



**DOVER SCHOOL
DISTRICT**

DOVER SCHOOL BOARD – AGENDA

Meeting Type:	Regular Session #12
Meeting Location:	Media Ctr. (Rm. 306) McConnell Center
Meeting Date:	Monday, December 8, 2014
Meeting Time:	7:00 pm

- A. CALL TO ORDER**
- B. ROLL CALL**
- C. PLEDGE OF ALLEGIANCE**
- D. CITIZENS' FORUM**
- E. AGENDA APPROVAL**
- F. APPROVAL OF MINUTES**
 - 1. Regular Session #11, November 10, 2014
 - 2. Special Session #10, November 19, 2014
- G. CONSENT AGENDA**
 - 1. **Correspondence: none**
 - 2. **Resignations/Retirements:**
 - a. Elaine DeWolfe, GES Special Educator
 - 3. **Leaves of Absence: None**
 - 4. **Nominations:**
 - a. Sheet 1: Nomination and Election of Staff (Albion - Nelson)
 - b. Sheet 2: Nomination and Election of Coaches (Freni - Silverio)
 - 5. **Extended Travel (Student Trips): none**
- H. STUDENT REPRESENTATIVE REPORT**
- I. POLICY – CHANGES – PROPOSALS:**
 - a. Job Description-CTC IT Specialist
 - b. Job Description-CTE Liaison
- J. POLICY ADOPTION:**
 - a. JKAA—Physical Restraint Policy
 - b. JKAA-R—Procedures on Use of Child Restraint Seclusion
- K. RESOLUTIONS: None**
- L. OLD BUSINESS:**
- M. NEW BUSINESS:**
 - 1. Budget Presentation
 - 2. November Condition of Accounts
- N. SUBMISSION AND PAYMENT OF BILLS**



**DOVER SCHOOL
DISTRICT**

DOVER SCHOOL BOARD – AGENDA

Meeting Type:	Regular Session #12
Meeting Location:	Media Ctr. (Rm. 306) McConnell Center
Meeting Date:	Monday, December 8, 2014
Meeting Time:	7:00 pm

- O. SUPERINTENDENT'S REPORT**
- P. COMMITTEE REPORTS**
- Q. SCHOOL BOARD MATTERS OF INTEREST**
- R. ADJOURNMENT**

Citizens are invited to public meetings and shall be given an opportunity to speak. Time shall be set aside for citizen statements at all public meetings, unless a vote to the contrary is taken by the School Board. Statements shall be limited to three 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 8, 2014

MEMORANDUM: Nomination and Election of Paraprofessional and Staff Positions

In accordance with Chapter 189, Section 39 of the New Hampshire School laws of 1963, I hereby nominate the following persons for the following funded positions for the 2014-2015 school year.

NAME	POSITION	SCHOOL	REPLACING	HOURS	SALARY
Albion, Michelle	ESL Tutor	DHS/DMS	Cherie Frid	6.5 hrs/day	\$14.25/hr
Nelson, Jessica	LNA	Dover Middle School	Lily Xidias	6.5 hrs/day	\$14.25/hr

OFFICE OF THE SUPERINTENDENT
DOVER PUBLIC SCHOOLS
DOVER, NEW HAMPSHIRE

TO: DOVER SCHOOL BOARD

DATE: December 8, 2014

MEMORANDUM: Nomination and Election of Coaching Positions.

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 2014-15 school year.

NAME	POSITION	SCHOOL	REPLACING	SALARY
Freni, Samantha	JV Cheering	DHS	Whitney Corcoran	2,407.00
Silverio, John	Boys Varsity Lacrosse	DHS	Sean Houlahan	2,886.00

DOVER SCHOOL DISTRICT	JOB DESCRIPTION
DATE OF ADOPTION:	

FIRST READING

Job Title: Career Technical Center Technology Specialist
Department: Career Technical Center
Reports To: Career Technical Center Director
Prepared Date: 9/24/14

Summary:

Performs information technology work in support and maintenance of the Career Technology Center's (CTC) technology based information systems. Work is performed within a broad framework of general policies and requires creativity and resourcefulness to accomplish goals and objectives and to apply concepts, plans and strategies that may deviate from traditional methods and practices.

Essential Duties and Responsibilities:

Essential duties and responsibilities include the following. Other duties may be assigned.

- Maintain computer and related technologies within the Career Technical Center (CTC)
 - Perform complex troubleshooting of computer systems, network, and related equipment.
 - Maintain all CTC computer equipment and related software applications.
 - Create, update, and maintain the CTC inventory records of computer and related technologies, including licenses, software, manuals, service and hardware records.
 - Configure, install, administer, and maintain new computers, software applications, and related technology equipment.
 - Keep abreast of new and emerging technologies and their applications.
 - Troubleshoot hardware and software applications.
 - Update hardware and software as directed.
 - Assist in coordinating integration of new systems and applications into existing systems.
 - Provide direct support and training to CTC staff.
- Manage CTC network administration (Changes to CTC network infrastructure require approval from District IT Manager.)
 - Manage the CTC Windows 2008 server software.
 - Maintain and upgrade CTC network hardware and software as necessary.
 - Set up and maintain CTC network functionality and user accounts.
 - Perform CTC network administration management, i.e. passwords, updates, knowledge management, etc.
 - Create, update, and maintain user accessibility to the CTC network.
- Perform all duties as assigned by the Director of CTC or District IT Manager.

