

**Statutory Authority: RSA 21-N:9, II(b)**

*Ed 303.01 Substantive Duties. Each school board shall:*

- (a) Adopt policies necessary and desirable to control and effectuate the recruitment, employment, evaluation and dismissal of teachers and other employees and may delegate authority to the superintendent of schools to carry out provisions of such policies provided that no teacher shall be employed who is not certified or who has not been nominated by the superintendent of schools and elected by the school board.
- (b) Adopt policies necessary and desirable to control and effectuate the purchase of equipment, supplies, or services and may delegate to the superintendent of schools the authority to make financial commitments in accordance with such policy;
- (c) Provide, through documented planning and public meetings and quorum votes, accommodation for all pupils in approved schools or other facilities in accordance with state law;
- (d) Provide required transportation of students consistent with these rules and provide that all school buildings and other learning environments be maintained in a manner consistent with standards of health and safety as required by these rules;
- (e) Prepare an annual budget in accordance with RSA 32 and comply with all federal and state laws and rules;
- (f) Hold meetings for the transaction of business at least once in 2 months and shall require the attendance of the superintendent or designee. The board shall cause a written record to be kept of each meeting in accordance with RSA 91-A;
- (g) In consultation with the superintendent and in accordance with statutes and rules of the state board of education, determine the educational goals of the district, develop long-range plans and identify measurable and attainable short-term objectives. The school board shall require the implementation of educational programs designed to reflect the goals and objectives and, further, the school board shall review such programs and make public the results of such investigation;
- (h) Exercise all powers and perform all duties vested in and imposed upon the school board by law or rules of the state board;
- (i) Adopt a rule to ensure that there shall be no unlawful discrimination on the basis of sex, race, age, creed, color, marital status, national origin, or disability in educational programs or activities consistent with local standards which may be stricter in specific areas than the broader statewide standards;
- (j) Establish a policy on sexual harassment which shall include at a minimum the elements specified below:
  - (1) A statement that sexual harassment is against the law and against school district policy;
  - (2) A definition of sexual harassment and give examples of actions that might constitute sexual harassment;
  - (3) The names and roles of all persons involved in implementing the procedures
  - (4) A description of the process so all parties know what to expect, including time frames and deadlines for investigation and resolution of complaints;
  - (5) A prohibition against retaliation toward anyone involved in a complaint;

- (6) A description of possible penalties including termination;
  - (7) A requirement that a written factual report be produced regardless of the outcome of the investigation;
  - (8) At least one level of appeal of the investigators recommendation;
  - (9) State clearly that someone can bypass the internal process and proceed directly to the New Hampshire commission on human rights, with address and phone number, or office of civil rights, with address and phone number: and
- (k) The policy required by (j) above shall:
- (1) Be written in age appropriate language: and
  - (2) Be published and available in written form to all those who must comply

*See: Policy BBA School Board Policies and Duties*

*Date Adopted: December 11, 2002*

*Revision Dates: December 11, 2003*

*Last Review Date: December 10, 2003*