

CONTOOCOOK VALLEY SCHOOL DISTRICT
Office of the Superintendent of Schools
106 Hancock Road, Peterborough, NH 03458-1197

POLICY COMMITTEE

August 7, 2018
SAU Finch Room
6:00 PM

Agenda

Committee Members:

Rich Cahoon – Chair, Janine Lesser, Kristen Reilly, Crista Salamy, Jerry Wilson, Stephan Morrissey, Kimberly Saunders, Ann Forrest

Attendees:

1. **Call to Order & Approval of July 17, 2018 Minutes**
2. **Policies to the Board – The following policies will be presented to the Board for a first read:**
 - a) AFB: Evaluation of the Superintendent and Goal Setting
 - b) IHAMA: Teaching about Alcohol, Drugs, and Tobacco – This policy was reviewed by Legal and no changes were recommended.
 - c) IIB: Class Size
3. **Policies for Review:**
 - d) STA Kindergarten Drop-off Procedure
 - e) AC: Non-Discrimination – addition of gender identity reference.
 - f) CB, & CB-R: bringing back for further discussion. Also included are the NHSBA versions.
 - g) EEAG – Use of Private Vehicles on School Business: This policy was recently reviewed by Legal. Edits in red.
 - h) ILD & ILD-R: Non-Educational/Non-Academic Questionnaires, Surveys, and Research – this is the new and correct version from NHSBA. ILDA has been withdrawn by NHSBA.
 - i) JFAB: Admission and Tuition of Non-Resident Students
 - j) JFABD: Admission of Homeless Students
 - k) JICI: Dangerous Weapons on School Property (legal version) – This policy contains new edits from Legal, based upon a recent review.

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- l) JIHB: Searches of Student Automobiles on School Property – New version generated by CVHS Administration. Included is the CVHS version, Legal’s version, and the NHSBA version of JIHB-R.
- m) JKAA: Use of Restraint, Seclusion, and Physical Contact – status report
- n) JLCL: Life Threatening Allergies – is this ready to send for a first read?
- o) JLD: Guidance Counselors: awaiting feedback from Legal (not in packet).

4. Strategic Plan Related Policies: Not in this packet

Below is our original list of Strategic Plan-related policies from August 2016 with determination of committee ownership: Status Report?

- a) Communications: BHC, GBD; Communications Committee
- b) Assessment: IGA, IHBH, IK, ILBA, IMBC; presented to Education Committee
- c) Community Partnerships: KCB; Communications

6. Next Meeting: August 21, 2018

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POLICY COMMITTEE

July 17, 2018
SAU Finch Room
6:00 PM

Minutes

Committee Members:

Rich Cahoon – Chair, Janine Lesser, Kristen Reilly, Crista Salamy, Jerry Wilson, Stephan Morrissey, Kimberly Saunders, Ann Forrest

Attendees: Rich Cahoon, Stephan Morrissey, Crista Salamy, Myron Steere, Kimberly Saunders, Jerry Wilson, Janine Lesser, Ann Forrest

1. **Call to Order & Approval of June 19, 2018 Minutes – The meeting was called to order at 6:05 PM. Stephan Morrissey moved to accept the minutes as written; seconded by Jerry Wilson. Unanimous.**
2. **Policies to the Board – There are no policies going to the Board at this time.**
3. **Policies for Review:**
 - a) AFB, CB, & CB-R: bringing back for further discussion. Also included are the NHSBA versions.
ACTION: AFB – Send for a first read.

CB: Do we want to add to this or send it out to/ plan first and second read to straddle SAC meetings.
ACTION: Send both versions to Rich Cahoon, who will share with the full Board.
 - b) EEAG – Use of Private Vehicles on School Business: status report. We have not heard back from Legal regarding people with a DUI conviction are restricted. We will hold on this policy.
 - c) IIB – Class Size: Draft copy of Education Committee edits. Janine Lesser asked if we wanted to deal with Multiage, or stay with combination classes. The reason minimums were not changed is because people should assume that if you are below the minimum class number, it is possible to become a multi-grade. Stephan Morrissey asked about larger classes that benefit from a larger number of students, such as band and chorus.

Rich Cahoon wondered why there are smaller classes at the high school, but have multiple classes. This is a scheduling issue. This is based also on student requests. He feels it should be driven by student request only. Smaller schools have a harder time in scheduling like this because the schedule becomes more fragile. Rich Cahoon is concerned about the number of small class sizes. Stephan Morrissey feels the breakdown should be separate for the high school. Is Education Committee saying that classes under 22 will not run; this is how the policy interprets now. Rich Cahoon would like to see a clear role at the high school so we don't run into the issue we had with French at the high school.

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Education Committee looked at this in terms of students and parents. These numbers are strictly guidelines.

ACTION: Send for a first read.

- d) IHAMA: Teaching about Alcohol, Drugs, and Tobacco – This policy was flagged at our June meeting to hold for a future meeting. This policy requires a review by our attorneys. This goes back to the disagreement as to the interpretation of the law. The Superintendent does not want the NHSBA to interpret the law of the policy, and our Legal team agrees.

