

**Recommended policy - for board members participating at meetings "electronically." Proposed language from NHSBA, shown Bold/Underlined. "NHSBA Note: This policy is revised to conform with legislative amendment of the Right-to-Know law, RSA Chapter 91-A."**

**SRSD File: BEDC**

## QUORUM

### Statement of Purpose

~~The purpose of this policy is to define the quorum requirement for the Sanborn Regional School Board.~~

### Statement of Policy

~~A quorum of the school board shall be at least four members. A quorum is required to conduct any official business at a school board meeting.~~

**A simple majority of the Board shall constitute a quorum for the transaction of business.**

### **Participating Electronically from a remote location**

**When it is not reasonably practical for a member to attend in person, the member may attend via telephone, skype, or other electronic means. RSA 91-A:2, III. The following is required:**

- 1. The reason it is not reasonably practical for the member to attend in person must be included in the minutes of the meeting.**
- 2. The member participating electronically must identify anyone present at the location the member is participating from.**
- 3. All votes taken during the meeting must be taken by roll call vote.**
- 4. The public attending the meeting and all members must be able to simultaneously hear or see communication between the member participating remotely and those participating in person. No meeting shall be conducted by electronic mail or any other form of communication that does not permit the public to hear, read, or otherwise discern the meeting discussion contemporaneously at the meeting location specified in the meeting notice.**
- 5. Except for an emergency meeting, if a member is allowed to participate electronically from a remote location, there must be a quorum of the school board physically present at the location specified in the meeting notice. Except in an emergency, the members participating electronically from a remote location will not count towards satisfying the quorum requirement.**
- 6. When, in an emergency, the quorum requirement is satisfied in part by one or more members participating electronically from a remote location, the facts requiring immediate action before a physical quorum can be gathered shall be included in the minutes of the meeting.**

### **Legal References:**

**RSA 91-A2, Meetings Open to the Public**

Original Effective: June 17, 1971

Revised: January 22, 1997

Reaffirmed: August 10, 2010

**NHSBA's SEXUAL HARASSMENT AND SEXUAL VIOLENCE REPORT FORM, shown below, replaces our current language for policy GBAA-R. Our existing policy GBAA includes most of strike-out and additional policy language.**

SRSD File GBAA-R

## ~~GRIEVANCE PROCEDURE FOR DISCRIMINATION COMPLAINT~~

~~Any person who believes that a student, teacher, administrator, or other school or non-school personnel has engaged in conduct prohibited by policy or has been subjected to discrimination, whether such conduct has been directed at him/her or some other person, should report the alleged prohibited conduct as soon as possible to the appropriate individual listed below. An employee's failure to report an incident of prohibited conduct in a timely manner is a serious matter and may be subject to disciplinary action. Immediate steps shall be taken to protect the individual from further harassment.~~

~~This prohibited conduct may include acts of discrimination based upon age, sex, race, color, religion, national origin, marital status, familial status, sexual orientation, or physical or mental disability.~~

~~Claims of sexual harassment should be reported and investigated in accordance with the District's Sexual Harassment Policy.~~

~~Other claims of discrimination should be directed to the School District grievance officer who is the Superintendent of Schools and may be contacted at the School Administrative Unit #17 Office, 178 Main Street, Kingston, NH 03848 (Telephone: 603-642-3688. The Superintendent of Schools will investigate the complaint as filed, render a decision, and take appropriate action in this matter.~~

~~A complaint of discrimination may also be filed with:~~

~~Office for Civil Rights/Boston~~

~~US Department of Education~~

~~5 Post Office Square~~

~~Boston, MA 02109-3921~~

~~Telephone - (617) 289-0111~~

~~FAX - (617) 289-0150~~

~~[www.ed.gov](http://www.ed.gov)~~

~~or~~

~~New Hampshire Commission for Human Rights~~

~~2 Chenell Drive, #2~~

~~Concord, NH 03301-8501~~

~~Telephone - (603) 271-2767~~

~~Email - [humanrights@nhsa.state.nh.us](mailto:humanrights@nhsa.state.nh.us)~~

**SANBORN REGIONAL SCHOOL DISTRICT  
SEXUAL HARASSMENT AND SEXUAL VIOLENCE  
REPORT FORM**

**General Statement of Policy Prohibiting Sexual Harassment**

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

Complainant: \_\_\_\_\_

Home Address: \_\_\_\_\_

Work Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Date of Alleged Incident(s): \_\_\_\_\_

Name of person(s) you believe sexually harassed or was sexually violent toward you:

\_\_\_\_\_

List any witnesses that were present:

\_\_\_\_\_

Where did the incident(s) occur?

