

Public Notice of Meeting
WILTON-LYNDEBOROUGH COOPERATIVE SCHOOL BOARD MEETING
Tuesday, August 27, 2019
Wilton-Lyndeborough Cooperative M/H School-Media Room
6:30 p.m.

- I. CALL TO ORDER-Matthew Ballou-Chair**
- II. ADJUSTMENTS TO THE AGENDA**
 - a. Add Second Public Comment**
- III. PUBLIC COMMENTS:** This is the public's opportunity to speak to items on the agenda. In the interest of preserving individual privacy and due process rights, the Board requests that comments (including complaints) regarding individual employees or students be directed to the Superintendent in accord with the processes set forth in School Board Policies KE and KEB.
- IV. BOARD CORRESPONDENCE**
 - a. Reports**
 - i. Superintendent's Report
 - b. Letters/Information**
 - i. Financial 2018-19 Anomaly
 - ii. General Assurances FY2020
 - iii. 2019-20 Special Education Program
- V. CONSENT AGENDA**
- VI. ACTION ITEMS**
 - a. Approve Minutes of Previous Meeting**
 - b. Sign DOE 25/MS 25**
 - c. WLC Handbook Changes/Cell Phone Policy**
- VII. COMMITTEE REPORTS**
 - i. Negotiations
- VIII. RESIGNATIONS/APPOINTMENTS/LEAVES**
- IX. PUBLIC COMMENTS**
- X. SCHOOL BOARD MEMBER COMMENTS**
- XI. NON-PUBLIC SESSION RSA 91-A: 3 II (A) (C)**
- XII. ADJOURNMENT**

INFORMATION: Next School Board Meeting-September 10, 6:30 PM at FRES-Library

The Wilton-Lyndeborough Cooperative School District does not discriminate on the basis of race, color, religion, national origin, age, sex, handicap, veteran status, sexual orientation, gender identity or marital status in its administration of educational programs, activities or employment practice.

Wilton-Lyndeborough Cooperative School District
School Administrative Unit #63

192 Forest Road Lyndeborough, NH 03082
603-732-9227

Bryan K. Lane
Superintendent of Schools

Ned Pratt
Director of Student Support Services

Lizabeth Baker
Business Administrator

SUPERINTENDENT'S REPORT
August 27, 2019

With the decision made to move a second grade teacher to a first grade assignment information needed to be disseminated to parents regarding the change. In speaking with Bob LaRoche we decided that communication should come from me in case it was information that was not well received. We agreed that if that was the case, his first communication with parents should not be a negative one. To that end, I called each of the families that were affected by the change in teaching assignment. If I did not speak directly to a parent; I left a message when possible and also sent a letter through US Mail to ensure that the communication was made.

The new professional teaching staff attended a two-day workshop for orientation to the district on August 21 and 22. Day one is an orientation to our curriculum and emphasis on teaching and learning. On day two, the staff will meet with their mentors as well as have building orientations.

The new staff in the buildings include:

Cathleen Bertoncini	School Nurse at WLC
Allison Blondin	Middle School Math
Amy Canty	Middle School English
Bill Comerford	High School Math
Margaret Dwyer	High School English
Ashley Goggin	Middle School Counselor
Allison Hall	WLC Art
Brian Krot	High School Social Studies
Melissa Levesque	LCS Pre-school
Melissa Norton	Middle School Social Studies
Andrea Petrone	FRES Third Grade
Andrea Pollock	FRES Special Education
Malin Segal	WLC Physical Education/Health
Andrew Tyler	WLC Computer Science
Karis (Roper) Welsh	Middle School Science

Communication to parents regarding the change in pick up time at FRES was sent out through my office. An email went out to all parents on Wednesday August 14. I received a few concerns regarding students crossing Main Street as well as older students who would walk their younger siblings home from FRES. This was a concern raised by Mrs. Lemire in our discussion on August 13. In working with Steve's Bus Service, the routes for two buses have been modified. The bus with the shortest route will swing back past FRES before beginning its regular drop off route. This

will add 5 minutes to the route. Another bus that goes up Route 31, will add a stop at Gregg Street by the public library so students do not have to cross main street. An email was sent to parents describing these modifications.

The last two food service workers have been hired and they began work on Friday August 23.

A big thank you to Buddy Erb and the facilities staff. The scheduled date for teachers to get into their classroom was Wednesday August 21. Thanks to a rigorous work schedule and a desire to meet the needs of the teaching staff, the day was advanced to Monday August 19.

Mary Jane Ryan, who has served as the receptionist at WLC for many years, has transferred to working at the SAU in the Student Support Services office. The new receptionist at WLC is Lorissa Tullgren.

A concern was raised by the board in regard to the installation of irrigation to the athletic fields. A plan was put into place beginning in 2017 install irrigation to the athletic fields over a number of years. While it was not in the plan for this year, the irrigation was installed on the girls softball field within the funds that were allocated to the vendor who we work with to maintain the fields. No additional pumps will be needed to move water to this area according to Buddy Erb. I will be meeting with the Athletic Director and the vendor on Friday August 24 to get additional details.

A question was raised by the board as to the NEASC visit and the board's time with the visiting committee. Brian Bagley has reached out to the head of the visiting committee, information should be available at the next board meeting.

I will be attending the statewide Superintendents meeting on Friday September 6 in Concord.

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Lizabeth Baker
Business Administrator

TO: The WLC School Board
FROM: Bryan Lane
DATE: 8/21/19
RE: Special Education costs for 2018-19

A question was raised by the Board at the August 13 meeting in regard to the overages spent in Special Education in the previous school year and what would prevent that from happening in the current school year. Those excess costs in the previous school year were in excess of \$250,000. These costs arose from three specific areas

1. Between the time the 2018-19 budget was approved in March of 2018, there were six students who enrolled in the district who needed to be enrolled in the RISE program. The costs for an ABA therapist for each student included:

Salaries (approximate)	\$110,000
NHRS	\$ 12,430
FICA	\$ 10,896
Health Insurance	\$ 51,000
Total	\$184,326

This is an approximate cost of \$30,000 per student but compared to the cost of approximately \$80,000 for out of district this is a costs effective measure.

As of August 21, we do not have new students to the district who were not budgeted for the RISE program.

2. There was an out of district placement for a student who enrolled in January of 2019 at a cost to the district of approximately \$50,000. A budget transfer was approved by the board for this student. This cost was absorbed into this year's budget by a student who is no longer enrolled in the district.
3. The district saw an increase in the hours required for testing by the school psychologist from 35 hours a week to 40 hours per week or more throughout the school year. The board voted to make this person a salaried employee scheduled to work the hours that were being absorbed by the district.

New Hampshire Department of Education

FY2020

GENERAL ASSURANCES, REQUIREMENTS AND DEFINITIONS FOR PARTICIPATION IN FEDERAL PROGRAMS

Subrecipients of any Federal grant funds provided through the New Hampshire Department of Education (NHDOE) must submit a signed copy of this document to the NHDOE Bureau of Federal Compliance prior to any grant application being deemed to be “substantially approvable”. Once a grant is deemed to be in substantially approvable form, the subrecipient may begin to obligate funds which will be reimbursed upon final approval of the application by the NHDOE (34 CFR 708).

Any funds obligated by the subrecipient prior to the application being in substantially approvable form will not be reimbursable even upon final approval of the application by the NHDOE.

This FY2020 general assurances document contains some differences from the FY2019 general assurances document. You are encouraged to do a side by side comparison of the two documents so that you thoroughly understand the requirements to which you are agreeing.

Following your review and acceptance of these General Assurances, Requirements and Definitions for Participation in Federal Programs please sign the certification statement on the appropriate page and then initial each of the remaining pages where indicated.

Please note that the practice of the School Board authorizing the Superintendent to sign on behalf of the School Board Chair is not acceptable to the NHDOE in this case and will be considered non-responsive.

Once the document is fully executed, you may either email or mail a copy of the entire document to:

Timothy Carney
New Hampshire Department of Education
Bureau of Federal Compliance
101 Pleasant Street
Concord, NH 03301
Timothy.Carney@doe.nh.gov

Should you have any questions please contact Timothy Carney at 603-271-2634 or Lindsey Scribner at 603-271-3837.

General Assurances, Requirements and Definitions for Participation in Federal Programs

A. General Assurances

Assurance is hereby given by the subrecipient that, to the extent applicable:

- 1) The subrecipient has the legal authority to apply for the federal assistance, and the institutional, managerial, and financial capability (including funds sufficient to pay non-federal share of project costs, as applicable) to ensure proper planning, management, and completion of the project described in all applications submitted.
- 2) The subrecipient will give the awarding agency, the NHDOE, the Comptroller General of the United States and, if appropriate, other State Agencies, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
- 3) The subrecipient will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
- 4) The subrecipient will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
- 5) The subrecipient will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to:
 - (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin;
 - (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex;
 - (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps;
 - (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age;
 - (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse;
 - (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism;
 - (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records;
 - (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing;
 - (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and,
 - (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

- 6) The subrecipient will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of federal participation in purchases.
- 7) The subrecipient will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with federal funds. The subrecipient further assures that no federally appropriated funds have been paid or will be paid by or on behalf of the subrecipient to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any federal grant; the entering into of any cooperative agreement; and the extension, continuation, renewal, amendment, or modification of any federal grant or cooperative agreement.
- 8) The subrecipient will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported in whole or in part with federal funds.
- 9) The subrecipient will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported in whole or in part with federal funds.
- 10) The subrecipient will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
- 11) The subrecipient will comply with all applicable requirements of all other federal laws, executive orders, regulations, and policies governing all program(s).
- 12) The subrecipient will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and 2 CFR 200, Subpart F, "Audit Requirements," as applicable.
- 13) The recipient will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.
- 14) The control of funds provided to the subrecipient under each program, and title to property acquired with those funds, will be in a public agency, and a public agency will administer those funds and property.
- 15) Personnel funded from federal grants and their subcontractors will adhere to the prohibition from text messaging while driving an organization-owned vehicle, or while driving their own privately owned vehicle during official Grant business, or from using organization-supplied electronic equipment to text message or email while driving. Recipients must comply with these conditions under Executive Order 13513, "Federal Leadership On Reducing Text Messaging While Driving," October 1, 2009 (pursuant to provisions attached to federal grants funded by the US Department of Education).

- 16) The subrecipient assures that is will adhere to the Pro-Children Act of 2001, which states that no person shall permit smoking within any indoor facility owned or leased or contracted and utilized for the provision of routine or regular kindergarten, elementary, or secondary education or library services to children (P.L. 107-110, section 4303[a]). In addition, no person shall permit smoking within any indoor facility (or portion of such a facility) owned or leased or contracted and utilized for the provision of regular or routine health care or day care or early childhood development (Head Start) services (P.L. 107-110, Section 4303[b][1]). Any failure to comply with a prohibition in this Act shall be considered to be a violation of this Act and any person subject to such prohibition who commits such violation may be liable to the United States for a civil penalty, as determined by the Secretary of Education (P.L. 107-110, section 4303[e][1]).
- 17) The subrecipient will comply with the Stevens Amendment.
- 18) The subrecipient will submit such reports to the NHDOE and to U.S. governmental agencies as may reasonably be required to enable the NHDOE and U.S. governmental agencies to perform their duties. The recipient will maintain such fiscal and programmatic records, including those required under 20 U.S.C. 1234f, and will provide access to those records, as necessary, for those Departments/agencies to perform their duties.
- 19) The subrecipient will assure that all applications submitted for project/grant funding are proper and in accordance with the terms and conditions of the applications, the official who is authorized to legally bind the recipient agency/organization agrees to the following certification.

"By signing this General Assurances, Requirements and Definitions for Participation in Federal Programs Document, I certify to the best of my knowledge and belief that all applications submitted are true, complete, and accurate, for the purposes and objectives set forth in the application, I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal or administrative penalties for false statements, false claims or otherwise."

- 20) The subrecipient will assure that expenditures reported are proper and in accordance with the terms and conditions of any project/grant funding, the official who is authorized to legally bind the agency/organization agrees to the following certification for all fiscal reports and/or vouchers requesting payment.

"By signing this General Assurances, Requirements and Definitions for Participation in Federal Programs Document, I certify to the best of my knowledge and belief that the reports submitted are true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purpose and objectives set forth in the terms and conditions of the Project Award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise."

- 21) The subrecipient will provide reasonable opportunities for systematic consultation with and participation of teachers, parents, and other interested agencies, organizations, and individuals, including education-related community groups and non-profit organizations, in the planning for and operation of each program.
- 22) The subrecipient shall assure that any application, evaluation, periodic program plan, or report relating to each program will be made readily available to parents and other members of the general public upon request.

- 23) The subrecipient has adopted effective procedures for acquiring and disseminating to teachers and administrators participating in each program, significant information from educational research, demonstrations, and similar projects, and for adopting, where appropriate, promising educational practices developed through such projects. Such procedures shall ensure compliance with applicable federal laws and requirements.
- 24) The subrecipient will comply with the requirements of the Gun-Free Schools Act of 1994.
- 25) The subrecipient will submit a fully executed and accurate Single Audit Certification form to the NHDOE not later than March 31, 2020. The worksheet will be provided to each subrecipient by the NHDOE.
- 26) The subrecipient shall comply with the restrictions of New Hampshire RSA 15:5.
- 27) The subrecipient will comply with the requirements in 2 CFR Part 180, Government-wide Debarment and Suspension (Non-procurement).
- 28) The subrecipient certifies that it will maintain a drug-free workplace and will comply with the requirements of the Drug-Free Workplace Act of 1988.
- 29) The recipient will adhere to the requirements of Title 20 USC 7197 relative to the Transfer of Disciplinary Records.

B. Explanation of Grants Management Requirements

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

1. Financial Management Systems

Financial management systems, including records documenting compliance with federal statutes, regulations, and the terms and conditions of the federal award, must be sufficient to permit the preparation of reports required by general and program-specific terms and conditions; and the tracing of funds to a level of expenditures adequate to establish that such funds have been used according to the Federal statutes, regulations, and the terms and conditions of the Federal award.

Specifically, the financial management system must be able to:

- a) Identify, in its accounts, all federal awards received and expended and the federal programs under which they were received. Federal program and federal award identification must include, as applicable, the CFDA title and number, federal award identification number and year, name of the federal agency, and name of the pass-through entity, if any.
- b) Provide accurate, current, and complete disclosure of the financial results of each federal award or program.
- c) Produce records that identify adequately the source and application of funds for federally funded activities.
- d) Maintain effective control over, and accountability for, all funds, property, and other assets. The subrecipient must adequately safeguard all assets and assure that they are used solely for authorized purposes.

- e) Generate comparisons of expenditures with budget amounts for each federal award.

2. Written Policies and Procedures

The subrecipient must have written policies and procedures for:

- a) Cash Management (2 CFR 200.302(b)(6) & 200.305)
- b) Determining the allowability of costs in accordance with 2 CFR 200 Subpart E—Cost Principles and the terms and conditions of the Federal award. (2 CFR 200.302(b)(7))
- c) Conflict of Interest (2 CFR 200.318(c))
- d) Procurement (2 CFR 200.320)
- e) Method for conducting Technical Evaluations of Proposals and Selecting Recipients (2 CFR 200.320(d)(3) and 200.323)
- f) Suspension and Debarment (2 CFR 200.213)
- g) Travel Policy (2 CFR 200.474(b))
- h) Equipment and Supplies (2 CFR 200.313(d), 200.314)
- i) Time and Effort (2 CFR 200.430(i))
- j) Record Keeping (2 CFR 200.333 and 200.335)

3. Internal Controls

The subrecipient must:

- a) Establish and maintain effective internal control over the federal award that provides reasonable assurance that the non-federal entity is managing the federal award in compliance with federal statutes, regulations, and the terms and conditions of the federal award. These internal controls should be in compliance with the guidance outlined in “Standards for Internal Control in the Federal Government” issued by the Comptroller General of the United States or the “Internal Control Integrated Framework”, issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).
- b) Comply with federal statutes, regulations, and the terms and conditions of the federal awards.
- c) Take prompt action when instances of noncompliance are identified, including noncompliance identified in audit findings.
- d) Take reasonable measures to safeguard and protect personally identifiable information and other information the federal awarding agency or pass-through entity designates as sensitive or the subrecipient considers sensitive consistent with applicable federal, state, local, and tribal laws regarding privacy and obligations of confidentiality.
- e) Maintain all accounts, records, and other supporting documentation pertaining to all costs incurred and revenues or other applicable credits acquired under each approved project in accordance with 2 CFR 200.333.

4. Allowable Costs

In accounting for and expending project/grant funds, the subrecipient may only charge expenditures to the project award if they are;

- a) in payment of obligations incurred during the approved project period;
- b) in conformance with the approved project;
- c) in compliance with all applicable statutes and regulatory provisions;
- d) costs that are allocable to a particular cost objective;
- e) spent only for reasonable and necessary costs of the program; and
- f) not used for general expenses required to carry out other responsibilities of the subrecipient.

5. Audits

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

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

The subrecipient assures it will implement the following audit responsibilities;

- a) Procure or otherwise arrange for the audit required by this part in accordance with auditor selection regulations (2 CFR 200.509), and ensure it is properly performed and submitted nine months after the close of the fiscal year in accordance with report submission regulations (2 CFR 200.512).
- b) Provide the auditor access to personnel, accounts, books, records, supporting documentation, and other information as needed so that the auditor may perform the audit required by this part.
- c) Prepare appropriate financial statements, including the schedule of expenditures of federal awards in accordance with financial statements regulations (2 CFR 200.510).
- d) Promptly follow up and take corrective action on audit findings, including preparation of a summary schedule of prior audit findings and a corrective action plan in accordance with audit findings follow-up regulations (2 CFR 200.511(b-c)).
- e) Upon request by the NHDOE Bureau of Federal Compliance (BFC), promptly submit a corrective action plan using the NHDOE template provided by the BFC for audit findings related to NHDOE funded programs.
- f) For repeat findings not resolved or only partially resolved, the subrecipient must provide explanation for findings not resolved or only partially resolved to the BFC for findings related to all NHDOE funded programs. The BFC will review the subrecipient's submission and issue an appropriate Management Decision in accordance with 2 CFR 200.521.

6. Reports to be Submitted

Audits/Management Decisions

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

- a) The Federal Audit Clearinghouse (FAC) in 2 CFR 200, Subpart F requires the auditee to electronically submit the data collection form described in 200.512(b) and the reporting package described in 200.512(c) to FAC at:
[https://harvester.census.gov/facides/\(S\(mqamohbpfj0hmyh1r45p1po1\)\)/account/login.aspx](https://harvester.census.gov/facides/(S(mqamohbpfj0hmyh1r45p1po1))/account/login.aspx)

New Hampshire Department of Education – FY20

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Initials of Superintendent: _____

Initials of School Board Chair: _____

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

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

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

Single Audit Certification

An executed and accurate Single-Audit Certification form shall be submitted to the NHDOE not later than **March 31, 2020**. A copy of the form will be provided to each subrecipient by the NHDOE.

7. Debarment, Suspension, and Other Responsibility Matters

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

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

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

The subrecipient certifies that it and its principals:

- a) Are not presently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from covered transactions by any federal Department or agency.
- b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes; commission of embezzlement; theft, forgery, bribery, falsification, or destruction of records; making false statements; or receiving stolen property.
- c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in this certification.

- d) Have not within a three-year period preceding this application had one or more public transactions (federal, state, or local) terminated for cause or default.

Where the subrecipient is unable to certify to any of the statements in this certification, they shall attach an explanation to this document.

8. Drug-Free Workplace (Grantees Other Than Individual)

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

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

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

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

- f) Taking one of the following actions, as stated in 34 CFR 84.225(b), within 30 calendar days of receiving the required notice with respect to any employee who is convicted of a violation of a criminal drug statute in the workplace.
- Taking appropriate personnel action against such an employee, up to and including

- termination consistent with the requirements of the Rehabilitation Act of 1973, as amended.
- Requiring such employee to participate satisfactorily in drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.
- g) Making a good-faith effort to maintain a drug-free workplace through implementation of the requirements stated above.

9. EDGAR - Education Department General Administrative Regulations

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

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

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

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

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

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

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

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

11. Gun Possession (Local Education Agencies (LEAs) only)

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

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

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

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

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

- a) The name of the school concerned;
- b) The grade of the student disciplined;
- c) The type of firearm involved;
- d) Whether or not the expulsion was modified, and
- e) If the student was identified as Educationally Disabled.

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

Ed 317.03 Standard for Expulsion by Local School Board.

- a) A school board which expels a pupil under RSA 193:13, II or III, shall state in writing its reasons, including the act leading to expulsion, and shall provide a procedure for review as allowed under RSA 193:13, II.
- b) School boards shall make certain that the pupil has received notice of the requirements of RSA 193-D and RSA 193:13 through announced, posted, or printed school rules.
- c) If a student is subject to expulsion and a firearm is involved, the Superintendent shall contact local law enforcement officials whenever there is any doubt concerning:
 - 1) Whether a firearm is legally licensed under RSA 159; or
 - 2) Whether the firearm is lawfully possessed, as opposed to unlawfully possessed, under the legal definitions of RSA 159.
- d) If a pupil brings or possesses a firearm in a safe school zone without written authorization from the Superintendent, the following shall apply:
 - 1) The Superintendent shall suspend the pupil for a period not to exceed 10 days, pending a hearing by the local board; and
 - 2) The school board shall hold a hearing within 10 days to determine whether the student was in violation of RSA 103:13, III and therefore is subject to expulsion.

12. Lobbying

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

New Hampshire Department of Education – FY20

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Initials of Superintendent: _____

Initials of School Board Chair: _____

the applicant certifies that:

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

New Hampshire RSA 15:5 - Prohibited Activities.

- I. Except as provided in paragraph II, no recipient of a grant or appropriation of state funds may use the state funds to lobby or attempt to influence legislation, participate in political activity, or contribute funds to any entity engaged in these activities.
- II. Any recipient of a grant or appropriation of state funds that wishes to engage in any of the activities prohibited in paragraph I, or contribute funds to any entity engaged in these activities, shall segregate the state funds in such a manner that such funds are physically and financially separate from any non-state funds that may be used for any of these purposes. Mere bookkeeping separation of the state funds from other moneys shall not be sufficient.

13. Subrecipient Monitoring

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

14. More Restrictive Conditions

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

15. Obligations by Subrecipients

Obligations will be considered to have been incurred by subrecipients on the basis of documentary evidence of binding commitments for the acquisition of goods or property or for the performance of work, except that funds for personal services, for services performed by public utilities, for travel, and for the rental of facilities shall be considered to have been obligated at the time such services were rendered, such travel was performed, and/or when facilities are used (see 34 CFR 76.707).

16. Participation of Private School Students and Staff in Federal Grants

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

17. Personnel Costs – Time Distribution

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

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

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

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

18. Project Effective Dates

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

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

19. Protected Prayer in Public Elementary and Secondary Schools

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

and secondary schools.

20. Purchasing

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

22. Retention and Access to Records

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

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

- a) Records of non-Federal entities. The Federal awarding agency, Inspectors General, the Comptroller General of the United States, and the pass-through entity, or any of their authorized representatives [including but not limited to the NHDOE] must have the right of access to any documents, papers, or other records of non-Federal entity which are pertinent to the Federal award, in order to make audits, examinations, excerpts, and transcripts. The right also includes timely and reasonable access to the non-Federal entity's personnel for the purpose of interview and discussion related to such documents.
- c) Expiration of right of access. The rights of access in this section are not limited to the required retention period but last as long as the records are retained.

23. The Stevens Amendment

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

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

24. Transfer of Disciplinary Records

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

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

- a) **Disciplinary Records** - In accordance with the Family Educational Rights and Privacy Act of 1974 (20 U.S.C. 1232g), not later than 2 years after the date of enactment of this part, each State receiving Federal funds under this Act shall provide an assurance to the Secretary that the State has a procedure in place to facilitate the transfer of disciplinary records, with respect to a suspension or expulsion, by local educational agencies to any private or public elementary school or secondary school for any student who is enrolled or seeks, intends, or is instructed to enroll, on a full- or part-time basis, in the school.
- b) **193-D:8 Transfer Records; Notice** – All elementary and secondary educational institutions, including academies, private schools, and public schools, shall upon request of the parent, pupil, or former pupil, furnish a complete school record for the pupil transferring into a new school system. Such record shall include, but not be limited to, records relating to any incidents involving suspension or expulsion, or delinquent or criminal acts, or any incident reports in which the pupil was charged with any act of theft, destruction, or violence in a safe school zone.

B. Definitions

- 1) **Audit finding** - *Audit finding* means deficiencies which the auditor is required by 2 CFR 200.516 Audit findings, paragraph (a) to report in the schedule of findings and questioned costs (2 CFR 200.5).
- 2) **Management decision** - *Management decision* means the evaluation by the Federal awarding agency or pass-through entity of the audit findings and corrective action plan and the issuance of a written decision to the auditee as to what corrective action is necessary (2 CFR 200.66).
- 3) **Obligations** - When used in connection with a non-Federal entity's utilization of funds under a Federal award, *obligations* means 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 (2 CFR 200.71).
- 4) **Pass-through entity** - *Pass-through entity* means a non-Federal entity that provides a subaward to a subrecipient to carry out part of a Federal program (2 CFR 200.74).
- 5) **Period of performance** - *Period of performance* means the time during which the non-Federal entity may incur new obligations to carry out the work authorized under the Federal award. The Federal awarding agency or pass-through entity must include start and end dates of the period of performance in the Federal award.
- 6) **Subaward** - *Subaward* means an award provided by a pass-through entity to a subrecipient for the subrecipient to carry out part of a Federal award received by the pass-through entity. It does not include payments to a contractor or payments to an individual that is a beneficiary of a Federal program. A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract. (2 CFR 200.92).
- 7) **Subrecipient** - *Subrecipient* means a non-Federal entity that receives a subaward from a pass-through entity to carry out part of a Federal program; but does not include an individual that is a beneficiary of such program. A subrecipient may also be a recipient of other Federal awards directly from a Federal awarding agency (2 CFR 200.93).

CERTIFICATION

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

Superintendent or other Qualifying Administrator Certification:

We the undersigned acknowledge that [a] person is guilty of a violation of R.S.A. § 641:3 if [h]e or she makes a written or electronic false statement which he or she does not believe to be true, on or pursuant to a form bearing a notification authorized by law to the effect that false statements made therein are punishable; or (b) With a purpose to deceive a public servant in the performance of his or her official function, he or she: (1) Makes any written or electronic false statement which he or she does not believe to be true; or (2) Knowingly creates a false impression in a written application for any pecuniary or other benefit by omitting information necessary to prevent statements therein from being misleading; or (3) Submits or invites reliance on any writing which he or she knows to be lacking in authenticity; or (4) Submits or invites reliance on any sample, specimen, map, boundary mark, or other object which he or she knows to be false.

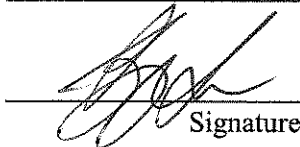
Accordingly, I, the undersigned official legally authorized to bind the named School District hereby apply for participation in federally funded education programs on behalf of the School District named below. I certify, to the best of my knowledge, that the below School District will adhere to and comply with these General Assurances, Requirements and Definitions for Participation in Federal Programs (pages 1 through 16 inclusive). I further certify, as is evidenced by the Minutes of the School Board/School Administrative Unit Meeting of _____, _____, that I have informed all members of the School Board of the federal funds the District will be receiving and of these General Assurances, Requirements and Definitions for the District's participation in said programs.

SAU Number: 63

School District: Wilton-Lyndeborough Coop

Bryan K. Lane

Typed Name of Superintendent
Or other Qualifying Administrator



Signature

8/1/19

Date

School Board Certification:

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

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

Signature

Date

Please email or mail a copy of the entire document to:

Timothy Carney
New Hampshire Department of Education
Bureau of Federal Compliance
101 Pleasant Street
Concord, NH 03301

Timothy.Carney@doe.nh.gov

Wilton-Lyndeborough Cooperative School District
School Administrative Unit #63

192 Forest Road Lyndeborough, NH 03082
603-732-9227

Bryan K. Lane
Superintendent of Schools

Ned Pratt
Director of Student Support Services

Lizabeth Baker
Business Administrator

To: WLC SCHOOL BOARD
Fr: Ned Pratt; Director of Student Support Services
Da: August 20, 2019
Re: Financial Summary & Student Support Services Plan Executive Summary

I am proposing the following changes within the Student Support Services Department.

- Move RBT assigned to ABA at WLC to RBT/LS/RISE at WLC
- Hire a Full Time Para-educator to support LS/RISE at WLC
- Add responsibility to ABA/RBT Supervisor for support of BCBA at LCS
- Support LNA for new Life Skills Student through Salary Savings

Rise/Life Skills Program at WLC

A critical need for our district now and in the future will be the ability to serve our RISE/Life Skill students at WLC. While we have a middle school RISE program that has been approved by the State, current circumstances at the high school level require us to move quickly to accommodate students with Life Skill needs. We currently have one student who moved into our district last year who requires an LNA and a life skills curriculum. We anticipate that other students will benefit from this approach as we move forward through this year and next.

In anticipation of securing State approval for our formalized RISE/Life Skills program through application which will be submitted early in the 2019-2020 school year if superintendent/board approval is granted, we may proceed to provide life skills services under the middle school approval to our current student population long as the age range does not exceed 4 years.

I am proposing the following expansion this year:

1. Move one of our ABA therapists into the Life Skills ABA position
2. Hire a Life Skills Para-educator as required by an IEP
3. Fund the classroom needs using FY'20 IDEA grant money
4. Formally apply to the state for the RISE/Life Skills program in Fall of 2019

Move Current RBT Supervisor to BcABA Position for the 2020-21 School Year

This proposal would provide our current BCBA with the necessary support for her expanding caseload, provide the opportunity for a valued colleague to remain in our district to provide this support and paves the way for the creation of the BCBA position which can be assumed by the BcABA once she passes her BCBA exam later this year/early next year.

While these proposals represent comprehensive additions to our RISE programming, I believe that it fulfills some important needs:

1. We will be able to serve all of our RISE students without the concern for our current BCBA to burnout as her caseload grows.
2. We can serve more students in our district who present with needs that traditionally have been met through out of district placements and/or contracted service personnel. We know that our students with significant disabilities especially in the Life skills and Autism areas will continue to grow
3. We will put our district in position to successfully expand our RISE/Life Skills program on a formal basis with the state in the Fall of 2019 to be approved for the 2020-21 school year.
4. As we move forward with the programming, we may be able to provide other district with the ability to tuition in their students to our program.

Looking forward to the 2021-22 school year we would eliminate the position of BcBCBA and add another BCBA due to the increase in enrollment in the program if trends continue. Looking to create a case load between 12 and 15 students per BCBA This would be an increased cost of approximately \$20,000 offset by being able to keep students in district vs. out of district cost.

Special Education Expenses 2019-20 from Grant Funds

IDEA 19-20

Allocation: \$ 191,169

Prop Share Amount to	
High Mowing/Pine Hill	(\$ 24,667)
School Psychologist	(\$ 43,255)
Speech Services	(\$ 37,403)
Occupational Therapy Services	(\$ 5,150)
In District Reading Specialists	(\$ 34,539)
Music Therapy	(\$ 5,790)
Student Tuition	(\$ 40,365)

Balance 0

IDEA Pre-K 19-20

Allocation: \$ 4, 060
Pre & K Materials (\$4,060)

Balance: 0

IDEA Pre-K Rollover

Allocation: \$ 3, 460
PT (\$3, 460)

Balance: 0

IDEA Rollover

Allocation	\$ 63,266
Student Tuition	(\$ 49,058)
Old Tutoring Bill	(\$ 1,258)
FRES Sped Materials	(\$ 4,000)
WLC Sped Materials	(\$ 4,000)
Augmentative Comm. Eval.	(\$ 2,950)
Crisis Prev. Inst. Training	(\$ 2,000)

Balance: 0

COSTS FOR OUT SIX STUDENTS PLACED OUT OF DISTRICT

SPED Aid (Calculated at 72.04%) (FORMERLY Catastrophic Aid)

The following is the reimbursement we can expect for Catastrophic Aid:

Student #1	\$18,590
Student #2	\$16,251
Student #3	\$8,730
Student #4	\$1,002
Student #5	\$18,323
Student #6	\$120,970

Total:	\$183,868
Budgeted:	<u>\$137,087</u>
Surplus:	\$46,781

Transportation

	Budgeted	In-District Costs	ESY Costs	OOD Costs
SPED LCS	\$12,564	\$14,873	\$2,000	-
SLED FRES	\$58,734	\$8,000	\$2,000	\$11,700
SPED MS	\$12,564	\$10,879	\$14,006	-
SPED HS	\$70,084	\$10,879	-	\$35,100

TOTALS:	\$153,946	\$44,631	\$18,006	\$46,800
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\$153,946 – Budgeted

\$109,437 – Actual (\$44,631 + \$18,006 + \$46,800)

\$44,509 – Surplus

(\$8,638) – Contingency for transportation

\$35,871 Transportation Surplus

TUITIONS (2019-2020)

Student#1	\$77,000
Student #2	\$61,000
Student #3	\$49,700
Student #4	\$195,000
Student #5	\$68,500
Student #6	\$49,000

Total:	\$500,200
Budgeted:	<u>\$425,096</u>
Deficit:	\$75,104 – #6 Tuition to IDEA Grant (\$49,000) = \$26,104 deficit

Program Accounting and Expansion - Updated 8-20-19

General Fund: As Budgeted 0 Variance

All IDEA Grants: 0 Variance

SPED AID: *Surplus Over Budgeted Amount* \$46,781

(WLC Para) – *Decrease 1.5 hours per day* \$3,825

ABA becoming RBT \$5,000

TOTAL FUNDS AVAILABLE TO USE: \$55,606

New Life Skills Paraeducator (Top of Scale) (\$20,100)

Benefits for New Paraeducator (\$8,000)

Contracted Services (Home Bound Student)– *Partial Amount* (\$10,040)

Tuition Shortage vs Budgeted Amount: (\$26,104)

TOTAL EXTRA COSTS \$64,244

SHORTAGE FROM BUDGETED FUNDS (\$8,638)

Transportation Surplus = \$44,509 -\$8,638 \$35,871

Total New Funds Required: 0

**WILTON-LYNDEBOROUGH COOPERATIVE
SCHOOL BOARD MEETING
Tuesday, August 13, 2019
Lyndeborough Central School-Multipurpose Room
6:30 p.m.**

Present: *Matt Ballou, Miriam Lemire, Carol LeBlanc, Jonathan Vanderhoof, Mark Legere, Alex LoVerme, Tiffany Cloutier-Cabral and John Clark*

Superintendent Bryan Lane, Director of Student Support Services Ned Pratt, Business Administrator Beth Baker, and Clerk Kristina Fowler

I. CALL TO ORDER

Chairman Ballou called the meeting to order at 6:30pm.

