluated by the ASE Education Foundation. I am pleased to inform you that the program meets the strict industry standards required for ASE Program Accreditation. Both the educational and automotive communities should be proud of their commitment to quality.

- **Board Member Recognition** – This will be final Regular Meeting of the Dover School Board for Amanda Russell, Keith Holt, Zachary Koehler, and Dr. Rachel Burdin. The following are the years of service provided:
 - Amanda Russell – 10 years of service
 - Keith Holt – 6 years of service
 - Zachary Koehler – 4 years of service
 - Dr. Rachel Burdin – 2 years of service