ACTION: Changes to reflect edits after a review by Legal and then will submit for a first read.

- e) ILDA: Non-Educational Questionnaires, Surveys, and Research. At our June meeting it was decided that the second paragraph should be redrafted and we need to check on whether our form is correct.

ILDA was withdrawn by NHSBA. ILD is the only policy relating to this subject matter. We will include on the next Policy agenda.

The Superintendent asked if committee wants to put together the R-procedure to bring back at a future meeting.

ACTION: Bring ILD to next meeting.

- f) JICI: Dangerous Weapons on School Property (legal version) – Edits from last meeting not incorporated in this copy. We ended our June meeting on this policy. Delete third paragraph on page two. Janine Lesser asked if we had not had this discussion before and it was noted that the law has changed. We could face a fine if we do not comply.

Ms. Lesser asked if there would be an occasion where a staff or student would need advanced written permission. The Board has the right to choose whether to arm teachers. There have been no requests to do so. Is there a decision to move this policy forward?

Myron Steere asked that we being working on our nonpublic minutes. Mr. Markley and Brenda Marschok with take on this endeavor, beginning with policy from five year ago and working backwards. We also need to look at the statue as to how we document our nonpublic minutes.

- g) JIHB: Searches of Student Automobiles on School Property – New version generated by CVHS Administration. Also included is JIHB-R. Crista Salamy asked how this is enforced, as she knows of a number of students who have never purchased a parking permit. What is the consequence? Ms. Saunders indicated that we could expand our due diligence, but we don't want to be towing student vehicles. Stephan Morrissey asked that if we are going to have searches, he would like to change the term "owner" to "operator". The Superintendent indicated that she will have to speak with Legal regarding this policy.

ACTION: To Legal for feedback.

Meeting called at 7:00 PM. Motion to adjourn made by Stephan Morrissey, seconded by Janine Lesser. All in favor.

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- h) JKAA: Use of Restraint, Seclusion, and Physical Contact – status report
- i) JLCL: Life Threatening Allergies – is this ready to send for a first read?
- j) JLD: Guidance Counselors: awaiting feedback from Legal.

4. Strategic Plan Related Policies: Not in this packet

Below is our original list of Strategic Plan-related policies from August 2016 with determination of committee ownership: Status Report?

- a) Class size: IIB -- presented to Education Committee
- b) Communications: BHC, GBD; Communications Committee
- c) Assessment: IGA, IHBH, IK, ILBA, IMBC; presented to Education Committee
- d) Community Partnerships: KCB; Communications

5. Request from Student Services to review Strategic Plan Goal 2.5 policies: for a future meeting (not in this packet).

- a) KA – School, Community, and Home Relations, adopted Aug. 2012
- b) KCB – Community Involvement in Decision Making, adopted Oct. 2015 (see above)
- c) KDA – Public Information Program, adopted Nov. 2014
- d) KDCA – Student Involvement in Public Information Program, adopted Nov. 2014
- e) KMA – Relations with Parent Organizations, adopted Oct. 2015

6. Next Meeting: August 7, 2018 @ 6:00 PM.

Respectfully Submitted

Carol Hills

AFB -- Evaluation Of The Superintendent And Goal Setting

The School Board shall annually evaluate the Superintendent based on written criteria as established by the Board. The evaluation shall encompass the Superintendent's position as contained in Board Policy CB – School Superintendent.

The assessment of the Superintendent will consist of three primary areas of performance:

1. Progress on Board goals as established in the annual planning process with agreed measures of performance. **The School Board will identify their goals for the Superintendent by August 1 of each year.**
2. Progress on professional goals established by the superintendent and agreed by the Board which consists of three to five goals with associated measures of performance. **The Superintendent will provide the Board with his/her identified goals by September 1 of each year.**
3. Rating of job performance characteristics established by the Board and reviewed by the Superintendent (see current list in CBI-R).

Additionally, the Superintendent will provide a written perspective on his/her performance to be included with the review. The Vice-Chair of the School Board will review the Board's evaluation with the Superintendent once it has been approved by the Board.

The Board will provide the Superintendent with periodic opportunities to discuss Superintendent/Board relationships. The Superintendent may provide written comments to the Board for evaluation of his/her performance.

It is important to note that circumstances may require some changes to the established criteria for evaluation based on agreement of the Board and Superintendent.

Legal References:

N.H. Code of Administrative Rules, Section Ed 303.01(k), Substantive Duties of School Boards, Superintendent Evaluation
See CBI-R

~~1st Read: January 7, 2014~~ **August 7, 2018**

~~2nd Read: February 4, 2014~~

~~Adopted: February 4, 2014~~

IHAMA - Teaching About Alcohol, Drugs, and Tobacco

District personnel shall provide students, parents, and legal guardians with information and resources relative to existing drug and alcohol counseling and treatment for students. ~~The Superintendent shall oversee the development, distribution, and maintenance of a comprehensive list of local, regional, statewide drug and alcohol counseling, and treatment resources which are available to district students.~~ This information ~~may~~ will be published in student/parent handbooks, posted on district websites, distributed along with other course material during drug and alcohol education, and shall be available through the principal's office, school nurses' office, athletic program offices, guidance offices and other locations deemed appropriate by the principal in each school.