II. ADJUSTMENTS TO THE AGENDA

Request was made to add 2nd public comment and a nonpublic session regarding negotiations and personnel matters.

A MOTION was made by Mr. Vanderhoof and SECONDED by Mr. LoVerme to accept the adjustments to the agenda.

Voting: all aye; motion carried unanimously.

III. PUBLIC COMMENTS

Chairman Ballou welcomed Ms. Beth Baker, Business Administrator and Mr. Ned Pratt, Director of Student Support Services.

IV. BOARD CORRESPONDENCE

a. Reports

i. Superintendent's Report

Superintendent provided an overview of his report which included filling all professional positions; Mr. Pratt is working on filling a couple of positions in SPED and Ms. Deb Roske is working on filling two for food service. He provided updated student enrollment numbers as of today: Kindergarten 39, first grade 63, second grade 37, third grade 33, fourth grade 41 and fifth grade 49. There was discussion regarding transferring a 2nd grade teacher to first grade (in order to bring class sizes in line with Board policy-no more than 20 per teacher in grades K-2) and everything is in place to notify parents if the Board chooses to go in that direction. If needed, parents of affected students would be notified regarding additional 1st grade and transfer of teacher via phone call and or email; new elementary principal Mr. Robert LaRoche may help with notifying parents. A request had been made for a tour of FRES on August 23; he will provide the tour instead of the Principal as he is still getting acquainted with the building. Senate Bill 142 was passed regarding providing feminine hygiene products free of charge to students in restrooms; we are in compliance with the law.

ii. Business Administrator's Report

Ms. Baker reported the year is ending with a small fund balance and there are a couple of areas that need attention. The district overspent their appropriations by about \$30,000; this needs to be cured and is an agenda item later in terms of funds coming out of the capital reserve. There is a short fall in food service; ending the year with an operating loss of \$45,488. Uncollected student lunch balances for students who are no longer "active" (not in school) total \$4,149; this is considered bad debt. She reports being close to finishing FY19 and there may be some minor changes that will be immaterial and hoping to have the DOE 25/MS 25 completed for approval at the next meeting. She confirmed for the "non-active" student balances the state agency will consider it bad debt and written off in the financials however, we can still bill parents and collect. Superintendent reports the prior information was provided from the last Business Administrator. Data has been pulled from MealTime and will continue to be run weekly per Superintendent. A question was raised how did we overspend; Superintendent responded there was an underestimated amount reported by SPED and expenses exceeded budget by \$269,795; this is primarily where it came from. It was requested to find out how much of the food service student balances are over a year and how many people/students involved. Information will be provided. Superintendent confirmed you cannot restrict students from

55 graduating if they have unpaid balances however you can restrict them from participating. Superintendent confirmed
56 regarding food service, it appears some ordering and meal counts didn't correlate however the driver of the financial
57 issue is special education expenses. Ms. Baker confirmed regarding grants, you want to be sure the revenues and
58 expenditures match and they did; it netted. There have been losses in food service prior years. Superintendent
59 believes \$25,000 was budgeted in for this year.

60 **iii. Principal's Report**

61 Superintendent provided an overview of Principal Bagley's report in his absence. NEASC is coming for a formal
62 visit and the Board should receive a schedule in early September to know when they should be available to speak to
63 the visiting team. Superintendent to research if all Board needs to be available or not. Last year's visit was
64 preliminary and this year is the final piece. There are 6 students attending MS summer school and things seem to be
65 on target and productive. Custodial staff was complimented and the buildings are in good shape. Hiring has been
66 taken care of and new teachers will attend orientation on August 21 and 22. All teachers will return on August 26. A
67 question was raised if adding irrigation to the softball field was budgeted. Superintendent will research details. He
68 reported 27 students attended summer school for FRES; transport was provided for students via a grant. It has been
69 productive. It was noted the numbers of participants is lower than previously projected. Superintendent responded we
70 can invite but it is their choice to attend or not. He confirmed the RISE program is ongoing in the summer and is
71 separate from the other programs.

72 **iv. Director of Student Support Services Report**

73 Mr. Pratt reported so far it has been a great summer. He has been spending time learning about the towns and school
74 district and meeting lots of people. He has reviewed the financial operations within special education and working
75 closely with Ms. Baker and the Superintendent making sure they have what they should. He is making sure IDEA
76 grants are completed and submitted along with any other DOE documents due. He has looked at all the programs for
77 students and making sure students have what they need. Learning about Medicaid and attending a conference
78 regarding school law. Meeting staff and seeing students and teachers in action in the ESY (extended school year)
79 program. Reviewing what is needed for preschool and pre-k to make sure we have a successful experience for
80 students and families. Superintendent reports once the grant goes out and after the next meeting we will have
81 projected costs and will be consistent with providing information. If any unanticipated issues arise we will be
82 prepared to handle them and the Board will be in full knowledge of it.

83 **b. Letters/Information**

84 **i. Fresh Fruit & Vegetable Program**

85 Superintendent provided a letter from the DOE indicating LCS has met the USDA required criteria and qualifies to
86 participate in the Fresh Fruit and Vegetable Program for 2019-2020. The allocation amount is \$3,808. There is no
87 other way to qualify other than from Title 1. Ms. Roske is responsible for following the requirements.

88 **V. CONSENT AGENDA**

89 There was no consent agenda to report.
90

91 **VI. ACTION ITEMS**

92 **a. Approve Minutes of Previous Meeting**

93 *A MOTION was made by Mr. Vanderhoof and SECONDED by Mr. LoVerme to approve the minutes of June 25,*
94 *2019 as written.*

95 *Voting: six ayes; two abstentions from Mr. Legere and Ms. Lemire, motion carried.*
96

97 *A MOTION was made by Mr. Vanderhoof and SECONDED by Mr. LoVerme to approve the minutes of July 18, 2019*
98 *as amended.*

99 *Voting: all aye; motion carried unanimously.*
100

101 *A MOTION was made by Mr. Vanderhoof and SECONDED by Mr. LoVerme to approve the minutes of August 6,*
102 *2019 as written.*

103 *Voting: all aye; motion carried unanimously.*
104

105 **b. School District Calendar**

106 Superintendent reported in accordance to the arbitration decision the school district calendar has been updated with
107 only 2 early release days on 9/25/19 and 12/5/2019 and the last day of school with 5 snow days built in is June 12.
108 This is done in accordance with the CBA and the WLCTA president did not see any issues. Superintendent
109 confirmed the arbitration was clear and the proposed calendar meets the needs. Mr. Vanderhoof noted he thinks the
110

calendar that was put forth prior was a good calendar with a lot of benefits and the Strategic Planning Committee put a lot of work and planning into it and he felt it was a good way to move forward. Mr. LoVerme noted ultimately the ones who are losing in this calendar are the students. He voiced being upset the students are losing 3 days and teachers not taking advantage of the time to learn and be educated.

A MOTION was made by Ms. Lemire and SECONDED by Mr. LoVerme to accept the new updated school district calendar.

Voting: seven ayes; one nay from Mr. LoVerme, motion carried.

c. Handbook Changes

Superintendent provided an overview of the WLC handbook changes including the areas of staff changes, extra help hours, disciplinary procedures and consequences, study hall rules and procedures, tennis being open to girls and MS students may participate via petition. He notes the MS is looking at the concept of restorative justice and actually trying to get to the root cause of a behavior and not just passing out consequences. A student can be suspended for example but does it address the root cause. A lot of the smaller things that happen day to day; there are root causes and what is happening in students' lives and what are they going through will be considered through this process. He confirmed Ms. Edmunds, Assistant Principal has training in this and brings it with her.

A MOTION was made by Ms. LeBlanc and SECONDED by Mr. Ballou to accept the changes to the WLC handbook.

A request was made to see any deletions. Superintendent responded those would have been brought to the Board. There was discussion regarding the cell phone policy and a potential conflict in the handbook and it was suggested to defer accepting changes until this is resolved. There was discussion regarding the cell phone policy and teachers having discretion on student use especially given that students have Chromebooks now. It was noted teachers should not be able to use cell phones either. Superintendent suggests the Board accepts changes with the exception of the last bullet in study hall and the others will be in place and bring this back with Principal Bagley for further discussion. It was noted if there are changes students and parents need to be educated on the changes.

Ms. LeBlanc and Mr. Ballou WITHDREW the motion.

*A MOTION was made by Mr. Vanderhoof and SECONDED by Ms. Lemire to accept the changes to the WLC handbook and strike the final bullet on page 44 (Under Study Hall Rules and Procedures). **

A suggestion was made to see the whole handbook. A question was raised regarding the library. Superintendent confirmed it is necessary for students to use the library at times. Superintendent confirmed there cannot be a co-ed tennis team and boys interested in playing tennis could go to Milford or ConVal and still compete for Wilton-Lyndeborough as the NHIAA considers tennis an individual sport. It was noted that there are or can be positives with cell phone usage; they are not necessarily doing bad things with them and we may be discouraging students to use them. It was suggested it may be beneficial to bring the policy to the Board meeting at the same time of the handbook discussion. Principal Bagley and Ms. Edmunds will attend the meeting for the discussion.

**Voting: all aye; motion carried unanimously.*

FRES handbook changes will be addressed below.

d. Adjustment of FRES Schedule

Superintendent reports in the past couple of years there has been discussion regarding the long day at FRES. He is suggesting to make an adjustment to have elementary school students end the school day 10 minutes earlier. FRES students would be picked up first instead of having the bus come to them second. It would decrease the student's day and not the teacher's day. Parents would need to pick up students 10 minutes earlier. Research shows longer days for elementary students is not necessarily advantageous. The 10 minutes will not be taken away from reading or math instructional time. This was discussed with Mr. O'Connell prior to him leaving and we would still be in compliance with the required student hours required by the DOE. Superintendent confirmed students may be on the bus and extra 5-10 minutes longer or some could be home earlier. He has spoken with the bus company and they did not see an issue. It was suggested to speak about this in nonpublic and hold off making this adjustment. It was noted some students get on the bus at WLC and get off at FRES due to where they live which was nice to be able to provide this especially in inclement weather. Superintendent responded there may be a way to accommodate this if the bus came

back by town and could drop students off. He added if a student lives within a mile of the school we are not required to provide transportation.

A MOTION was made by Ms. Lemire and SECONDED by Mr. LoVerme to approve the adjustment to the schedule for FRES students.

Voting: seven ayes; one nay from Mr. LoVerme, motion carried.

e. Electricity Rates

Ms. Baker provided an overview of the options for electricity rates with Engie being the most economical rate at 0.7554 and requires a 36-month contract. Engie is our current provider; current rate is .08475. Superintendent reports by dropping the rate it would save approximately 13-10% in the budget.

A MOTION was made by Ms. Lemire and SECONDED by Mr. LoVerme to accept the 36-month contract from Engie.

It was noted it is a good price but there is risk involved with a 36-month contract. In the past we have had a 1-year contract.

**Voting: all aye; motion carried unanimously.*

f. Request for Funds from Educating Educationally Disabled Children Capital Reserve

Superintendent provided a memo regarding this and notes there has been discussion at length about this already. At this point the only way feasible that they can see is to have the Board authorize a withdrawal of \$44,587 from the capital reserve. If we did have an issue come up, we do have surplus in the transportation line and salary savings. The history of this is the district has never had to touch this capital reserve in 12 prior years. It is an anomaly and we need to settle the debt and these are the only funds we have.

*A MOTION was made by Mr. Vanderhoof and SECONDED by Ms. Lemire to authorize the release of \$44,587 from the Educating Educationally Disabled Children Capital Reserve fund in order to meet unanticipated expenditures from the 2018-2019 school year. **

Discussion was had regarding replenishing the capital reserve and is \$250,000 the appropriate level of funding as it was wiped out in one year and easily could be with costs of some students moving in and out of district costs. Replenishing the capital reserve can be done over time such as a 2-3-year period on approval of the voters. A question was raised regarding the anomaly that occurred. Superintendent responded we had students move in/out of district and ABA therapists needed for students moving into district. There were transportation costs with a student. We can define it clearly; this is just something that came to be he adds. A question was raised regarding the \$38,000 of savings in the transport line and if we should assume our budget for this year will cover our students. Superintendent responds, a student we budgeted for is no longer here (accounts for the \$38,000 savings). He adds we cannot use the money from the 2019-2020 budget to fund something from last year since the funds were in the capital reserve we can use that and it cannot be made retroactive with a special meeting. Responding to a question he confirms if we had someone move into district that needs an out of district placement that we didn't budget for, we could call a special meeting of the towns and look to appropriate the funds. Ms. Baker confirms this is acceptable to the auditors. It was noted generally there is a fund balance we give back and is a "buffer built in", that is the norm. Superintendent confirms when we get closer to discussing warrant articles. that is the time to discuss recommendations for the amount of funding for the capital reserve.

**Voting: all aye; motion carried unanimously.*

Superintendent reports there are 63 students in the 1st grade; policy dictates it will strive to keep class sizes under 20 for K-2. Right now each class would have 21, in 2nd grade 12, 12, and 13. Mrs. Legere has been tracking these numbers for him and has reached out to 1st grade parents to confirm who is coming and who is not. His recommendation is to make an adjustment with 4 first grade classes and 2 second grade classes; Ms. Desmarais has volunteered to teach 1st grade instead of 2nd. Because 1st grade is important in a basic step forward, the decrease of 3-4 students would make a difference. This is a decision that the Superintendent can make as he assigns teachers but thinks it is important for the Board to make the decision as they answer to the public. He notes this is about a position not a person and it is great we have a volunteer. A question was raised what if we get 4 more students in the 2nd grade, what do we do then. Superintendent responds the Board does have the prerogative to hire someone instead

of this although he has looked at the candidate pool as we posted an anticipated opening ad and notes the pool is not great. He adds the Board could choose to do nothing also. It was noted the preference would be to hire during normal hiring season. Superintendent reports currently there are 39 students in kindergarten and anticipates that going up by 2-3. One way or another we will end up hiring and would rather budget and plan for the hiring of a teacher (unless enrollment declines) in prime season.

A MOTION was made by Mr. LoVerme and SECONDED by Ms. Lemire to accept the Superintendent's recommendation to transfer the 2nd grade teacher (who volunteered) to the 1st grade.

Voting: seven ayes; one nay from Mr. LoVerme, motion carried.

• **FRES HANDBOOK**

Superintendent reviewed changes to the FRES/LCS handbook with changes around personnel, time changes and food service. He confirmed there will be 2 part-time interventionists instead of 1 to save on benefits. We are still hiring for one of those positions; we did not lose funding; for Title 1. It was noted Chairman Ballou is listed as living in Wilton, this needs to be changed to Lyndeborough.

*A MOTION was made by Ms. Lemire and SECONDED by Mr. Ballou to approve the handbook changes with amendments. **

It was suggested to make it a point to explain MealTime to parents, especially the new incoming parents. Regarding the food service sections of the handbook, it was suggested to "soften" the capitalization and word it better. It was noted we may want to add that financials assistance can be applied for at any time. It was suggested on the bottom of the 2nd page it was redundant in regard to students can access MealTime account and could this be combined. It was determined there was some formatting that may be the cause of the capitalization issue and should be reworked. It was suggested to add under paying for meals subsection, if payment is made by credit card there will be a service charge. A question was raised if the parent has the ability to shut down the MealTime account. Superintendent confirmed yes. Lunch is still provided if the student doesn't have any. FRES/LCS do not accept cash or checks at the register. A question was raised what happens if a parent gave a student the money one day for lunch. Superintendent responds there is a level of reason with this.

**Voting: all aye; motion carried unanimously.*

VII. COMMITTEE REPORTS

i. Budget Liaison

Mr. Vanderhoof did not attend the last meeting but did review minutes and reports Ms. Lisa Post will be on the Strategic Planning Committee. Superintendent reminded members NHSBA will provide a workshop for both Budget Committee and School Board members on August. 21. An outline of the presentation will be emailed tomorrow. A question was raised if the presentation could be taped or documented as a budget committee member could not attend. Superintendent responds a document is being provided to both Board and Budget Committee members and he is unsure if they would allow it. He will check into this and report back.

ii. Food Service Committee

Mr. LoVerme reported Ms. Roske is the new food service director and some demands have been put on her. She will improve the quality of food and cross train all food service staff to work in any building. By improving the food, we will improve profitability by improving sales. Advertising will be done and she will provide samples of the food. Hot lunch will be advertised on the TV's in the buildings. She worked with Mrs. Vanderhoof on 5-week cycle menus and will change seasonally or if something is not selling she will adjust the recipe or discontinue the meal. It will take a couple of months to get the numbers to see if changes are making a difference and she has last year's numbers to base it on. She will still have the premade salad bar and snack bar but is focused on improving hot lunch. For a family of 3 it would cost \$45 a week for hot lunch. Superintendent added there will be inventory control and has ordered her commodities for the year; she is starting out with \$4,000 of product left over from last year. The Superintendent will work with a classroom teacher to eliminate the competition with the hot lunch program. Mr. LoVerme has seen samples of the 5-week cycle menu which looks good. The next Food Service Committee meeting is scheduled for November 22. A question was raised if there is a way for students to provide feedback. Mr. LoVerme confirmed she will do surveys throughout the year for students and "trash audits" will be done. A question was raised if there has been more discussion regarding using Styrofoam and throwaway utensils etc. vs. washable.

Superintendent responds the primary focus has been improving the quality. Mr. LoVerme noted Ms. Roske was presented with a flat budget and we are not asking her to make money but to come in at zero.

VIII. RESIGNATIONS / APPOINTMENTS / LEAVES

a. Resignations

i. Tim O'Connell-Elementary Principal

ii. Marc Belanger-WLC-HS Social Studies

iii. Shannon O'Donnell-WLC-MS School Counselor

Superintendent reviewed the 3 resignations that have come in since the last June Board meeting.

b. Appointments

i. Andrea Pollock-FRES-SPED Case Manager

ii. Brian Krot-WLC-HS Social Studies

iii. Ashley Goggin-WLC-MS School Counselor

Superintendent reviewed the 3 appointments since the June Board meeting, and gave a brief overview of each. Resumes are included in the packet.

A question was raised regarding how many have resigned after signing their contracts with the district.

Superintendent responded Mr. Jason Shea, HS math teacher, Mr. Tom O'Connell, Principal, Mr. Marc Belanger, HS social studies teacher and Ms. Shannon O'Donnell, MS counselor.

IX. SCHOOL BOARD MEMBER COMMENTS

Ms. Lemire requested a status update on the discussion that was had at the Board workshop regarding having an RTI model using existing staff. Superintendent responded we will need to orient our new teachers and may be coming to you in October.

Mr. Legere requested to have calendar invites to meetings so that he receives pop up reminders and questioned if this is something that can be implemented. He added this could be useful for committees as well or folks who wanted to be included in activities. Superintendent will speak to Mr. Kline, IT Director.

X. PUBLIC COMMENTS

Chairman Ballou reviewed the public comment section of the agenda and reminded the public that the comments should be kept brief to 3 minutes per policy.

Ms. Heidi Kemmerer, Lyndeborough, works at FRES and commented that the Boards comments about cell phones are pertinent and she uses her cell phone on the playground to tell the time. There are times it is appropriate for a teacher to use a cell phone and doesn't know of anyone who abuses it from what she has seen or heard and if there are issues at school a cell phone may save lives. Chairman Ballou responded it will be discussed at the next Board meeting.

Ms. Kelly Gibson, Wilton, commented that having continuity for all classrooms and not leaving it up to the teacher's discretion is important. When you give teachers the discretion there is a concern with it. The teacher may say yes to some students and no to others and across the Board it would eliminate feeling of being picked on. Regarding restorative justice, she questioned if that is something that would be in the handbook for parents to learn about, steps and processes. Chairman Ballou noted it will be discussed in the future. Ms. Gibson asked that it be clearly outlined. She spoke of communication to parents as she did not know of the freshman orientation that was happening. She asked if there is some communication so she can find out instead of just going to the website. Chairman Ballou suggested she speak with the Superintendent offline and we will work on a communication policy. Ms. Gibson spoke regarding tennis, she is wondering if there is a special education sports program as she knows Milford has one and questions what are we doing as a district for students who may have IEP's or 504's that may want to participate. How would parents know about this. Superintendent will speak with her offline.

• NON-PUBLIC SESSION RSA 91-A: 3 II (A) (C)

A MOTION was made by Mr. LoVerme and SECONDED by Ms. Lemire to enter Non-Public Session to discuss negotiations and personnel matters RSA 91-A: 3 II (A) at 8:13pm.

Voting: all aye via roll call vote; motion carried unanimously.

*A MOTION was made by Mr. Vanderhoof and SECONDED by Ms. Lemire to exit Non-Public Session at 9:31 PM.
Voting: all aye; motion carried unanimously.*

RETURN TO PUBLIC SESSION

The Board entered public session at 9:31 PM.

*A MOTION was made to seal the non-public session minutes by Ms. Lemire and SECONDED by Mr. Ballou.
Voting: all aye; motion carried unanimously.*

XI. ADJOURNMENT

*A MOTION was made by Mr. Ballou and SECONDED by Ms. Lemire to adjourn the Board meeting at 9:31 PM.
Voting: all aye; motion carried unanimously.*

*Respectfully submitted,
Kristina Fowler*

DRAFT

For Office Use Only

Dist.	Loc.
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Form DOE-25

School Administrative Unit # 063

NEW HAMPSHIRE STATE DEPARTMENT OF EDUCATION

Annual Financial Report

for the Year Ending June 30, 2019

for the Wilton Lyndeborough Cooperative School District


Due to the State Department of Education not later than September 1, 2019

This document has been prepared in accordance with the
New Hampshire Financial Accounting Handbook For Local Education Agencies

"I certify under the pains and penalties of perjury, to the best of my knowledge and belief, that all of the information contained in this document is true, accurate and complete." Per RSA 198:4-d

School Board Chairperson

Date



Superintendent of Schools

8/19/19

Date

School Board

School Board

NAME:	DIST	LOC				DOE 25 2018-2019			
SAU 63 - WILTON LYNEBOROUGH	572		Acct	(1)	(2)	(3)	(4)	(5)	(6)
TITLES	PAGE	LINE	No						(7)

BALANCE SHEET				Fund 10	Fund 21	Fund 22	Fund 30	Fund 70	
				GENERAL	FOOD SERVICE	ALL OTHER	CAPITAL PROJECTS	TRUST/AGENCY	
ASSETS						SPECIAL REVENUE			
Current Assets									
CASH	1	1	100	197,288.09	16,732.02	0.00	0.00	218,410.81	
INVESTMENTS	1	2	110	0.00	0.00	0.00	0.00	0.00	
ASSESSMENTS RECEIVABLE	1	3	120	0.00					
INTERFUND RECEIVABLE	1	4	130	59,898.56	0.00	0.00	0.00	0.00	
INTERGOVERNMENTAL RECEIVABLES	1	5	140	44,587.00	3,835.32	23,263.13	0.00	0.00	
OTHER RECEIVABLES	1	6	150	3,125.00	14,896.33	0.00	0.00	0.00	
BOND PROCEEDS RECEIVABLE	1	7	160				0.00		
INVENTORIES	1	8	170	0.00	4,840.05	0.00	0.00		
PREPAID EXPENSES	1	9	180	5,251.62	495.00	0.00	0.00	0.00	
OTHER CURRENT ASSETS	1	10	190	0.00	0.00	0.00	0.00	0.00	
Total Current Assets	1	11		310,150.27	40,798.72	23,263.13	0.00	218,410.81	
LIABILITY & FUND EQUITY									
Current Liabilities									
INTERFUND PAYABLES	1	12	400	0.00	35,715.65	21,414.24	0.00	0.00	
INTERGOVERNMENTAL PAYABLES	1	13	410	0.00	0.00	0.00	0.00	44,587.00	
OTHER PAYABLES	1	14	420	63,768.69	0.00	0.00	0.00	0.00	
CONTRACTS PAYABLE	1	15	430	0.00	0	0.00	0.00		
BOND AND INTEREST PAYABLE	1	16	440	0.00			0.00		
LOANS AND INTEREST PAYABLE	1	17	450	0.00			0.00		
ACCRUED EXPENSES	1	18	460	35,898.49	227.48	300.00	0.00		
PAYROLL DEDUCTIONS	1	19	470	199,334.33	0.00	0.00	0.00		
DEFERRED REVENUES	1	20	480	4,422.12	4,855.59	1,320.53	0.00		
OTHER CURRENT LIABILITIES	1	21	490	0.00	0.00	0.00	0.00	0.00	
Total Current Liabilities	1	22		303,423.63	40,798.72	23,034.77	0.00	44,587.00	
Fund Equity									
Nonspendable:									
RESERVE FOR INVENTORIES	1	23	751	0.00	4,840.05	0.00	0.00		
RESERVE FOR PREPAID EXPENSES	1	24	752	0.00	0.00	0.00	0.00		
RESERVE FOR ENDOWMENTS (principal only)	1	25	756	0.00	0.00	0.00	0.00	0.00	
Restricted:									
RESERVE FOR ENDOWMENTS (interest)	1	26	756		0.00	0.00	0.00	0.00	
RESTRICTED FOR FOOD SERVICE	1	27			0.00				
UNSPENT BOND PROCEEDS	1	28					0.00		
Committed:									
RESERVE FOR CONTINUING APPROPRIATIONS	1	29	754	0.00	0.00	0.00	0.00	173,823.81	
RESERVE FOR AMTS VOTED	1	30	755	0.00	0.00	0.00	0.00		
RESERVE FOR ENCUMBRANCES (non-lapsing)	1	31	753	0.00	0.00	0.00	0.00	0.00	
UNASSIGNED FUND BALANCE RETAINED	1	32		0.00					
Assigned:									
RESERVED FOR SPECIAL PURPOSES	1	33	760	0.00	(4,840.05)	228.36	0.00	0.00	
RESERVED FOR ENCUMBRANCES	1	34	753	0.00	0.00	0.00	0.00	0.00	
UNASSIGNED FUND BALANCE	1	35	770	6,726.64					
Total Fund Equity	1	36		6,726.64	0.00	228.36	0.00	173,823.81	
Total Liabilities and Fund Equity	1	37		310,150.27	40,798.72	23,263.13	0.00	218,410.81	

NAME:	DIST	LOC				DOE 25 2018-2019				
SAU 63 - WILTON LYNDEBOROUGH	572		Acct	(1)	(2)	(3)	(4)	(5)	(6)	(7)
TITLES	PAGE	LINE	No							
				Fund 10	Fund 21	Fund 22	Fund 30	Fund 70		
STATEMENT OF REVENUES						ALL OTHER				
<i>Revenue from Local Sources</i>				GENERAL	FOOD SERVICE	SPECIAL REVENUE	CAPITAL PROJECTS	TRUST/AGENCY		
<i>Assessments</i>										
CURRENT APPROPRIATION	2	1	1111	9,086,750.82	0.00	0.00	0.00	0.00		
DEFICIT APPROPRIATION	2	2	1112	0.00	0.00		0.00			
OTHER	2	3	1119	0.00	0.00	0.00	0.00	0.00		
Total Assessments	2	4	1100	9,086,750.82	0.00	0.00	0.00	0.00		
<i>TUITION</i>										
<i>Tuition from Individuals</i>			1310							
REGULAR DAY SCHOOL	2	5	1311	10,500.00		0.00				
SUMMER SCHOOL	2	6	1314	0.00		0.00				
DRIVER EDUCATION	2	7	1315	0.00		0.00				
ADULT EDUCATION	2	8	1316	0.00		0.00				
<i>Tuition from Other LEAs Within NH</i>			1320							
REGULAR DAY SCHOOL	2	9	1321	0.00		0.00				
SPECIAL EDUCATION	2	10	1322	0.00		0.00				
VOCATIONAL	2	11	1323	0.00		0.00				
<i>Tuition from Other LEAs outside NH</i>			1330							
REGULAR DAY SCHOOL	2	12	1331	0.00		0.00				
SPECIAL EDUCATION	2	13	1332	0.00		0.00				
VOCATIONAL	2	14	1333	0.00		0.00				
<i>Tuition from Other Sources</i>			1340							
REGULAR DAY SCHOOL	2	15	1341	0.00		0.00				
SPECIAL EDUCATION	2	16	1342	0.00		0.00				
OTHER	2	17	1349	0.00		0.00				
Total Tuition	2	18	1300	10,500.00		0.00				

NAME:	DIST	LOC				DOE 25 2018-2019				
SAU 63 - WILTON LYNDEBOROUGH	572		Acct	(1)	(2)	(3)	(4)	(5)	(6)	(7)
TITLES	PAGE	LINE	No							
				Fund 10	Fund 21	Fund 22	Fund 30	Fund 70		
TRANSPORTATION FEES						ALL OTHER				
<i>Transportation Fees from Individuals</i>			1410	GENERAL	FOOD SERVICE	SPECIAL REVENUE	CAPITAL PROJECTS	TRUST/AGENCY		
REGULAR DAY SCHOOL	3	1	1411	0.00		0.00				
SUMMER SCHOOL	3	2	1414	0.00		0.00				
<i>Other LEAs Within NH</i>			1420							
REGULAR DAY SCHOOL	3	3	1421	0.00		0.00				
SPECIAL EDUCATION	3	4	1422	0.00		0.00				
VOCATIONAL	3	5	1423	0.00		0.00				
<i>Other LEAs Outside NH</i>			1430							
REGULAR DAY SCHOOL	3	6	1431	0.00		0.00				
SPECIAL EDUCATION	3	7	1432	0.00		0.00				
VOCATIONAL	3	8	1433	0.00		0.00				
TRANSPORTATION FEES FOR NON-STUDENT	3	9	1440	0.00		0.00				
Total Transportation	3	10	1400	0.00		0.00				
<i>Additional Revenues</i>										
EARNINGS ON INVESTMENTS	3	11	1500	0.00	0.00	0.00	0.00	4,344.50		
FOOD SERVICE SALES	3	12	1600		114,488.61					
STUDENT ACTIVITIES	3	13	1700	0.00		0.00				
COMMUNITY SERVICE ACTIVITIES	3	14	1800	0.00	0.00	0.00				
<i>Other Revenue from Local Sources</i>										
RENTALS	3	15	1910	2,690.00	0.00	0.00	0.00			
CONTRIBUTION & DONATIONS	3	16	1920	30.00	0.00	0.00	0.00	0.00		
SALE OF FIXED ASSETS	3	17	1930	0.00	0.00	0.00				
SALE OF TEXTBOOKS & MATERIALS	3	18	1940	0.00		0.00				
SERVICES PROVIDED OTHER LEAs WITHIN NH	3	19	1951	0.00	0.00	0.00				
SERVICES PROVIDED OTHER LEAs OUTSIDE NH	3	20	1952	0.00	0.00	0.00				
SERVICES PROVIDED SAUs	3	21	1953	0.00	0.00	0.00				
SERVICES PROVIDED TO LOCAL GOV UNITS	3	22	1960	0.00	0.00	0.00				
REFUND OF PRIOR YEAR EXPENDITURES	3	23	1980	20,028.45	0.00	0.00				
OTHER	3	24	1990	3,207.29	0.00	1,258.00		0.00		
Total Additional/Other Revenue	3	25		25,955.74	114,488.61	1,258.00	0.00	4,344.50		
Total Local Revenue	3	26	1000	9,123,206.56	114,488.61	1,258.00	0.00	4,344.50		