Supervisory Responsibilities:

There are no supervisory duties with this position.

DOVER SCHOOL DISTRICT	JOB DESCRIPTION
DATE OF ADOPTION:	

Competencies:

To perform the job successfully, an individual should demonstrate the following competencies.

- Ability to work independently or with a team using effective public relations skills with little direction.
- Establish and maintain cooperative and effective working relationships.
- Ability to train individuals or groups in using computer system hardware and software in an easy-to-understand manner.
- Maintain information technology system.
- Understand and implement network and computer security practices.
- Maintain Networking, LANs & WANs, Midrange Servers, PC's and Printers.
- Understand and be familiar with the operation of Windows XP/7/8, Windows Server 2003/2008, Linux, Active Directory, Group Policy, TCP/IP, Routers and Firewalls.
- Working knowledge of word processing, spreadsheet, database, website, and desktop publishing techniques.
- Practices and procedures of repairing microcomputers, computer networks, peripheral devices, cabling, and telecommunications equipment.
- Set up, troubleshoot, and perform routine maintenance on computer systems and related equipment.
- Ability to present written documents that are clear, concise, and grammatically correct.
- Read, interpret, and apply complex technical publications, manuals, and related documents.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Degree in Computer/Technical Business Management, Computer Science, or Computer Engineering, plus two years' related experience.

Education and/or Experience:

This position requires a minimum of an Associate's degree. A Bachelor's degree or the direct equivalent experience is preferred.

Four years of experience with operating system and application software, personal computers, local area networks, wide area networks, servers, laptops, LCD projectors, printers, routers, switches, hubs, networking cable, small tools, and standard office equipment.

Two years' work experience in Information Technology support, training, or analysis

DOVER SCHOOL DISTRICT	JOB DESCRIPTION
DATE OF ADOPTION:	

Technology Skills:

To perform this job successfully, an individual should have knowledge of the following:

- Information system technologies.
- Network and computer security practices.
- Networking, LANs & WANs, Midrange Systems Servers, PC's and Printers.
- Windows XP7/8, Windows Server 2003/2008, and Linux.
- Active Directory, Group Policy, TCP/IP, Routers and Firewalls.
- Word processing, Spreadsheet, database, website, and desktop publishing techniques.
- Capabilities, limitations, characteristics, and uses of computer and records information systems.
- Practices and procedures of repairing microcomputers, computer networks, peripheral devices, cabling, and telecommunications equipment.

Applicable local, State, and Federal technology regulations

Certificates, Licenses, Registrations:

None required for this position.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand and walk. The employee must occasionally lift and/or move up to 50 pounds.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet to moderate.

DOVER SCHOOL DISTRICT	JOB DESCRIPTION
DATE OF ADOPTION:	

FIRST READING

Job Title: Career Technical Education Liaison
Department: Career Technical Center
Reports To: Career Technical Director
Prepared Date: 9/25/14

Summary:

The Career Technical Education (CTE) Liaison will work directly with local businesses and the community to offer extended learning opportunities for students at the CTE Center. This person will work within the community to secure additional business partners and advisory board members and with postsecondary institutions to increase dual enrollment opportunities for our students. This person will develop challenging academic and career opportunities to assist students in obtaining high skill, high wage or high demand occupations in current or emerging professions.

Essential Duties and Responsibilities:

Essential duties and responsibilities include the following. Other duties may be assigned.

- Career Exploration Services
 - Coordinate and present employability skills training (resumes, job applications, interviewing skills) for CTC students both in and outside of the classroom
 - Assist students in the development of career plans, resumes, job applications and cover letters
 - Research and promote scholarships for CTC students
- Work-Based/Extended Learning Programs
 - Coordinate, manage and track work-based/extended learning opportunities for CTC students, both in their local schools and area businesses (internships, COOPS, employment experiences etc.)
 - Support and monitor students that are participating in work-based learning
 - Develop and implement a comprehensive career placement service, including apprenticeship opportunities
 - Provide support to local businesses and for students whose job performance requires improvement or where student employment must be terminated
- Programs of Study/College and Career Pathways
 - Serve as the liaison between the CTC and area colleges/universities
 - Coordinate, manage and maintain dual enrollment/running start and articulation agreements that award high school students with required credits for a postsecondary certificate or degree
 - Increase dual enrollment/running start and articulation agreement opportunities for students
- Staff/Faculty Support Services
 - Serve as a resource to employees, students and the general public visiting the CTC