The Superintendent shall be responsible to establish and periodically review the District's guidelines for staff members providing education on the effects of alcohol, other drugs, tobacco, and dealing with abuse. The District shall provide age and developmentally appropriate drug and alcohol education to pupils based upon the needs of the pupils and the community, as a component of the kindergarten through grade 12 health education program. An evidence-based prevention program, approved by the Superintendent, may be used for this purpose.

Legal References:

RSA 189:10, Studies
RSA 189:11-d, Drug and Alcohol Education
Ed 306.40, (b)(2) a - Health Education Program.

Category: P - Required by Law

~~1st Read: October 1, 2013~~ August 7, 2018
~~2nd Read: October 15, 2013~~
~~Adopted: October 15, 2013~~

IIB – Class Size

The ConVal School District will adhere to all state laws and regulations pertaining to class size. In the event of scheduling conflicts, staffing shortages, space limitations, fiscal limitations, or other issues that prevent a classroom from adhering to class size regulations, the Superintendent or designee will contact the New Hampshire Department of Education and seek alternative compliance allowances through the applicable State procedures.

The School Board recognizes the many instructional benefits based on reasonable class sizes. To that end, the Board recommends and will make reasonable efforts to support the following class size guidelines:

Grade Level	Number of Students
Kindergarten	15 – 18
Combination Kindergarten/Grade 1*	
Grade 1	18 – 20
Combination Grade 1/Grade 2*	
Grade 2	
Grade 3	20 – 22
Combination Grade 3/Grade 4*	
Grade 4	
Combination Grade 4/Grade 5*	
Grade 5 – Grade 8	22 – 25**
Grade 9 – Grade 12	

* When considering combining multiple grades into one class, the guidelines for the lowest grade will be used.

**Except for classes that benefit from an increased number of students—e.g., Concert Band.

When class sizes fall below or exceed these guidelines, the staff, administration, and School Board will review all available options and recommendations. Staffing needs, safety, class schedules, as well as material and space allocation will be considered as part of the final decision in adjusting class sizes.

Legal Reference:

NH Code of Administrative Rules, Section Ed 306.17, Class Size

Category: R

1st Read: May 6, 2014 August 7, 2018

2nd Read: June 3, 2014

Adopted: June 3, 2014



KINDERGARTEN DROP-OFF POLICY

The ConVal School District (SAU-1) has a policy that no Kindergarten Student riding a school bus shall be dropped off / unloaded during a home to school bus route unless an approved Adult is present and waiting to receive the child. If there is no one present to receive the child, the child will remain on the bus and the driver will radio into base notifying dispatch that there was no one present for the first attempt to deliver the child; The child shall remain on the bus until:

- 1. The parent is contacted and available for a second attempt to deliver child.**
- 2. Or, if parent cannot be contacted, then an emergency contact may be notified to receive the child at the scheduled stop/location.**
- 3. If no one is available to receive the child , then the child will be returned to the school.**

Please sign and date that you have read and understand the above policy

PRINT NAME _____

Signature _____ **DATE** _____

AC -- Non-Discrimination

The School Board, in accordance with the requirements of the federal and state laws, and the regulations which implement those laws, hereby declares formally that it is the policy of the Board, in its actions and those of its employees and students, that there shall be no discrimination on the basis of age, sex, race, creed, color, marital status, physical or mental disability, national origin, sexual orientation, **gender identity**, or any other categories protected by law for employment in, participation in, admission/access to, or operation and administration of any educational program or activity in the School District.

Inquiries, complaints, and other communications relative to this policy and to the applicable laws and regulations concerned with non-discrimination shall be received by the Superintendent or his/her designee.

This policy of non-discrimination is applicable to all persons employed or served by the District. Any complaints or alleged infractions of the policy, law or applicable regulations will be processed through the non-discrimination grievance procedure. This policy implements PL 94-142, Section 504 of the Rehabilitation Act of 1973, Title II of the American with Disabilities Act, Title VI or VII of the Civil Rights act of 1964, Title IX of the Education Amendments of 1972, and the laws of New Hampshire pertaining to non-discrimination.

Legal Reference:

RSA 354-A:6, Opportunity for Employment without Discrimination a Civil Right
RSA 354-A:7, Unlawful Discriminatory Practices
The Age Discrimination in Employment Act of 1967
Title I of The Americans with Disabilities Act of 1990
Title VII of The Civil Rights Act of 1964 (15 or more employees)
Appendix: AC-R

1st Reading: February 19, 2008

2nd Reading: April 15, 2008

Adopted: April 15, 2008

Amended: September 2, 2008

Amended: February 5, 2013

CB - School Superintendent

General:

The Superintendent may delegate to subordinates any of his/her powers and duties that the School Board has entrusted to him/her, but in every instance that a power of duty is delegated, he/she shall continue to be responsible to the Board for the execution of the power or duty delegated.

The duties of the Superintendent are defined in his/her contract of employment, individual School Board policies, SAU policies, state statutes, and New Hampshire Department of Education Rules.