NAME:	DIST	LOC				DOE 25 2018-2019					
SAU 63 - WILTON LYNEBOROUGH	572		Acct	(1)	(2)	(3)	(4)	(5)	(6)	(7)	
TITLES	PAGE	LINE	No								
				Fund 10	Fund 21	Fund 22	Fund 30	Fund 70			
REVENUES						ALL OTHER					
<i>Revenue from State Sources</i>				GENERAL	FOOD SERVICE	SPECIAL REVENUE	CAPITAL PROJECTS	TRUST/AGENCY			
<i>Unrestricted Grants-In-Aid</i>											
ADEQUACY AID GRANT	4	1	3111	1,214,037.69							
STATEWIDE ENHANCED EDUCATION TAX	4	2	3112	1,186,671.00							
SHARED REVENUE	4	3	3119								
OTHER STATE AID	4	4	3190				0.00	0.00			
Total Unrestricted Grants-In-Aid	4	5	3100	2,400,708.69	0.00	0.00	0.00	0.00			
<i>Restricted Grants-In-Aid</i>											
SCHOOL BUILDING AID	4	6	3210	128,000.00			0.00				
KINDERGARTEN BUILDING AID	4	7	3215	0.00			0.00				
KENO-KINDERGARTEN AID	4	8	3220	58,300.00							
SPECIAL EDUCATION AID	4	9	3230	138,343.22							
VOCATIONAL EDUCATION (TUITION)	4	10	3241	0.00		0.00					
VOCATIONAL EDUCATION (TRANSPORTATION)	4	11	3242	4,226.50		0.00					
VOCATIONAL EDUCATION (BUILDING)	4	12	3243	0.00		0.00	0.00				
VOCATIONAL EDUCATION (ROBOTICS)	4	13	3249	0.00		0.00					
ADULT EDUCATION	4	14	3250	0.00		0.00					
CHILD NUTRITION	4	15	3260		2,554.35						
DRIVER EDUCATION	4	16	3270	0.00		0.00					
SCHOOL IMPROVEMENT AID	4	17	3280			0.00					
OTHER RESTRICTED STATE AID	4	18	3290	0.00	0.00	0.00	0.00	0.00			
Total Restricted Grants-In-Aid	4	19	3200	328,869.72	2,554.35	0.00	0.00	0.00			
PUBLIC INTER AGENCIES	4	20	3700	0.00	0.00	0.00					
REVENUE IN LIEU OF TAXES	4	21	3800	0.00		0.00					
REVENUE FOR/ON BEHALF OF LEA	4	22	3900								
Total State Revenue	4	23	3000	2,729,578.41	2,554.35	0.00	0.00	0.00			

NAME:	DIST	LOC				DOE 25 2018-2019			
SAU 63 - WILTON LYNEBOROUGH	572		Acct	(1)	(2)	(3)	(4)	(5)	(6)
TITLES	PAGE	LINE	No						(7)
				Fund 10	Fund 21	Fund 22	Fund 30	Fund 70	
REVENUES						ALL OTHER			
<i>Revenues from Federal sources</i>				GENERAL	FOOD SERVICE	SPECIAL REVENUE	CAPITAL PROJECTS	TRUST/AGENCY	
<i>Unrestricted Grants-In-Aid</i>									
FROM THE FEDERAL GOV'T DIRECT	5	1	4100	0.00	0.00	0.00	0.00		
FROM THE FEDERAL GOV'T THROUGH STATE	5	2	4200	0.00	0.00	0.00	0.00		
Total Unrestricted Grants-In-Aid	5	3		0.00	0.00	0.00	0.00		
<i>Restricted Grants-In-Aid</i>									
FROM THE FEDERAL GOV'T DIRECT			4300						
ELEMENTARY/SECONDARY PROGRAMS	5	4	4310	0.00		0.00	0.00		
VOCATIONAL PROGRAMS	5	5	4330	0.00		0.00	0.00		
DISABILITIES PROGRAMS	5	6	4350	0.00		0.00	0.00		
FROM THE FEDERAL GOV'T THROUGH STATE			4500						
ELEM/SEC(ESEA) - TITLE 1	5	7	4520			105,120.10			
ELEM/SEC(ESEA) - ALL OTHER PROGRAMS	5	8	4530			66,909.22			
VOCATION EDU (ALL PROGRAMS)	5	9	4540			0.00			
ADULT EDUCATION	5	10	4550	0.00		0.00			
CHILD NUTRITION	5	11	4560		87,090.26				
DISABILITIES PROGRAMS	5	12	4570	0.00		144,826.54			
MEDICAID DISTRIBUTIONS	5	13	4580	101,316.03		0.00			
OTHER RESTRICTED FED AID THROUGH STATE	5	14	4590	0.00		0.00	0.00		
Total Restricted Grants-In-Aid	5	15		101,316.03	87,090.26	316,855.86	0.00		
OTHER PUBLIC INTERMEDIATE AGENCIES	5	16	4700		0.00	0.00	0.00		
<i>Revenue in Lieu of Taxes</i>									
FEDERAL FOREST RESERVE	5	17	4810	0.00					
OTHER REVENUE IN LIEU OF TAXES	5	18	4890	0.00					
<i>Revenue For/On Behalf of LEA</i>									
REVENUE FOR/ON BEHALF OF LEA	5	19	4900						
Total Revenue from Federal Sources	5	20	4000	101,316.03	87,090.26	316,855.86	0.00		

NAME:	DIST	LOC			DOE 25 2018-2019					
SAU 63 - WILTON LYNDEBOROUGH	572		Acct	(1)	(2)	(3)	(4)	(5)	(6)	(7)
TITLES	PAGE	LINE	No							
				Fund 10	Fund 21	Fund 22	Fund 30	Fund 70		
OTHER FINANCING SOURCES						ALL OTHER				
<i>Sales of Bonds & Notes Proceeds</i>				GENERAL	FOOD SERVICE	SPECIAL REVENUE	CAPITAL PROJECTS	TRUST/AGENCY		
PRINCIPAL	6	1	5110	0.00	0.00
PREMIUM	6	2	5120	0.00	0.00
ACCRUED INTEREST	6	3	5130	0.00	0.00
REIMBURSEMENT ANTICIPATION NOTES	6	4	5140	0.00	0.00
Total Sale of Bonds and Notes	6	5	5100	0.00	0.00
<i>Interfund Transfers</i>			
TRANS FROM GENERAL FUND	6	6	5210	45,488.42	0.00	0.00	60,000.00
TRANS FROM FOOD SERVICE SPECIAL REV FUND	6	7	5221	0.00	0.00	0.00	0.00
TRANS FROM ALL OTHER SPEC REV FUNDS	6	8	5222	0.00	0.00	0.00	0.00
TRANS FROM CAPITAL PROJECTS FUNDS	6	9	5230	0.00	0.00	0.00	0.00
Total Interfund Transfers	6	10	5200	0.00	45,488.42	0.00	0.00	60,000.00
<i>Transfer from Trust Funds</i>			
FROM CAPITAL RESERVE FUND	6	11	5251	192,812.00	0.00	0.00	0.00
FROM OTHER EXPENDABLE TRUST FUNDS	6	12	5252	0.00	0.00	0.00	0.00
FROM NONEXPENDABLE TRUST FUNDS	6	13	5253	0.00	0.00	0.00	0.00
Total Transfer from Trust Funds	6	14	5250	192,812.00	0.00	0.00	0.00
COMPENSATION FOR LOSS OF FIXED ASSETS	6	15	5300	0.00	0.00	0.00	0.00
CAPITAL LEASES	6	16	5500	0.00	0.00	0.00	0.00
LEASE PURCHASES	6	17	5600	0.00	0.00	0.00	0.00
Total Other Financing Sources	6	18	5000	192,812.00	45,488.42	0.00	0.00	60,000.00
Total Revenue & Other Financing Sources	6	19		12,146,913.00	249,621.64	318,113.86	0.00	64,344.50

NAME:	DIST	LOC				DOE 25 2018-2019				
SAU 63 - WILTON LYNDEBOROUGH	572		Acct	(1)	(2)	(3)	(4)	(5)	(6)	(7)
TITLES	PAGE	LINE	No							
GENERAL FUND				100	200	300,400,500	600	700	800/900	
ELEMENTARY EXPENDITURES				Salaries	Employee	Purchased	Supplies	Property	Other	Total
<i>Instruction</i>										
REGULAR PROGRAMS	7	1	1100	1,221,588.98	601,639.42	1,236.32	71,387.38	23,143.30	758.00	1,919,753.40
SPECIAL PROGRAMS	7	2	1200	383,281.17	138,408.34	48,423.20	8,186.31	1,188.42	3,610.27	583,097.71
VOCATIONAL PROGRAMS	7	3	1300	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OTHER INSTRUCTIONAL PROGRAMS	7	4	1400	4,695.00	1,123.48	0.00	0.00	0.00	0.00	5,818.48
<i>Support Services</i>										
STUDENT	7	5	2100	521,630.12	280,279.18	192,311.68	4,674.41	1,294.87	479.00	1,000,669.26
INSTRUCTIONAL STAFF	7	6	2200	66,144.00	34,791.32	14,166.63	1,759.13	0.00	448.92	117,310.00
GENERAL ADMINISTRATION	7	7	2300	105,654.97	43,486.06	11,482.17	2,809.30	0.00	2,483.86	165,916.36
SCHOOL ADMINISTRATION	7	8	2400	166,314.95	66,167.66	67,964.31	5,728.59	0.00	6,888.80	313,064.31
BUSINESS	7	9	2500	47,305.73	24,852.66	6,500.81	6,950.96	0.00	5,725.47	91,335.63
OPERATION/MAINTENANCE OF PLANT	7	10	2600	158,697.56	76,582.16	82,874.49	111,574.50	4,807.67	0.00	434,536.38
STUDENT TRANSPORTATION	7	11	2700	0.00	0.00	283,806.60	0.00	0.00	0.00	283,806.60
CENTRAL	7	12	2800	44,125.70	11,200.46	11,175.93	5,552.38	2,078.73	0.00	74,133.20
OTHER	7	13	2900							
Total Elementary Expenditures	7	14		2,719,438.18	1,278,530.74	719,942.14	218,622.96	32,512.99	20,394.32	4,989,441.33

NAME:	DIST	LOC				DOE 25 2018-2019				
SAU 63 - WILTON LYNDENBOROUGH	572		Acct	(1)	(2)	(3)	(4)	(5)	(6)	(7)
TITLES	PAGE	LINE	No							
GENERAL FUND				100	200	300,400,500	600	700	800/900	
MIDDLE/JUNIOR HIGH EXPENDITURES				Salaries	Employee	Purchased	Supplies	Property	Other	Total
<i>Instruction</i>										
REGULAR PROGRAMS	8	1	1100	750,711.82	334,305.64	1,348.69	25,453.78	15,294.60	0.00	1,127,114.53
SPECIAL PROGRAMS	8	2	1200	162,050.91	75,481.80	89,429.99	2,552.35	0.00	3,610.27	333,125.32
VOCATIONAL PROGRAMS	8	3	1300	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OTHER INSTRUCTIONAL PROGRAMS	8	4	1400	29,351.00	6,137.68	20,017.33	3,416.05	5,124.09	7,767.73	71,813.88
<i>Support Services</i>										
STUDENT	8	5	2100	177,003.07	72,676.25	59,220.23	2,081.15	160.20	20.25	311,161.15
INSTRUCTIONAL STAFF	8	6	2200	50,388.63	27,900.87	0.00	3,536.57	0.00	457.92	82,283.99
GENERAL ADMINISTRATION	8	7	2300	105,654.96	43,486.06	11,482.17	2,809.30	0.00	2,483.86	165,916.35
SCHOOL ADMINISTRATION	8	8	2400	108,902.70	53,525.08	31,474.57	2,200.16	0.00	2,833.36	198,935.87
BUSINESS	8	9	2500	47,305.73	24,852.66	6,500.81	6,950.96	0.00	5,725.47	91,335.63
OPERATION/MAINTENANCE OF PLANT	8	10	2600	71,453.78	46,589.10	40,158.04	63,378.68	3,572.64	0.00	225,152.24
STUDENT TRANSPORTATION	8	11	2700	0.00	0.00	36,507.65	0.00	0.00	0.00	36,507.65
CENTRAL	8	12	2800	31,848.95	7,503.77	5,767.63	3,443.02	0.00	0.00	48,563.37
OTHER	8	13	2900							
Total Middle/Junior High Expenditures	8	14		1,534,671.55	692,458.91	301,907.11	115,822.02	24,151.53	22,898.86	2,691,909.98

NAME:	DIST	LOC		DOE 25 2018-2019						
SAU 63 - WILTON LYNDEBOROUGH	572		Acct	(1)	(2)	(3)	(4)	(5)	(6)	(7)
TITLES	PAGE	LINE	No							
GENERAL FUND				100	200	300,400,500	600	700	800/900	
HIGH SCHOOL EXPENDITURES				Salaries	Employee	Purchased	Supplies	Property	Other	Total
<i>Instruction</i>										
REGULAR PROGRAMS	9	1	1100	997,338.41	425,737.07	1,648.38	32,256.32	36,689.59	0.00	1,493,669.77
SPECIAL PROGRAMS	9	2	1200	126,594.54	41,222.19	502,097.43	1,052.63	0.00	3,610.27	674,577.06
VOCATIONAL PROGRAMS	9	3	1300	0.00	0.00	7,476.75	0.00	0.00	0.00	7,476.75
OTHER INSTRUCTIONAL PROGRAMS	9	4	1400	51,977.00	9,752.29	23,369.27	4,160.65	6,295.22	3,240.08	98,794.51
<i>Support Services</i>										
STUDENT	9	5	2100	147,810.46	86,166.72	52,847.59	2,042.58	195.79	408.75	289,471.89
INSTRUCTIONAL STAFF	9	6	2200	56,554.23	33,277.43	0.00	4,326.76	0.00	459.92	94,618.34
GENERAL ADMINISTRATION	9	7	2300	105,654.96	43,486.06	11,482.17	2,809.30	0.00	2,483.86	165,916.35
SCHOOL ADMINISTRATION	9	8	2400	133,164.93	65,552.09	40,729.91	2,736.58	0.00	4,535.22	246,718.73
BUSINESS	9	9	2500	47,305.73	24,852.66	6,500.81	6,950.96	0.00	5,725.47	91,335.63
OPERATION/MAINTENANCE OF PLANT	9	10	2600	71,454.03	46,701.12	48,945.26	75,653.22	3,955.53	0.00	246,709.16
STUDENT TRANSPORTATION	9	11	2700	0.00	0.00	88,351.09	941.87	0.00	0.00	89,292.96
CENTRAL	9	12	2800	33,405.58	7,615.59	6,993.98	3,874.41	0.00	0.00	51,889.56
OTHER	9	13	2900							
Total High School Expenditures	9	14		1,771,259.87	784,363.22	790,442.64	136,805.28	47,136.13	20,463.57	3,550,470.71

NAME:	DIST	LOC		DOE 25 2018-2019						
SAU 63 - WILTON LYNDEBOROUGH	572		Acct	(1)	(2)	(3)	(4)	(5)	(6)	(7)
TITLES	PAGE	LINE	No							
				100	200	300,400,500	600	700	800/900	
DISTRICT WIDE EXPENDITURES				Salaries	Employee	Purchased	Supplies	Property	Other	Total
PRIVATE PROGRAMS	10	1	1500	0.00	0.00	0.00	0.00	0.00	0.00	0.00
ADULT/CONTINUING ED PROGRAMS	10	2	1600	0.00	0.00	0.00	0.00	0.00	0.00	0.00
COMMUNITY/JR. COLLEGE ED. PROGRAMS	10	3	1700	0.00	0.00	0.00	0.00	0.00	0.00	0.00
COMMUNITY SERVICE PROGRAMS	10	4	1800	0.00	0.00	0.00	0.00	0.00	0.00	0.00
NON-STUDENT TRANSPORTATION	10	5	2750	0.00	0.00	0.00	0.00	0.00	0.00	0.00
FACILITIES ACQUISITION & CONSTRUCTION	10	6	4000	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total District Wide Expenditures	10	7		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Expenditures General Fund	10	8		6,025,369.60	2,755,352.87	1,812,291.89	471,250.26	103,800.65	63,756.75	11,231,822.02
OTHER FINANCING USES										
<i>Debt Service</i>			5100
PRINCIPAL	10	9	5110	615,000.00	615,000.00
INTEREST	10	10	5120	335,087.50	335,087.50
<i>Fund Transfers</i>			5200
FOOD SERVICE SPECIAL REV. FUND	10	11	5221	45,488.42	45,488.42
ALL OTHER SPECIAL REV. FUNDS	10	12	5222	0.00	0.00
CAPITAL PROJECT FUNDS	10	13	5230	0.00	0.00
TRUST/AGENCY FUNDS	10	14	5250	60,000.00	60,000.00
<i>Intergovernmental Agency Allocations</i>			5300
TO CHARTER SCHOOLS	10	15	5310	0.00	0.00
TO OTHER AGENCIES	10	16	5390	0.00	0.00
Total Other Financing Uses	10	17		0.00	0.00	0.00	0.00	0.00	1,055,575.92	1,055,575.92
Total Expenditures & Other Financing Uses	10	18		6,025,369.60	2,755,352.87	1,812,291.89	471,250.26	103,800.65	1,119,332.67	12,287,397.94

NAME:	DIST	LOC		DOE 25 2018-2019						
SAU 63 - WILTON LYNDEBOROUGH	572		Acct	(1)	(2)	(3)	(4)	(5)	(6)	(7)
TITLES	PAGE	LINE	No							
SPECIAL REVENUE FUND				100	200	300,400,500	600	700	800/900	
ELEMENTARY EXPENDITURES				Salaries	Employee	Purchased	Supplies	Property	Other	Total
<i>Instruction</i>										
REGULAR PROGRAMS	11	1	1100	68,254.80	32,179.24	0.00	1,825.70	0.00	0.00	102,259.74
SPECIAL PROGRAMS	11	2	1200	0.00	0.00	0.00	80.30	1,882.12	0.00	1,962.42
VOCATIONAL PROGRAMS	11	3	1300	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OTHER INSTRUCTIONAL PROGRAMS	11	4	1400	0.00	0.00	0.00	28.78	0.00	0.00	28.78
<i>Support Services</i>										
STUDENT	11	5	2100	0.00	0.00	87,800.42	166.57	0.00	0.00	87,966.99
INSTRUCTIONAL STAFF	11	6	2200	24,584.54	3,721.94	27,705.51	3,884.80	0.00	0.00	59,896.79
GENERAL ADMINISTRATION	11	7	2300	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SCHOOL ADMINISTRATION	11	8	2400	0.00	0.00	0.00	0.00	0.00	0.00	0.00
BUSINESS	11	9	2500	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OPERATION/MAINTENANCE OF PLANT	11	10	2600	0.00	0.00	0.00	0.00	0.00	0.00	0.00
STUDENT TRANSPORTATION	11	11	2700	0.00	0.00	3,152.40	0.00	0.00	0.00	3,152.40
CENTRAL	11	12	2800	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OTHER	11	13	2900							
Total Elementary Expenditures	11	14		92,839.34	35,901.18	118,658.33	5,986.15	1,882.12	0.00	255,267.12

NAME:	DIST	LOC				DOE 25 2018-2019				
SAU 63 - WILTON LYNDEBOROUGH	572		Acct	(1)	(2)	(3)	(4)	(5)	(6)	(7)
TITLES	PAGE	LINE	No							
SPECIAL REVENUE FUND										
MIDDLE/JUNIOR HIGH EXPENDITURES				100	200	300,400,500	600	700	800/900	
				Salaries	Employee	Purchased	Supplies	Property	Other	Total
<i>Instruction</i>										
REGULAR PROGRAMS	12	1	1100	2,580.06	430.68	0.00	91.57	0.00	0.00	3,102.31
SPECIAL PROGRAMS	12	2	1200	0.00	0.00	0.00	0.00	0.00	0.00	0.00
VOCATIONAL PROGRAMS	12	3	1300	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OTHER INSTRUCTIONAL PROGRAMS	12	4	1400	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<i>Support Services</i>										
STUDENT	12	5	2100	0.00	0.00	14,951.41	0.00	0.00	0.00	14,951.41
INSTRUCTIONAL STAFF	12	6	2200	3,513.54	690.74	6,522.20	698.39	0.00	0.00	11,424.87
GENERAL ADMINISTRATION	12	7	2300	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SCHOOL ADMINISTRATION	12	8	2400	0.00	0.00	0.00	0.00	0.00	0.00	0.00
BUSINESS	12	9	2500	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OPERATION/MAINTENANCE OF PLANT	12	10	2600	0.00	0.00	0.00	0.00	0.00	0.00	0.00
STUDENT TRANSPORTATION	12	11	2700	0.00	0.00	511.20	0.00	0.00	0.00	511.20
CENTRAL	12	12	2800	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OTHER	12	13	2900							
Total Middle/Junior High Expenditures	12	14		6,093.60	1,121.42	21,984.81	789.96	0.00	0.00	29,989.79

NAME:	DIST	LOC				DOE 25 2018-2019				
SAU 63 - WILTON LYNDEBOROUGH	572		Acct	(1)	(2)	(3)	(4)	(5)	(6)	(7)
TITLES	PAGE	LINE	No							
SPECIAL REVENUE FUND				100	200	300,400,500	600	700	800/900	
HIGH SCHOOL EXPENDITURES				Salaries	Employee	Purchased	Supplies	Property	Other	Total
<i>Instruction</i>										
REGULAR PROGRAMS	13	1	1100	2,724.47	364.80	0.00	99.09	0.00	0.00	3,188.16
SPECIAL PROGRAMS	13	2	1200	0.00	0.00	0.00	9.52	0.00	0.00	9.52
VOCATIONAL PROGRAMS	13	3	1300	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OTHER INSTRUCTIONAL PROGRAMS	13	4	1400	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<i>Support Services</i>										
STUDENT	13	5	2100	0.00	0.00	17,360.42	0.00	0.00	0.00	17,360.42
INSTRUCTIONAL STAFF	13	6	2200	5,245.55	583.33	4,975.96	734.96	0.00	0.00	11,539.80
GENERAL ADMINISTRATION	13	7	2300	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SCHOOL ADMINISTRATION	13	8	2400	0.00	0.00	0.00	0.00	0.00	0.00	0.00
BUSINESS	13	9	2500	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OPERATION/MAINTENANCE OF PLANT	13	10	2600	0.00	0.00	0.00	0.00	0.00	0.00	0.00
STUDENT TRANSPORTATION	13	11	2700	0.00	0.00	596.40	0.00	0.00	0.00	596.40
CENTRAL	13	12	2800	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OTHER	13	13	2900							
Total High School Expenditures	13	14		7,970.02	947.93	22,932.78	843.57	0.00	0.00	32,694.30

NAME:	DIST	LOC				DOE 25 2018-2019				
SAU 63 - WILTON LYNDEBOROUGH	572		Acct	(1)	(2)	(3)	(4)	(5)	(6)	(7)
TITLES	PAGE	LINE	No							
ALL OTHER SPEC REV FUNDS										
DISTRICT WIDE EXPENDITURES				100	200	300,400,500	600	700	800/900	
				Salaries	Employee	Purchased	Supplies	Property	Other	Total
PRIVATE PROGRAMS	14	1	1500	0.00	0.00	0.00	0.00	0.00	0.00	0.00
ADULT/CONTINUING ED PROGRAMS	14	2	1600	0.00	0.00	0.00	0.00	0.00	0.00	0.00
COMMUNITY/JR. COLLEGE ED. PROGRAMS	14	3	1700	0.00	0.00	0.00	0.00	0.00	0.00	0.00
COMMUNITY SERVICE PROGRAMS	14	4	1800	0.00	0.00	0.00	0.00	0.00	0.00	0.00
FACILITIES ACQUISITION & CONSTRUCTION	14	5	4000	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total District Wide Expenditures	14	6		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Expenditures Special Revenue Funds	14	7		106,902.96	37,970.53	163,575.92	7,619.68	1,882.12	0.00	317,951.21
OTHER FINANCING USES										
<i>Debt Service</i>			5100							
PRINCIPAL	14	8	5100						0.00	0.00
INTEREST	14	9	5120						0.00	0.00
<i>Fund Transfers</i>	14		5200							
TO GENERAL FUND	14	10	5210						0.00	0.00
TO FOOD SERVICE SPEC REV. FUND	14	11	5221						0.00	0.00
TO CAPITAL PROJECTS FUNDS	14	12	5230						0.00	0.00
TO TRUST/AGENCY FUNDS	14	13	5250						0.00	0.00
<i>Intergovernmental Agency Allocations</i>			5300							
TO CHARTER SCHOOLS	14	14	5310						0.00	0.00
TO OTHER AGENCIES	14	15	5390						0.00	0.00
Total Other Financing Uses	14	16							0.00	0.00
Total Expenditures & Other Financing Uses	14	17		106,902.96	37,970.53	163,575.92	7,619.68	1,882.12	0.00	317,951.21

NAME:	DIST	LOC				DOE 25 2018-2019				
SAU 63 - WILTON LYNDEBOROUGH	572		Acct	(1)	(2)	(3)	(4)	(5)	(6)	(7)
TITLES	PAGE	LINE	No							
				100	200	300,400,500	600	700	800/900	
FOOD SERVICE				Salaries	Employee	Purchased	Supplies	Property	Other	Total
<i>Operation of Non-Instructional Services</i>			3000							
<i>Food service Operations</i>			3100							
ELEMENTARY	15	1		49,364.27	6,935.93	4,185.59	41,928.61	5,383.79	2,068.66	109,866.85
MIDDLE/JUNIOR HIGH	15	2		33,005.26	9,186.88	1,626.82	23,741.46	6.13	1,536.16	69,102.71
HIGH	15	3		33,406.19	9,519.15	1,463.96	24,720.49	6.13	1,536.16	70,652.08
TRANSFER TO OTHER FUNDS	15	4	5200						0.00	0.00
Total Expenditures & Other Financing Uses	15	5		115,775.72	25,641.96	7,276.37	90,390.56	5,396.05	5,140.98	249,621.64
SUMMARY OF OBJECT 600 SUPPLIES (COLUMN 4)										
				(1)	(2)	(3)	(4)			
				ELEMENTARY	MIDDLE/JR HIGH	HIGH	TOTAL			
FOOD	15	6		38,366.83	22,668.80	23,623.63	84,659.26			
OTHER SUPPLIES	15	7		3,562.18	1,072.26	1,096.86	5,731.30			
TOTAL	15	8		41,929.01	23,741.06	24,720.49	90,390.56			
CAPITAL PROJECTS				100	200	300,400,500	600	700	800/900	
FUNCTION				Salaries	Employee	Purchased	Supplies	Property	Other	Total
<i>Facilities Acquisition & Construction</i>			4000							
SITE ACQUISITION	15	9	4100	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SITE IMPROVEMENT	15	10	4200	0.00	0.00	0.00	0.00	0.00	0.00	0.00
ARCHITECTURAL/ENGINEERING	15	11	4300	0.00	0.00	0.00	0.00	0.00	0.00	0.00
EDU SPECIFICATION DEVELOPMENT	15	12	4400	0.00	0.00	0.00	0.00	0.00	0.00	0.00
BUILDING ACQUISITION/CONSTRUCTION	15	13	4500	0.00	0.00	0.00	0.00	0.00	0.00	0.00
BUILDING IMPROVEMENT	15	14	4600	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OTHER	15	15	4900	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TRANSFER TO OTHER FUNDS	15	16	5200						0.00	0.00
Total Expenditures & Other Financing Uses	15	17		0.00	0.00	0.00	0.00	0.00	0.00	0.00

NAME:	DIST	LOC				DOE 25 2018-2019				
SAU 63 - WILTON LYNDEBOROUGH	572		Acct	(1)	(2)	(3)	(4)	(5)	(6)	(7)
TITLES	PAGE	LINE	No							
TRUST FUNDS:										
COMBINING STATEMENT OF REVENUES										
Capital Reserve Funds				APPROPRIATIONS	INTERFUND TRANSFERS	INTEREST EARNED	OTHER INCOME			TOTAL
LAND ACQUISITION	16	1		0.00	0.00	0.00	0.00	0.00
BUILDING CONSTRUCTION	16	2		0.00	0.00	0.00	0.00	0.00
BUILDING RENOVATION	16	3		0.00	0.00	0.00	0.00	0.00
SCHOOL BUS	16	4		0.00	0.00	0.00	0.00	0.00
ATHLETIC FIELDS	16	5		0.00	0.00	0.00	0.00	0.00
OTHER	16	6		0.00	0.00	0.00	0.00	0.00
Subtotal (Lines 1 thru 6)	16	7	5251	0.00	0.00	0.00	0.00	0.00
Other Expendable Funds			
HEALTH MAINTENANCE FUND	16	8		0.00	0.00	0.00	0.00	0.00
FACILITIES MAINTENANCE/REPAIR	16	9		0.00	60,000.00	204.93	0.00	60,204.93
SPECIAL EDUCATION	16	10		0.00	0.00	3,704.16	0.00	3,704.16
TUITION	16	11		0.00	0.00	0.00	0.00	0.00
TECHNOLOGY	16	12		0.00	0.00	435.41	0.00	435.41
OTHER	16	13		0.00	0.00	0.00	0.00	0.00
Subtotal (Lines 8 thru 13)	16	14	5252	0.00	60,000.00	4,344.50	0.00	64,344.50
Non-Expendable Funds			
	16	15		0.00	0.00	0.00	0.00	0.00
	16	16		0.00	0.00	0.00	0.00	0.00
	16	17		0.00	0.00	0.00	0.00	0.00
	16	18		0.00	0.00	0.00	0.00	0.00
Subtotal (Lines 15 thru 19)	16	19	5253	0.00	0.00	0.00	0.00	0.00
Total Trust Fund Revenue	16	20		0.00	60,000.00	4,344.50	0.00	64,344.50

NAME:	DIST	LOC				DOE 25 2018-2019				
SAU 63 - WILTON LYNDEBOROUGH	572		Acct	(1)	(2)	(3)	(4)	(5)	(6)	(7)
TITLES	PAGE	LINE	No							
				100	200	300,400,500	600	700	800/900	
TRUST FUNDS:										
COMBINING STATEMENT OF EXPENDITURES				SALARIES	EMPLOYEE BENEFITS	PURCHASE SERVICES	SUPPLIES	PROPERTY	Fund Transfers	TOTAL
Capital Reserve Funds										
LAND ACQUISITION	17	1		0.00	0.00	0.00	0.00	0.00	0.00	0.00
BUILDING CONSTRUCTION	17	2		0.00	0.00	0.00	0.00	0.00	0.00	0.00
BUILDING RENOVATION	17	3		0.00	0.00	0.00	0.00	0.00	0.00	0.00
SCHOOL BUS	17	4		0.00	0.00	0.00	0.00	0.00	0.00	0.00
ATHLETIC FIELDS	17	5		0.00	0.00	0.00	0.00	0.00	0.00	0.00
OTHER	17	6		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Subtotal (Lines 1 thru 6)	17	7	5251	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other Expendable Funds										
HEALTH MAINTENANCE FUND	17	8		0.00	0.00	0.00	0.00	0.00	0.00	0.00
FACILITIES MAINTENANCE/REPAIR	17	9		0.00	0.00	0.00	0.00	0.00	0.00	0.00
SPECIAL EDUCATION	17	10		0.00	0.00	174,587.00	0.00	0.00	0.00	174,587.00
TUITION	17	11		0.00	0.00	0.00	0.00	0.00	0.00	0.00
TECHNOLOGY	17	12		0.00	0.00	18,225.00	0.00	0.00	0.00	18,225.00
OTHER	17	13		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Subtotal (Lines 8 thru 13)	17	14	5252	0.00	0.00	192,812.00	0.00	0.00	0.00	192,812.00
Non-Expendable Funds										
	17	15		0.00	0.00	0.00	0.00	0.00	0.00	0.00
	17	16		0.00	0.00	0.00	0.00	0.00	0.00	0.00
	17	17		0.00	0.00	0.00	0.00	0.00	0.00	0.00
	17	18		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Subtotal (Lines 15 thru 19)	17	19	5253	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Trust Fund Expenditures	17	20		0.00	0.00	192,812.00	0.00	0.00	0.00	192,812.00