DOVER SCHOOL DISTRICT	JOB DESCRIPTION
DATE OF ADOPTION:	

- Provide CTC instructor's with administrative assistance (coordinating guest speakers, advisory boards, website support for each program)
- Maintain regular communication with CTC staff, parents and students
- PR/Marketing and Outreach
 - Establish, maintain, and sustain relationships/communications with local businesses and potential employers including promotion of programs and services
 - Promote CTC through local newspapers, radio stations, presentations and maintain the CTC website, Facebook, twitter pages, electronic newsletters etc.
 - Develop and disseminate career-related informational/outreach materials for each CTC program
 - Serve on local, state and CTC committees including
 - Communicate CTC program information to area schools and incoming students
 - Coordinate CTC tours, career fairs, informational tables/sessions etc.

Supervisory Responsibilities:

There are no direct supervisory duties with this position; however, there are times when supervision of assigned students will be required.

Competencies:

To perform the job successfully, an individual should demonstrate the following competencies.

- Ability to work independently or with a team using effective public relations skills with little direction.
- Establish and maintain cooperative and effective working relationships.
- Strong interpersonal and advanced verbal communication skills including the ability to effectively present information to groups of individuals, guide decision making, and build consensus.
- Ability to organize, prioritize tasks/projects assignments, and meet scheduled deadlines.
- Excellent technological, organizational, written, and oral skills.
- Operate PC's in a Windows environment using various office productive software applications (Word, PowerPoint, Excel, Outlook, etc).
- Ability to present written documents that are clear, concise, and grammatically correct.
- Read, interpret, apply, and explain rules, regulations, policies, and procedures.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

DOVER SCHOOL DISTRICT	JOB DESCRIPTION
DATE OF ADOPTION:	

This position requires a minimum of a Bachelor's degree in Education, Career Development, Management, or a background in Business/Industry and Education desired.

Technology Skills:

To perform this job successfully, an individual should have an excellent working knowledge of the Internet, Word Processing, Spreadsheet software, as well as, Web Page maintenance, social media blogging, electronic testing, and electronic evaluation programs.

Certificates, Licenses, Registrations:

No special New Hampshire certification required.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand and walk. The employee must occasionally lift and/or move up to 25 pounds.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet to moderate.

DOVER SCHOOL DISTRICT	POLICY CODE: JKAA
DATE OF ADOPTION: 2/14/2011	

SECOND READING

PHYSICAL RESTRAINT POLICY

In accordance with RSA 126-U the Dover School District shall follow this policy for the use of physical restraint.

The Dover School District **hereby** authorizes **school** staff members **or those under the control or direction of a school (e.g., contractors)** to use physical restraints ~~in limited situations and only as a last resort to prevent harm~~ **to ensure the immediate physical safety of persons when there is a substantial and imminent risk of serious bodily harm to the child or others, and then only when other interventions have failed or have been deemed inappropriate, and in a manner consistent with state law and regulations.**

The Superintendent of Schools shall develop procedures for the use of child restraint and seclusion.

Physical restraint **or seclusion** may ~~shall only~~ be used ~~only~~ under the following conditions: **by trained personnel and only after other approaches to the control of behavior have been attempted and been unsuccessful or are reasonably believed to be unlikely to succeed based on the student's past history, and in compliance with** the requirements of Ed 1113.06 Use of Aversive Behavioral Interventions of the New Hampshire Rules for the Education of Children with Disabilities. **School staff shall not use restraint or seclusion except when a child's behavior poses a substantial and imminent risk of physical harm.**

- ~~1. Staff is trained in de-escalation and physical management; Non-Violent Crisis Intervention, through the Crisis Prevention Institute (CPI®), is the current training program adopted by Dover School District.~~
- ~~2. Physical action of a student creates a substantial risk of harm to self or others;~~
- ~~3. Other positive interventions have failed, or the level of immediate risk prohibits exhausting other means.~~

The following scenarios are NOT considered a restraint for the purposes of this document:

1. **A brief** holding **or touching** a child to calm, ~~or~~ comfort, **encourage, or guide a child, so long as there is no limitation on the child's freedom of movement,** or intervening in an ongoing assault or fight;
2. **The temporary** holding ~~of the~~ a child's hand, **wrist, arm, shoulder, or back,** ~~or arm to~~ escort the child safely from one area to another **for the purpose of inducing a child to stand, if necessary, and then walk to a safe location, so long as the child is in an upright position and moving toward a safe location;** ~~Brief periods of physical restriction by person to person contact without the aid of medication or mechanical restraints, accomplished with minimal force and designed either to prevent a child from completing an act that potentially would result in physical harm to himself or herself or to~~

DOVER SCHOOL DISTRICT	POLICY CODE: JKAA
DATE OF ADOPTION: 2/14/2011	

~~another person, or to remove a disruptive child who is unwilling to leave an area voluntarily;~~