The School Board expects that the Superintendent, as the chief executive officer, has overall responsibility for:

1. The execution of Board policies.
2. The management of the work of all school departments, the duties of which, apart from those required by law, the Superintendent shall assign.
3. The observance of all Board policies by all those persons employed by the District.
4. The enforcement of all provisions of the law relating to the operation of the schools or other educational, social, and recreational agencies or activities under the charge of the Board.
5. Supervision and evaluation of building principals and SAU administrators.

Educational Leadership:

1. Provide a consistent and clearly stated philosophical basis for the development of the overall educational program.
2. In consultation with others, establish a set of priorities for the utilization of human, material, and financial resources in the development of the total program.
3. Demonstrate an awareness of the quality of the educational program.
4. Plan to provide the resources necessary for the achievement of the District's mission and vision.
5. Defend and support subordinates against nonconstructive criticism.
6. Develop a system geared to inform and involve the School Board in the development of the educational program.
7. Bring major efforts for educational change before the public in a format that allows for constructive dialogue.

Educational Administration:

1. Develop and support the overall organizational structure of the school system.
2. Clearly define administrative and supervisory roles.
3. Review the basis for decisions and directions of others responsible to him/her (assistant superintendents, principals).
4. Maintain an environment that encourages communication with all stakeholders.
5. Develop and support effective advisory bodies within the organizational structure.
6. Maintain visibility in relation to both staff and public.

School Board:

1. Act as advisory and executive officer of the School Board.
2. Attend all regular Board meetings and designated subcommittees as requested.

CB - School Superintendent

3. Administer the schools in accordance with School Board policies and regulations.
4. Prepare the annual report to the School Board concerning the operation of the schools.
5. Keep the Boards informed of important legislation relating to schools.
6. Have a working knowledge of the law as it relates to School District operation.
7. Assist the School Board to develop and maintain policy manual and ensure that it is effectively used by all school personnel.

Personnel Administration:

1. Responsibility for the administration of all School Board personnel policies.
2. Recommend to the Board appointment of contractual employees deemed best qualified.

School Building Development Programs:

1. Utilize the assistance of principals, teachers, students, State Department of Education, and nonprofessional personnel in the total building program.
2. Provide the School Board with facts to assist its members in the multiple decisions a building program entails.
3. Convey to the architect (with assistance from an educational consultant) a clear, concise statement of the educational specifications to be fulfilled in the building.
4. Assist the School Board in presenting the program to the public.
5. Develop a financial plan for costs of construction, preparing bond issues, etc.

Business Management:

1. General responsibility for the management of the business affairs of the school district.
2. Responsibility for the preparation for the School Board the annual financial and statistical reports required by the law.
3. Be alert to the acquisition of state and federal revenues not ordinarily anticipated for the School District.
4. Organize and supervise a continuing building operation and maintenance program.
5. Prepare annually a detailed operating budget.
6. Assure that Generally Accepted Accounting Principles (GAAP) are in place.

Salary Negotiations and Master Contract Administration:

1. Provide the School Board with related information to assist its members in effectively negotiating periodic agreement with the ConVal Education Association and the ConVal Administration Association.
2. Act as a resource person in all matters relating to negotiations.
3. Monitor contract negotiation sessions.

Public Relations:

1. Develop and maintain a working relationship with the press with regard to news releases and general coverage of school programs.
2. Help to express and interpret the needs and successes of the educational program through public appearances and addresses.

CB - School Superintendent

Legal Reference:

*N.H. Code of Administrative Rules, Section Ed. 302.02, Substantive Duties of Superintendents
Appendix CB-R*

Category: R

1st Read: September 17, 2013

2nd Read: October 1, 2013

Adopted: October 1, 2013

CB - SCHOOL SUPERINTENDENT

(Download policy)

Category R

The duties of the Superintendent are defined in his/her contract of employment, individual board policies, SAU policies, state statutes, and New Hampshire Department of Education Rules.

The Board expects that the Superintendent, as the chief executive officer, is responsible for:

1. The execution of board policies
2. The management of the work of all school departments, the duties of which, apart from those required by law, the Superintendent shall assign
3. The observance of all board policies by all those persons employed by the district
4. The enforcement of all provisions of the law relating to the operation of the schools or other educational, social and recreational agencies, or activities under the charge of the board.

Regulatory Reference:

N.H. Code of Administrative Rules, Section Ed. 302.02, Substantive Duties of Superintendents

Appendix CB-R

Revised: February 2006

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DUTIES OF THE SUPERINTENDENT

PART Ed 302 DUTIES OF SCHOOL SUPERINTENDENTS

Ed 302.01 Executive Officer.