NAME:	DIST	LOC				DOE 25 2018-2019				
SAU 63 - WILTON LYNDEBOROUGH	572		Acct	(1)	(2)	(3)	(4)	(5)	(6)	(7)
TITLES	PAGE	LINE	No							
TRUST FUNDS:										
COMBINING BALANCE SHEET				Capital Reserve	Other Expendable	Non-Expendable	Total			
CURRENT ASSETS										
CASH	18	1	100	218,410.81	0.00	0.00	218,410.81			
INVESTMENTS	18	2	110	0.00	0.00	0.00	0.00			
INTERFUND RECEIVABLES	18	3	130	0.00	0.00	0.00	0.00			
INTERGOVERNMENTAL RECEIVABLES	18	4	140	0.00	0.00	0.00	0.00			
OTHER RECEIVABLES	18	5	150	0.00	0.00	0.00	0.00			
PREPAID EXPENSE	18	6	180	0.00	0.00	0.00	0.00			
OTHER ASSETS	18	7	190	0.00	0.00	0.00	0.00			
Total Current Assets	18	8		218,410.81	0.00	0.00	218,410.81			
CURRENT LIABILITIES										
INTERFUND PAYABLES	18	9	400	0.00	0.00	0.00	0.00			
INTERGOVERNMENTAL PAYABLES	18	10	410	44,587.00	0.00	0.00	44,587.00			
OTHER PAYABLES	18	11	420	0.00	0.00	0.00	0.00			
OTHER LIABILITIES	18	12	490	0.00	0.00	0.00	0.00			
Total Current Liabilities	18	13		44,587.00	0.00	0.00	44,587.00			
FUND EQUITY										
RESERVED FOR ENCUMBRANCES	18	14	753	0.00	0.00	0.00	0.00			
RESERVE FOR ENCUMBRANCES (NON-LAPSING)	18	15	753	0.00	0.00	0.00	0.00			
RESERVED FOR CONTINUING APPROPRIATIONS	18	16	754	173,823.81	0.00	0.00	173,823.81			
RESERVED FOR ENDOWMENTS (principal)	18	17	756	0.00	0.00	0.00	0.00			
RESERVED FOR ENDOWMENTS (Interest)	18	18	756	0.00	0.00	0.00	0.00			
RESERVED FOR SPECIAL PURPOSES	18	19	760	0.00	0.00	0.00	0.00			
Total Fund Equity	18	20		173,823.81	0.00	0.00	173,823.81			
Tot Liabilities & Fund Equity	18	21		218,410.81	0.00	0.00	218,410.81			

NAME:	DIST	LOC		DOE 25 2018-2019						
SAU 63 - WILTON LYNDEBOROUGH	572		Acct	(1)	(2)	(3)	(4)	(5)	(6)	(7)
TITLES	PAGE	LINE	No							
STATEMENT OF ANALYSIS OF CHANGE IN FUND EQUITY				Fund 10	Fund 21	Fund 22	Fund 30	Fund 70		
				General	Food Service	All Other	Capital Projects	Trust		
TOTAL FUND EQUITY, JULY 1, 2018	19	1		147,211.58	0.00	65.71	0.00	302,291.31		
Additions										
REVENUE *	19	2		12,146,913.00	249,621.64	318,113.86	0.00	64,344.50		
OTHER ADDITIONS **	19	3		0.00	0.00	0.00	0.00	0.00		
Total Additions	19	4		12,146,913.00	249,621.64	318,113.86	0.00	64,344.50		
Deletions										
EXPENDITURES ***	19	5		12,287,397.94	249,621.64	317,951.21	0.00	192,812.00		
OTHER DELETIONS **	19	6		0.00	0.00	0.00	0.00	0.00		
Total Deletions	19	7		12,287,397.94	249,621.64	317,951.21	0.00	192,812.00		
Total Fund Equity June 30, 2019****	19	8		6,726.64	0.00	228.36	0.00	173,823.81		
* Must agree with totals on Page 6, line 19										
** Other Additions - (Explain below)										
DEFICIT IN FOOD SERVICE = \$48,257.09										
CHANGE IN INVENTORY = \$2768.67										
** Other Deletions - (Explain below)										
*** Must agree with total for:										
General Fund on.....Page 10, Line 18, Col. 7										
Food Service Special Revenue Fund on.....Page 15, Line 5, Col. 7										
All Other Special Revenue Funds on.....Page 14, Line 17, Col. 7										
Capital Projects Funds on.....Page 15, Line 17, Col. 7										
Trust Funds on.....Page 17, Line 20, Col. 7										
**** Must agree with.....Page 1, Line 31										

NAME:		DIST	LOC	DOE 25 2018-2019							
SAU 63 - WILTON LYNEBOROUGH		572		Acct	(1)	(2)	(3)	(4)	(5)	(6)	(7)
TITLES		PAGE	LINE	No							
AMORTIZATION SCHEDULE OF LONG TERM DEBT											
For the Fiscal Year Ending on June 30, 2019											
REPORT IN WHOLE DOLLARS											
					(1)	(2)	(3)	(4)	(5)	(6)	
					DEBT 1	DEBT 2	DEBT 3	DEBT 4	DEBT 5	TOTAL	
Length of Debt (yrs)	20	1			20	20				*****	*****
Date of Issue (mm/yy)	20	2			07/99	07/14				*****	*****
Date of Final Payment(mm/yy)	20	3			8/19	8/34				*****	*****
Original Debt Amount	20	4			6,476,775.00	7,640,000.00				*****	*****
Interest Rate	20	5			5.20	3.40				*****	*****
Principal at Beginning of Year	20	6			640,000.00	7,360,000.00				8,000,000.00	*****
New Issues This Year	20	7			0.00	0.00				0.00	*****
Retired Issues This Year	20	8			320,000.00	295,000.00				615,000.00	*****
Remaining Principal Balance Due	20	9			320,000.00	7,065,000.00				7,385,000.00	*****
Remaining Interest Balance Due	20	10			8,400.00	2,269,135.00				2,277,535.00	*****
Remaining Debt(P&I) (Lines 9 plus 10)	20	11			328,400.00	9,334,135.00	0.00	0.00	0.00	9,662,535.00	*****
Amount of Principal to be Paid Next Fiscal Year	20	12			320,000.00	310,000.00				630,000.00	*****
Amount of Interest to be Paid Next Fiscal Year	20	13			8,400.00	294,460.00				302,860.00	*****
Total Debt Next Fiscal Year Lines 12 plus 13)	20	14			328,400.00	604,460.00	0.00	0.00	0.00	932,860.00	*****
					BAL BEG OF YEAR	ADDITIONS	DEDUCTIONS	BAL END OF YEAR	*****	*****	*****
COMPENSATED ABSENCES PAYABLE	20	15			123,459.00			123,459.00	*****	*****	*****
FIXED ASSET GROUP OF ACCOUNTS (OPTIONAL)											
For Fiscal Year Ending June 30, 2019											
					BEGINNING OF YEAR		END OF YEAR				
					Debit	Credit	Debit	Credit			
SITES	20	16	210			*****		*****	*****	*****	*****
SITE IMPROVEMENTS	20	17	220			*****		*****	*****	*****	*****
BUILDINGS AND IMPROVEMENTS	20	18	230			*****		*****	*****	*****	*****
MACHINERY AND EQUIPMENT	20	19	240			*****		*****	*****	*****	*****
CONSTRUCTION IN PROGRESS	20	20	250			*****		*****	*****	*****	*****
INVESTMENT IN GENERAL FIXED ASSETS	20	21	710			*****		*****	*****	*****	*****
Total	20	22			0.00	0.00	0.00	0.00	*****	*****	*****

NAME:	DIST	LOC	Acct	DOE 25 2018-2019						
SAU 63 - WILTON LYNDEBOROUGH	572			(1)	(2)	(3)	(4)	(5)	(6)	(7)
TITLES	PAGE	LINE	No							
DETAILED EXP DATA FOR SPECIAL EDUCATION (Data for Handicapped/Disabled Only) (All Funds)				100	200	300,400,500	600	700	800/900	
INSTRUCTION				Salaries	Employee	Purchased Services	Supplies	Property	Other	Total
Elementary	21	1		383,281.17	138,408.34	48,423.20	8,671.36	3,076.98	3,734.63	585,595.68
Middle/Junior High	21	2		162,050.91	75,481.80	89,699.99	2,676.05	0.00	3,610.27	333,519.02
High	21	3		126,594.54	41,222.19	502,097.43	1,052.63	0.00	3,610.27	674,577.06
Subtotal (Lines 1 thru 3)	21	4		671,926.62	255,112.33	640,220.62	12,400.04	3,076.98	10,955.17	1,593,691.76
RELATED SERVICES										
Elementary	21	5		334,130.12	179,832.95	309,626.43	1,954.19	0.00	0.00	825,543.69
Middle/Junior High	21	6		112,072.08	43,952.36	57,049.02	390.07	0.00	0.00	213,463.53
High	21	7		21,552.70	13,587.89	47,561.78	0.00	0.00	0.00	82,702.37
Subtotal (Lines 5 thru 7)	21	8		467,754.90	237,373.20	414,237.23	2,344.26	0.00	0.00	1,121,709.59
ADMINISTRATION										
Elementary	21	9		38,289.17	24,601.38	2,236.25	138.60	0.00	49.95	65,315.35
Middle/Junior High	21	10		38,289.17	24,601.38	2,236.25	138.60	0.00	49.95	65,315.35
High	21	11		38,289.17	24,601.38	2,236.25	138.60	0.00	49.95	65,315.35
Subtotal (Lines 9 thru 11)	21	12		114,867.51	73,804.14	6,708.75	415.80	0.00	149.85	195,946.05
LEGAL										
Elementary	21	13		0.00	0.00	74.93	0.00	0.00	0.00	74.93
Middle/Junior High	21	14		0.00	0.00	74.93	0.00	0.00	0.00	74.93
High	21	15		0.00	0.00	74.93	0.00	0.00	0.00	74.93
Subtotal (Lines 13 thru 15)	21	16		0.00	0.00	224.79	0.00	0.00	0.00	224.79
TRANSPORTATION										
Elementary	21	17		0.00	0.00	38,158.00	0.00	0.00	0.00	38,158.00
Middle/Junior High	21	18		0.00	0.00	19,094.84	0.00	0.00	0.00	19,094.84
High	21	19		0.00	0.00	45,004.00	0.00	0.00	0.00	45,004.00
Subtotal (Lines 17 thru 19)	21	20		0.00	0.00	102,256.84	0.00	0.00	0.00	102,256.84
TOTAL (Lines 4,8,12,16,20)	21	21		1,254,549.03	566,289.67	1,163,648.23	15,160.10	3,076.98	11,105.02	3,013,829.03
Total by Instructional Level				(1) Instruction Lines 1,2,3	(2) Related Svcs. Lines 5,6,7	(3) Administration Lines 9,10,11	(4) Legal Lines 13, 14, 15	(5) Transportation Lines 17, 18, 19	(6) Total	
Elementary	21	22		585,595.68	825,543.69	65,315.35	74.93	38,158.00	1,514,687.65	
Middle/Junior High	21	23		333,519.02	213,463.53	65,315.35	74.93	19,094.84	631,467.67	
High	21	24		674,577.06	82,702.37	65,315.35	74.93	45,004.00	867,673.71	
TOTAL	21	25		1,593,691.76	1,121,709.59	195,946.05	224.79	102,256.84	3,013,829.03	

NAME:	DIST	LOC				DOE 25 2018-2019				
SAU 63 - WILTON LYNDEBOROUGH	572		Acct	(1)	(2)	(3)	(4)	(5)	(6)	(7)
TITLES	PAGE	LINE	No							
DETAILED EXP DATA FOR SPECIAL EDUCATION (Data for Culturally Deprived, Bilingual and Gifted/Talented) (All Funds)										
				100	200	300,400,500	600	700	800/900	
ACTIVITY				Salaries	Employee	Purchased Services	Supplies	Property	Other	Total
CULTURALLY DEPRIVED										
Elementary	22	1		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Middle/Junior High	22	2		0.00	0.00	0.00	0.00	0.00	0.00	0.00
High	22	3		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Subtotal (Lines 1 thru 3)	22	4		0.00	0.00	0.00	0.00	0.00	0.00	0.00
BILINGUAL										
Elementary	22	5		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Middle/Junior High	22	6		0.00	0.00	0.00	0.00	0.00	0.00	0.00
High	22	7		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Subtotal (Lines 5 thru 7)	22	8		0.00	0.00	0.00	0.00	0.00	0.00	0.00
GIFTED AND TALENTED										
Elementary	22	9		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Middle/Junior High	22	10		0.00	0.00	0.00	0.00	0.00	0.00	0.00
High	22	11		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Subtotal (Lines 9 thru 11)	22	12		0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL (Lines 4, 8, 12)	22	13		0.00	0.00	0.00	0.00	0.00	0.00	0.00
DETAILED EXPENDITURE DATA REGARDING TUITION (All Funds) - DO NOT INCLUDE CHARTER SCHOOLS										
Description			Object	(1) Elementary	(2) Middle/Jr. High	(3) High	(4) Total			
Regular Program Tuition to LEAs within NH	22	14	561	0.00	0.00	0.00	0.00			
Regular Program Tuition to LEAs outside NH	22	15	562	0.00	0.00	0.00	0.00			
Regular Program Tuition to Public Academies/JMA	22	16	563			0.00	0.00			
Regular Program Tuition to Private and Other Sch	22	17	564	0.00	0.00	0.00	0.00			
Special Program Tuition to LEAs within NH	22	18	561	0.00	0.00	210,600.93	210,600.93			
Special Program Tuition to LEAs outside NH	22	19	562	0.00	0.00	0.00	0.00			
Special Program Tuition to Public Academies/JMA	22	20	563			0.00	0.00			
Special Program Tuition to Private and Other Sch	22	21	564	48,423.20	88,433.24	289,918.25	426,774.69			
Special Program Residential Costs	22	22	569	0.00	0.00	0.00	0.00			
Vocational Program Tuition to LEAs within NH	22	23	561	0.00	0.00	10,123.34	10,123.34			
Vocational Program Tuition to LEAs outside NH	22	24	562	0.00	0.00	0.00	0.00			
Vocational Program Tuition to Public Academies/JMA	22	25	563			0.00	0.00			
Vocational Program Tuition to Private & Other Sch	22	26	564	0.00	0.00	0.00	0.00			
*Coe-Brown, Pinkerton and Prospect Mtn only										

NAME:	DIST	LOC				DOE 25 2018-2019				
SAU 63 - WILTON LYNDEBOROUGH	572		Acct	(1)	(2)	(3)	(4)	(5)	(6)	(7)
TITLES	PAGE	LINE	No							
DETAILED EXPENDITURE DATA ON TRANSPORTATION EXPENDITURES (General Fund only)										
Description				Function	Object	Elementary	Middle/Jr. High	High	Total	
Regular To and From Transportation	23	1		2721	ALL	239,338.40	0.00	0.00	239,338.40
All Special Education Transportation	23	2		2722	ALL	38,158.00	19,094.84	45,004.00	102,256.84
Vocational Education Transportation	23	3		2723	ALL	0.00	0.00	19,805.81	19,805.81
Athletic Trips	23	4		2724	ALL	0.00	14,205.93	19,802.47	34,008.40
Co curricular Trips/Field Trips	23	5		2725	ALL	6,310.20	3,206.88	4,680.68	14,197.76
Intra-District Transportation	23	6		2726	ALL	0.00	0.00	0.00	0.00
Other Transportation	23	7		2729	ALL	0.00	0.00	0.00	0.00
TOTAL	23	8		2700	ALL	283,806.60	36,507.65	89,292.96	409,607.21
DETAILED EXPENDITURE DATA ON CAPITAL ITEMS IN THE GENERAL AND OTHER SPECIAL REV FUNDS										
Description				Function	Object	Elementary	Middle/Jr. High	High	Total	
Land and Improvements	23	9		All except 4000	710	0.00	0.00	0.00	0.00
Buildings	23	10		All except 4000	720	0.00	0.00	0.00	0.00
Equipment (Mach/Furn/Veh/Computers)	23	11		All except 4000	730	34,401.55	24,151.53	47,129.69	105,682.77
TOTAL	23	12		All except 4000	700	34,401.55	24,151.53	47,129.69	105,682.77
DETAILED EXPENDITURE DATA ON SUMMER SCHOOL PROGRAMS EXPENDITURES (All Funds Combined)										
				100	200	300,400,500	600	700	800/900	
Description				Salaries	Employee	Purchased	Supplies	Property	Other	Total
Elementary	23	13		19,978.22	3,391.29	0.00	0.00	0.00	0.00	23,369.51
Middle/Junior High	23	14		3,858.23	718.42	0.00	0.00	0.00	0.00	4,576.65
High School	23	15		0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	23	16		23,836.45	4,109.71	0.00	0.00	0.00	0.00	27,946.16

NAME:	DIST	LOC	Acct	(1)	(2)	DOE 25 2018-2019	(3)	(4)	(5)	(6)	(7)
SAU 63 - WILTON LYNDEBOROUGH	572										
TITLES	PAGE	LINE	No	Page/Line/Column			Page/Line/Column				
CHECK				1/11/1	310,150.27	310,150.27	1/37/1		0.00		
TOTALS				1/11/2	40,798.72	40,798.72	1/37/2		0.00		
				1/11/3	23,263.13	23,263.13	1/37/3		0.00		
				1/11/4	0.00	0.00	1/37/4		0.00		
				1/11/5	218,410.81	218,410.81	1/37/5		0.00		
				1/36/1	6,726.64	6,726.64	19/8/1		(0.00)		
				1/36/2	0.00	0.00	19/8/2		0.00		
				1/36/3	228.36	228.36	19/8/3		0.00		
				1/36/4	0.00	0.00	19/8/4		0.00		
				1/36/5	173,823.81	173,823.81	19/8/5		0.00		
				6/19/1	12,146,913.00	12,146,913.00	19/2/1		0.00		
				6/19/2	249,621.64	249,621.64	19/2/2		0.00		
				6/19/3	318,113.86	318,113.86	19/2/3		0.00		
				6/19/4	0.00	0.00	19/2/4		0.00		
				6/19/5	64,344.50	64,344.50	19/2/5		0.00		
				10/18/7	12,287,397.94	12,287,397.94	19/5/1		0.00		
				14/17/7	317,951.21	317,951.21	19/5/3		0.00		
				15/5/4	90,390.56	90,390.56	15/8/4		0.00		
				15/5/7	249,621.64	249,621.64	19/5/2		0.00		
				15/17/7	0.00	0.00	19/5/4		0.00		
				16/20/7	64,344.50	64,344.50	19/2/5		0.00		
				17/20/7	192,812.00	192,812.00	19/5/5		0.00		
				18/8/1	218,410.81	218,410.81	18/21/1		0.00		
				18/8/2	0.00	0.00	18/21/2		0.00		
				18/8/3	0.00	0.00	18/21/3		0.00		
				18/8/4	218,410.81	218,410.81	18/21/4		0.00		
				2/1/5	0.00	0.00	16/20/1		0.00		
				3/11/5	4,344.50	4,344.50	16/20/3		0.00		
				6/10/5	60,000.00	60,000.00	16/20/2		0.00		
				6/19/5	64,344.50	64,344.50	16/20/7		0.00		
				23/8/6	409,607.21	409,607.21	7/11/7+8/11/7+9/11/		0.00		
				23/12/6	105,682.77	105,682.77	(10/8/5+14/7/5)-		0.00		
				7/11/7	283,806.60	283,806.60	23/8/3		0.00		
				8/11/7	36,507.65	36,507.65	23/8/4		0.00		
				9/11/7	89,292.96	89,292.96	23/8/5		0.00		
				6/6/2	45,488.42	45,488.42	(10/11/6+14/11/6)		0.00		
				6/6/3	0.00	0.00	10/12/6		0.00		
				6/6/4	0.00	0.00	10/13/6+14/12/6		0.00		
				6/6/5	60,000.00	60,000.00	10/14/6+14/13/6		0.00		
				BALANCE CHECK		(0.00)					

NAME:	DIST	LOC		DOE 25 2018-2019						
SAU 63 - WILTON LYNDEBOROUGH	572		Acct	(1)	(2)	(3)	(4)	(5)	(6)	(7)
TITLES	PAGE	LINE	No							
PER PUPIL COST				ELEM	MID/JH	HIGH	TOTAL			
2018-2019										
CURRENT EXPENDITURES				5,354,575.30	2,791,002.48	3,653,817.09	11,799,394.87			
LESS: FOOD SERVICE REVENUE				50,390.27	31,693.86	32,404.48	114,488.61			
LESS: TRANSPORTATION EXPENDITURES				286,959.00	37,018.85	89,889.36	413,867.21			
LESS: SUPPLMT EXPENDITURES				106,194.26	117,161.42	557,772.21	781,127.89			
PUPIL COST				4,911,031.76	2,605,128.35	2,973,751.04	10,489,911.16			
AVE DAILY MEMBERSHIP				265.77	122.94	152.68	541.39			
COST PER PUPIL				18,478.50	21,190.24	19,477.02	19,375.89			
Adjustment to Cost							0.00			
Adjustment to ADM							0.00			
Adjusted Cost per Pupil	99	1		18,478.50	21,190.24	19,477.02	19,375.89			

Salaries-Benefits
FY2016-2017

District Name:	SAU 63 - WILTON LYNDENBOROUGH	See Instructions on Row 48
General and Special Revenue Fund Personnel Expenditures for Instruction		
DOE 25 2018-2019		
Totals - Reported on Pages 7-9 and 11-13		
Account Code - 1100	Regular Programs	Salaries
Totals	3,043,198.54	Benefits 1,394,656.65
1. Teachers	2,739,960.33	1,251,699.51
2. Aides/Paras	249,579.39	114,015.67
3. Other	53,414.02	24,401.19
Check Total Error	3,042,953.74	1,390,116.37
Totals - Reported on Pages 7-9 and 11-13		
Account Code - 1200	Special Programs	Salaries
Totals	671,926.62	Benefits 255,112.33
1. Teachers	337,449.12	128,120.29
2. Aides/Paras	310,641.05	117,941.99
3. Other	23,836.45	9,050.05
Check Total OK	671,926.62	255,112.33
Totals - Reported on Pages 7-9 and 11-13		
Account Code - 1300	Vocational Programs	Salaries
Totals	0.00	Benefits 0.00
1. Teachers	0.00	0.00
2. Aides/Paras	0.00	0.00
3. Other	0.00	0.00
Check Total OK	0.00	0.00
Totals - Reported on Pages 7-9 and 11-13		
Account Code - 1400	Other Instructional Programs	Salaries
Totals	86,023.00	Benefits 17,013.45
1. Teachers	34,345.00	6,792.68
2. Aides/Paras	0.00	0.00
3. Other	51,678.00	10,220.77
Check Total OK	86,023.00	17,013.45
Note: Please provide the instructional salaries and benefits by job classification. Personal costs constitute about 85% of current expenditures, and this information will allow the NH DOE to report a more comprehensive analysis of expenditures for districts, elected officials and the public. This breakout of expenditures will also be reported to the US Department of Education.		
Instructions		
1. The top line in each section is the sum of amounts reported at all grade levels for both the general and special revenue funds on the DOE-25 worksheet.		
2. Allocate the full amount to the three employee categories. If the allocations do not sum to the total, "Check Total OK", will change to "Check Total Error" in cells A13, A22, A31 and A40.		

Schedule of Expenditures for Computation of Restricted Indirect Cost

Dist Name: SAU 63 - WILTON LYNDEBOROUGH

Function	General	Total	Direct/ Disallowed Cost	Indirect Cost	Excluded Cost per 34 CFR 76			
					Contract amounts above \$25,000 ⁴	Capital/Property Object 700	Other Object 800-900	Debt Services Function 5100
Code	Fund	Expenditures	Objects 100-600	Objects 100-600				
1000	Instruction	6,315,241.41	6,204,909.57		0.00	87,735.22	22,596.62	
2100	Support Services - Student	1,601,302.30	1,598,743.44		0.00	1,650.86	908.00	
2200	Support Services - Instructional Staff	294,212.33	292,845.57		0.00	0.00	1,366.76	
2300	General Administration	246,584.80		239,133.22	0.00	0.00	7,451.58	
2310	School Board Cost ¹	28,188.03	28,188.03					
2317	School Board Audit ²	15,259.73		15,259.73				
2321	Cost of Superintendent & Sec & Assistant Super ³	222,976.23	222,976.23					
2400	School Administration	758,718.91	744,461.53		0.00	0.00	14,257.38	
2500	Business	274,006.89		256,830.48	0.00	0.00	17,176.41	
2600	Operation and Maintenance of Plant	906,397.78	894,061.94		0.00	12,335.84	0.00	
2700	Student Transportation	409,607.21	109,003.57		300,603.64	0.00	0.00	
2800	Central	174,586.13		172,507.40	0.00	2,078.73	0.00	
1600	Adult/Continuing Ed Programs	0.00	0.00		0.00	0.00	0.00	
1700	Community/Jr. College Programs	0.00	0.00		0.00	0.00	0.00	
1800	Community Service Programs	0.00	0.00		0.00	0.00	0.00	
Capital Outlay								
4000	Facilities Acquisition And Construction	0.00				0.00		
Debt Service								
5110-5120	Principal & Interest	950,087.50						950,087.50
Special Revenue Funds								
3100	1. Food Service Operations minus Cost of Food	164,962.38	154,425.35		0.00	5,396.05	5,140.98	
1000-2800	2. Special Revenue Expenditures	317,951.21	316,069.09		0.00	1,882.12	0.00	
Total Grand Expenditures			10,565,684.32	683,730.83	300,603.64	111,078.82	68,897.73	950,087.50
Total Indirect Cost			683,730.83					
Total Direct Cost			10,565,684.32					

**Restricted Indirect Cost Rate to be determined
Includes Audit - Y/N**

Y

Notes

1) **2310 School Board Costs** - Enter the total expenditures for the District School Board Operations. This is an "unallowed" cost that is subtracted from the indirect pool of expenditures, and is added to the direct pool of expenditures.

2) **2317 Cost of Audit** - Enter the cost of the audit. This is an "allowed" cost that is added back in to the indirect pool of expenditures.

3) **2321 Cost of Superintendent & Secretary and Assistant Superintendent** - Enter the cost which reflects the salary, benefits, fixed charges, supplies and other cost of the Superintendent, Superintendent's Secretary and Assistant Superintendent (where applicable) whose responsibilities is directing and managing all affairs of the LEA. The activities of the Assistant Superintendent's office should be charge here, unless the activities can be placed properly into a service area such as; 2500 Business - Assistant Superintendent of Finance. This is an "unallowed" cost that is subtracted from the indirect pool of expenditures, and is added

to the direct pool of expenditures.

4) **Contract Amounts Above \$25,000** - Enter the amount of any contracted service that exceeds \$25,000 per year per contract. (Prorate multi-year contracts.) This applies to object 300 (professional and technical services) except per diem. It also includes object code 400 and 500 fixed price and term contracts for such things as janitorial, grounds maintenance, transportation and food service operation. It does not include rentals, utilities or tuition.

District
SAU 63 - WILTON LYNDEBOROUGH

District #

572

ELEMENTARY

Elementary School Name

Elementary School

District

State/Local Expenditures

Federal Expenditures

Grand Total 5244708.45

DOE-25 Total Elem. School Pupil Cost Pg. 7&11

Variance

Lyndeborough Central School
Florence Rideout Elementary School

23035
23060

Wilton-Lyndeborough Coop
Wilton-Lyndeborough Coop

1,102,369.85
3,887,071.48

17,472.74
237,794.38

1,119,842.59
4,124,865.86

5,244,708.45

0.00

MIDDLE

Middle School Name

Middle School

District

State/Local Expenditures

Federal Expenditures

Grand Total 2721899.77

DOE-25 Total Middle School Pupil Cost Pg. 8&12

Variance

Wilton-Lyndeborough Middle School

2,691,909.98

29,989.79

2,721,899.77

2,721,899.77

0.00

HIGH

High School Name

High School

District

State/Local Expenditures

Federal Expenditures

Grand Total 3583165.01

DOE-25 Total High School Pupil Cost Pg. 9&13

Variance

Wilton-Lyndeborough Senior High School

3,550,470.71

32,694.30

3,583,165.01

3,583,165.01

0.00

District Profile

School District Profile

Dist Name:		SAU 63 - WILTON LYNEBOROUGH	
	2018-2019 Current Expenditure Per Pupil (In dollars)		
	Elementary	18,479	
	Middle/Junior	21,190	
	High	19,477	
	District Total	19,376	
Function	2018-19-Current Expenditure Per Pupil	\$	%
1100	Regular Education	4,649,088	38.7
1200	Special Programs	1,592,772	13.3
1300	Vocational Programs	7,477	0.1
1400	Other Instructional Programs	176,456	1.5
2100	Student Support Services	1,721,581	14.3
2200	Instructional Staff Support	377,074	3.1
2300&2800	General Administration & Business	672,335	5.6
2400	School Administration	758,719	6.3
2500	Business Services	274,007	2.3
2600	Plant Operations	906,398	7.5
2700	Transportation	413,867	3.4
2900	Other Support Services	0	0.0
1500	Non-public Programs	0	0.0
1600-1800,2750	Community Programs	0	0.0
5120	Bond Interest	335,088	2.8
5310+5390	Charter Schools/Other Agencies	0	0.0
3100	Food Service	135,133	1.1
	Total Recurring Expenditures	12,019,995	100.0
4000	Facility Construction	0	
	Total Expenditures	12,019,995	
5100	Bonds & Notes Principal Repayment	615,000	
Function	2018-19-Total Revenues	\$	%
1100	Local Property Tax	9,086,751	73.5
	Tuition, Food & Other Local Services	42,058	0.3
811&3112&3119	State Foundation/Adequacy Aid	2,400,709	19.4
3120-3900	Other State Aid	331,424	2.7
4000	Federal Aid	505,262	4.1
5300-5600	Other	0	0.0
	Total Revenues	12,366,204	100.0
5110&5140	Sales of Bonds & Notes	0	

		Comments							
District Notes		SAU 63 - WILTON LYNDEBOROUGH							
Page #	Line #	Notes							
		SCHOOL LEVEL EXPENDITURES WORKSHEET -							
		OOD TUITION FOR LYNDEBOROUGH CENTRAL SCHOOL = \$0							
		OOD TUITION FOR FLORENCE RIDEOUT ELEMENTARY SCHOOL = \$46,423.20							
		OOD TUITION FOR WILTON LYNDEBOROUGH MIDDLE SCHOOL = \$88,433.24							
		OOD TUITION FOR WILTON LYNDEBOROUGH SENIOR HIGH SCHOOL = \$507,995.95							

SCHOOL FINANCIAL REPORT

For the Year Ending June 30, 2019

For School District of Wilton-Lyndeborough, NH

SAU # 063

DUE TO THE NH DEPARTMENT OF REVENUE

Not Later Than September 1, 2019

"I certify under the pains and penalties of perjury, to the best of my knowledge and belief, that all of the information contained in this document is true, accurate and complete."
Per RSA 198:4-d

School Board Chairperson

Date

Superintendent of Schools:

Date:

SCHOOL BOARD MEMBERS

Please sign in ink.