3. Physical devices, **such as orthopedically prescribed appliances, surgical dressings and bandages and supportive body bands,** or other physical holding when necessary for routine physical examinations **medical treatment purposes,** or when used to provide support for the achievement of functional body position or proper balance or to protect a person from falling, or to permit a child to participate in activities without the risk of physical harm;
4. The use of seat belts, safety belts, or similar passenger restraints during transportation of a child in a motor vehicle.
5. The use of force by a person to defend himself or herself or a third person from what the actor reasonably believes to be the imminent use of unlawful force by a child, when the actor uses a degree of such force which he or she reasonably believes to be necessary for such purpose **and the actor does not immobilize a child or restrict the freedom of movement of the torso, head, arms, or legs of any child.**

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

Seclusion shall not include:

1. **The voluntary separation of a child from a stressful environment for the purpose of allowing the child to regain self-control, when such separation is to an area which a child is able to leave.**
2. **Circumstances in which there is no physical barrier between the child and any other person or the child is physically able to leave the place.**

In the event of a physical restraint, seclusion, or intentional physical contact with students who are actively combative, assaultive, or self-injurious, school officials shall comply with all state-mandated notification and record keeping requirements.

~~*A physical restraint of a student should be conducted in a manner consistent with the techniques prescribed in the District approved training program. The purpose of the restraint should be to assist the student to regain emotional and behavioral stability. It should last only as long as is necessary to accomplish this. To the extent possible, it should be conducted in such a way as to preserve the confidentiality and dignity of all involved.*~~

~~*Restraint should be carried out by trained persons authorized by the Superintendent, Special Education Administrator, Principal, Director or his/her designee. Untrained staff is limited to*~~

DOVER SCHOOL DISTRICT	POLICY CODE: JKAA
DATE OF ADOPTION: 2/14/2011	

physically intervening by using the minimal amount of physical contact with the student to protect the student and ensure the safety of others until trained staff is available. Untrained staff should request assistance from trained staff as soon as possible.

School staff shall not use or threaten to use **physical** restraint **or seclusion** as a punishment or consequence **except to ensure the immediate physical safety of person when there is a substantial and imminent risk of serious bodily harm to the child or others, or except as permitted for transporting students.**

Prohibition of Dangerous Restraint Techniques

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

All employees shall follow the procedures as outlined in the document titled: “Procedures for Use of Restraint in the Dover School District”.

Definitions

For purpose of this policy and any accompanying procedures, the following definitions apply:

1. Physical restraint occurs whenever a staff member physically restricts **manual method is used to** restricts a child’s **freedom of** movement **or normal access to his/her body** against his/her will. Physical restraint is a temporary measure to be used only when necessary to facilitate care, welfare, safety, and security for all.
2. Mechanical Restraint: **occurs** when a physical device or devices are used to restrict the movement of a child **and/or** the movement or normal function of a portion of his/her body. Prohibited as per RSA 126-U:6.
3. Medication Restraint: **occurs** when a child is given medication involuntarily for the purpose of immediate control of the child’s behavior. Prohibited as per RSA 126-U:6.
4. **Serious bodily injury is harm to the body that would require hospitalization or would result in the fracture of any bone, non-superficial lacerations, injury to any internal organ, second- or third-degree burns, or any severe, permanent, or protracted loss of or impairment to the health or function of any part of the body.**
5. **Intentional physical contact is in response to a child’s aggressive, combative, assaultive, or injurious behavior but does not meet the threshold of a restraint (e.g., blocking of a blow or forcible release from a grasp).**
6. **Dangerous Restraint Technique is any technique that:**
 - a. **Obstructs a child’s respiratory airway or impairs the child’s breathing or respiratory capacity or restricts the movement required for normal breathing;**

DOVER SCHOOL DISTRICT	POLICY CODE: JKAA
DATE OF ADOPTION: 2/14/2011	

- b. Places pressure or weight on, or causes the compression of, the chest, lungs, sternum, diaphragm, back or abdomen of a child;
 - c. Obstructs the circulation of blood;
 - d. Involves pushing on or into the child’s mouth, nose, eyes, or any part of the face or involves covering the face, or body with anything, including soft objects such as pillows, blankets, or wash clothes, or
 - (1) Endangers a child’s life or significantly exacerbates a child’s medical condition.
 - (2) Intentional infliction of pain, including the use of pain inducement to obtain compliance.
 - (3) The intentional release of noxious, toxic, caustic, or otherwise unpleasant substances near the child for the purpose of controlling or modifying the behavior of or punishing the child.
 - (4) Any technique that subjects the child to ridicule, humiliation, or emotional trauma.
7. Trained Staff are those individuals who successfully complete and stay current in a training program that results in acquisition of skills in verbal de-escalation, preventing restraints, evaluating risk of harm in an individual situation, use of approved techniques and monitoring the effect of the restraint.
8. District/facility shall mean the Dover School District.
9. Parent shall mean the student’s parent, legal guardian, surrogate parent or student over the age of 18.
10. Seclusion means the involuntary placement of a child alone in a place where no other person is present and from which the particular child is unable to exit, either due to physical manipulation by a person, lock, or other mechanical device or barrier.