- (a) The superintendent shall:
 - (1) Serve as the executive officer of the local school district or districts within the school administrative unit (SAU);
 - (2) Be responsible for the overall administrative and leadership services of the SAU; and
 - (3) Perform the duties specified in the section.
- (b) The superintendent shall be responsible for planning and managing the administrative and leadership services of the local school district or districts within the school administrative unit subject to statutory requirements, these rules, and the policies of the local districts
- (c) The administrative and leadership services shall be defined and directed by the governing body employing the superintendent. Such local district services shall include but are not limited to the following areas:
 - (1) Personnel;
 - (2) Finance;
 - (3) Communication/community relations;
 - (4) Student service;
 - (5) Maintenance/capital improvement;
 - (6) Curriculum;
 - (7) Instruction;
 - (8) Assessment;
 - (9) Short and long range planning;
 - (10) Governance for student achievement;
 - (11) Policy research;
 - (12) Implementation, and review; and
 - (13) Overall leadership on educational issues.
- (d) The superintendent shall develop and maintain a system of public schools, staffed by certified educators, qualified professionals, and persons providing support services, subject to statutory requirements, these rules, and the policies of the local districts (s).

- (e) The superintendent shall provide, develop and implement procedures to achieve educational objectives within the local school district or districts with the school administrative unit.
- (f) The superintendent shall be directly responsible to the local school district or districts within the school administrative unit board.
- (g) The superintendent may nominate for school administrative unit board appointment one or more assistants, including assistant superintendents, and business administrators. The superintendent may assign duties for the efficient management of the school administrative unit.

Ed 302.02 Substantive Duties . The superintendent shall in addition to those duties outlined in Ed 302.01:

- (a) Nominate all certified staff and appoint other employees in accordance with state law, the rules of the state board and school board policies;
- (b) Direct and supervise the work of all employees of the district or districts within the school administrative unit and shall have all powers necessary to make such direction effective, as outlined in RSA 194-C:4. While the superintendent has ultimate responsibility, he/she may delegate powers and duties to other personnel.
- (c) Be responsible for the selection and purchase of textbooks and all other supplemental materials and supplies in accordance with the policies of the school board and the state board and see that the same are distributed to the school, accurately accounted for and economically used;
- (d) Be responsible for developing and recommending to the school board or boards within the school administrative unit the annual budget for the support of the educational program and for the operation and maintenance of schools within the district or districts and the school administrative unit in accordance with school board policy;
- (e) Be responsible for developing and maintaining an accounting system and financial reporting procedures for all funds in accordance with local school board policy, and local and state laws;
- (f) Be responsible for the development of an educational plan including curriculum, instruction, and assessment programs for the district or districts and for recommending a program of studies suitable to the needs of the pupils and the community in accordance with local school board policies, state statutes and state board rules;
- (g) Remove a teacher or other employee of the district in accordance with RSA 189:31;
- (h) Recommend the dismissal of certified staff to the board, which has the authority to dismiss in accordance with RSA 189:13;
- (i) Provide for temporary staff to fill vacancies and provide supplies immediately needed for the operation of the schools;
- (j) Be responsible for maintaining records and filing reports as required by the state board of education and the local school boards;

- (k) Admit pupils to the resident school district in accordance with the laws of the state and the rules of the state board and policies of the local board;
- (l) Direct pupils to assigned classes and grades, consistent with local school board policies;
- (m) Maintain a safe environment for pupils free of hazardous conditions;
- (n) Be responsible for the evaluation of personnel and programs in accordance with local school board policies;
- (o) Be responsible for implementation of state board rules, which apply in the area of the superintendents jurisdiction;
- (p) Be responsible for developing and recommending to the school board or boards within the school administrative unit an annual maintenance program and long-term capital improvement plan;
- (q) Be responsible for the implementation and recommendation to the school boards or boards within the school administrative unit a community relations and communications program; and
- (r) Be responsible for the implementation and review of school district policies.

See Policy CB

–EEAG -- Use Of Private Vehicles to Transport Students and for Other School Purposes

Any use of private vehicles to transport students to or from school, field trips, athletic events, or other school functions, must have prior authorization by the Superintendent or his/her designee. Nothing in this policy shall prohibit a parent or guardian from transporting their child to or from school for daily attendance. Nothing in this policy shall limit the authority of the Superintendent or his/her designee from contracting with a private vendor to provide student transportation in a manner consistent with the laws of the State.

The Board specifically forbids any employee to transport students, except the teacher's own children, for school purposes without prior written authorization by the Superintendent or his/her designee. Any employee seeking such permission shall be required to provide proof of a valid driver's license, (one not subject to suspension) and to disclose whether in the past ten (10) years they have been convicted of reckless operation of a motor vehicle, driving under the influence of intoxicating liquors or controlled drugs, prescription drugs, over-the-counter drugs, or any other chemical substances, natural or synthetic. Permission shall not be granted to any employee who lacks a valid driver's license free of suspension, or who has been convicted of the aforementioned offenses. Individuals providing unauthorized student transportation do so without District permission and at their own risk, expense and liability.

Any employee or private citizen using their own or a rented vehicle to provide school-authorized student transportation must have automobile liability insurance of not less than \$5300,000 Combined Single Limit, ~~and~~ provide a Certificate of Insurance naming the District as an Additional Insured and be a designated volunteer. The District will maintain liability insurance, which ~~shall will~~ be deemed in excess of the owner's primary insurance for authorized student transportation.