FOR DRA USE ONLY

NH DEPARTMENT OF REVENUE ADMINISTRATION
MUNICIPAL & PROPERTY DIVISION
P.O. BOX 487
CONCORD, NH 03302-0487
(603)230-5090

NAME:	SAU 63 - WILTON LYNDENBOROUGH	Acct #	(1) Fund 10	(2) Fund 21	(3) Fund 22	(4) Fund 30	(5) Fund 70
TITLES							
BALANCE SHEET							
ASSETS			GENERAL	FOOD SERVICE	ALL OTHER	CAPITAL PROJECTS	TRUST/AGENCY
Current Assets							
1. CASH	100		197,288.09	16,732.02	0.00	0.00	218,410.81
2. INVESTMENTS	110		0.00	0.00	0.00	0.00	0.00
3. ASSESSMENTS RECEIVABLE	120		0.00				
4. INTERFUND RECEIVABLE	130		59,898.56	0.00	0.00	0.00	0.00
5. INTERGOV'T REC	140		44,587.00	3,835.32	23,263.13	0.00	0.00
6. OTHER RECEIVABLES	150		3,125.00	14,896.33	0.00	0.00	0.00
7. BOND PROCEEDS REC	160					0.00	0.00
8. INVENTORIES	170		0.00	4,840.05	0.00	0.00	0.00
9. PREPAID EXPENSES	180		5,251.62	495.00	0.00	0.00	0.00
10. OTHER CURRENT ASSETS	190		0.00	0.00	0.00	0.00	0.00
11. Total Current Assets lines 1 - 10			310,150.27	40,798.72	23,263.13	0.00	218,410.81
LIAB & FUND EQUITY							
Current Liabilities							
12. INTERFUND PAYABLES	400		0.00	35,715.65	21,414.24	0.00	0.00
13. INTERGOV'T PAYABLES	410		0.00	0.00	0.00	0.00	44,587.00
14. OTHER PAYABLES	420		63,768.69	0.00	0.00	0.00	0.00
15. CONTRACTS PAYABLE	430		0.00	0.00	0.00	0.00	0.00
16. BOND AND INTEREST PAY	440		0.00			0.00	0.00
17. LOANS AND INTEREST PAY	450		0.00			0.00	0.00
18. ACCRUED EXPENSES	460		35,898.49	227.48	300.00	0.00	0.00
19. PAYROLL DEDUCTIONS	470		199,334.33	0.00	0.00	0.00	0.00
20. DEFERRED REVENUES	480		4,422.12	4,855.59	1,320.53	0.00	0.00
21. OTHER CURRENT LIAB	490		0.00	0.00	0.00	0.00	0.00
22. Total Current Liabilities lines 12 - 21			303,423.63	40,798.72	23,034.77	0.00	44,587.00
Fund Equity							
Nonspendable:							
23. RESERVE FOR INVENTORIES	751		0.00	4,840.05	0.00	0.00	0.00
24. RESERVE FOR PREPAID EXPENSES	752		0.00	0.00	0.00	0.00	0.00
25. RESERVE FOR ENDOWMENTS (principal only)	756		0.00	0.00	0.00	0.00	0.00
Restricted:							
26. RESERVE FOR ENDOWMENTS (interest)	756		0.00	0.00	0.00	0.00	0.00
27. RESTRICTED FOR FOOD SERVICE				0.00			
28. UNSPENT BOND PROCEEDS						0.00	
Committed:							
29. RESERVE FOR CONTINUING APPROPRIATIONS	754		0.00	0.00	0.00	0.00	173,823.81
30. RESERVE FOR AMTS VOTED	755		0.00	0.00	0.00	0.00	0.00
31. RESERVE FOR ENCUMBRANCES (non-lapsing)	753		0.00	0.00	0.00	0.00	0.00
32. UNASSIGNED FUND BALANCE RETAINED			0.00				
Assigned:							
33. RESERVED FOR SPECIAL PURPOSES	760		0.00	(4,840.05)	228.36	0.00	0.00
34. RESERVE FOR ENCUMBRANCES	753		0.00	0.00	0.00	0.00	0.00
35. UNASSIGNED FUND BALANCE	770		6,726.64	0.00	0.00	0.00	0.00
36. Total Fund Equity lines 23-35			6,726.64	0.00	228.36	0.00	173,823.81

37. TOT LIAB & FUND EQUITY lines 22 & 36		310,150.27	40,798.72	23,263.13	0.00	218,410.81
REVENUES		GENERAL	FOOD SERVICE	ALL OTHER	CAPITAL PROJECTS	TRUST
Revenue From Local Sources						
1. Total Assessments	1100-1119	9,086,750.82	0.00	0.00	0.00	0.00
2. Tuition from All Sources	1300-1399	10,500.00		0.00		
3. Transportation Fees from All Sources	1400-1499	0.00		0.00		
4. Earnings on Investments	1500-1599	0.00	0.00	0.00	0.00	4,344.50
5. Food Services Sales	1600-1699		114,488.61			
6. Other Revenue from Local Sources	1700-1999	25,955.74	0.00	1,258.00	0.00	0.00
7. Total Local Non-Tax Revenue Lines 2-6		36,455.74	114,488.61	1,258.00	0.00	4,344.50
8. Total Local Revenue Lines 1 & 7		9,123,206.56	114,488.61	1,258.00	0.00	4,344.50
Revenue from State Sources						
UNRESTRICTED GRANTS-IN-AID						
9. Adequacy Education Grant	3111	1,214,037.69				
10. Statewide Enhanced Education Tax	3112	1,186,671.00				
11. Shared Revenues	3119					
12. Other (Specify)	3190-3199	0.00	0.00	0.00	0.00	0.00
13. Total Unrestricted Grants-In-Aid 9-12		2,400,708.69	0.00	0.00	0.00	0.00
RESTRICTED GRANTS-IN-AID						
14. School Building Aid	3210	128,000.00				
15. Kindergarten Building Aid	3215	0.00			0.00	
16. Kindergarten Aid	3220	58,300.00			0.00	
17. Catastrophic Aid	3230	138,343.22				
18. Vocational Education	3241-3249	4,226.50		0.00	0.00	0.00
19. All Other Restricted Grants-In Aid	3250-3299	0.00	2,554.35	0.00	0.00	
20. Total Restricted Grants-In Aid (Lines 14-19)		328,869.72	2,554.35	0.00	0.00	0.00
21. Grants-In-Aid Through Other Public Intermediate Agency	3700	0.00	0.00	0.00		
22. Revenue In Lieu of Taxes	3800	0.00		0.00		
23. Total Revenue from State Sources Lines 13, and 20-22		2,729,578.41	2,554.35	0.00	0.00	0.00
		GENERAL	FOOD SERVICE	ALL OTHER	CAPITAL PROJECTS	TRUST

REVENUES									
Revenue From Federal Sources									
24. Unrestricted Grants-In-Aid	4100-4299		0.00	0.00	0.00	0.00	0.00	0.00	0.00
RESTRICTED GRANTS-IN-AID									
25. Restricted Grants-In-Aid Direct from Fed Gov't	4300-4399		0.00		0.00	0.00	0.00	0.00	0.00
26. Restricted Grants-In-Aid from Fed Gov't thru State	4500-4599		101,316.03	87,090.26	316,855.86				
27. Other Revenue for Ion Behalf of LEA	4700-4999		0.00	0.00	0.00	0.00	0.00	0.00	0.00
28. Federal Forest Land Distribution	4810		0.00						
29. Total Revenue from Federal Gov't (Lines 24-28)			101,316.03	87,090.26	316,855.86			0.00	
Other Financing Sources									
30. Sale of Bonds and Notes	5100-5139		0.00					0.00	
31. Reimbursement Anticipation Notes	5140		0.00					0.00	
Interfund Transfers									
32. Transfer from General Fund	5210			45,488.42		0.00	0.00	0.00	60,000.00
33. Transfer from Special Revenue Funds	5220-5229		0.00	0.00		0.00	0.00	0.00	0.00
34. Transfer from Capital Projects	5230-5239		0.00	0.00		0.00	0.00		0.00
35. Transfer from Capital Reserve Funds	5251		192,812.00	0.00	0.00	0.00	0.00	0.00	
36. Transfer from Trust Funds	5252-5253		0.00	0.00	0.00	0.00	0.00	0.00	
37. Compensation for Loss of Fixed Assets	5300-5399		0.00	0.00	0.00	0.00	0.00	0.00	
38. Capital Lease/Lease Purchases	5500-5600		0.00	0.00	0.00	0.00	0.00	0.00	
39. Total Other Financing Sources (Lines 30-38)			192,812.00	45,488.42		0.00	0.00	0.00	60,000.00
40. Total Revenue & Other Financing Sources (Lines 8,23,29,39)			12,146,913.00	249,621.64	318,113.86			0.00	64,344.50

EXPENDITURES Instruction	GENERAL	FOOD SERVICE	SPECIAL REVENUE	CAPITAL PROJECTS	TRUST/AGENCY
1. Regular Programs	1100-1199	4,540,537.70	108,550.21		
2. Special Programs	1200-1299	1,590,800.09	1,971.94		
3. Vocational Programs	1300-1399	7,476.75	0.00		
4. Other Instructional Programs	1400-1499	176,426.87	28.78		
5. Non-Public Programs	1500-1599	0.00	0.00		
6. Adult & Community Programs	1600-1699	0.00	0.00		
7. Total Instructional Expenditures (Lines 1-6)		6,315,241.41	0.00	110,550.93	0.00
Support Services					
8. Student Services	2100-2199	1,601,302.30	120,278.82		
9. Instructional Staff	2200-2299	294,212.33	82,861.46		
10. General Administration - SAU Level	2300-2399	497,749.06	0.00		
11. School Administration	2400-2499	758,718.91	0.00		
12. Business	2500-2599	274,006.89	0.00		
13. Operation/Maintenance of Plant	2600-2699	906,397.78	0.00		
14. Student Transportation	2700-2799	409,807.21	4,260.00		
15. Centralized Services	2800-2899	174,586.13	0.00		
16. Other Support Services	2900-2999				
17. Food Service Operation	3100-3199	249,621.64			
18. Total Support Services (Lines 8-17)		4,916,580.61	249,621.64	207,400.28	0.00
Other Outlays					
19. Facility Acquisition & Construction	4000-4999	0.00	0.00	0.00	
20. Debt Service - Principal	5110	615,000.00	0.00		
21. Debt Service - Interest	5120	335,087.50	0.00		
Other Financing Uses					
22. Transfer to General Fund	5210		0.00	0.00	0.00
23. Transfer to Food Service (Special Revenue) Funds	5220-5221	45,488.42	0.00		
24. Transfers to All Other Special Revenue Funds	5222-5229	0.00			
25. Transfer to Capital Projects Funds	5230-5239	0.00	0.00		
26. Transfer to Capital Reserves	5251	0.00			
27. Transfer to Expendable Trust Funds	5252	64,344.50			
28. Transfer to Nonexpendable Trust Funds	5253	0.00			
29. Transfer to Fiduciary Fund	5254	(4,344.50)			
30. Allocation to Charter Schools	5310	0.00			
31. Allocation to Other Agencies	5390	0.00			
32. Total Other Outlays and Financing Uses (Lines 19-31)		1,055,575.92	0.00	0.00	0.00
33. Total Expenditures for All Purposes (Lines 7, 18 & 32)		12,287,397.94	249,621.64	317,951.21	0.00

***Wilton-Lyndeborough Cooperative School District
School Administrative Unit #63***

192 Forest Road Lyndeborough, NH 03082
603-732-9227

Bryan K. Lane
Superintendent of Schools

Ned Pratt
Director of Student Support Services

Lizabeth Baker
Business Administrator

TO: The WLC School Board
FROM: Bryan Lane
DATE: 8/21/19
RE: Personal Communication Device Policies and Protocols

At the last board meeting the Student Handbook for WLC was discussed including the cell phone protocol. The concern raised was that the protocol did not follow district policy.

The district policy included language about procedure which is not always appropriate.

I have included a proposed change in policy language for Policy JICI that requires the schools to create age appropriate protocols for handbooks. The handbooks are approved by the board annually.

The WLC administration has provided language for your consideration regarding cell phone usage at that school

JICJ - UNAUTHORIZED COMMUNICATION DEVICES

~~Student use of cell phones, camera phones, pagers, beepers, and other similar electronic communication devices is strictly prohibited during the school day. This includes lunch periods and passing periods, as well as on school sponsored trips and driver education classes. Such devices are to be kept in a student's assigned locker with the power turned off. The Wilton Lyndeborough Cooperative School Board recommends that these devices not be brought to school.~~

~~The Board may grant an exception to this policy for medical or emergency reasons only. This exception requires a written report from the student's medical provider explaining the need for the exception.~~

~~Students participating in extra-curricular activities or athletics must contact their sponsor or coach for his/her rules involving cell phone use after hours or on after school bus trips. Sponsors and coaches will set their rules and establish their consequences for the use and/or misuse of these devices.~~

~~The school district will not be responsible for loss, damage or theft of any electronic communication device brought to the school.~~

Consequences for Violating this Policy

~~First Offense: Warning and confiscation of the electronic communication device for the remainder of the school day.~~

~~Second Offense: The electronic communication device will be confiscated. A disciplinary referral will be written. The student's parent/guardian must pick up the device from the principal or superintendent's office.~~

~~Third Offense: The electronic communication device will be confiscated. A disciplinary referral will be written. The student's parent/guardian must pick up the device from the principal or superintendent's office. At the principal's discretion, the student may receive detention or in-school suspension.~~

~~Any further violations of this policy will result in the student's loss of possession of the electronic communication device for the remainder of the school year. The student's parent/guardian must pick up the cell phone from the principal or superintendent's office at the expiration of that length of time. At the principal's discretion, the student may receive detention, in-school suspension, or out-of-school suspension not to exceed five (5) days.~~

New Language:

Cell phones and personal communication devices have become a part of our student's world. Age appropriate protocols will be developed by the schools and approved by the school board as part of student handbooks.

First Reading: September 14, 2010

Second Reading: October 12, 2010

Final Adoption: October 12, 2010

Personal Electronic Devices (DRAFT)

Students are not permitted to operate or have in their possession any electronic equipment that causes a disruption to the educational process or creates a distraction. Cell phones, smart watches, and other similar devices may be used only in designated areas at appropriate times. Designated areas include the cafeteria, in the hallways during passing time, the counseling office, the nurse's office, and the main office. On occasion, cellphones and other electronic equipment may be used in the classroom for educational purposes. Students should be sure to get permission before using a phone/device in class.

First offence: Teacher confiscates and returns at the end of class.

Second offence: Students must bring the device to the office. The student may retrieve the phone at the end of the day.

Third offense: Students must bring the device to the office. Parent is called and must pick up the device.

Four or more offenses: Disciplinary consequences at the discretion of the school administration.

Refusal to adhere to these rules and policies may result in disciplinary consequences up to and including suspension from school.

Students do not have the right to use electronic devices to audio/video record other students, staff, or visitors without the express permission of the person(s) in the recording. Failure to comply with this rule will result in disciplinary action, up to and including suspension from school.

Parent/Student Handbook 2019-2020

WILTON-LYNDEBOROUGH COOPERATIVE MIDDLE SCHOOL/HIGH SCHOOL

57 School Road Wilton, New Hampshire 03086

(603)732-9230

FAX (603) 654-2104

www.sau63.org



The WLC Student Handbook is accessible on the school website, www.sau63.org

STUDENT HANDBOOK ACKNOWLEDGEMENT FORM

Print Student Name: _____

Grade: _____

MARK BOXES WITH "X" SIGN (unmarked boxes will designate opt out) AND RETURN THIS FORM TO YOUR ADVISOR BY **9-13-2019**

☐ I RECOGNIZE AS A MEMBER OF THE WLC SCHOOL COMMUNITY THAT I AM RESPONSIBLE FOR UNDERSTANDING AND RESPECTING THE EXPECTATIONS OUTLINED IN THE WLC STUDENT HANDBOOK.

☐ I GRANT WLC PERMISSION TO USE MY NAME AND/OR PICTURE AND/OR VIDEO RECORDING FOR SCHOOL PUBLICATIONS AND PRESS RELEASES.

Student Signature: _____

Date: _____

☐ I RECOGNIZE AS A MEMBER OF THE WLC SCHOOL COMMUNITY THAT I AM RESPONSIBLE FOR UNDERSTANDING AND RESPECTING THE EXPECTATIONS OUTLINED IN THE WLC STUDENT HANDBOOK.

☐ I GRANT WLC PERMISSION TO USE MY STUDENT'S NAME AND/OR PICTURE AND/OR VIDEO RECORDING FOR SCHOOL PUBLICATIONS AND PRESS RELEASES.

☐ I INTEND TO ACCESS POWERSCHOOL TO TRACK MY STUDENT'S ACADEMIC PROGRESS.

☐ I HAVE INTERNET ACCESS & WISH COMMUNICATIONS VIA EMAIL AT THIS ADDRESS:

Print Parent/Guardian: _____

Date: _____

Parent/Guardian Signature: _____

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Wilton-Lyndeborough Cooperative Middle School/High School is a member of the Wilton-Lyndeborough School District with Florence Rideout Elementary School and Lyndeborough Central Elementary School. This handbook is exclusively for the Middle and High School, references to WLC are for the school only. School District references will be so designated. The WLC School Board represents all three schools and policies set by the WLC School Board are WLC School District Policies encompassing all three schools within the district.

WLC Mission Statement

WLC strives to be a positive learning community that ensures each student has the opportunity to develop to their potential. WLC believes all children learn at different individual rates and times and under different teaching and learning situations. We bring the family, school and community together to be accountable for the cognitive, affective, and physical growth of our students. We work together to help them become creative, future-oriented problem solvers who will take responsibility for their education, live and learn in harmony, and be involved in their school and their community.

WLC Student Learning Expectations

A WLC Student is academically knowledgeable and demonstrates the following:

	4- Distinguished	3- Proficient	2- Progressing	1- Emerging
	Student does...		Student...	
An Effective Communicator	<p>Express opinions, ideas and facts in an outstanding manner in all formats</p> <p>Present developed and clear ideas using evidence and/or details</p> <p>Interpret information with unique insights based upon sufficient evidence</p> <p>Deliver high quality information based upon a wide range of reliable sources</p> <p>Cite/ credit all sources accurately</p>	<p>Express opinions, ideas, and facts clearly and effectively through a variety of formats (oral, written, visual, digital), considering the audience</p> <p>Present developed and clear ideas using evidence and/or detail</p> <p>Interpret information logically, based upon sufficient evidence</p> <p>Obtain and deliver information based upon a variety of resources</p> <p>Cite/credit sources of information accurately.</p>	<p>Sometimes lacks clarity when expressing opinions, ideas, and facts.</p> <p>Communicates effectively in some formats</p> <p>Presents somewhat developed and clear ideas using a limited amount of evidence and/or detail</p> <p>Information may be interpreted with limited detail</p> <p>Obtain and deliver information based upon limited resources</p> <p>Cites/credit few sources of information</p>	<p>Expresses opinions, ideas, and fact with limited clarity</p> <p>Has difficulty communicating in most formats</p> <p>Rarely presents developed and clear ideas using evidence and/or detail</p> <p>Information may be interpreted with little or no evidence</p> <p>Obtain information based upon little or no supporting evidence</p> <p>Rarely cites sources</p>
A Strong Collaborator	<p>Highly cooperative with a high level of respect, considering the perspectives of others</p> <p>Listen attentively; share resources freely and ideas respectfully</p> <p>Fulfill roles in a high quality manner</p> <p>Incorporate different points of view to achieve a common goal</p> <p>Demonstrate great flexibility and willingness to compromise with a strong focus on the common goal</p>	<p>Cooperate with peers and adults respectfully</p> <p>Listen attentively; share ideas and resources respectfully</p> <p>Accept and fulfill roles</p> <p>Respect and consider different/multiple points of view, diverse cultures, and global issues</p> <p>Exercise flexibility and willingness to compromise in order to achieve a common goal</p>	<p>Cooperation with peers and adults varies</p> <p>Sometimes listens and shares ideas and resources</p> <p>Is somewhat reluctant to participate and fulfill roles</p> <p>Sometimes contributes in a less than respectful manner or not considering the ideas or feelings of others</p> <p>Is somewhat flexible and willing to compromise in order to achieve a common goal</p>	<p>Has difficulty cooperating with peers and/or adults</p> <p>Appears to rarely listen to others; rarely shares ideas and resources</p> <p>Rarely participates or performs assigned roles</p> <p>Frequently contributes in less than a respectful manner or not considering the ideas and feelings of others</p> <p>Is rarely flexible and willing to compromise in order to achieve a common goal</p>

	4- Distinguished	3- Proficient	2- Progressing	1- Emerging
	Student does...		Student...	
A Creative Problem Solver	<p>Think, create, and solve problems in highly innovative ways</p> <p>Recognize social and cultural differences to create new ideas and increase both innovation and quality of work</p> <p>Consider a wide variety of ideas, strategies, and solutions</p> <p>Incorporate a wide range of high quality sources</p> <p>Apply highly effective and/or cutting edge technology</p> <p>Apply inferences and data interpretations to solutions</p>	<p>Solve problems, sometimes in innovative ways</p> <p>Demonstrates creativity/unique approaches</p> <p>Frequently considers a variety of ideas, strategies, solutions, and contexts (subject areas or environment)</p> <p>Incorporate many different resources</p> <p>Apply appropriate technology</p> <p>Make inferences and interpret data</p>	<p>Uses more typical ways of thinking, creating, and solving problems</p> <p>Considers a narrow range of ideas, strategies, and solutions</p> <p>Incorporates limited resources</p> <p>Attempts to apply appropriate technology</p> <p>Inferencing and data interpretation are limited</p>	<p>Thoughts and solutions are basic recall of previous learning</p> <p>Considers few, if any, ideas, strategies, or solutions</p> <p>Incorporates few, if any, resources</p> <p>Applies little technology</p> <p>Struggles with making inferences and interpreting data</p>
A Self-Directed Learner	<p>Persevere to completion of complex, challenging tasks</p> <p>Demonstrate a highly positive attitude</p> <p>Take a high level of responsibility and self-motivation for own learning, self-assessment, and personal development</p> <p>Engage mentors and stakeholders to gain support for ideas or projects</p> <p>Demonstrate a high level of curiosity and self-inquiry, sometimes outside a prescribed learning context</p> <p>Model personal accountability and high quality work habits</p>	<p>Persevere with complex, challenging tasks</p> <p>Demonstrate a “can do” attitude</p> <p>Take an active role/initiative in learning and personal development, including goal setting and self-assessment</p> <p>Work independently</p> <p>Seek out other, including stakeholders, to learn from or gain support</p> <p>Initiate inquiry often</p> <p>Take personal accountability and demonstrate effective work habits (punctuality, managing time, including deadlines and work load)</p>	<p>Shows limited perseverance in completing complex, challenging tasks</p> <p>Sometimes has a positive attitude</p> <p>May rely on others for initiating learning and development</p> <p>Works independently some of the time</p> <p>Occasionally engages others in own learning or projects</p> <p>Relies on others to initiate and prescribe inquiry opportunities</p>	<p>Gives up easily when facing complex and/or challenging tasks</p> <p>Infrequently demonstrates a positive attitude</p> <p>Takes a limited role in own learning and personal development; needs external motivation</p> <p>Resists or struggles with independent work</p> <p>Ideas or projects are pursued with little or no input from others</p> <p>resists efforts by others to prescribe inquiry opportunities</p>

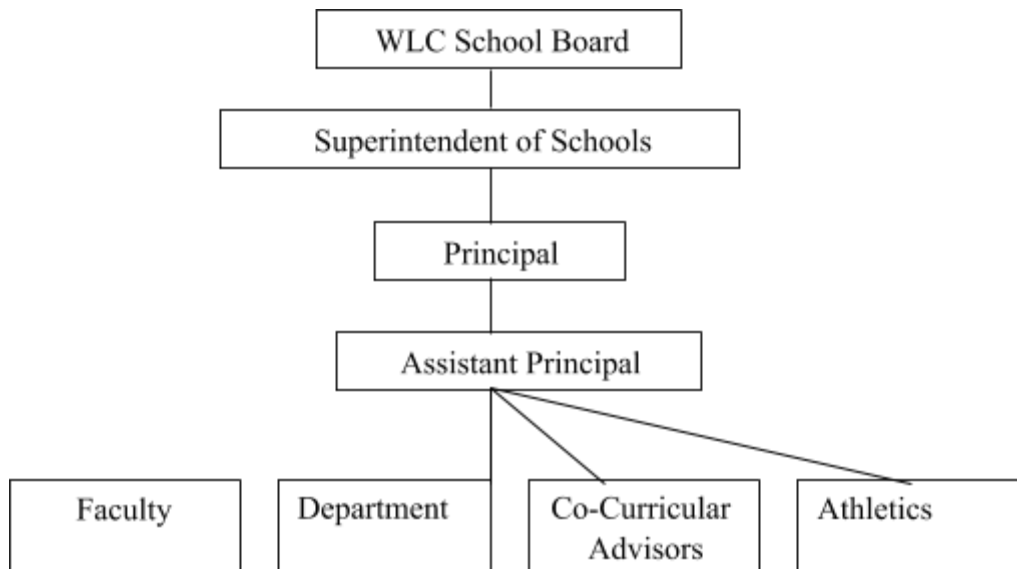
	4- Distinguished	3- Proficient	2- Progressing	1- Emerging
	Student does...		Student...	
A Responsible Citizen	<p>Act in a highly responsible manner with respect for others</p> <p>Demonstrate leadership as a contributing member of the larger community</p> <p>Initiate school activities that demonstrate school and community pride</p> <p>Recognize ethical behavior in others while demonstrating integrity in their influence</p> <p>Make decisions with the best interest of others in mind</p> <p>Respect cultural differences and work effectively with people from a range of social and cultural backgrounds</p> <p>Initiates, maintains, and encourages activities that service the community</p> <p>Convey a greater appreciation of the arts</p>	<p>Accept responsibility and understand the impact of personal actions</p> <p>Demonstrate an awareness of individual rights and responsibilities as contributing members of the larger community</p> <p>Exhibit school pride through support of school activities and involvement in community life</p> <p>Model ethical and lawful behavior as responsible and accountable citizens; do what's "right"</p> <p>Make decisions considering how others think and feel</p> <p>Demonstrate empathy toward others</p> <p>Demonstrate social awareness and interpersonal skills to establish and maintain positive relationships</p> <p>Participate in service to the community</p> <p>Value the arts (performing and visual) as forms of human expression</p>	<p>Exhibits limited responsibility for the impact personal actions have on the community</p> <p>Needs reminders about the rights of others</p> <p>Participates in limited school activities</p> <p>Acts in an appropriate manner most of the time to do what is right</p> <p>Needs reminders to consider how others think and feel</p> <p>Social awareness and interpersonal skills need development</p> <p>Limited participation in school and community service</p> <p>Is beginning to understand that people express themselves through the arts</p>	<p>Infrequently accepts responsibility for personal actions</p> <p>Frequently trespasses on the rights of others</p> <p>Little to no participation in the school community</p> <p>Frequently speaks negatively about our school</p> <p>Disrespectful of school property</p> <p>Lacks consideration for others</p> <p>Lacks awareness of the impact on others</p> <p>Is not community-minded</p> <p>Limited interest in the arts</p>

ADMINISTRATIVE DIRECTORY 2019-2020

Mr. Matthew Ballou.....	Chairman, School Board
Mr. Alexander LoVerme.....	Co-Chairman School Board
Mrs. Tiffany Cloutier-Cabral.....	School Board
Mr. Jonathan Vanderhoof.....	School Board
Mrs. Joyce Fisk.....	School Board
Mrs. Carol LeBlanc.....	School Board
Mr. Mark Legere.....	School Board
Mrs. Miriam Lemire.....	School Board
Mr. John Clark.....	School Board
Mr. Bryan Lane.....	Superintendent
Mr. Brian Bagley.....	Principal
Dr. Sarah Edmunds.....	Assistant Principal

ORGANIZATIONAL CHARTS

Who Reports to Whom



Who to Call

Listed below are your “first point of contact” names for common issues and topics. If you need to take the matter further, check the flow chart

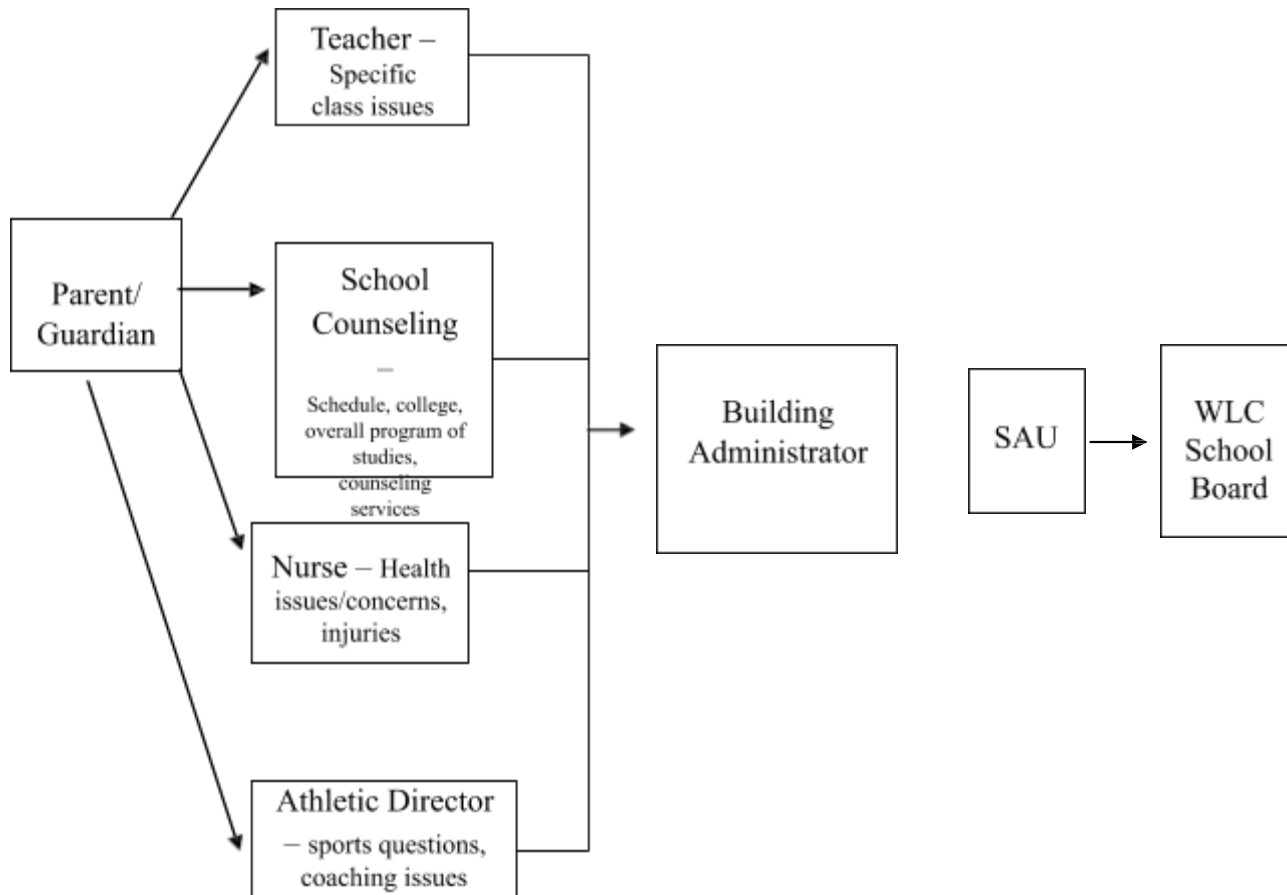
If you have questions about ...

Contact:

Classroom activities Classroom behavior Classroom standards & expectations Curriculum Homework Assignments Student’s academic performance	Classroom Teacher or Special Education Teacher 603/732-9359
Administrative decisions Attendance policy Building usage Bus conduct Harassment or student conflicts Implementation of school policies Potentially illegal or dangerous activities	Building Administrator 603/732-9359 Principal x 2144 Assistant Principal x2301
Busing (schedule routes) School Board agenda/minutes School Board meeting times	Superintendent’s Office 603/732-9171
Budget issues School policies	WLC School Board – Phone # available upon request
Assessment test results Class scheduling/graduation requirements College admission requirements/tests Special education testing/eligibility Student enrollment/withdrawal Vocational and trade schools Counseling services Academic 504 ELO/Internship School to Career Online/ College courses	School Counseling Dept. 603/732-9313 x 2120 Director of Counseling x 2118 Grade 6-8 School Counselor x2114
Athletic policies Game schedules/locations	Athletic Director (AD) 603/732-9342 x2157
Health screening (eye, ear, scoliosis) Medical policies Sports physicals Use of medications in school vaccination requirements	Nurse’s Office 603/732-9318 x2126
Reduced/free lunch eligibility	Food Service Director 603/732-9344 x2159

CONTACT FLOW CHART

Who to contact for assistance with a specific issue



Suggestions for Successful Meetings:

1. Bring any available documentation
2. Bring written notes of prior meetings
3. Prepare specific questions
4. Identify goal: What is the desired outcome?

WLC Staff Directory 2019-2020

(to contact by phone call 732-9359)

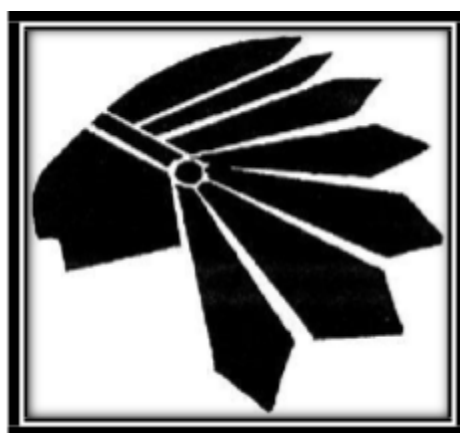
Department	Name	e-mail
Principal	Bagley, Brian	b.bagley@sau63.org
Assistant Principal	Edmunds, Sarah	s.edmunds@sau63.org
Art	Hall, Emily	e.hall@sau63.org
Business	Tyler, Andrew	a.tyler@sau63.org
Cafeteria/Kitchen	Roske, Deb	d.roske@sau63.org
Custodian	Bird, Ann	a.bird@sau63.org
Family & Consumer Science	Clark, Olympia	o.clark@sau63.org
School Counseling Office	Kovaliv, Amanda	a.kovaliv@sau63.org
	Goggin, Ashley	a.goggin@sau63.org
	Coffey, Sharon	s.coffey@sau63.org
Alternative Education		
Industrial Arts	Kane, Justin	j.kane@sau63.org
Math	Balusek, Cheryl	c.balusek@sau63.org
	Blondin, Allison	a.blondin@sau63.org
	Comerford, Bill	w.comerford@sau63.org
	Miller, Amanda	a.miller@sau63.org
	Schneider, Shirley	s.schneider@sau63.org
Media Center	White, Amy	a.white@sau63.org
Music	Schneider, Eric	e.schneider@sau63.org
Nurse	Bertoncini, Cathleen	c.bertoncini@sau63.org
Office	Draper, Linda	l.draper@sau63.org
	Tullgren, Lorissa	l.tullgren@sau63.org
Physical Education/ Health	Miller, Brice	b.miller@sau63.org
	Segal, Malin	m.segal@sau63.org
Science	Blais, Catherine	c.blais@sau63.org
	Erickson, Stephanie	s.erickson@sau63.org
	Kalsi, Rajbir	r.kalsi@sau63.org
	Roper, Karis	k.roper@sau63.org
	Zekser, Greg	g.zekser@sau63.org
Social Studies	Krot, Brian	b.krot@sau63.org
	Lhotsky, Erin	e.lhotsky@sau63.org
	Moore, Molly	m.moore@sau63.org
	Provost, Zachary	z.provost@sau63.org
	Walsh, Victoria	v.walsh@sau63.org

Department	Name	e-mail
Special Education	Gosselin, Katie	k.gosselin@sau63.org
	Meyer, Kim	k.meyer@sau63.org
	Morrow, Katie	k.morrow@sau63.org
Athletic Director	Miller, Brice	b.miller@sau63.org
Technology	Kline, Mark	m.kline@sau63.org
World Languages	Bujak, Laura	l.bujak@sau63.org
	ClarkCanty, Amy	a.clark-canty@sau63.org
	Dwyer, Margaret	m.dwyre@sau63.org
	Humphreys, Kim	k.humphreys@sau63.org
	Morshed, Katy	k.morshed@sau63.org
	Nolin, Audra	a.nolin@sau63.org
	Wider, Greg	g.wider@sau63.org

Parents are encouraged to access student information through PowerSchool – student attendance, grades, schedules and teacher contact information is available. [Powerschool](#) – please contact Sarah Edmunds, Assistant Principal if you need access assistance.