Legal Reference: RSA 126-U:1 to 13 (2014).

Cross Reference: JKAA-R – Procedures on Use of Child Restraint and Seclusion

DOVER SCHOOL DISTRICT	POLICY CODE:JKAAR
DATE OF ADOPTION:	

SECOND READING

DOVER SCHOOL DISTRICT PROCEDURES ON USE OF CHILD RESTRAINT AND SECLUSION

The Dover School District hereby establishes the following procedures to describe how and in what circumstances restraint or seclusion is used in this District. The procedures are adopted for the purpose of meeting the District's obligations under state law governing the use of restraints and seclusion. The procedures shall be interpreted in a manner consistent with state law and regulations.

I. Definitions.

1. Physical restraint occurs when a manual method is used to restrict a child's freedom of movement or normal access to his/her body against his/her will.
2. Mechanical Restraint occurs when a physical device or devices are used to restrict the movement of a child and/or the movement or normal function of a portion of his/her body. Prohibited as per RSA 126-U:6.
3. Medication Restraint occurs when a child is given medication involuntarily for the purpose of immediate control of the child's behavior. Prohibited as per RSA 126-U:6.
4. Serious bodily injury is harm to the body that would require hospitalization or would result in the fracture of any bone, non-superficial lacerations, injury to any internal organ, second- or third-degree burns, or any severe, permanent, or protracted loss of or impairment to the health or function of any part of the body.
5. Intentional physical contact is in response to a child's aggressive, combative, assaultive, or injurious behavior but does not meet the threshold of a restraint (e.g., blocking of a blow or forcible release from a grasp).
6. Dangerous Restraint Technique is any technique that:
 - a. Obstructs a child's respiratory airway or impairs the child's breathing or respiratory capacity or restricts the movement required for normal breathing;
 - b. Places pressure or weight on, or causes the compression of, the chest, lungs, sternum, diaphragm, back or abdomen of a child;
 - c. Obstructs the circulation of blood;
 - d. Involves pushing on or into the child's mouth, nose, eyes, or any part of the face or involves covering the face, or body with anything, including soft objects such as pillows, blankets, or wash clothes, or
 - (1) Endangers a child's life or significantly exacerbates a child's medical condition.
 - (2) Intentional infliction of pain, including the use of pain inducement to obtain compliance.

DOVER SCHOOL DISTRICT	POLICY CODE:JKAAR
DATE OF ADOPTION:	

- (3) The intentional release of noxious, toxic, caustic, or otherwise unpleasant substances near the child for the purpose of controlling or modifying the behavior of or punishing the child.
 - (4) Any technique that subjects the child to ridicule, humiliation, or emotional trauma.
7. Trained Staff are those individuals who successfully complete and stay current in a training program that results in acquisition of skills in verbal de-escalation, preventing restraints, evaluating risk of harm in an individual situation, use of approved techniques and monitoring the effect of the restraint.
 8. District/facility shall mean the Dover School District.
 9. Parent shall mean the student's parent, legal guardian, surrogate parent or student over the age of 18.
 10. Seclusion means the involuntary placement of a child alone in a place where no other person is present and from which the particular child is unable to exit, either due to physical manipulation by a person, lock, or other mechanical device or barrier.

Seclusion does not include:

- (1) the voluntary separation of a child from a stressful environment for the purpose of allowing the child to regain self-control, when such separation is to an area which a child is able to leave;
- (2) Circumstances in which there is no physical barrier between the child and any other person or the child is physically able to leave the place.

II. Use of Restraint

1. Restraint as defined in these procedures shall be used only to ensure the immediate physical safety of persons when there is a substantial and imminent risk of serious bodily harm to others.
2. Restraint as defined in these procedures shall only be used by trained personnel and with extreme caution. It should be used only after all other interventions have failed or appear unlikely to succeed based on the student's past history.
3. Use of restraint as defined in these procedures shall be limited to physical restraint. School officials shall not use or threaten to use any dangerous restraint techniques, any inappropriate aversive behavioral interventions, any medication restraints, or any mechanical restraints except as permitted for transporting students.

DOVER SCHOOL DISTRICT	POLICY CODE:JKAAR
DATE OF ADOPTION:	

III. Use of Seclusion

1. Seclusion may only be used when a child's behavior poses a substantial and imminent risk of physical harm to the child or to others, and may only continue until that danger has dissipated.
2. Seclusion shall only be used by trained personnel after other approaches to the control of behavior have been attempted and been unsuccessful, or are reasonably concluded to be unlikely to succeed based on the history of actual attempts to control the behavior of a particular child.
3. Each use of seclusion shall be directly and continuously visually and verbally monitored by a person trained in the safe use of seclusion.