To use a private vehicle for other school purposes, the employee must have the written permission of the Superintendent or his or her designee. Any employee seeking such permission shall be required to provide proof of a valid driver's license, (one not subject to suspension) and to disclose whether in the past ten (10) years they have been convicted of reckless operation of a motor vehicle, driving under the influence of intoxicating liquors or controlled drugs, prescription drugs, over-the-counter drugs, or any other chemical substances, natural or synthetic. Permission shall not be granted to any employee who lacks a valid driver's license (one free of suspension). Permission shall not be granted to any employee or who has been convicted of the aforementioned offenses unless the employee provides the Superintendent or his/her designee with clear and convincing evidence of mitigating circumstances post-conviction, whereupon permission may be granted to the employee to use a vehicle for other school purposes, but not for student transportation.

This permission may be in the form of a standing permit for employees who use their own cars regularly for school purposes. The permit shall state the particular purpose, and whether it includes transportation of students.

For all special trips involving students, including field trips, a special permit must be obtained in advance for the specific trip.

The employee who transports a student without the authorization described above shall be deemed to have acted outside the scope of their authority and the district shall assume no responsibility for indemnification of the employee liability in the event case of a third party claim arising from an accident. ~~accident unless the employee has the authorization described above.~~

The board specifically forbids any employee to transport students for school purposes without prior authorization by the Superintendent or his or her designee, except in the case of an imminent health or safety emergency involving a student where no other emergency transportation alternative is available. ~~In~~

–EEAG -- Use Of Private Vehicles to Transport Students and for Other School Purposes

such an event, the employee shall immediately report the circumstances to the Superintendent or his/her designee.

No student shall be sent on school errands using any automobile.

Reimbursement for use of private vehicles will be made only when the staff person has prior approval of the responsible administrator and any reimbursement shall be subject to any other applicable reimbursement policies and requirements of the District-

Legal References:

*New Hampshire Code of Administrative Rules Section Saf-C 1304.05, Exemption From School
Bus Driver's Certificate*

NH RSA 259:96-a.

NH RSA 189:6-c.

Category: R – Recommended

First Read:

Second Read:

Adopted:

ILD – Non-Educational/Non-Academic Questionnaires, Surveys, & Research

Separate federal and state laws require that written consent be obtained from a parent or guardian before a student participates in a non-educational survey or questionnaire that asks about information not directly related to a student's academics. While similar, the two laws are not co-extensive, with slightly different scope, procedures and exceptions.

A. General

1. For the purpose of this policy, "non-academic survey" shall include a survey, questionnaire, analysis, evaluation or any other document which seeks any information in the categories listed in sections B (as to state law) or C (as to federal law), below. However, non-academic surveys should not be deemed to include questions directed to an individual student by a school counselor, nurse or appropriate personnel under circumstances indicating such questions are reasonably necessary for such person's compliance with applicable laws or regulations, and the discharge his or her duties.
2. All non-academic surveys must have the prior approval of the Superintendent or his/her designee.
3. Non-academic surveys conducted for other agencies, organizations or individuals must have both the recommendation of the Superintendent and the approval of the School Board as to content and purpose. The results of such approved non-academic surveys must be shared with the School Board.
4. No non-academic survey requesting sexual information will be administered to any student in kindergarten through grade six unless required by federal or state law or regulation. School personnel administering any such questionnaire or survey will not disclose personally identifiable information.
5. As used below, the consent and notification provisions apply to a child's parent/legal guardian(s), unless the student is an adult or an emancipated minor who consents.

B. New Hampshire Law.

Under RSA 186:11, IX-d, prior notice and prior consent (opt-in) is required for any non-academic survey designed to elicit information about:

1. A student's social behavior;
2. family life;
3. religion;
4. politics;
5. sexual orientation;
6. sexual activity;
7. drug use;
8. or any other information not related to a student's academics.

ILD – Non-Educational/Non-Academic Questionnaires, Surveys, & Research

C. Federal Law.

1. Protection of Pupil Rights Amendment. Under the federal Protection of Pupil Rights

Amendment, prior written consent is required only if the non-academic survey, analysis, or evaluation or its administration is paid for or in any way uses federal funds from the federal Department of Education and reveals information concerning the following:

- a. Political affiliations;
- b. Mental and psychological problems potentially embarrassing to the student or the family;
- c. Sexual behavior and attitudes;
- d. Illegal, anti-social, self-incriminating, and demeaning behavior;
- e. Critical appraisals of other individuals with whom respondents have close family relationships;
- f. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
- g. Religious practices, affiliations, or beliefs of the student or student's parent/guardian; or
- h. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

2. Federal Exception.

Non-academic surveys which do not require consent and notice under New Hampshire law (section B) but might otherwise require notice and consent under the federal law (section C.1 above). However, the federal requirement exempts to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as the following:

- a. College or post-secondary education recruitment, or military recruitment;
- b. Book clubs, magazines, and programs providing access to low-cost literary products;
- c. Curriculum and instructional materials used by schools;
- d. Tests and assessments used by schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students, or to generate other statistical data for educational purposes;
- e. The sale of products or services to raise funds for school-related or education-related activities; and
- f. Student recognition programs.

Caution: This exception only applies if the non-academic survey is otherwise exempt under New Hampshire law (section B, above).