The Wilton Warrior logo is the picture that identifies WLC to the community. As such, it should be treated with as much respect as the school. When used in connection with school events, functions or publications, the Wilton Warrior logo should not be altered, caricatured, or substituted for a generic Indian likeness or theme.

Per WLC School Board 4/9/2008



Bell Schedules

Bells will ring as late and dismissal bells for long block periods only, as well as Advisory and Lunches.

REVISED ON 7/19/19

Middle School Monday, Tuesday, Friday Schedule

Period	Start Time	End Time	Duration
SR	07:55 AM	08:45 AM	50
2	08:48 AM	09:37 AM	49
ADV	09:40 AM	10:00 AM	20
3	10:02 AM	10:51 AM	49
4	10:53 AM	11:42 AM	49
L	11:44 AM	12:09 PM	25
5	12:11 PM	01:00 PM	49
UA1	01:03 PM	01:52 PM	49
UA2	01:55 PM	02:45 PM	50

Middle School Wednesday/Thursday

Period	Start Time	End Time	Duration
SR	07:55 AM	08:45 AM	50
2	08:48 AM	09:32 AM	44
ADV	09:35 AM	10:19 AM	44
3	10:22 AM	11:06 AM	44
4	11:09 AM	11:53 AM	44
L	11:55 AM	12:21 PM	26
5	12:24 PM	01:13 PM	49
UA1	01:15 PM	01:59 PM	44
UA2	02:01 PM	02:45 PM	44

Middle School Early Release Schedule

Bells will not ring with the middle school schedule

Period	Start Time	End Time	Duration
SR	07:55 AM	08:21 AM	26
2	08:23 AM	08:49 AM	26
3	08:51 AM	09:17 AM	26
4	09:19 AM	09:45 AM	26
5	09:47 AM	10:13 AM	26
UA1	10:15 AM	10:41 AM	26
L	10:42 AM	11:02 AM	20
UA2	11:04 AM	11:30 AM	26

Middle School Delayed Opening Schedule

Bells will not ring with the middle school schedule

Period	Start Time	End Time	Duration
SR	09:55 AM	10:30 AM	35
2	10:33 AM	11:08 AM	35
3	11:11 AM	11:46 AM	35
L	11:49 AM	12:14 PM	25
4	12:16 PM	12:51 PM	35
5	12:54 PM	01:29 PM	35
UA1	01:32 PM	02:07 PM	35
UA2	02:10 PM	02:45 PM	35

High School Monday, Tuesday, Friday Schedule

Period	Start Time	End Time	Duration
1	07:55 AM	08:45 AM	50
2	08:48 AM	09:37 AM	49
ADV.	09:40 AM	10:00 AM	20
3	10:02 AM	10:51 AM	49
4	10:53 AM	11:42 AM	49
5	11:44 AM	12:34 PM	50
L1	12:36 PM	01:01 PM	25
6	01:04 PM	01:53 PM	49
7	01:56 PM	02:45 PM	49

High School Wednesday/Thursday Schedule

Period	Start Time	End Time	Duration
1	07:55 AM	08:45 AM	50
2/3	08:48 AM	10:18 AM	90
ADV	10:21 AM	11:14 AM	53
4/5	11:17 AM	12:47 PM	90
L1	12:47 PM	01:13 PM	26
6/7	01:15 PM	02:45 PM	90

High School Early Release Schedule

We will swap back and forth between the Wednesday block schedule and the Thursday block schedule

Period	Start Time	End Time	Duration
1	07:55 AM	08:25 AM	30
2/3	08:27 AM	09:20 AM	53
4/5	09:22 AM	10:15 AM	53
6/7	10:17 AM	11:09 AM	52
L1	11:10 AM	11:30 AM	20

High School Delayed Opening Schedule

We will swap back and forth between the Wednesday block schedule and the Thursday block schedule

Period	Start Time	End Time	Duration
1	09:55 AM	10:40 AM	45
2/3	10:42 AM	11:42 AM	60
A/S	11:45 AM	12:15 PM	30
L1	12:17 PM	12:37 PM	20
4/5	12:39 PM	01:40 PM	61
6/7	01:43 PM	02:45 PM	62

Unified Arts Schedules for Middle School

6 th Grade	7 th Grade	8 th Grade
Physical Education/Health	Physical Education/Health	Physical Education/Health
Computers	Computers	Computers
Tech Ed	Industrial Arts	Industrial Arts
Music	Music	Music
World Languages	French	French or Spanish
Study Skills	Spanish	Skills for Success
Family & Consumer Science	Family & Consumer Science	Family & Consumer Science
Art	Art	Art

School Counseling Department



Office (Extension 2120)

School Counseling Coordinator & 9th-12th Grade Counselor (Extension 2118)

6th-8th Grade Counselor (Extension 2114)

Hours: 7:40 AM to 3:00 PM

Counselors work closely with students, as well as parents and staff. Utilizing leadership, advocacy, and collaboration, school counselors promote student success, provide preventive services, and respond to identified student needs by implementing a comprehensive school counseling program that addresses academic, career, and personal/social development for all students.

Appointments can be made to see the school counselor at pre-arranged times. In an emergency, no appointment is necessary.

Library/Media Center

(Extension 2123)

Hours: 7:40 AM to 3:00 PM

The library offers books, magazines, newspapers, computers and internet resources to all students and staff. There is a professional collection of books, magazines and audiovisuals. Suggestions are always welcome.

The media specialist will be available at certain times of the day. These times will be posted on the door weekly. The Media Specialist is there to assist in locating, selecting and utilizing information. The library is a quiet area for individual or group research, study and reflection.

Extra Help

Hours: 2:50-3:50 PM Monday, Tuesday, Thursday

During this time, there will be a WLC teacher available to support students with their academics in the media center. Teachers may ask students to attend or students may attend on their own.

Nurse/Health Office



(Extension 2126)

Hours: 7:40 AM to 3:00 PM

School Nurse Motto: Keeping students Healthy, Safe and Ready to Learn.

The nurse's office is adjacent to the front office. Students who are ill or injured will report to the nurse or the school secretary if the nurse is not available. This is also the place to come for health information, area clinics, immunization requirements etc.

Nurse/Health Office Policies

Immunizations for School Entrance

All students must be immunized prior to school entrance according to the New Hampshire State Public Health Agency. Evidence from a health care provider or completion of these requirements must be submitted to the school nurse prior to the student entering school. No child may be enrolled in school without first presenting an immunization record, or a medical or religious exemption.

Any student may be exempt from the above regulation if a health care provider presents evidence stating that the immunization is detrimental to the child's health. The exemption must state the duration of the exemption. Exemption from immunization for one disease shall not affect other required immunizations.

A student may be exempt from immunization for religious reasons at the discretion of the school nurse upon receipt of a notarized letter, signed by the parent or legal guardian, which states that the student hasn't been immunized because of religious beliefs.

Physical Examinations

All students entering Wilton Lyndeborough Cooperative Middle School / High School for the first time must show proof of completion of a medical examination by a health care provider within one year preceding first entry to school. The Wilton Lyndeborough Cooperative School Board recommends that physical exams also be completed before entry into middle school and again before high school. No medical examination shall be required of a child whose parent or guardian objects thereto in writing on the grounds that such a medical examination is contrary to his/her religious tenets and teachings.

Students transferring into Wilton Lyndeborough Middle / High School must also submit proof of meeting the physical examination prior to or upon first entry into the District's schools. Failure to comply with this provision may result in exclusion from school for the child.

Medication Policy

The following have been adopted for the administering of medication at school:

1. All medication must be brought into school by parents in the original container, clearly marked with the child's name and instructions on how to be administered along with written permission from the parent and a written order by the provider.
2. PRESCRIBED MEDICATIONS should not be taken during school hours unless it is impossible to achieve medical regimen at home. Medications to be given three times a day can be given every eight hours, and thus will not have to be given at school.
3. NON-PRESCRIBED MEDICATIONS will not be encouraged for use by students. Over the Counter (OTC) medications require a written consent from parent/guardian in order for the nurse to administer. No phone permissions will be accepted. OTC medication List is available on the Annual Student Health Assessment Record completed by the parent / guardian.
4. The school nurse or designee, assigned by the nurse, shall assist all students in the School

District who are required to take medication prescribed by a health care provider during the school day.

5. The school nurse or designee, assigned by the nurse, shall be responsible for administering and observing the taking of medication.
6. All medication shall be stored in a locked cabinet in the nurse's office. Unused medications shall be picked up by a parent/guardian or disposed of by the school nurse at the end of the school year.
7. All medication shall be recorded daily in the school nurse's database. Medications given for chronic conditions will be recorded annually on student's health record.
8. The school nurse will keep an updated Epi-Pen on hand in case of emergency. All school personnel have been instructed in its use.
9. Medication prescribed for asthma and severe allergic reactions (inhaler, Epi-Pens, or other medications) may be kept in the student's possession provided the health care provider's prescription for the medication, the directive for self-administration, and the attached written permission from the parent/guardian are on file in the Health Office. The school nurse shall determine if the student demonstrates the maturity necessary to assume responsibility for correct storage and use of the medication and shall document this ability.
10. RSA 508:12 EMERGENCY CARE. If any person in good faith renders emergency care at the place of emergency, or while in transit in an ambulance or rescue vehicle, to a person who is in urgent need of care as a result of the emergency, and if the acts of care are made in good faith and without willful or wanted negligence, the person who renders the care is not liable in civil damages for his/her acts or omissions in rendering the care, as long as he/she receives no direct compensation for the care from or on behalf of the person cared for. Any person rendering emergency care shall have the duty to place the injured person under the care of a physician, nurse, or other person qualified to care for such person as soon as possible and to obey the instructions of such a qualified person.

Illness at School

In case your child becomes ill at school, we will make every effort to contact you. You will be receiving an "Emergency Information/Health" form at the beginning of the school year. We ask for your cooperation in furnishing a name and telephone number to call in case you are not at home. It is important to inform us of any changes in order to provide us with the most current contact information during the school year. A child sent home with a fever of 100 degrees or higher, or vomiting should be kept at home for at least 24 hours after his/her temperature is normal or vomiting has stopped without the use of fever reducing medications.

Food Allergies

Wilton Lyndeborough Middle / High School is a food allergy aware school. (see School Board Policy JAA).

Head Lice (Pediculosis)

The School nurse will notify the parent/guardian by telephone or other available means if their child is found to have head lice. Verbal and written instructions for treatment will be given to the family of each identified student. Instructions will include recommendations for treatment that are consistent with NH Department of Health and Human Services

recommendations. The affected student will be sent home at the conclusion of the school day, based upon the school nurse's recommendation.

Criteria for return to school:

Students will be allowed to return to school after proper treatment as recommended by the school nurse / physician. The Board recognizes that the American Academy of Pediatrics and the National Association of School Nurses discourage "no nit" policies. In alignment with these recommendations, no student will be excluded from attendance solely based on grounds that nits may be present. The school nurse may recheck a child's head. In addition, the school nurse may offer extra help or information to families of children who are repeatedly or chronically infested.

Screenings – Hearing & Vision

Screenings are conducted on an as needed basis and / or if requested by the student / parent or teacher. School screenings are not a substitute for a complete professional examination. All screening failures will be reported to parent / guardian.

Graduation and Promotion Requirements

Academic Expectations & Regulations (see Program of Studies for more information)

High School Graduation Requirements

The Class of 2020 will require 24 credit hours and 24 hours of community service to earn a WLC Diploma. Please refer to the Program of Studies (Page 5) for specific course requirements for graduation and diploma types.

Promotion - Middle School

Promotion/retention will be determined by a team which includes; teachers, administrators, school counseling, special education, if necessary and parents/guardians. All necessary information will be gathered and reviewed to help determine the best option for the student. Decisions will be made on a case by case basis.

Promotion - High School

Students will be classified by grade according to the number of credits they have earned as follows:

Freshman - successful completion of grade eight

Sophomore - six (6) credits completed

Junior - twelve (12) credits completed

Senior - eighteen (18) credits completed

Graduate - twenty four (24) credits and 24 hours of community service completed.

[High School - Program of Studies](#)

ATTENDANCE: Absences, Dismissals and Attendance Failures

New Hampshire State law requires the parents of each school age child (ages 6 through 18) to assure that the child attends school full time. Absences without justification may constitute truancy. In addition, pursuant to WLC School Board Policy, a student who misses any class 7 or more times in a single quarter or equivalent time frame, can receive an Attendance “F” or Failure for that class. See “Attendance Failures” section below.

Some types of absences may be considered “excused” and may not count toward the maximum of 6-day absence attendance failure. Some examples of excused absences include: Medical reasons, court appearances, school field trips or other activities, religious holidays, and college visits. (A full list is below.)

Other types of “absences”, including some tardies and dismissals, are presumed to be “unexcused”. (A full list is below). A student who is marked as having one or more unexcused absences on any given day will be barred from participating in any extra/co-curricular activities (sports, clubs, concerts, etc.), or other school functions (dances, etc.) that day, or that evening. If the unexcused absence occurs on a Friday or other last day of school that week, the student will be barred for any such activities occurring over the weekend or vacation period. Additionally, at the discretion of the classroom teacher, the student might receive credit for any makeup work from the missed class. ALL absences are deemed unexcused unless and until the School receives proper verification (as determined by the Principal).

ATTENDANCE FAILURES

Under WLC School Board Policy JH, students who miss 7 or more classes in an academic quarter or equivalent time frame may receive an “attendance failure” for that class.

Unless an absence is an “Excused Absence” (see categories below), the absence will count toward the maximum of 6. Note: some tardies and some dismissals may also count toward the maximum. (See below.) An attendance failure shall have a letter grade of “F”, and a numerical grade of 64% or the actual grade, whichever is lower. Administrative attendance failures will be designated as such on report cards/transcripts. High school students may earn credit for courses if they demonstrate passing the competencies for these courses.

NOTICES.

Although each student has the primary responsibility of being aware of the number of his or her classroom absences, in most instances the parent/student will receive notice from the school before the 7th absence. However, if the 7th absence occurs within 5 days before the end of the quarter or equivalent time frame, the parent/student will most likely not receive timely notice.

APPEALS.

Detailed rules/procedures relating to attendance appeals may be obtained from the Principal’s office. Generally, however, a student/parent may appeal:

- (a) a determination that a specific absence/tardy, etc. was unexcused;
- (b) a determination that an absence occurred at all;
- (c) whether extreme circumstances exist which make strict application of the Attendance Rules and Policy inappropriate with respect to one or more absences or an Attendance Failure.

A student/parent wishing to appeal an attendance determination or failure should contact the Principal's office for specific procedures relating to appeals as soon as possible after learning of the attendance determination or attendance failure. Such appeals, however, must be received by the office no later than 14 days after the report card for the quarter or equivalent time frame is issued.

ABSENCE CATEGORIES

Unexcused Absences:

Absences in the following categories will generally be considered unexcused absences, and will count toward the maximum of 6 for Attendance Failures.

Informed Absence	(AI)	assigned when a student does not attend a class and the school and/or the teacher has been notified. Excessive absences without documentation could be considered truanies and be subject to further action.
Uninformed Absence	(AU)	assigned when a student does not attend a class and the school/teacher have not been informed. These absences are subject to further disciplinary actions and are considered truanies.
Nurse Office Absence	(N)	assigned when a student is in the nurse's office for more than 20 minutes of class.
Off-Track Absence	(OT)	assigned when a student is not in class for more than 20 minutes for various reasons, examples may be: visits to guidance or the office.
Tardy Absence	(TA)	assigned when a student is tardy to class or school by more than 20 minutes.
Dismissal Absence	(DA)	assigned when a student leaves class more than 20 minutes prior to the end of class. (excluding school activities)

In exceptional cases, and at the principal's discretion, TA's, AU's and AI's may be changed to AE's when adequate documentation is provided.

Excused Absences:

Excused absences do not count toward the maximum of 6 absences for attendance failures. In order for an absence to be considered excused, (1) the reason for the absence must fall into one of the specified categories, AND (2) the parent/student must have provided adequate documentation to the school supporting, or have otherwise verified, the reason given for the absence. Medical absences and administrative approved absences will be listed as (AE). Properly verified, the following types of absences will typically qualify as an excused absence or no absence and are listed with following attendance codes:

Dismissed School Activity (DSA)
 Field Trip (FT)
 Court Appearance (CT)
 Sports Dismissal (SPT)
 College Visit (CV)
 Late Bus (B)

In-school Suspension (ISS)
 Out-of-school Suspension (OSS)
 Religious Holiday (R)
 Tardy Present (TP)
 Dismissal Present (DP)
 Dismissal Excused (DE)

Letter designations indicate code entries in attendance records.

Who Does What in this Attendance Procedure?

Parents	Students	Teachers	Admin/Office
Notify school of absences as they occur prior to 8 AM if possible	Upon returning from an absence provide the office with any notes/documentation regarding your absence.	Notify office when a student is absent and unaccounted for (AU) from your class. Email (Log) and phone.	Communicate attendance issues to teachers.
Provide documentation when available.	Obtain & complete any make-up work upon returning to school.	Provide make-up assignments when requested.	Collect documentation and change attendance codes as necessary.
Check attendance records on PowerSchool regularly.		Communicate attendance concerns you may have to the student, parents and administration.	Notify students of 7 days absences who may be in danger of failing.
Request in writing a hearing with the attendance committee if necessary within the 2-week time frame.			Generate regular attendance reports.

Attendance at School

In order to participate in any school functions that day or evening (unless prior permission has been granted by the administration), a student must be present for at least four class periods or the equivalent number of long periods (2). This includes any weekend activity if an absence occurs on Friday. This policy covers all co-curricular activities, athletic games or practices and interscholastic events. If a violation becomes known at a later date, it will be enforced at the next practice, game, rehearsal, etc., following disclosure.

Reference School Policy JH

Tardy to School

Students are expected to be in their assigned classroom before the 7:55 AM late bell. Students who arrive late (at or beyond the 7:55 bell) to school must sign in at the office. An office late pass will be issued to them.

When a student arrives to school tardy without a parent note or unaccompanied by a parent, an unexcused tardy will be documented. Students are allowed up to 3 unexcused tardies per quarter. Students exceeding 3 tardies during the quarter will be assigned an office detention for each unexcused tardy for the remainder of the quarter. A student may present a note excusing a tardy the following day.

Whether excused or unexcused, excessive tardiness will be addressed on a case-by-case basis with possible disciplinary action.

Entering or Leaving the Building

- To ensure the safety of our students, all students, except those arriving by bus will enter the school through the Main Lobby entrance.
- The school is open each day at 7:30 AM.
- High School students arriving prior to 7:45 must remain in the high school hallways. Only those high school students who buy breakfast may be in the cafeteria.
- All students who enter the School after 7:55 AM will enter through the main lobby of the building. All other doors will be locked from the outside at 7:55 AM.
- Once a student has arrived on school grounds, he/she is not to leave school grounds without administrative approval.
- Students who need to be dismissed must present a note from their parent/guardian to the School Secretary before 7:55 AM on the day of dismissal. There will be no student dismissals by telephone unless it is approved by the principal or assistant principal. No exceptions.
- Students being dismissed must sign out in the office and leave by the main lobby.
- Students dismissed during the day and then returning to school must provide documentation / note upon their return.

No School Policy

The policy for NO SCHOOL is geared to the safety of the children. Generally, if the buses can operate safely, school will be in session. However, it is expected that if any parent/guardian does not desire to have a child venture out during inclement weather, it is his/her prerogative to keep the child at home, weather conditions will be noted on attendance. Road agents and the transportation contractors make the decision to operate as usual, delay,

or close. If it is determined that the road conditions are hazardous, parents/guardians and children will be informed in the following manner:

Automated Contact System: Households will receive a recorded phone notification message. Parents wishing not to be contacted in this manner should notify the school office.

Radio/Television Stations:

WBZ

WMUR-TV - Manchester Channel 9

WZID – Manchester 95.7FM

www.WMUR.com

Delayed Openings

On a delayed opening, schools will be open two (2) hours after the regular starting time and bus pickups will be two (2) hours later than normally scheduled. Dismissal will be at the regular time.

Should road conditions remain hazardous; the “NO SCHOOL” announcement will be made over the radio and TV stations and through automated contact notification system. The decision to close school after a Delayed Opening will be made after 8:30 AM

Code of Conduct

Wilton- Lyndeborough Cooperative School endorses the following principles of student conduct in accordance with our Student Learning Expectations:

- I. Respect for law and those given the authority to administer it shall be expected of all students. This includes conformity to school rules, as well as to general provisions of the law regarding minors.
- II. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall be expected of all members of the school community.
- III. Respect for real and personal property, pride in one's work, and exemplary personal standards of courtesy, decency, honesty, and wholesome attitudes shall be maintained.
- IV. Respect for individual worth is the obligation of the school. Diligence and a desire to benefit from the opportunity is the obligation of the student.

School-Wide Expectations

WLC Students are expected to:

- Show courtesy and respect to others and their property. Use appropriate language, behavior and dress.
- Be a present and contributing member of the school community.
- Act in a responsible and appropriate manner at all times when on school grounds, in the building, on field trips or at sporting events.

Classroom rules:

Teachers will determine consequences that may include a teacher after-school detention (with a 24-hour notice).

Office Referral:

Administration will determine consequences that may include an office after-school detention, in- school suspension, out-of-school suspension or other appropriate positive reinforcement. A meeting between teacher – student (and possibly parents) may be required prior to students returning to the classroom.

Because of the variety and severity of offenses that may occur, the administration reserves the right to adjust the consequences when necessary after conferring with the referring teacher and referred student.

Disciplinary Procedures and Consequences

Discipline is most effective when it deals directly with the problem at the time and place it occurs and is provided in a reasonable and impartial manner. School personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the student's ability to grow in self discipline. Disciplinary action, when necessary, will be firm, fair, and consistent so as to be most effective in changing student behavior. All discipline referrals, regardless of level will report to administration in the main office first.

In determining the appropriate disciplinary action, administration will consider the following:

1. The student's age.
2. The nature of the offense and the circumstances which led to the offense.
3. The student's prior disciplinary record.
4. The effectiveness of other forms of discipline.
5. Information from parents, teachers and/or others, as appropriate.
6. The adverse impact on others and/or the learning environment.
7. Other extenuating circumstances.

Restorative practices and/or remedial responses are an important part of our code of conduct and place the focus of discipline on discerning and correcting the reasons why the student behaviors have occurred. The restorative or remedial responses WLC utilizes are designed to help students learn from their mistakes and correct the problem behavior as well as prevent another occurrence of the behavior. Appropriate restorative/remedial measures may include, but are not limited to:

1. peer support groups
2. assignment of an adult mentor at school that the student checks in with at the beginning and end of each school day
3. corrective instruction that reemphasizes behavioral expectations or other relevant learning or service experience
4. engagement of the student in a reflective activity, such as writing an essay about the misbehavior and its impact on others and how the student might handle the situation differently in the future and/or make amends to those who have been harmed
5. restorative intervention and/or mediation where constructive conflict resolution is modeled
6. behavioral management plans or behavior contracts, with benchmarks that are closely monitored
7. student counseling and parent conferences.

As a general rule, discipline will be progressive. This means that as a student's number of violations increase, disciplinary consequences increase as well. Additionally, a student's first offense in one category, coupled with multiple offenses in other categories may result in a harsher penalty than that of another student who does not have a similar violation history; however, the WLC administration reserves the right to impose any level of discipline, even for a first offense, as the facts may warrant.

Teacher Detention

Teachers can assign detention to be served before or after school at their discretion for minor classroom offenses such as occasional tardiness, missing homework, lack of preparedness for class, or talking out of turn. Students will be provided 24-hour notice prior to serving the detention and be released by 3:00 pm. Teacher detentions are not included in a student's cumulative discipline record; however, missed teacher detentions and/or repeated misconduct will be referred for administrative discipline. When serving a teacher detention, students must report to the teacher's classroom at the end of the school day. Depending on the teacher and the conditions of that day's attendance, the student may be completing missed assignments or other academic tasks as assigned. When students leave their assigned detention area, they are to report to the front entrance and remain there until they are picked up.

Administrative Detention

Disciplines involving administrative detentions are retained in the school discipline files. Detentions are held on Mondays, Wednesdays, and Thursdays. While serving administrative detention, students report to the alternative education room at the end of the school day. Students should bring enough work or silent reading to occupy the designated detention period, either a half hour or a full hour. When students leave their assigned detention area, they are to report to the front entrance and remain there until they are picked up. Note: Phones and other electronic devices are not permitted during detention periods. Office phones are available if needed.

Restitution or School Service (property damage / destruction incidents)

In-School Suspension (ISS)

In-school suspension (ISS) is assigned for more serious or multiple discipline infractions. While serving an in-school suspension, students will report to the ISS room and work on assignments given to them by their classroom teacher. Use of phones and other electronic devices are not permitted. Students will have their lunch in the ISS room.

Out-of-School Suspension (OSS)

Students who commit severe violations of school safety are suspended from school and are not permitted on school grounds.

Suspension from School and Athletics/Participation in Co-Curricular Activities

Participation in co-curricular activities is a privilege at WLC. Students who choose to participate are representing out school and are held to a high standard. Students who receive either ISS or OSS are also suspended from participating in athletic practices and games as well as participation in any co-curricular activities during or after school. This suspension will last from the date of suspension through its duration. Any student sent to the office for founded disciplinary reasons who is participating in a co-curricular activity will be excluded from participation on that day. This includes practice, games, competitions, or performances. Students who have continued disciplinary actions will be excluded from co-curricular activities.

Make-up work after an OSS

Students receive full credit for work completed during an OSS. Students should coordinate missing work with individual teachers. It is the student's responsibility to seek out the teacher's assistance and make up work.

Suspension and Expulsion of Students (RSA 193:13)

- The Superintendent is authorized to suspend students from school for gross misconduct or for neglect or refusal to conform to the reasonable rules of the school, providing that where there is a suspension lasting beyond 10 school days, the parent or guardian has the right to appeal such suspension to the local school board. Suspension to continue beyond 20 school days must be approved by the local school board.
- Any student may be expelled from school by the local school board for gross misconduct, for neglect or refusal to conform to the reasonable rules of the school, for an act of theft, destruction, or violence as defined in RSA 193D:1, or for possession of a pellet or BB gun or rifle. The student shall not attend school until restored by the local board. Any expulsion shall be subject to review if requested prior to the start of each school year further; any parent or guardian has the right to appeal any such expulsion by the local school board to the State Board of Education.
- Any student who brings or possesses a firearm as defined in Section 921 of Title 18 U.S.C. in a safe school zone as defined in RSA 193-D:1 without written authorization from the superintendent or designee shall be expelled from school by the local school board for a period of not less than 12 months. Any expulsion shall be subject to review by the local school board if requested by a parent or guardian prior to the start of each school year, and further, any parent or guardian shall have the right to appeal any such expulsion by the local school board to the state Board of Education.
- Any student expelled by a local school board under the provisions of the Gun-Free School Act of 1994 shall not be eligible to enroll in another school district in New Hampshire for the period of the expulsion. Nothing in this section shall be construed to prevent the local school district that expelled student from providing educational services to such students in an alternative setting.
- A student expelled from school in another state under the provisions of the Gun-Free School Act of 1994 shall not be eligible to enroll in a school district in NH for the period of the expulsion.

Off Limit Areas

Students are not allowed in the hallways, bathrooms, or outdoors during class or study hall periods unless issued a pass or given permission from a staff member. With the exception of assigned classes, the school grounds and parking lots are off limits during the school day and during lunch, as are the gymnasium, Industrials Arts room, and stage area without supervision. Students in any unauthorized area will face disciplinary action. Students are required to report to assigned classes or study hall on time. Students requesting permission to leave a study hall must present a pass from the staff member they wish to see to the study hall teacher. Passes are issued with belief that they will be used as intended by students. Wandering the building, visiting the cafe, or going to the school store is an abuse of trust and will result in loss of that privilege and/or disciplinary action.

Buses – Student Conduct

The School Board and staff members are very concerned about safety as we transport pupils. Cooperation from parents and students is requested as we attempt to keep the buses safe for all concerned.

Students using district transportation should understand that they are under the jurisdiction and code of conduct/disciplinary rules of the school from the time they board the bus until they are deposited at the stop nearest their home.

In accordance with its policies JICC and JICC-R, the WLC School Board is notifying all students that they are subject to being audio-videotaped on the school bus at any time. A sign will be conspicuously placed on the bus notifying riders that their conversations and /or actions may be recorded on tape. This applies to all students transported to and from Wilton-Lyndeborough Cooperative Middle School and High School WLC School District buses (as approved by the Wilton- Lyndeborough Cooperative School Board).

I. General Rules

- A. The school bus is an extension of the school, and all school rules and regulations which pertain to student conduct, behavior or discipline in the schools are applicable to student conduct on a school bus. Accordingly, in addition to specific rules of conduct and discipline provided below, the ordinary school and District rules and regulations regarding student behavior/conduct/discipline, will simultaneously apply to all students using District transportation, and may result in separate disciplinary actions as permitted under applicable statutes, School Board Policy, and any school based or District rules or procedures.
- B. The school bus driver is in complete charge of the school bus and the pupils, and shall have the same authority in maintaining discipline as a teacher in the classroom.

II. Student Conduct

- A. Students will stay on curb or off pavement at the side of the road until the bus stops, the door is open and lights are flashing.
- B. Students will board bus in single file and fill seats as assigned by the driver.

- C. Students will stay in their seats at all times, with feet on the floor; they will not change seats without permission of the driver.
- D. Students will not lower windows without permission of the driver. Hands and heads must never be extended from open windows.
- E. No smoking at all on any bus, including charter trips.
- F. No profane language, obscene gestures, excessive noise, fighting, wrestling, or acts of physical aggression will be tolerated.
- G. Once a student has boarded the bus, he/she may not get off except at his/her destination. (Exemption will be made only with a note from the principal.)
- H. Students may ride only the bus to which they are assigned. (Exemption will be made only with a note from a principal).
- I. Students must be seated and are not permitted to change seats when the bus is in motion or to annoy other riders on the bus

Reference School Board Policy JICC

Safe Schools

Smoking/Tobacco Use

New Hampshire State law prohibits:

- Possession of any tobacco products and smoking by persons under the age of eighteen (tobacco products include cigarettes, cigars, pipe tobacco, chewing tobacco, vaporizers, or similar products.)
- Smoking in school buildings or on school property
- The use of/possession of an E-cigarettes are included in this policy.

School policy reflects these laws with the goal of making WLC a healthy environment for both students and staff. Students are prohibited from smoking on school property and at any school-related event that takes place off school property, regardless of their age. Any student in violation of the smoking policy will be disciplined per the code of conduct.

For the purposes of this policy, the term “tobacco product” means any product that contains or that is made or derived from tobacco and is intended for human consumption, including all lighted and smokeless tobacco products, as well as electronic cigarettes, vaporizers, and other electronic smoking devices even if they do not contain tobacco or nicotine.

In accordance with R.S.A. 78:12-b, all incidents of possession of tobacco products or smoking involving students under the age of eighteen will be reported to the Wilton and/or Lyndeborough Police Department. Under R.S.A. 169-B:32 the student will be issued a district court complaint by the Wilton and/or Lyndeborough Police Department.

Reference School Board Policy JICG

Drug and Alcohol Use

Because of the serious consequences, legal and otherwise, that may result from the use of alcohol or other drugs, a student may not attend school, or participate in, or be present at any activity sponsored by the school if the student shows evidence of having used alcohol or any other drug. Violators will be suspended at once. In addition, any student in possession of, or any student selling or distributing alcohol or drugs, will be subject to disciplinary action up to and including expulsion from school. It should also be noted that students who are in possession of look-alike drugs or in the presence of others who use or possess drugs are subject to disciplinary action. All drug and alcohol related violations will result in police notification.

Possession and/or Use of Drugs or Alcohol:

- 1st Offense: Ten days out-of-school suspension
- 2nd Offense: Ten days out-of-school suspension with recommendation to the Superintendent of Schools for additional disciplinary action. This additional action could be a recommendation to the Wilton-Lyndeborough School Board by the Superintendent that the student be expelled from school for the remainder of the school year.

Selling, Transferring or Distributing Alcohol or Drugs:

Ten days out-of-school suspension with recommendation to the Superintendent of Schools to take additional disciplinary action. This additional action could be a recommendation to the Wilton-Lyndeborough School Board by the Superintendent that the student be expelled from school for the remainder of the school year.

Reference School Board Policy JICH

Bullying and/or Cyberbullying

Bullying or cyberbullying is a single significant incident or a pattern of incidents involving a written, verbal, or electronic communication, or a physical act or gesture, or any combination thereof, directed at another student which:

- Physically harms a student or damages the student's property
- Causes emotional distress to a student
- Interferes with a student's educational opportunities
- Creates a hostile educational environment
- Substantially disrupts the orderly operation of the school.