IV. Prohibited Use of Restraint or Seclusion

1. School officials shall not use or threaten to use restraint or seclusion as punishment or discipline for the behavior of child.
2. School officials shall not use or threaten to use medication restraint.
3. School officials shall not use or threaten to use mechanical restraint, except its use is permitted in the transportation of children, as outlined under these procedures.
4. School officials shall not use or threaten to use dangerous restraint techniques, as defined in these procedures.
5. Seclusion shall only be used by trained personnel after other approaches to the control of behavior have been attempted and been unsuccessful, or are reasonably concluded to be unlikely to succeed based on the history of actual attempts to control the behavior of a particular child.
6. Seclusion shall not be used in a manner that that unnecessarily subjects the child to the risk of ridicule, humiliation, or emotional or physical harm.

V. Authorization and Monitoring of Extended Restraint & Length of Restraint

When restraint may permissibly be used on a child, school officials must comply with the following procedures:

1. Restraint shall not be imposed for longer than is necessary to protect the child or others from the substantial and imminent risk of serious bodily harm;
2. Children in restraint shall be continuously and directly observed by personnel trained in the safe use of restraint;

DOVER SCHOOL DISTRICT	POLICY CODE:JKAAR
DATE OF ADOPTION:	

3. No period of restraint shall exceed 15 minutes. If restraint is to exceed this time, approval of the Principal or supervisory employee designated by the Principal to provide such approval is required.
4. No period of restraint shall exceed 30 minutes unless a face-to-face assessment of the mental, emotional and physical well-being of the child is conducted by the Principal or supervisory employee designated by the Principal who is trained to conduct such assessments. The assessment must include a determination of whether the restraint is being conducted safely and for a proper purpose. These assessments must be repeated at least every 30 minutes during the period of restraint and documented in writing pursuant to the notification requirements set forth below.

VI. Restriction of Use of Mechanical Restraints during Transport of Children.

1. Mechanical restraints during the transportation of children are prohibited unless the child's circumstances dictate the use of such methods. In any event when a child is transported using mechanical restraints, the Principal shall document in writing the reasons for the use of mechanical restraint. This documentation shall be treated as notification of restraint as discussed in paragraph VI, below.
2. Whenever a child is transported to a location outside a school, the Principal shall ensure that all reasonable measures consistent with public safety are taken to transport and/or escort the child. Such measures should:
 - a. Prevent physical and psychological trauma,
 - b. Respect the child's privacy, and
 - c. Represent the least restrictive means necessary for the safety of the child.

VII. Room Conditions for a Seclusion Area

When permitted by this chapter, seclusion may only be imposed in rooms which:

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

DOVER SCHOOL DISTRICT	POLICY CODE:JKAAR
DATE OF ADOPTION:	

(e) Have doors which are either not equipped with locks, or are equipped with devices that automatically disengage the lock in case of an emergency. For the purposes of this subparagraph, an “emergency” includes, but is not limited to:

(1) The need to provide direct and immediate medical attention to a child;

(2) Fire;

(3) The need to remove a child to a safe location during a building lockdown; or

(4) Other critical situations that may require immediate removal of a child from seclusion to a safe location.

(f) Are equipped with unbreakable observation windows or equivalent devices to allow the safe, direct, and uninterrupted observation of every part of the room.

VIII. Notice and Record Keeping Requirements

1. Unless prohibited by a court order, a school official shall verbally notify the parent or guardian and guardian ad litem of a restraint or seclusion no later than the time of the return of the child to the parent or guardian on that same day, or the end of the business day, whichever is earlier. Notice shall be made in a manner calculated to provide actual notice of the incident at the earliest practicable time.
2. A school employee who uses restraint or seclusion shall submit a written report to the building principal or the principal’s designee within 5 business days after that intervention. If the school employee is not available to submit such a report, the employee’s supervisor shall submit such a report within the same time frame. If the principal uses restraint or seclusion, he/or she shall submit a written report to the Superintendent, or his/her designee, within 5 business days. Any report addressed in this section shall contain the following information:
 - a. The date, time and duration of the restraint or seclusion;
 - b. A description of the actions of the child before, during, and after the occurrence; a description of any other relevant events preceding the use of restraint or seclusion, including the justification for initiating the restraint or seclusion;
 - c. The names of the persons involved in the occurrence;
 - d. A description of the actions of the school employees involved before, during, and after the occurrence;
 - e. A description of any interventions used prior to the restraint or seclusion;
 - f. A description of the seclusion or restraint used, including any hold used and the reason the hold was necessary;
 - g. A description of any injuries sustained by, and any medical care administered to, the child, employees, or others before, during, or after the use of restraint or seclusion;

DOVER SCHOOL DISTRICT	POLICY CODE:JKAAR
DATE OF ADOPTION:	

- h. A description of any property damage associated with the occurrence;
 - i. A description of actions taken to address the emotional needs of the child during and following the incident;
 - j. A description of future actions to be taken to control the child's problem behaviors;
 - k. The name and position of the employee completing the notification; and
 - l. The anticipated date of the final report.
3. Unless prohibited by court order, the Principal or other designee shall, within 2 business days of receipt of the written report described above, send or transmit by first class mail or electronic transmission to the child's parent or guardian and guardian ad litem the information contained in that written report. Within the same time frame, the Principal shall also forward any such report to the Superintendent for retention in that office.
 4. Each written report referenced in this section shall be retained by the school and shall be made available for periodic, regular review consistent with any rules that may be adopted by the state board of education for that purpose.