\_\_\_\_\_

Describe the incident(s) as clearly as possible, including such things as: what force, if any, was used; any verbal statements (i.e., threats, requests, demands, etc.); what, if any, physical contact was involved; etc. (Attach additional pages if necessary.)

\_\_\_\_\_

\_\_\_\_\_

This complaint is filed based on my honest belief that \_\_\_\_\_ has sexually harassed or was sexually violent to me. I hereby certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge and belief.

Complainant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Received by: \_\_\_\_\_

Date: \_\_\_\_\_

**Reference: Policy GBAA**

Effective: June 22, 1994

Revised: October 4, 1995

Revised: May 21, 2003

Revised: September 19, 2007

Reaffirmed: March 2, 201

## DRUG-FREE WORKPLACE/DRUG-FREE SCHOOLS

### Statement of Purpose

This policy declares that Sanborn Regional School District will provide a drug-free workplace in accordance with the ~~Drug-Free Schools and Communities Act of 1988 and Amendments of 1989 and the Drug-free workplace requirements for Federal contractors, 41 USC Section 701 Et. Seq.).~~ **Drug-free workplace requirements for federal contractors, 41 U.S.C. §8102, and federal grant recipients, 41 U.S.C. §8103. The School District will provide a drug-free school zone in accordance with New Hampshire's Drug-Free School Zones law, RSA Chapter 193-B.**

### Statement of Policy

In compliance with statutory requirements the Sanborn Regional School District certifies that it will:

1. Notify all employees in writing that the unlawful manufacture, distribution, possession, dispensing or use of a controlled substance, illegal drugs and alcohol is prohibited in the District's workplace and that any violation is subject to disciplinary action. Notification will be accomplished by distribution of this policy to all employees. Further, it is grounds for disciplinary action to work under the influence of a controlled substance, alcohol or illegal drugs, no matter where consumed.
2. Provide a drug-free awareness program to inform employees about:
  - a. The dangers of ~~a controlled substance or illegal~~ **illicit** drugs in the workplace;
  - b. The District's policy of maintaining a drug-free workplace;
  - c. Available drug and alcohol counseling, rehabilitation, and employee assistance and/or re-entry programs; and
  - d. The penalty/penalties that may be imposed on employees for drug and alcohol violations occurring in the workplace.
3. Notify employees that, as a condition of employment in the District, they will agree to and abide by the terms of the policy, and will notify the District of any drug statute conviction resulting from workplace conduct within five days of the conviction.
4. Establish the following as grounds for disciplinary action:
  - a. Working under the influence of ~~a controlled substance,~~ alcohol or illegal drugs, no matter where consumed.
  - b. Having an unsealed container of alcohol or consuming alcohol on School property. (Any employee who finds any type of container of alcohol on School property should report it to the administration ~~as soon as possible~~ **immediately.**)

- c. Possessing or distributing controlled substances or illegal drugs on School property.
- d. Consuming, possessing, or distributing a controlled substance, alcohol or illegal drugs at official \*School\* functions not on School property.

\*An official School function is defined as one which is authorized and conducted by the School with School officials present, in charge, and on duty, such as, but not limited to:

- i. Interscholastic athletic contests
- ii. Field trips (including overnight or extended trips)
- iii. School dances

5. Alert the local law enforcement agency of suspected violations of the policy.

6. Take any of the following disciplinary actions (either alone or in combination) regarding an employee who is in violation of the policy:

- a. Suspension
- b. Termination of employment
- c. Satisfactory participation in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health or law enforcement, or other appropriate agency.

7. Make a good faith effort to continue to maintain a drug-free workplace through implementation of all the provisions of this policy. In so doing, the District will conduct a biennial review of its programs to determine their effectiveness and to ensure that the disciplinary sanctions are consistently enforced and changes are implemented, if needed.

**8. Post at each school and in each school bus Drug-Free School Zone signs with a map of the drug-free zone around each school. The signs will be those provided by the New Hampshire Department of Education, as required by RSA 193-B:3, I; Ed. Part 316.**

Related Policy: GBEC

*Legal Reference:*

**41 USC §8101 Et. seq., Drug-free workplace requirements for Federal contractors, and Federal grant recipients**

RSA 193-B, Drug Free School Zones

~~41 USC Section 701 Et. Seq., Drug-free workplace requirements for Federal grant recipients Public Law 101-226, Drug-Free Schools and Communities Amendments of 1989~~

**Ed. Part 316**

Effective: October 23, 1991 Revised: October 21, 1998 Revised: December 17, 2009 Reaffirm: March 2, 2011 Reaffirm: January 2, 2013

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