The Wilton Lyndeborough School Board is committed to providing a safe and secure environment in which all members of the school community are treated with respect. Any insult, taunt, negative comments, verbal challenges, and physical challenges that are likely to intimidate others or provoke a violent or disorderly response will not be tolerated. This includes communications that occur through electronic media, whether at WLC or in the community at large. Such offenses will be dealt with in accordance with school and district policy and may result in disciplinary action including but not limited to detention, suspension, and restriction from participation in school activities. This policy is intended to comply with RSA 193-F, which specifically identifies bullying as a form of student

harassment. Conduct constituting bullying or cyberbullying will not be tolerated and is prohibited by this policy in accordance with RSA 193-F.

Reporting Bullying or Cyberbullying

Any school employee, or employee of a company under contract with a school in the district or the district itself, who has witnessed or has reliable information that a student has been subjected to bullying or cyberbullying, as defined above, shall report that incident to the Principal or his/her designee, who shall in turn send a copy of the initial report to the superintendent of schools. This report shall be investigated by the principal or his/her designee. A final report in writing detailing the status of the incident shall be submitted to the Superintendent of Schools. If an investigation concludes that a student has engaged in bullying/ cyber bullying conduct prohibited by this Policy, that pupil shall be subject to appropriate disciplinary action. This may include, but is not limited to, loss of privileges, detention, suspension, expulsion, or other actions determined to educate/inform persons about the ramifications of bullying/cyber bullying behavior. Any such disciplinary action shall be taken in accordance with the applicable Wilton Lyndeborough School Board Policy and legal requirements.

Reference School Board Policy JICIB

Fighting

Physical fighting for any reason will not be tolerated. Students involved in fights will be subject to suspension or expulsion from school. Students are encouraged to resolve disputes by talking the problem out or by seeking a disinterested third party (teacher, administrator, or counselor) to resolve the dispute.

Reference School Board Policies JIC, JICD, JICDD, KFA

Possession of Weapons

In compliance with New Hampshire RSA 193:13 and 193D (Safe School Zones and relative to school violence), and Federal Statute Improving America's Schools Act of 1994, "any student who is determined to have brought a weapon to school or who knowingly possesses a weapon in a safe school zone without written authorization from the Superintendent or designee shall be expelled for not less than one year (365 days). A 'weapon' means a firearm as defined in Section 921 of Title 18, United States Code, and in NHRSA 193:13. Weapons shall include, but not be limited to starter pistols, pellet guns, BB guns, rifles (NHRSA 193:13); and by any 'weapon' which will or is designed to or may readily be converted to expel a projectile by the action of an explosive' (Title 18), or any destructive device, including 'any explosive', incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one quarter ounce, mine or any similar device..." (Title 18).

Possession of Dangerous Objects/Other Weapons

The possession of a dangerous object in the school building or on school property and school buses and including school functions is prohibited and will result in suspension, police

intervention, and possible expulsion from school. Dangerous objects include but are not limited to knives, slingshots, pepper spray, and other similar chemicals and/or sprays. In addition to these expressly prohibited dangerous objects, almost any object can be potentially dangerous depending upon its usage. Any object used in an aggressive or reckless manner shall fall under the consequences of this section. All students are permitted to turn in “dangerous objects/other weapons” which may have been accidentally brought to school as soon as they are discovered thus averting the serious consequences described by the regulations.

Note: Look alike and/or toy weapons will be included in the category of “other weapons,” and will result in serious consequences for students who intend to use them to frighten, harass, or intimidate others and then use the disclaimer “it was only a toy.”

Reference School Board Policy JICI

Consequences

Level I	Level II	Level III	Level IV	Level V
Classroom Behavior	Disruptive Behavior	Rule Violations	Safety Violations/Misconduct	Gross Misconduct
Consequences at teacher discretion	Detention (1/2 -1 hour per disruption)	In-School Suspension (1-3 days)	Out of School Suspension (1-10 days)	Out of School Suspension (10+ days)

<p>Teachers establish rules and procedures that support a safe, respectful environment conducive to learning. They may create and consistently apply consequences around behaviors that include but are not limited to the following:</p> <ul style="list-style-type: none"> -Excessive Talking -Work habits and practices -Use of phones and other devices <p>Teachers may assign teacher detention for violations of classroom rules. Repeated classroom rule violations should be referred to administration.</p>	<p>Disruptive behaviors that include but are not limited to:</p> <ul style="list-style-type: none"> -Skipping class -Tardies -Disrespect -Directed profanity -Insubordination -Classroom disruption -Skipped detentions -Misuse of personal electronics/phones -Cheating/plagiarism -Being out-of-area -Bus behaviors -Dress code violations 	<p>Rule violations that include but are not limited to:</p> <ul style="list-style-type: none"> -Excessive Tardies (10+) -Failure to report to office when sent -Forgery -Leaving school grounds -Bullying -Racial harassment -Sexual harassment -Vandalism -Theft -Misuse of computers/networks -Misconduct 	<p>Safety Violations that include but are not limited to:</p> <ul style="list-style-type: none"> -Fighting -Assault -Possession, use <u>or</u> being under the influence of alcohol, tobacco, or other drugs -Use or possession of drug paraphernalia* -Threats -Abusive conduct or language -Use or possession of weapons or items to be used as such. -Threatening behavior -Sexual harassment -Racial harassment -Unsafe driving on school property** -Gross Misconduct 	<p>Behaviors that are deemed to be gross misconduct may be referred to the Superintendent of Schools for additional suspension and/or possible expulsion by the School Board</p>
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* Includes vaping equipment.

**Unsafe driving on school property also will result in suspension or revocation of parking privileges.

****Habitual violations may result in greater consequences.***

Procedures & Regulations

Accidents

All accidents resulting in personal injury must be reported to the school nurse. Accident forms are available in the nurse's office.

After School Supervision

Students are required to be under adult supervision after 3:00 PM. When an after school program or activity is completed, students should go directly out of the building through the front door. Stops to the bathrooms or lockers need adult supervision. Students who are not under adult supervision will be asked to leave the building.

Computer Misuse

Students using school computers for purposes other than school-related assignments or access inappropriate websites will lose their computer privileges, per the school computer use agreement contract. Altering computer programs, desktop setup, equipment is vandalism which will result in disciplinary action and reimbursement for damages. The computer use agreement is signed once as a student enters the school but is in effect throughout their complete school experience.

Electronic Device Policy (High School)

- To support the learning process and avoid disruption, electronic devices including cell phones, iPods, MP3 players, and tablets are permitted in school within the following parameters:
- Earbuds are not to be used or visible during assemblies or in the hallways.
- Phones and other electronic devices are allowed in the classroom for educational purposes only with teacher permission. Texting/calls in classes or classroom-based study halls is not allowed.
- Phones and other electronic devices are permitted in the cafeteria, guidance, nurse's office, the front office, and during passing time.
- Phones are not to be used to contact students in classes or during assemblies.
- Phones should not be used to call or text a parent with the exception of scheduled lunch or cafeteria study time. Emergency situations should be handled in the main office, school counseling, or the nurse's office.
- Devices are not to be used to take photos or videos of students or staff without their permission.
- Only hands-free cell phone use is allowed while driving in the school parking lot.
- Students are responsible for the security of their electronic devices.

Students violating the electronic device rules may have their devices secured for the duration of the school day and receive disciplinary action. **Teachers may confiscate phones during class if they become a distraction.** Administration will be made aware of multiple incidences of confiscation and disciplinary action may occur.

Failure to turn over any electronic device when requested will be considered insubordination and result in disciplinary consequences.

Electronic Device Policy (Middle School)

Electronic devices including cell phones, iPods, MP3 players, and tablets are not permitted in the middle school during the school day. Students may keep their personal devices in their lockers. They must be off or in silent mode. Teachers may use their discretion as to their use for educational purposes.

Failure to turn over any electronic device when requested will be considered insubordination and result in disciplinary consequences.

Bicycles/Skateboards

Bicycle and skateboard riding are prohibited on school property. Bicycles must be secured on bike racks; the school does not take responsibility for the security of bicycles. Skateboards must be placed in lockers at all times during the school day, any skateboard will be confiscated and placed in the Assistant Principal's office and returned at the end of the day. On the second offense it will be confiscated, placed in the Assistant Principal's office and returned only to a parent/guardian. Failure to turn over any item when requested will be considered insubordination and result in further disciplinary consequences.

Emergency Drills (Evacuation/Lockdowns, etc.)

During the course of the school year, the administration will conduct emergency drills to ensure students are familiar with emergency procedures. Uncooperative students will be subject to disciplinary action.

Evacuations: In the event of a threat to student safety, it should be understood that school may not be dismissed for the day by the school administration. Upon direction of the administration, students may be sent to Florence Rideout Elementary School. Upon the approval of the authorities (police and fire departments) that it is safe to return to the building, classes will resume.

Students will remain with their teachers, who will keep them together at all times. No students are to get into a vehicle at any time.

Reference School Policy JLI

Dress Code

Students are expected to dress appropriately at school and in a way that does not disrupt the learning environment. Students not in compliance with the dress code will be asked to correct the violation or face disciplinary consequences. Some clothing can be made available and borrowed at school to correct the problem immediately. Violations include but are not limited to clothing or jewelry that depicts, promotes, or expresses:

Violence or weapons

Profanity

Drugs, alcohol, and/or tobacco use

Sexual innuendos

Intolerance or a lack of respect to others

Gang affiliation

In addition:

- Students must wear clothing including a shirt with pants or the equivalent (for example dresses, skirts, leggings, or shorts).
- Students must wear shoes.
- Shirts and dresses must have fabric in the front, back, and on the sides.
- Clothing must cover undergarments (waistbands and straps excluded).
- Fabric covering the stomach, torso, genitals, and buttocks must be opaque (not see through).
- Hats and other headwear must allow the face to be visible to staff, and not interfere with the line of sight of any student or staff. Hoodies must allow the face and ears to be visible to school staff.
- Clothing must be suitable for all scheduled classroom activities including physical education, science labs, woodshop, and other activities where unique hazards exist.
- Specialized courses may require specialized attire, such as sports uniforms or safety gear.

Classroom teachers may request that hoods be worn down and hats/caps be removed. Decisions concerning questionable clothing will be determined by the administration.

Reference School Board Policy JICA

Mutual Respect, Civility, and Orderly Conduct

WLC is committed to the highest standards of academics and integrity, acknowledging that respect for self and others is the foundation of educational excellence. As such, we will cultivate an environment of mutual respect and responsibility. Whether we are students, parents, faculty, staff, or community members, we have a right to be in a safe environment, free of disturbance and civil in all aspects of human relations.

Reference School Board Policy KFA, KFAA

Guests at School Social Functions

School social functions are extensions of the school day, and school rules continue to apply (including rules regarding smoking, alcohol, and drugs).

- Only WLC students and their guests will be allowed entrance to a dance. WLC students may invite one (1) guest to a dance. The student is responsible for the conduct of his/her guest and will be held accountable for the guest's actions.
- To sign up a guest, a student must register him/her in the main office no later than noon on the Friday of the week of the dance. Approval of guests is the sole prerogative of the administration.
- Students will not be admitted to any school dance after one hour past the starting time without advanced administrative approval.
- Middle school students are not allowed to bring guests.

Visitors

All visitors, including parents and former students, must report to the main office prior to going elsewhere in the building. All visitors must display a visitor's pass.

Students are not allowed to bring visitors to school, unless permission has been granted by the administration. Normally, written request for a visitation must be presented to the administration at least one day in advance of the visit. The length of the visit will be determined by the administration.

Reference School Board Policy KI

Lockers

Lockers belong to the school and are on loan to the students. Students are responsible for the condition and cleanliness of them. Lockers must be able to be closed without damaging the locker door. Any damage to the lockers will be the financial responsibility of the student. The administration has the right to inspect the lockers at any time.

Motor Vehicles

All students must register their automobiles or motorcycles with the office annually. No one will be allowed to park an unregistered vehicle on the school property. All automobiles will be assigned a parking space on a first come first serve basis. Once the vehicle has arrived on school property, it should be parked and students should immediately leave the parking area. Students will not be permitted to return to their vehicle during school hours without approval of the administration.

Caution is urged, and all drivers are reminded that the absolute speed limit on school property is 15 miles per hour. Students are also reminded that driving around the oval is only one way. Persons violating good driving practices will lose their parking privileges while in school.

Snowmobiles and other off-road motorized vehicles are not allowed to be used to transport any student “to and from” school.

Reference School Policy JLIE

Academic Integrity

Students are expected to behave with honesty and integrity in the completion of their academic work. Academic dishonesty—including plagiarism, cheating or copying the work of another, using technology for illicit purposes, or any unauthorized communication between students for the purpose of gaining advantage during an examination—is strictly prohibited.

Plagiarism is a form of cheating that is defined as taking words, information, or ideas from another source without giving credit or providing proper documentation. Cheating and plagiarism undermine our learning community and will not be tolerated. Examples of cheating include but are not limited to:

- Submitting another's work as one's own.
- Giving/receiving test, quiz, or homework answers (working together without teacher permission)
- Using/ supplying "cheat sheets," texts, etc. on an assessment or inappropriately gaining prior knowledge of assessment questions
- Copying work or allowing someone else to copy your work
- Cutting and pasting from the internet or using direct quotations without proper documentation
- Rephrasing the ideas of another without indicating the source
- Using a translator for assignments in world language classes without teacher approval
- Using summaries (Cliff/Spark notes) in place of reading the text
- Submitting internet work as one's own

In accordance with the WLC's Expectations for Student Learning, a WLC student is expected to be an ethical person. WLC students will demonstrate the highest standards of academic conduct and personal integrity. The WLC faculty is committed to helping students avoid unintentional plagiarism and understand the rules of responsible scholarship. Students found to have plagiarized and/or cheated will be referred to the administration and that work will be given a zero. Students may have an opportunity to resubmit the assignment or similar assignment to determine competency grade as determined by the administration. Incidents of this nature may also result in exclusion from school honor societies including the National Honor Society or other honor recognitions.

Study Hall Rules and Procedures

Students will:

- Be in their seats on time
- Be prepared to study
- Work on all of their assignments
- Respect themselves and others
- Students will use the restroom and get a drink between classes. They will remain in the study hall room until the bell rings unless there is an emergency. One student may be out of study hall on a pass at a time with the exception of library passes or passes from other teachers. The receiving teacher must know that the student is coming.
- Students will remain quiet for the entire study hall period to allow for an atmosphere that is conducive to learning.
- If students have a presigned pass from another teacher requesting they go to the library for research or to another teacher's classroom, they may be permitted to go, however they must return to study hall before the end of period bell rings.
- Students will work until the bell rings. This means you will bring all necessary supplies to occupy yourself the entire class period. If you have no assignments to

work on, bring reading material or review other class material. Work may be provided by the teacher if you do not bring something to work on in study hall.

Textbooks, Chromebooks & Equipment

The school district provides textbooks, Chromebooks and equipment that are needed by the students for class work. The student is responsible for keeping these items in good condition. This material is on loan to the student. All textbooks are to be covered at all times. In cases where books, Chromebooks or equipment are lost, destroyed, or damaged in excess of reasonable wear and tear, the student will be assessed an amount sufficient to cover the loss. Official transcripts or report cards will not be released until all accounts are settled.

Video and Audio Surveillance on School Property

The Wilton-Lyndeborough Cooperative School Board authorizes the use of video and/or audio devices on Wilton-Lyndeborough Cooperative School District property to ensure the health, welfare, and safety of all students, staff and visitors to District property and to safeguard District buildings, grounds, and equipment. Placement of the video 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.

Reference School Board Policy EEAA

Administration's Discretion

All issues not specifically named in this handbook may be determined at the discretion of the Administration and/or School Board.

Activities and Organizations

WLC has an ongoing concern for the total student. We believe that students are best served when their academics are complemented with participation in non-academic activities and school organizations.

WLC offers a variety of activities and organizations for its students that span the school year.

Not all activities are offered every year. New activities may be added dependent upon student interest. All activities must be approved by the administration.

WLC competes in Division IV for most athletic competitions. The classification of Division IV is determined by the enrollment numbers of WLC. This allows WLC to compete with schools of similar size.

ELIGIBILITY

In order for a High School/Middle School Student to participate in interscholastic athletics or a co- curricular activity they must fulfill all the regulations and requirements set forth by the NHIAA, TCL, GSC, and the WLC School Board. The requirements are as follows:

A High School Student must take four (4) period courses or be enrolled full-time in order to be eligible to participate in the sport or the co- curricular activity.

Eligibility Requirements for Co-Curricular Activities for Grades 6-12

- High school students must have received passing grades in ALL units of work during “start of the season snapshots.” Middle school students must have passing grades at the end of the previous grading period (quarter). Please refer to the Guidelines of Academic Probation below.
- For Fall participants, Middle School/High School eligibility is determined by grades received in the previous grading period.
- Successfully completed summer school grades and/or credit recovery cannot be used to regain eligibility unless approved by administration.

Guidelines of Academic Probation

1. Any middle school student who fails 1 or 2 units of work during the previous marking period, or any High School Student during the “start of the season snapshots,” will be placed on academic probation for a 10 day period and required to sign an Academic Probation Student Contract.
 - a) The student will be eligible to participate in any activity representing the school during this 10 school day period. At the end of this time the student has to obtain passing grades in all units of work.
 - b) If at the end of the probation period the student is unable to maintain passing grades the student will be deemed ineligible to participate for the remainder of that activity.
 - c) If a student is successful in maintaining passing grades the student will be monitored every 10 school days for the remainder of the activity to determine continued eligibility.
 - d) Students failing more than 2 units of work will not qualify for probation and therefore be ruled ineligible for participation.
2. Students failing 1 or 2 units of work at the end of the school year will have the probation period start at the beginning of the next school year.
 - a) The grades will be checked at the end of the first 10 days of school; if grades have not been posted, this will be handled on a case-by-case basis with the assistance of administration.
 - b) Academic probation will begin on the first day of school. Participants will be allowed to start at the beginning of the fall season, prior to the beginning of school.
3. Academic Probation will be limited to once per school year.

4. Grades will be monitored by the Guidance Department, the Athletic Director, and/or the Activity's Advisor.

Reference School Board Policy JJIC

Co-Curricular & Activity Opportunities at WLC

(active programs are determined annually and are dependent on student interest)

Baseball Teams

Baseball is a varsity and Middle School spring sport that is offered to boys.

Basketball Teams

Basketball is a varsity, junior varsity and Middle School winter sport that is offered to boys and girls.

Band & Chorus

The music department offers students the opportunity to be part of the band and/or chorus. Students perform for two (2) concerts (December and May) and sometimes for special school assemblies.

Destination Imagination

Destination Imagination is a creative problem solving competitive team activity. Each team is limited to 7 students with at least one adult team manager. High School and Middle School students are eligible. The number of teams is limited only by the number of available team managers. Regional competitions take place in March; the state competition occurs in April.

Drama Club

The Drama Club performs up to two shows a year and invites all students to audition for each show. Students not wishing to perform may sign up to work on the technical crew. Grades 6-12 are welcome!

Gay/Straight Alliance (GSA)

The GSA is a student-run club which provides a safe and supportive environment for LGBTQ youth and their allies.

High School Math Team

Tryouts are held each fall. The team competes in 5 SMASH Math League competitions and the State Math Contest each year.

Middle School Math Team

The Middle School Math Team consists of students who enjoy math. They meet on a regular basis to do challenging problems. In early February a qualifying test is given to the group and the best eight (8) students are chosen to represent WLC at the Math Counts Competition at Keene State College.

National Honor Society

The National Honor Society (NHS) is the nation's premier organization established to recognize outstanding high school students. More than just an honor roll, NHS serves to recognize those students who have demonstrated excellence in the areas of scholarship, leadership, service, and character. The National Association of Secondary School Principals (NASSP) officially established NHS in 1921 and continues to regulate it today.

Election to membership in the National Honor Society represents the highest honor and trust that can be bestowed upon a student at WLC. Membership in the society is indicative that the student is not only demonstrating and promoting qualities of scholarship, leadership, service and character, but is also exerting an effort to improve conditions in the school and community. Students are invited to apply for NHS based on a minimum GPA of 3.5 and selection is made by a faculty Advisory Board.

Peer Leaders

Peer Leaders are a group of 7th and 8th grade students selected by school staff members. These students demonstrate strong leadership skills, are friendly and kind to their peers, and serve as role models for the entire WLC middle school community. Peer Leaders are responsible for programs such as Student of the Month, Red Ribbon Week, and Pennies for Patients. This organization participates in activities that will benefit the school as a whole.

Robotics

Robotics is a program open to all students. It is a team activity in which students learn to build robots from Legos. These robots are then computer programmed to accomplish a specific set of tasks. The team competes with other schools in their ability to meet the specific challenges.

Ski Club

The Ski Club (organized and run by an outside organization) participates in an after-school ski program for several weeks each winter. Information will be available for sign-ups during the fall months in the office. This club is recognized by WLC and students will be dismissed accordingly without penalty.

Soccer

Soccer is a High School Varsity and Middle School fall sport that is offered to boys and girls.

Softball

Softball is a High School Varsity and Middle School spring sport that is offered to girls.

Student of the Month

Middle school staff recognize two students from each grade every month for outstanding academic and /or character exhibited over the course of the month.

High school staff recognize four students each month from two grades (alternating months =

9/10 and 11/12) for outstanding academic and/or character exhibited over the course of the month.

Track Team

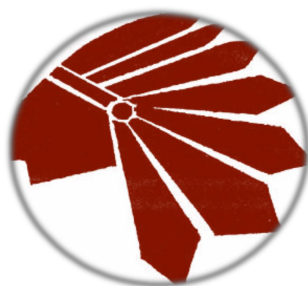
Track is a spring varsity sport that is open to both boys and girls. Middle School students may participate via petition.

Tennis

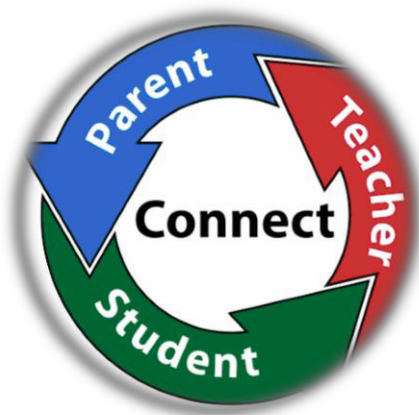
Tennis is a spring varsity sport that is open to girls. Middle School students may participate via petition.

Warrior Watch Program

Throughout each month, anyone at WLC may nominate a student or staff member for recognition of their effort towards improving the school environment (random acts of kindness), or community service. All nominees will be recognized at the end of each month with a random drawing from nominees to receive a special award.



Parental Involvement Opportunities



The Co-Op Connection

The WLC Co-Op Connection is the parent/community support for WLC students and staff. The group meets one evening per month to plan activities, discuss issues, and develop programs. Information and meeting updates can be found on the WLC webpage. Parents may register to be on the Co-Op Connection email list for regular updates. All parents of WLC students are most welcome to attend.

Volunteers

Parent and community volunteers are also welcome at the school. Contact the Principal's Office (732-9230) if you are interested.

FOOD SERVICES



The Wilton-Lyndeborough Cooperative School District offers meals and a la carte items in accordance with the USDA School Breakfast Program and National School Lunch Program. Meals are available to all students without discrimination. Parents and siblings are welcome to join their student for breakfast or lunch. Please notify the school office prior to 9:00 am so that arrangements can be made. Menus are published monthly and made available at each cafeteria and posted on the school's web site. All menus are subject to change.

MEALS OFFERED

- Breakfast is available for purchase daily to all students at FRES (7:40 am – 8:00 am) and WLC (7:20 am – 7:45 am) before school.
- Breakfast is available for purchase daily as a Grab & Go meal to all students at FRES and LCS during snack time.
- On delayed opening days, breakfast is not served.
- A limited menu is available for purchase mid-morning to WLC students.

- Lunch is available for purchase daily to all students during assigned lunch periods.
- Bag lunches are available for purchase for school sponsored field trips. Please submit the field trip lunch request form to Food Service at least two school days prior to the field trip.
- All meals are compliant to the regulations of the Healthy Hunger-Free Kids Act.
- At all schools, milk is available a la carte for students not purchasing a meal.
- At WLC, additional a la carte items are available.

PAYING FOR MEALS

- Meal prices are posted on the monthly menus.
- A la carte pricing varies, and free/reduced meal benefits do not apply to a la carte purchasing.
- Every student has a debit account in MealTime. Parents/Students may access their MealTime account at any time online or with the mobile app to track spending and make deposits.
- NOTE: All accounts are OPEN unless we receive a letter from you requesting no purchases. From time to time, students do get adventurous and sometimes make purchases without their parents' awareness. Parents are responsible for these purchases.
- The preferred (quickest) method for payment for meals is by using the MealTime account. Each student is assigned a PIN and can purchase meals and a la carte items by entering their PIN at the registers. Use of someone else's PIN is considered fraud and is subject to disciplinary action.
- Deposits can be made into the student's account online, using the mobile app, or by sending checks or cash to Food Service. Please make checks payable to "WLC School Lunch".
- If sending a single check for deposit into multiple students' accounts, please indicate how much to allocate per student.
- Checks returned for insufficient funds (NSF) are subject to a \$30 service charge (service charge is subject to change).
- Cash and check payments are accepted at the registers at WLC. FRES and LCS do not accept payments at the registers.
- If the student's MealTime account does not have sufficient funds, the student will not be permitted to purchase a la carte items. Note that this includes milk, ice cream, and additional entrees as well as all other items offered as a la carte. A la carte purchases are not permitted even if the student is paying in cash. Payments can be applied to the MealTime account.

MEAL BENEFIT PROGRAMS

- Any family or student needing financial assistance should complete the application for free or reduced meals. Meal benefit applications are available on the website, from the Food Service Director.
- Meal Benefits apply only for the current school year. A new application must be submitted each year.
- All applications may be subject to verification.
- For assistance in completing the meal benefits application please contact Deb Roske at 732-9344.

ALLERGIES / SPECIAL MEALS

- All meals and a la carte items available from Food Service are nut-free.
- If your student has special dietary needs, please have your physician complete and sign the "Special Meals Prescription Form" available from the school nurse.
- Food Service will make accommodations to comply with special meals prescription forms.

CAFETERIA SUPPLIES

- Paper goods, plasticware, condiments, etc. are provided for students purchasing meals or a la carte items from Food Service. These items are not available for classroom activities or home use without prior arrangement by the Food Service Director.

School Health & Wellness Policy



The Wilton-Lyndeborough Cooperative School District is committed to promoting wellness and academic performance in schools through curriculum, activities, and life skills. Wellness is a result of both health promotion and disease prevention which includes intellectual health (knowledge), physical health, and social-emotional health. Modeling by adults coupled with peer reinforcement can help shape healthy habits in school children. A cooperative integrated effort between administrators, food service professionals, school nurses, physical and health educators, teachers, parents, and students is necessary. Click [here](#) for WLC's complete [Health and Wellness Policy](#).

Guidelines for School Wellness Implementation

1. Foods Available at School (outside the school nutrition program to include the following)
 - Vending machines
 - Beverage contracts
 - Fundraisers
 - Student stores
 - School parties/celebrations
 - Classroom projects
- 1.1. Healthy snacks will be encouraged and modeled by all classroom teachers at classroom events during school hours. Classroom teachers shall limit the number of non-healthy snacks permitted during classroom events.
- 1.2. Classroom teachers will encourage students to consume foods only during designated times and in designated locations.
- 1.3. The Guidelines for Food and Beverage as developed by the California Center for Public Advocacy will be used as the guideline for defining healthy food choices.
- 1.4. A letter will go home to parents at the beginning of each school year for students in grades K-12 encouraging them to support healthy food choices for parties at school and delineate individual classroom practices when appropriate.

Acceptable Use Policy for use of Computers, Computer

Network and Internet Access(AUP)



I. Statement of Purpose and Intent

The Wilton-Lyndeborough Cooperative School District (“School District”) is providing access for its students and employees to computers, computer networks, and the internet (the “Computer Systems and Network” when referred to collectively). This service allows employees and students to share information, learn new concepts, research diverse subjects, and create and maintain school-based websites.

The School District has adopted this “Acceptable Use Policy” to set guidelines for accessing Computer Systems and Network service provided by the School District.

Every year, students and employees who want access to the Computer Systems and Network will need to sign and return an Acceptable Use Policy Agreement (“AUP Agreement”) to the School District for that year. Students who are under 18 must also have their parents or guardians sign the Acceptable Use Policy Agreement. In addition, students must also follow any school procedures developed at the school site.

By signing an AUP Agreement, the student, employee and parent or guardian agree to follow the rules set forth in this Acceptable Use Policy and to report any misuse of the computer systems and network (or any component thereof) to a teacher or supervisor.

Parties agreeing to this Acceptable Use Policy also understand the School District may, in its sole discretion, revise the Acceptable Use Policy at any time as it deems necessary.

Once a student or employee has returned the signed AUP Agreement, the District will assign an access “Account” to the student or employee.

The Account may only be used during the time the user is a student or employee of the School District. Anyone who receives an Account is responsible for making sure it is used properly.

II. Acceptable Uses of the Computer Network or the Internet

The Account provided by the School District should be used only for educational or professional purposes. Staff may use the Internet for personal use only if such use is incidental and occurs during their duty-free time or is minimal and is otherwise in compliance with the terms of this Acceptable Use Policy.

If a user is uncertain about whether a particular use of the Computer Systems and Network is appropriate, he or she should consult or contact the Technology Coordinator or System Administrator.

III. Unacceptable Uses of the Computer Network or the Internet

The following uses of the Account provided by the School District are unacceptable:

- A. Uses that violate any state or federal law or municipal ordinance are unacceptable. Unacceptable uses include, but are not limited to the following:
 - 1. Selling or purchasing any illegal substance;
 - 2. Accessing, transmitting, or downloading child pornography, obscene depictions, harmful materials, or materials that encourage others to violate the law; or
 - 3. Transmitting or downloading confidential information or copyrighted material
- B. Uses that involve the accessing, transmitting or downloading of inappropriate matters on the Internet, as determined by the School Board or its designate(s) or any other related authority.
- C. Uses that involve obtaining and or using anonymous emails.
- D. Uses that cause harm to others or damage to their property are unacceptable. Unacceptable uses include, but are not limited to the following:
 - 1. Deleting, copying, modifying, or forging other user's emails, files, or data;
 - 2. Damaging the Computer Systems and Network, any part thereof, or any files or data stored within the Computer Systems and Network;
 - 3. Using profane, abusive, or impolite language in transmittals;
 - 4. Disguising one's identity, impersonating other users, or sending anonymous email messages;
 - 5. Threatening, harassing, or making defamatory or false statements about others;
 - 6. Accessing, transmitting, or downloading offensive, harassing, or disparaging materials;
 - 7. Accessing, transmitting or downloading computer viruses or other harmful files or programs, or in any way degrading or disrupting the performance of any part of the Computer Systems and Network;
 - 8. Accessing, transmitting, or downloading large files, including "chain letters" or any type of "pyramid schemes."
- E. Uses that jeopardize access or lead to unauthorized access into Accounts or other computer networks are unacceptable. Unacceptable uses include, but are not limited to the following:
 - 1. Using other users' Account password or identifiers;
 - 2. Accessing another person's email or account without their permission, and as a result of that access, reading or forwarding the other User's e-mails or files without that User's permission;
 - 3. Disclosing one's Account password to other users or allowing other users to use one's Account;
 - 4. Getting unauthorized access into other users' Accounts or other computer networks; or

5. Interfering with other users' ability to access their Accounts.
 6. Using any District computer or part of the Computer Systems and Network to attempt hacking into computer systems, files or data, or otherwise attempting to access information that is protected by privacy laws, irrespective of whether such attempts are within the District's own Computer Systems and Network.
- F. Commercial uses are unacceptable. Unacceptable uses include, but are not limited to the following:
1. Selling or buying anything over the Computer Systems and Network for personal financial gain; or
 2. Using the Computer Systems Network for advertising, promotion or financial gain; or
 3. Conducting for-profit business activities and engaging in non-government related fundraising or public relations activities such as solicitation for religious purposes, lobbying for political purposes, or soliciting votes.

IV. Internet Safety

- A. The District will implement filtering and/or blocking software to restrict access to Internet sites containing child pornography, obscene depictions, or other materials harmful to minors less than 18 years of age. The software will work by scanning for objectionable words or concepts, as determined by the School District. However, no software is foolproof, and there is still risk a user of the Computer Systems and Network may be exposed to a site containing such materials. An Account user who accidentally connects to such a site must immediately disconnect from the site and notify a teacher or supervisor. If an Account user sees another user is accessing inappropriate sites or information, he or she should notify a teacher or supervisor immediately.
- B. The District and its representatives will implement a mechanism to monitor all minors' online activities, including website browsing, email use, chat room participation and other forms of electronic communications. Such a mechanism may lead to the discovery that a user has violated or may be violating this Acceptable Use Policy, the appropriate disciplinary code or the law. Monitoring is aimed to protect minors from accessing inappropriate matter, as well as help enforce this Acceptable Use Policy, as determined by the school board, local education agency or other related authority. The District also reserves the right to monitor other user s' (e.g., employees, students 17 years or older) activities on or through the Computer Systems and Network, and to access review, copy, store or delete any electronic communications or files and disclose them to others as it deems necessary.
- C. Information concerning student identity shall not be posted unless it is necessary to receive information for instructional purposes, or as otherwise permitted in writing by the student and the student's parent or guardian if the student is younger than 18.
- D. Account users shall not reveal on the Internet personal information about themselves or about other persons. For example, Account users should not reveal their full name, home addresses, telephone numbers, school addresses, or parents' names on the Internet.