IX. Serious Injury or Death during Incidents of Restraint or Seclusion.

1. In cases involving serious injury or death to a child subject to restraint or seclusion, the school district shall, in addition to the notification requirements above, notify the commissioner of the department of education, the attorney general, and the state's federally designated protection and advocacy agency for individuals with disabilities. Such notice shall include a copy of the written report referenced in Section VIII above.
2. "Serious injury" means any harm to the body which requires hospitalization or results in the fracture of any bone, non-superficial lacerations, injury to any internal organ, second or third-degree burns, or any severe, permanent, or protracted loss of or impairment to the health or function of any part of the body.

X. Team Meeting Requirements

1. After the first incident of restraint or seclusion in a school year for students identified under special education or Section 504, the District shall hold an IEP or 504 meeting to review the student's IEP or 504 plan and make such adjustments as are indicated to eliminate or reduce the future use of restraint or seclusion.
2. Parents may request a 504 or IEP team meeting after any restraint or seclusion incident and that request must be granted "if there have been multiple instances of restraint or seclusion since the last review."

DOVER SCHOOL DISTRICT	POLICY CODE:JKAAR
DATE OF ADOPTION:	

XI. *Notice and Records of Intentional Physical Contact*

1. If a school employee has intentional physical contact with a child which is in response to a child's aggression, misconduct, or disruptive behavior, a school representative shall make reasonable efforts to promptly notify the child's parent or guardian.
2. Such notification shall be no later than the time of the child's return to the parent or guardian on that same day, or the end of the business day, whichever is earlier. Notification shall be made in a manner to give the parent or guardian actual notice of the incident at the earliest practicable time.
3. Within 5 business days of the incident of "intentional physical contact with a child which is in response to a child's aggression, misconduct, or disruptive behavior," the school shall prepare a written description of the incident. This description shall include:
 - a) Date and time of the incident;
 - b) Brief description of the actions of the child before, during and after the occurrence;
 - c) Names of the persons involved in the occurrence;
 - d) Brief description of the actions of the school employees involved before, during and after the occurrence; and
 - e) A description of any injuries sustained by, and any medical care administered to, the child, employees, or others before, during or after the incident.
4. If an incident of intentional physical contact amounts to a physical restraint as set forth earlier in these procedures, the school shall meet the notification and record requirements that apply to physical restraint, rather than the requirements that apply to incidents of "intentional physical contact."
5. The notification and record-keeping duties for an incident of intentional physical contact do not apply in the following circumstances:
 - a) When a child is escorted from an area by way of holding of the hand, wrist, arm, shoulder, or back to induce the child to walk to a safe location -- unless the child is actively combative, assaultive, or self-injurious while being escorted, and then these requirements do apply.
 - b) When actions are taken such as separating children from each other, or inducing a child to stand, or otherwise physically preparing a child to be escorted.
 - c) When the contact with the child is incidental or minor, such as for the purpose of gaining a misbehaving child's attention – except that blocking of a blow,

DOVER SCHOOL DISTRICT	POLICY CODE:JKAAR
DATE OF ADOPTION:	

forcible release from a grasp, or other significant and intentional physical contact with a disruptive or assaultive child shall be subject to the requirement.

XII. Department of Education Review

1. A parent may file a complaint with the New Hampshire Department of Education regarding the improper use of restraint or seclusion. Resolution of any such complaint should occur within 30 days, with extensions only for good cause.
2. Investigation of any such complaint shall include appropriate remedial measures to address physical and other injuries, protect against retaliation, and reduce the incidence of violations of state standards on restraint and seclusion.

XIII. Civil or Criminal Liability

NOTHING IN THE DISTRICT'S POLICY OR PROCEDURES ON THE USE OF CHILD RESTRAINT SHOULD BE UNDERSTOOD IN ANY WAY TO UNDERCUT THE PROTECTIONS FROM CIVIL AND CRIMINAL LIABILITY PROVIDED TO SCHOOL OFFICIALS FOR THE USE OF FORCE AGAINST A MINOR, CONSISTENT WITH STATE LAW FOUND AT RSA 627:1, 4, AND 6.

Legal Reference: RSA 126-U:1 to 13 (2014); RSA 627:1, 4, 6.