D. Notification and Inspection.

When school personnel intend on administering a non-academic survey the school shall provide ten (10) day notice to parents/guardians. Included in the notice will be information regarding the purpose of the non-academic survey; how the survey will be administered; how it will be utilized; and the

ILD – Non-Educational/Non-Academic Questionnaires, Surveys, & Research

persons or entities that will have access to the results of the completed survey. Parents or guardians wishing to inspect a non-academic survey will be able to do so in the school's administrative office. Parents/guardians may refuse to give consent for their student to participate, with or without first reviewing the non-academic survey. The school will not penalize students whose parents/guardians decline to provide written consent. The school will take reasonable precautions to protect student privacy during their participation in any non-academic survey.

E. Consent Exception for Youth Risk Behavior Survey Developed by the Centers for Disease Control and Prevention.

Neither state nor federal law requires prior written consent for administration of the Youth Risk Behavior Survey developed by the Centers for Disease Control and Prevention. Guidance issued by the Center for Disease Control, United States Department of Health and Human Services, concludes that federal law, including the Protection of Pupil Rights Amendment, also does not require prior written consent from parents or guardians because students are not required to participate and the survey is not paid for by the United States Department of Education.

However, New Hampshire law nonetheless requires the District to provide parents/guardians with notice at least ten (10) days before the Youth Risk Behavior Survey is administered. Parents may inspect the Youth Risk Behavior Survey at the school's administrative office. Parents or guardians may opt their student out of participating in the Youth Risk Behavior Survey by providing the Principal with written notice. District staff administering the Youth Risk Behavior Survey shall insure students understand that participation is voluntary and that students who opt-out will not be penalized.

Legal References:

*20 U.S.C. § 1232h; 34 CFR Part 98, Protection of Pupil Rights Amendment
RSA 186:11, IX-d
2017 CDC YRBS Guidance Manual*

Category: *Priority - Required by Law*

See also *Appendix ILD-R*

First Read:

Second Read:

Adopted:

PROTECTION OF PUPIL RIGHTS AMENDMENT – SUPPORTING FORMS

Protection of Pupil Rights Amendment - Consent For Specific Activities

(For activities not funded in whole or in part by the United States Department of Education)

Dear Parent/Guardian,

For your convenience you will find attached a copy of our school district’s “Notification of Protection of Pupil Rights Amendment” (PPRA). On (date) _____

at _____ there will be a survey, analysis, or evaluation,

Name of School/Site

and your consent is required so that your child(ren) may participate. This activity consists of:

Description: _____

Please sign below in the event that you consent to your child(ren)’s participation and return this form to your Principal/designee by _____.

Five (5) days before activity or as directed

If you would like to review any survey instrument or instructional material used in connection with any protected information or marketing survey, please submit a request to your Principal/designee. You will be notified of the time and place where you may review these materials. You may review a survey and/or instructional materials before the survey is administered to a student.

As the parent/guardian, I give my consent for my child(ren), as noted below, to participate in the activity designated above.

Student (Print Name)	School	Grade
_____	_____	_____
_____	_____	_____
_____	_____	_____

Parent Signature

Date

ILD-R

Opt-Out For Specific Activities

(For activities not funded in whole or in part by the United States Department of Education)

Dear Parent/Guardian,

For your convenience you will find attached a copy of our school district’s “Notification of Protection of Pupil Rights Amendment” (PPRA). On _____ at
Date

_____ there will be a protected information survey conducted.
Name of School/Site

This activity consists of: _____

If you do not want your child(ren) to participate, please sign below and return the form to your Principal/designee by _____.
Five (5) days before activity or as directed

OPTIONAL: You may also opt out of the activity by calling or e-mailing your Principal no later than _____ at _____ or
Five (5) days before activity or as directed *Phone*

e-mail address

If you do not indicate your decision to opt out by the date set forth above, the student will be permitted to participate in the activity. If you wish to review any survey instrument or instructional material used in connection with any protected information or marketing survey, please submit a request to your Principal/designee. You will be notified of the time and place where you may review these materials. You may review a survey and/or instructional materials before the survey is administered to a student.

As the parent/guardian, I do not want my child(ren), as noted below, to participate in the activity designated above and, by signing and returning this form, indicate my decision to opt them out of the activity.

Student (Print Name)	School	Grade
_____	_____	_____
_____	_____	_____
_____	_____	_____

Parent Signature *Date*

JFAB - Admission And Tuition Of Nonresident Students

Students who are not residents of the Contoocook Valley School District may attend District schools so long as there is space available, and upon payment of established tuition fees, **this includes students in Foster Care**. Except as set forth in paragraph 3, below, admission of nonresident students shall be subject to approval by the School Board upon the recommendation of the Superintendent. The Superintendent shall establish criteria for the admission of nonresident students. Such students shall be assigned to a school by the Superintendent of Schools. An application for admission shall be granted on an annual basis; if the nonresident student wishes to continue to attend District schools, then the parent or legal guardian must reapply prior to the start of each school year.

When a nonresident student **or foster student** is enrolled in the District, the District shall immediately notify the district of residence of the name, date of birth, address, and grade assignment of the student. Such notification shall be made at the beginning of each school year for which the child is enrolled.