- E. Account users shall not meet in person anyone they have met on the Internet in a secluded place or a private setting. Account users who are under the age of 18 shall not meet in person anyone they have met on the Internet without their parent's permission.
- F. Account users will abide by all school district security policies.

V. Privacy Policy

The District has the authority to monitor all Accounts, including e-mail and other materials transmitted or received via the Accounts. All such materials are the property of the School District. Account users do not have any right to or expectation of privacy regarding such materials.

VI. Storage Capacity

To ensure that Account users remain within the allocated disk space, users with email accounts should check their email frequently and delete unwanted messages and other files or data that take up excessive storage space. The District will also routinely delete messages from Account users' inbound and outbound log files, messages saved to the archive folders on the system, and messages posted to the School District's website.

VII. Penalties for Improper Use

The use of the Account is a privilege, not a right, and inappropriate use will result in the restriction or cancellation of the Account. Inappropriate use may lead to any disciplinary and/or legal action, including but not limited to suspension or expulsion or dismissal from employment from the School District, or criminal prosecution by government authorities. The School District will attempt to tailor any disciplinary action to meet the specific concerns related to each violation.

VII.Disclaimer

- A. The School District makes no guarantee about the quality of services provided and is not responsible for any claims, losses, damages, costs, or other obligations arising from the unauthorized use of the Accounts. The School District also denies any responsibility for the accuracy or quality of information obtained through the Account.
- B. Any statement, accessible on the computer network or the Internet, is understood to be the author's individual point of view and not that of the School District, its affiliates, or employees.
- C. Account users are responsible for any losses sustained by the School District or its affiliates, resulting from the Account users' intentional misuse of the Accounts.

For further information, please contact Technology Coordinator or System Administrator and/or refer to [School Board Policy JICL - School District Internet Access for Students](#).

The Wilton-Lyndeborough Cooperative School District provides for students who have been diagnosed to have an educational disability. If there is a suspicion of a disability, which is hindering academic success, a teacher, parent, or any interested party may make a referral. The referrals are handled through the Guidance Office of WLC. Students are initially referred to the Student Service Team (SST) which assists in providing suggestions to promote academic and social achievement of the students. If these suggestions do not seem to be enough, then a referral is made to Special Education.

If you have any questions regarding Special Education you are encouraged to contact the school Principal or contact the Special Education Office:

Special Education Department 192 Forest Road Lyndeborough, NH
Phone (603) 654-8086 Fax (603) 654-6694

PROCEDURES IMPLEMENTING NON-DISCRIMINATION ON THE BASIS OF DISABILITY POLICY

A. Coordinator

The Coordinator of this policy, under the federal law cited below, shall be known as the section 504 Coordinator and ADA Coordinator. The Coordinator may be contacted at the Special Education Office.

Inquiries regarding the non-discrimination policy, the filing of grievances, and requests for copies of grievance procedures covering discrimination should be directed to the coordinator.

B. Content of Notice of Non-Discrimination Policy

The SAU #63 has prepared and shall use the following form of notice (the "Notice"):
"It is the policy of SAU #63 not to discriminate on the basis of race, color, national origin, age, sex or disability in its educational programs, activities or employment policies as required by Section 504 of the Rehabilitation Act of 1973, Provision of Title VI of the Civil Rights Act of 1964, the Age Discrimination Act of 1967, title IX of the Education Amendments of 1972, the Education of All Handicapped Children Act of 1975, the Individuals with Disabilities Education Act of 1990 and the Americans with Disabilities Act of 1991."

Inquiries regarding Section 504 of the Rehabilitation Act of 1973, ADA and 34 C.F.R. Part 104 may be directed to the Superintendent of Schools, 192 Forest Road, Lyndeborough, NH 03082 or the State Department of Education, 101 Pleasant Street, Concord, NH 03301.

Any person having inquiries concerning Title IX or the Education Amendments of 1972 and 34 C.F.R. Part 106 may contact the Title IX Coordinator, Department of Education, 101 Pleasant Street, Concord NH 03302, or the Assistant and/or Regional Director, United States Department of Education, Office for Civil Rights, Region I, Boston, Massachusetts.

SUMMARY OF PARENT/STUDENT RIGHTS UNDER SECTION 504 OF THE REHABILITATION ACT OF 1973

The following is a summary of the rights granted under federal law to qualified disabled students and their parents. The full provisions of the federal law creating these rights can be found at 29 U.S.C. Section 794 (Section 504 of the Rehabilitation Act of 1973); and 34 C.F.R. Part 104 et. Seq. A copy of the full regulations is available from the 504 Coordinator.

Qualified Disabled Students:

may not, on the basis of disability, be excluded from participation in, or denied the benefits of, programs or activities offered by the District;

may not, be discriminated against on the basis of their disability in connection with any program or activity of the District;

have a right to be educated in facilities and receive services comparable to those provided for non-disabled students;

have a right to be educated with non-disabled students to the maximum extent appropriate;

have a right to receive a free appropriate public education. (For purposes of Section 504 of the Rehabilitation Act, a “free appropriate public education” means the provision of regular or special education and related aids and services that are designed to meet the individual educational needs of the qualified disabled student as adequately as the needs of the non-disabled students are met);

have a right to an equal opportunity to participate with non-disabled students in non-academic and extracurricular services and activities offered by the District;

have a right to have evaluation, educational and placement decisions made based upon a variety of information sources; and to have placement decisions made by a group of persons, including persons knowledgeable about the student, the meaning of the evaluation data and placement options;

have a right to be placed in the regular educational environment operated by the District unless the District demonstrates that the education of the student in the regular education environment with the use of supplementary aids and services cannot be achieved satisfactorily;

and their parents have a right to be advised by the District regarding the District’s duties under Section 504.

Parents of Qualified Disabled Person have a right:

1. to examine all relevant education records relating to their child;
2. to request mediation through the State Department of Education, and/or to request an impartial

hearing before a hearing officer and/or any other means available through state or federal law, in the event that they disagree with an action regarding identification, evaluation, services or placement of the person.

In such a hearing a parent shall have the opportunity to participate and be represented by counsel:

- a) to file a local grievance; and
- b) to ask for the payment of reasonable attorney's fees, if the parent prevails, and to the extent provided by law.

NOTE: Due to the hearing process requests should be filed with the Commissioner, New Hampshire State Department of Education, 101 Pleasant Street, Concord, NH 03301.



JICH - Drug and Alcohol Use by Students

The Wilton-Lyndeborough Cooperative School Board is concerned with the health, welfare and safety of its students. Therefore, the use, sale, transfer, distribution, possession or being under the influence of unauthorized prescription drugs, alcohol, narcotics, unauthorized inhalants, controlled substances, and illegal drugs is prohibited on any school district property, in any district- owned vehicle, or in any other district-approved vehicle used to transport students to and from school or district activities. This prohibition also applies to any district-sponsored or district- approved activity, event or function. The use, sale, transfer or possession of drug-related paraphernalia is also prohibited.

For the purposes of this policy, a controlled substance shall include any controlled substance as defined in the Controlled Substances Act, 21 U.S.C. § 812(c), or RSA 318-B, Controlled Drug Act.

Students may only be in possession of medication as detailed in Board Policy JLCD. Searches of persons reasonably suspected to be in violation of this policy will be conducted in accordance with Board Policy JIH.

Any student who is found by the administration to be in violation of this policy shall be referred for prosecution and subject to disciplinary action up to and including suspension, expulsion or other discipline in accordance with the district's disciplinary policy. Strict compliance is mandatory. The school principal shall immediately report all incidents involving a controlled substance to the appropriate local law enforcement agency and the superintendent. All controlled substances shall be turned over to local law enforcement.

Students with disabilities who violate this policy will be disciplined in accordance with the student's Individual Education Program (IEP.)

Legal References:

21 U.S.C. § 812(c), Controlled Substances Act
RSA 318-C, Controlled Drug Act
RSA 571-C:2, Intoxicating Beverages at Interscholastic Athletic Contests

First Reading: September 14, 2010

Second Reading: October 12, 2010
Final Adoption: October 12, 2010

JICD - Student Conduct, Discipline and Due Process - Safe School Zone

Inappropriate student conduct that causes material and substantial disruption to the school environment, interferes with the rights of others, or presents a threat to the health and safety of others will not be tolerated. Students are expected to exhibit appropriate classroom behavior that allows teachers to communicate and educate effectively.

Students will conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others while on school district property or property within the jurisdiction of the school district; while on school owned and/or operated school or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district. Consequences for the misconduct will be fair and developmentally appropriate in light of the circumstances.

Students who fail to abide by this policy and the administrative regulations supporting it may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to participate in or obtain their education; conduct that is violent or destructive; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation, and expulsion.

Suspension means an in-school suspension, an out-of-school suspension, a restriction from activities or loss of eligibility. An in-school suspension means the student will attend school but will be temporarily isolated from one or more classes while under supervision. An in-school suspension will not exceed ten consecutive school days. An out-of-school suspension means the student is removed from the school environment, which includes school classes and activities.

An out-of-school suspension will not exceed ten days. A restriction from school activities means a student will attend school and classes and practice but will not participate in school activities.

Probation means a student is given a conditional suspension of a penalty for a definite period of time in addition to being reprimanded. The conditional suspension will mean the student must meet the conditions and terms for the suspension of the penalty. Failure of the student to meet these conditions and terms will result in immediate reinstatement of the penalty.

Expulsion means an action by the Wilton-Lyndeborough Cooperative School Board to remove a student from the school environment, which includes, but is not limited to, classes and activities, for a period of time set by the Board.

Due process in accordance with all applicable laws will be afforded to any student involved in a proceeding that may result in suspension, exclusion, or expulsion. Students expelled from school may be reinstated by the Board under the provisions of RSA 193:13.

The Superintendent may modify expulsion requirements as provided in RSA 193:14, IV.

Students receiving special education services will be disciplined in accordance with the student's IEP and all applicable provisions of the Individual with Disabilities Education Act (IDEA).

At all times, students are required to conduct themselves in accordance with behavioral standards set forth in Policy JIC and all other applicable Board policies.

Students and parents will be notified annually of this policy.

Legal References:

RSA 193:13, Suspension & Expulsion of Pupils

NH Code of Administrative Rules, Section Ed 306.04(a)(3), Student Discipline
NH Code of Administrative Rules, Section Ed 306.04(f), Student Discipline

NH Code of Administrative Rules, Section Ed 317.04(b), Disciplinary Procedures
See Appendix: JICD-R

First Reading: June 2, 2010

Second Reading: July 13, 2010

Final Adoption: August 10, 2010

JICDD - STUDENT DISCIPLINE: OUT-OF-SCHOOL ACTIONS

The Wilton-Lyndeborough Cooperative School Board recognizes that out-of-school and off-campus student conduct is not normally the concern of the Board. However, the Board also recognizes that some out-of-school and off-campus conduct may have an adverse effect upon the school, school property, or school staff.

Therefore, it shall be the policy of this Board that the Board or school administrators may impose disciplinary measures against students for some out-of-school or off-campus conduct. Discipline may be imposed if, in Principal's opinion, such out-of-school conduct causes a significant disruption or substantial interference with the school's educational mission, purpose, or objectives. Additionally, any off-campus or out-of-school behavior that has a strong potential to disrupt normal school operations may also be met with appropriate disciplinary actions by the Board or school administrators.

Out-of-school and off-campus student conduct that may subject a student to discipline includes, but is not limited to:

1. Damaging school property;
2. Violence at or near the school's bus stop, either before or after the school day;
3. Drinking alcohol, using tobacco products, or using illegal drugs at or near the school bus stop, either before or after the school day;
4. Damaging the private property of school staff or employees; or
5. Any other activity the Board or administration determines impedes the general welfare of scholastic activities.

The Board also recognizes that there are growing occurrences of "cyber-bullying" and threatening language being used by students on the internet when out-of-school and off-campus. Instances of cyber-bullying have a direct and substantial effect on students, staff and student performance. Cyber-bullying includes, but is not limited to, the following actions: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, or Web site postings, including blogs.

The Board recognizes that this definition may not be all-inclusive. Therefore, the Board reserves the right to impose discipline for actions that may fall outside this definition but are still within the general purposes of this policy.

Students or staff who believe they have been victims of cyberbullying should report their concerns to a teacher or the building principal. Students or staff who believe they have been victims of cyberbullying are encouraged to print the relevant material and provide copies to a school district employee.

The administration shall fully investigate all reports of cyber-bullying.

The Board may impose disciplinary measures against a person who is found to have engaged in such behavior, provided the cyber-bullying and/or internet threats:

1. Violate any school district rules or regulations;
2. Contains threats of violence against staff members or students;
3. Threatens vandalism to school property;
4. Suggests or advocates physical harm to staff members or students;
5. Creates a disruption to the school's educational mission, purpose and objectives; or
6. Interrupts or severely impedes the day-to-day operations of the school.

Any staff member who learns of an occurrence of cyberbullying and/or internet threats shall report the same to the Principal, who shall then conduct an investigation into the alleged bullying and/or threat.

Any discipline imposed by virtue of this policy will be in accordance and consistent with the Board's policy regarding student discipline.

First Reading: September 14, 2010

Second Reading: October 12, 2010

BULLYING AND CYBERBULLYING

The Wilton-Lyndeborough Cooperative School Board believes that students are entitled to learn in a school environment that is safe and secure. Students are expected to conduct themselves with respect for others and in accordance with this policy and other Board policies and school rules governing student conduct. The Board will take reasonable steps to protect all students from the harmful effects of bullying and cyberbullying that occurs at school and/or that interferes with student learning and orderly school operations.

The Superintendent is responsible for implementing this policy, but may delegate specific responsibilities to administrators and others as he/she deems appropriate.

A. Prohibited Conduct

Students are prohibited from bullying and cyberbullying actions or communications directed toward other students which:

1. Occur on, or are delivered to, school property or a school-sponsored activity or event on or off school property; or
2. Occur off school property or outside of a school-sponsored activity or event, if the conduct interferes with a student's educational opportunities or substantially disrupts the orderly operations of the school or school-sponsored activity or event.

Students are further prohibited from retaliating against or making false accusations against a victim, witness or anyone else who in good faith provides information about an alleged act of bullying or cyberbullying.

B. Definitions

For the purposes of this policy, the following definitions shall apply:

1. "Bullying" means a single significant incident or a pattern of incidents involving a written, verbal or electronic communication, or a physical act or gesture, or any combination thereof, directed at another student which:
 - a. Physically harms a student or damages the student's property;
 - b. Causes emotional distress to a student. For the purposes of this policy, the term "emotional distress" means distress that materially impairs the student's participation in academic or other school-sponsored activities. The term "emotional distress" does not include the unpleasantness or discomfort that accompanies an unpopular viewpoint;
 - c. Interferes with a student's educational environment;
 - d. Creates a hostile educational environment; or
 - e. Substantially disrupts the orderly operation of the school.

"Bullying" shall also include actions motivated by an imbalance of power based on a student's actual or perceived personal characteristics, behaviors or beliefs, or motivated by the student's association with another person and based on the other person's characteristics, behaviors or beliefs if those actions cause one or more of the results in paragraphs (a) through (d) above.

Bullying or cyberbullying of a student on the basis of sex, sexual orientation, race, color, ancestry, national origin, religion, age, marital status, familial status, pregnancy, physical or mental disability may constitute illegal discrimination under federal and/or state laws.

Complaints regarding such conduct may be processed through the Board's Student Discrimination and Harassment Complaint Procedure (ACAA-R).

2. "Cyberbullying" means conduct defined in Paragraph 1 that takes place through the use of electronic devices.
3. "Electronic devices" include but are not limited to telephones, cellular phones, computers, pagers, electronic mail, instant messaging, text messaging and websites.
4. "School property" means all real property and all physical plant and equipment used for school purposes, including public or private school buses or vans.
5. "Perpetrator" means a student who engages in bullying or cyberbullying.
6. "Victim" means a student against whom bullying or cyberbullying has been perpetrated.

C. Disciplinary Consequences and Intervention Programs

Administrators have the discretion to determine appropriate disciplinary consequences and/or interventions for violations of this policy based upon the relevant facts and circumstances in a particular case, including but not limited to the age and maturity of the students involved; the type and frequency of the behavior; a student's willingness to cooperate in the investigation and correct behavior; and the student's prior disciplinary record.

Disciplinary consequences may include detention, suspension or expulsion from school. In addition, students may be required to participate in education programs, mediation, counseling and/or other programs and/or activities to address and prevent recurrence of bullying and cyberbullying behavior.

D. Reporting Bullying and Cyberbullying

Students who are subjected to bullying or cyberbullying, or who observe bullying/cyberbullying by or against other students are strongly encouraged to report it to any staff member/volunteer, who then should deliver the report to the building administrator.

School staff and volunteers are required to report possible incidents of bullying or cyberbullying to the building principal as soon as practicable. Parents and other adults are also encouraged to report any concerns about possible bullying or cyberbullying of students to the building principal.

E. Report Handling and Investigation

1. The building administrator shall notify the parents/guardians of the alleged victim(s) and perpetrator(s) that a bullying/cyberbullying report has been made within 48 hours of the report and in accordance with applicable privacy laws. However, the building principal or designee may request a waiver of this parent notification requirement from the Superintendent. The Superintendent may waive parent/guardian notification at this stage of the procedure if he/she determines this to be in the best interest of the victim(s) and/or the perpetrator(s). Any such waiver of the parent notification requirement shall be made in writing.

2. An investigation of the bullying/cyberbullying report will be initiated by the building principal or designee within five school days.
 - a. The alleged perpetrator(s) will be provided the opportunity to be heard as part of the investigation.
 - b. Privacy rights of all parties shall be maintained in accordance with applicable laws.
 - c. The building principal or designee shall keep a written record of the investigation process.
 - d. The building administrator or designee may take interim remedial measures to reduce the risk of further bullying/cyberbullying, retaliation and/or to provide assistance to the alleged victim while the investigation is pending.
 - e. The building administrator or designee shall consult with the Superintendent as appropriate concerning the investigation and any remedial measures or assistance provided.
 - f. The investigation shall be completed within 21 school days of receipt of the report, if practicable. The Superintendent may grant in writing an extension of time to complete the investigation of up to 7 additional school days if necessary. The Superintendent shall notify all parties involved of any such extension.
 - g. If the building principal or designee substantiates the bullying/cyberbullying report, he/she shall, in consultation with the Superintendent determine what remedial and/or disciplinary actions should be taken against the perpetrator(s) and determine what further assistance should be provided the victim(s), if any.
 - h. The building principal or designee shall inform the victim(s), the perpetrator(s) and their parents/guardians in writing of the results of the investigation and any remedies and/or assistance provided by the school, including strategies for protecting students from retaliation. Such communication shall be provided within 10 school days and shall be compliance with applicable privacy laws.

F. Training

1. The school administration shall provide appropriate training on this policy for school employees, regular school volunteers and any employees of companies contracted to provide services directly to students. The purpose of the training is to prevent bullying/cyberbullying if possible, and to educate staff on how to properly identify, respond to and report incidents of bullying/cyberbullying.
2. The school administration shall provide age-appropriate education programs for students and parents regarding this policy, bullying/cyberbullying prevention, how to identify, respond to and report bullying/cyberbullying.

All training and education programs shall be initially approved by the Superintendent. Building administrators are responsible for scheduling the required training and education programs each year.

G. Annual Report to New Hampshire Department of Education

The Superintendent shall prepare and submit an annual report of substantiated bullying/

cyberbullying incidents on the form provided by the New Hampshire Department of Education. Such reports shall not contain personally identifiable information regarding students.

H. Immunity

Any employee of the school unit or contract company, regular school volunteer, student or parent/guardian shall be immune from civil liability for good faith conduct arising out of or pertaining to the reporting, investigation, findings, and the development or implementation of any recommended response under this policy.

Policy Dissemination

This policy shall be posted on the district website and included in student and employee handbooks. It shall also be provided to employees of any company contracted to provide services directly to students. The policy may also be disseminated by other means as determined by the Superintendent.

Legal References: NH RSA 193-F:2-F:10

Cross References: AC - Nondiscrimination/Equal Opportunity ACAA - Harassment and Sexual Harassment of Students ACAA-R - Harassment and Sexual Harassment of Students Complaint Procedure
JRA - Student Records and Information

First Reading: September 14, 2010

Second Reading: October 12, 2010

Final Adoption: October 12, 2010

NEPN/NSBA Code: ACAA

HARASSMENT AND SEXUAL HARASSMENT OF STUDENTS

Harassment of students because of sex, sexual orientation, religion, race, color, ancestry, national origin, age, marital status, familial status, physical or mental disability is prohibited. Such conduct is a violation of Board policy and may constitute illegal discrimination under state and federal laws.

Harassment includes but is not limited to verbal abuse based on sex, sexual orientation, religion, race, color, ancestry, national origin, age, marital status, familial status, or physical or mental disability. Complaints of bullying and cyberbullying not based on the characteristics described above may also be pursued under Board Policy JICIB – Bullying and Cyberbullying.

Sexual Harassment

Sexual harassment includes but is not limited to unwelcome sexual advances, requests for sexual favors or pressure to engage in sexual activity, physical contact of a sexual nature, gestures, comments, or other physical, written or verbal conduct that is gender-based that interferes with a student's education. School employees, fellow students, volunteers and visitors to the school, and other persons with whom students may interact in order to pursue

school activities are required to refrain from such conduct.

Harassment/sexual harassment of students by school employees is considered grounds for disciplinary action, up to and including discharge. Harassment/sexual harassment of students by other students is considered grounds for disciplinary action, up to and including expulsion. The Superintendent will determine appropriate sanctions for harassment of students by persons other than school employees and students.

The Superintendent or the employee designated as the Nondiscrimination Officer will investigate complaints of harassment in accordance with the Student Discrimination and Harassment Complaint Procedure. School employees, students, and parents shall be informed of this policy/procedure through handbooks and/or other means selected by the school administration.

Legal Reference:

Americans with Disabilities Act (28 CFR § 35.07), as amended

Section 504 of the Vocational Rehabilitation Act (29 USC § 794), as amended; 34 CFR § 104.7

Title IX of the Education Amendments of 1972 (20 USC § 1681 et seq.) Title VI of the Civil Rights Act of 1964 (P.L. 88-352)

NH Code Admin. R. Ed. 303.01(i) and (j) Cross Reference:

ACAA-R – Student Discrimination and Harassment Complaint Procedure AC –

Nondiscrimination/Equal Opportunity

JICIB – Bullying and Cyberbullying

First Reading: June 2, 2010

Second Reading: August 10, 2010

Final Adoption: August 10, 2010

Revision: June 25, 2013

NEPN/NSBA CODE: ACAA-R

STUDENT DISCRIMINATION AND HARASSMENT COMPLAINT PROCEDURE

This procedure has been adopted by the Board in order to provide a method of prompt and equitable resolution of student complaints of discrimination or discriminatory harassment as described in policies AC - Nondiscrimination/Equal Opportunity and ACAA - Harassment and Sexual Harassment of Students. Complaints alleging discrimination or harassment of employees or other third parties (such as parents, volunteers, vendors, etc.) should be addressed through the

Board's Employee & Third Party Discrimination and Harassment Complaint Procedure (ACABR).

Definitions

For purposes of this procedure:

- A. A "Complaint" is defined as an allegation that a student has been discriminated against or harassed on the basis of sex, sexual orientation, religion, race, color, ancestry, national origin, age, marital status, familial status, physical or mental disability.

- B. “Discrimination or harassment” means discrimination or harassment on the basis of sex, sexual orientation, religion, race, color, ancestry, national origin, age, marital status, familial status, or physical or mental disability. “Discrimination” may include treating individuals differently, or interfering with or preventing them from enjoying the advantages or privileges afforded to others because of their membership in a protected class. “Harassment” may include oral, written, graphic, electronic or physical conduct relating to an individual’s actual or perceived membership in a protected class that is sufficiently severe, pervasive or persistent so as to interfere with or limit that individual’s ability to participate in the District’s programs or activities by creating a hostile, intimidating or offensive educational environment.
- C. Complaints of bullying and cyberbullying not involving the protected classes described above may also be pursued under Board Policy JICIB – Bullying and Cyberbullying.

How to Make a Complaint

- A. Any individual who believes a student has been discriminated against or harassed should report his/her concern in writing promptly to the Building Administrator or the Nondiscrimination Officer/Title IX Coordinator and utilize this complaint procedure. Individuals who are unsure whether discrimination or harassment has occurred or who need assistance in preparing a written complaint, are encouraged to discuss the situation with the Building Administrator or the Nondiscrimination Officer/Title IX Coordinator.
- B. School employees are expected to report possible incidents of discrimination or harassment of students to the Building Administrator or the Nondiscrimination Officer/Title IX Coordinator.
- C. Students and others will not be retaliated against for making a Complaint or participating in an investigation. Retaliation is illegal under state and federal nondiscrimination laws and any retaliation by students or school staff will result in disciplinary measures, up to and including expulsion or dismissal
- D. Students are encouraged to utilize this Complaint Procedure. However, students are hereby notified that they also have the right to report complaints to the New Hampshire Commission for Human Rights, 2 Chenell Drive, Unit 2, Concord, NH 03301-8501 (telephone: 603-271-2767) and/or to the federal Office for Civil Rights, Regional Director, U.S. Department of Education, 5 Post Office Square, 8th Floor, Boston, MA 02110-1491 (telephone: 617-289-0111).

Complaint Handling and Investigation

- A. The Building Administrator or the Nondiscrimination Officer/Title IX Coordinator shall promptly inform the Superintendent and the person(s) who is the subject of the Complaint that a Complaint has been received.
- B. The Building Administrator or the Nondiscrimination Officer/Title IX Coordinator may pursue a prompt and equitable informal resolution of the Complaint with the agreement of the parties involved. Any party to the Complaint may decide to end an informal resolution process and pursue the formal process at any point. The informal resolution is subject to

the approval of the Superintendent, who shall consider whether the informal resolution is in the best interest of the parties in light of the particular circumstances and applicable policies and laws.

- C. The Complaint will be investigated by the Nondiscrimination Officer/Title IX Coordinator or by another internal or external investigator designated by the Superintendent. Any Complaint about an employee who holds a supervisory position shall be investigated by a person who is not subject to that supervisor's authority. Any Complaint about the Superintendent should be submitted to the Chair of the School Board, who should consult with legal counsel concerning the handling and investigation of the Complaint.
1. The person who is the subject of the Complaint will be provided with an opportunity to be heard as part of the investigation. The Complainant shall not be required to attend meetings with the subject of the Complaint, but may choose to do so as part of the resolution process.
 2. The Complainant and the subject of the Complaint may suggest witnesses and/or submit materials they believe are relevant to the Complaint.
 3. If the Complaint is against an employee of the District, any applicable individual or collective bargaining contract provisions shall be followed.
 4. Privacy rights of all parties to the Complaint shall be maintained in accordance with applicable state and federal laws.
 5. The Nondiscrimination Officer/Title IX Coordinator shall keep a written record of the Complaint and investigation.
 6. The Nondiscrimination Officer/Title IX Coordinator or the Superintendent may take interim remedial measures to reduce the risk of further discrimination or harassment while the investigation is pending. Examples of interim measures include, but are not limited to, ordering no contact between individuals, changing schedules or classes, etc.
 7. The Nondiscrimination Officer/Title IX Coordinator or other designated investigator shall consult with the Superintendent concerning the investigation, conclusions, and any remedial and/or disciplinary actions.
 8. The investigation shall be completed within 21 business days of receiving the Complaint, if practicable.
- D. If the Nondiscrimination Officer/Title IX Coordinator or other designated investigator determines that discrimination or harassment occurred, he/she shall, in consultation with the Superintendent:
1. Determine what remedial action, if any is needed to end the discrimination or harassment, remedy its effects, and prevent recurrence
 2. Determine what disciplinary action should be taken against the person(s) who engaged in discrimination or harassment, if any; and
 3. Inform the complainant and the subject of the Complaint in writing of the results of the investigation and its resolution (in accordance with applicable state and federal privacy laws and any applicable collective bargaining agreement provisions).
- E. If the complainant is dissatisfied with the resolution, an appeal may be made in writing to the Superintendent within 14 business days after receiving notice of the resolution. The Superintendent shall review the investigation report and may conduct further investigation

if deemed appropriate. The Superintendent's decision shall be provided in writing to the complainant within 21 business days, if practicable. The Superintendent's decision shall be final.

Legal Reference:

Americans with Disabilities Act (28 CFR § 35.107), as amended Section 504 of the Vocational Rehabilitation Act (29 U.S.C. § 794), as amended; 34 CFR § 104.7

Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 et seq.)

Title VI of the Civil Rights Act of 1964 (P.L. 88-352) 20 U.S.C. § 1232g; 34 CFR Part 99 NH Code Admin R. Ed. 303.01(i) and (j)

Cross Reference:

AC - Nondiscrimination/Equal Opportunity

ACAA - Harassment and Sexual Harassment of Students

ACAB/ACAB-R – Harassment and Sexual Harassment of Employees/Employee & Third Party Discrimination and Harassment Complaint Procedure

JICIB – Bullying and Cyberbullying

First Reading: June 2, 2010

Second Reading: August 10, 2010

Final Adoption: August 10, 2010

Revision: June 25, 2013

Title IX Regulations

In compliance with the implementation of the Title IX of the Education Amendments of 1972, prohibiting sex discrimination in education, “no person in the United States shall on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal assistance” and furthermore; that the requirements not to discriminate in education programs and activities is extended to employment practices therein and admission thereto.

It is the policy of School Administration Unit #63 that all employees and students should be able to work in an environment that is free of sexual harassment.

Complaints regarding compliance with Title IX regulations should be submitted in writing to:

Title IX Coordinator –Sarah Edmunds

Wilton-Lyndeborough Cooperative Middle School/High School 57 School Road

Wilton, NH 03086

Phone (603) 654-6123

Annual Notification of Rights under “FERPA” Access to Student Records

Notice Concerning Student Records

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age (“eligible students”) certain rights with respect to the student's education

records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the School District receives a request for access.
2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading.
3. The right to consent, or to deny consent, to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent of a parent or eligible student, is disclosure to "school officials with legitimate educational interest". The terms "school official" and "legitimate educational interest" are defined to include but not be limited to:
Release to intra-institutional officials such as teachers, counselors, and administrators.
Release to other schools where the student is seeking to enroll.

Release to federal and state officials for the purposes of evaluating or auditing a program receiving federal or state support.

Release of information in connection with a student's application for financial aid.

Release to official accrediting organization in conjunction with the accreditation process. Release of necessary information in cases of health and safety emergencies.

Release to state and local official if statutes or regulations requiring release were adopted prior to November 19, 1974.

Release to organizations or person developing validation information or conducting predictive tests.

Release of such information as tuition bills and grades to parents of dependent students. Release of information pursuant to judicial order or subpoena.

The School District may disclose without consent "directory information", which is information not generally considered harmful or an invasion of privacy if disclosed.

Directory information includes:

- Name of the student
- Participation in officially recognized teams or activities Student's class designation
- Name of the school the student is attending Achievement, awards and honors

Parents may request, in writing to the building principal by October 1, of each school year, that that the School District refrain from making all or some of this directory information on their child available to the public. Upon request, the School District discloses education records without consent to officials of a school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA.

The Office that administers FERPA is: Family Policy Compliance Office

U.S. Department of Education 400 Maryland Avenue SW Washington, DC 20202-4605

Safe School Reporting

193-D:4 Written Report Required.

I. (a) Any public or private school employee who has witnessed or who has information from the victim of an act of theft, destruction, or violence in a safe school zone shall report such act in writing immediately to a supervisor. A supervisor receiving such report shall immediately forward such information to the school principal who shall file it with the local law enforcement authority. Such report shall be made by the principal to the local law enforcement authority immediately, by telephone or otherwise, and shall be followed within 48 hours by a report in writing. If the alleged victim is a student, the principal shall also immediately notify the person responsible for the victim's welfare, as defined in RSA 169-C:3, XXII, that a report was made to the local law enforcement authority.

(b) The provisions of subparagraph (a) shall not apply to any simple assault involving pupils in kindergarten through grade 12 if the local school board has adopted a discipline policy which sets forth circumstances under which parents shall be notified of simple assaults.

(c) Each school district, in conjunction with the local law enforcement authority, shall establish a memorandum of understanding for administering the provisions of RSA 193-D:4, I(a)-(c).

II. The report required under paragraph I shall include:

(a) The name and home address, if known, of any person suspected of committing an act of theft, destruction, or violence in a safe school zone.

(b) The name and home address, if known, of any witness to the act of theft, destruction, or violence in a safe school zone.

(c) Identification of the act of theft, destruction, or violence as defined in RSA 193-D:1 that was allegedly committed.

Reference School Board Policy JICD-R