November 2014 Condition of Accounts

Description	FY15 Budget	FY 15 Actual to Date	Over/(Under) Budget
Revenue			
Tuition-Regular-Other NH Districts	\$ 14,797	\$ -	\$ (14,797)
Tuition-Barrington-DHS	\$ 2,527,237	\$ 677,072	\$ (1,850,165)
Tuition-Nottingham-DHS	\$ 1,206,499	\$ 181,941	\$ (1,024,558)
Tuition-SPED Aides	\$ 37,500	\$ -	\$ (37,500)
Tuition-CAREER AND TECH-NH Districts	\$ 51,000	\$ 16,493	\$ (34,507)
Tuition-CAREER AND TECH-Out of State (Maine)	\$ 22,000	\$ -	\$ (22,000)
Tuition-Preschool Program	\$ 8,000	\$ 6,900	\$ (1,100)
Tuition - Summer School	\$ -	\$ 3,013	\$ 3,013
Athletic Transportation - DMS	\$ 12,000	\$ 6,381	\$ (5,619)
Athletic Transportation - DHS	\$ 40,000	\$ 16,179	\$ (23,821)
DHS Transportation	\$ 17,250	\$ 18,848	\$ 1,598
Other Local Revenue	\$ 32,782	\$ 1,692	\$ (31,090)
State Adequate Education Grant	\$ 7,058,518	\$ 1,411,704	\$ (5,646,814)
School Building Aid	\$ 675,018	\$ 337,509	\$ (337,509)
Catastrophic Aid	\$ 170,000	\$ -	\$ (170,000)
CAREER TECH Tuition Aid	\$ 100,000	\$ -	\$ (100,000)
CAREER TECH Transportation Aid	\$ 10,000	\$ -	\$ (10,000)
Indirect Cost Allocation	\$ 115,697	\$ 6,280	\$ (109,417)
Impact Aid	\$ 2,500	\$ -	\$ (2,500)
Adult Basic Ed. Reimbursement	\$ 65,000	\$ -	\$ (65,000)
Medicaid Distribution	\$ 250,000	\$ 196,106	\$ (53,894)
Transfer from Capital Reserves, (includes Impact Fees)	\$ 200,000	\$ -	\$ (200,000)
Revenue:	\$ 12,615,798	\$ 2,880,116	\$(9,735,682)

Description	FY15 Budget	FY 15 Actual to Date and Encumbrances	Budget Balance Remaining	%
Expenses:				
1100 REGULAR EDUCATION PROGRAMS	\$ 19,631,950	\$ 18,794,906	\$ 837,044	4.26%
1200 SPECIAL EDUCATION PROGRAMS***	\$ 7,083,225	\$ 7,572,892	\$ (489,667)	-6.91%
1300 CAREER AND TECH EDUCATION PROGRAMS	\$ 2,361,711	\$ 2,116,397	\$ 245,314	10.39%
1400 CO-CURRICULAR ACTIVITIES AND ATHLETIC	\$ 588,406	\$ 477,471	\$ 110,935	18.85%
1600 ADULT/CONTINUING EDUCATION PROGRAM:	\$ 210,000	\$ 182,264	\$ 27,736	13.21%
2100 SUPPORT SERVICES - Students	\$ 2,994,469	\$ 2,945,562	\$ 48,907	1.63%
2200 SUPPORT SERVICES - Instructional Staff	\$ 933,370	\$ 823,656	\$ 109,714	11.75%
2300 SUPPORT SERVICES - General Admin.	\$ 1,141,358	\$ 955,353	\$ 186,005	16.30%
2400 SUPPORT SERVICES - School Admin.	\$ 2,301,520	\$ 2,082,906	\$ 218,614	9.50%
2600 SUPPORT SERVICES - Operation Maint/Plant	\$ 3,839,660	\$ 3,405,945	\$ 433,715	22.51%
2700 SUPPORT SERVICES - Student Transportatio	\$ 1,927,055	\$ 1,905,513	\$ 21,542	2.71%
2800 SUPPORT SERVICES - Centralized Services	\$ 796,145	\$ 773,950	\$ 22,195	2.79%
2900 SUPPORT SERVICES - Other	\$ 427,886	\$ 15,499	\$ 412,387	96.38%
	\$ 44,236,755	\$ 42,052,314	\$ 2,184,441	4.94%

Description	FY15 Budget	FY 15 Actual to Date and Encumbrances	\$	6/30/2014 Fund Balance
Cafeteria (2800)	\$ 1,524,919	\$ 1,486,815	\$ 38,104	\$400,784
Special Programs (2900) - eRate	\$ 48,000	\$ -	\$ 48,000	\$0
Tuition Programs (3810)	\$ 147,044	\$ 47,443	\$ 99,601	\$0
Alternative Education (3825)	\$ 663,682	\$ 550,662	\$ 113,020	\$62,422
Facilities (3830)	\$ 172,555	\$ 111,471	\$ 61,084	\$293,422
Total:	\$ 2,556,200	\$ 2,196,390	\$ 359,810	\$756,627