The District acknowledges the provisions of RSA 193:3, which states that the District in which the student resides shall retain all responsibility for the provision of special education and related services pursuant to RSA 186-C. The Superintendent's decision on whether to enroll a nonresident student will not be based, in whole or in part, on whether that student is a student with a disability as defined by applicable State or Federal law.

Students who are not residents of the District, who are admitted by the Superintendent, shall be charged tuition, except under the following circumstances:

1. To bring into the school system on occasion, students from other countries who are the guests of district residents under exchange programs that have been recognized for purposes of school attendance by the Superintendent.
2. Seniors whose families move during their senior year may complete the current school year in the District, tuition free. If the student does not graduate at the conclusion of that school year then the student must apply to enroll in the District and if admitted, he/she shall be required to pay tuition. All other students who move during the school year and are admitted by the Superintendent as a nonresident student for the remainder of the school year, shall pay tuition on a pro-rata basis.
3. Children of Contoocook Valley School District employees who are not district residents, will be permitted to attend a school in the Contoocook Valley School District. Such students will attend at a reduced tuition so that the District's share of that student's costs will not exceed two-thirds (2/3rds) of the District's per student costs for the previous school year. The Superintendent's decision regarding admittance is non-grievable.
4. Except as set forth above, or unless enrolled through separate agreement with another school system or agency, all nonresident day students shall be charged tuition at a rate set by the School Board. Tuition shall be billed quarterly in advance to the district of residence or the parent responsible for payment. When a district of residence is responsible for tuition, prior approval must be granted by that district's school board, and the districts may elect to enter into an agreement for payment of tuition.

JFAB - Admission And Tuition Of Nonresident Students

Conditions and Procedures for Students Who Are Reassigned Through Mutual Agreement of Superintendents

1. The Superintendent of a different SAU may make a written request to the Superintendent for a change of school assignment.
2. The Superintendent will fully consider this written request, will meet with the parent/ guardian, if necessary, and will make a decision concerning the reassignment request.
3. The Superintendent's decision will be based on the best interests of the pupil, as determined by the Superintendents.
4. The Superintendent may develop administrative regulations concerning the factors that will be considered in making such a determination.
5. If the Superintendents of the districts determine that the best interests of the pupil warrant a reassignment, he/she may seek Board approval of reassignment of the pupil to a school district in another SAU, subject to the pupil meeting the admission requirements of such school, and subject to the agreement of the Superintendent of the receiving SAU.
6. The Superintendent will seek School Board approval of any student being reassigned to the ConVal School District.
7. The Superintendent will issue a written decision to the parent/guardian. The Superintendent's decision will be final and binding.
8. The total reassignments or transfer made under this policy in any one school year will not exceed one (1) percent of the average daily membership in residence of a school district, or five (5) percent of the average daily membership in residence of any single school, whichever is greater.

Count of Reassigned Pupils, Tuition Payment and Rate, and Transportation:

Pupils reassigned under this policy will be counted in the average daily membership in residence of a given pupil's resident school district. Said pupil's resident district will forward any tuition payment due to the District to which the pupil was assigned. Said pupil's resident or sending district will be charged tuition, which shall include the cost of any special education programming and services.

The Superintendents involved in the reassignment of a pupil will jointly establish a tuition rate for each such pupil.

The District acknowledges the provisions of RSA 193:3, which states that the District in which the student resides shall retain all responsibility for the provision of special education and related services pursuant to RSA 186-C.

Role of the Department of Education

The Superintendent of the pupil's resident SAU will notify the Department of Education within thirty (30) days of any reassignment made under this policy.

JFAB - Admission And Tuition Of Nonresident Students

Manifest Educational Hardship Change of Assignment

When a parent/guardian believes that an initial assignment has been made which will result in a manifest educational hardship to the pupil, the parent/guardian may seek a change of assignment in accordance with applicable provisions of RSA 193:3 and Board Policy JEC – Manifest Educational Hardship.

All Non-Resident Students Admitted to the ConVal School District

Nonresident students who are admitted to the District shall comply with all District policies, rules, and regulations, including but not limited to the District's code of conduct and its bullying policy.

The provisions of this policy may be modified on a case-by-case basis, as needed, pursuant to separate contracts, agreements, and other binding arrangements.

Legal Reference:

RSA 186-C:13, Special Education; Liability of Expenses

RSA 193:3, Change of School or Assignment

RSA 193:12, Legal Residence Required

Category: P

~~1st Read: November 3, 2015~~

~~2nd Read: November 17, 2015~~

~~Adoption: November 17, 2015~~

JFABD – Admission Of Homeless Students

To the extent practical and as required by law, the District will work with the homeless students and their families to provide stability in school attendance and other services. Special attention will be given to ensuring the enrollment and attendance of homeless students not currently attending school. Homeless students will be provided District services for which they are eligible.

Homeless students are defined as (per NCLB definitions) lacking a fixed, regular and adequate nighttime residence, including:

1. Sharing the housing of other persons due to loss of housing or economic hardship;
2. Living in motels, hotels, trailer parks or camping grounds due to lack of alternative adequate accommodations;
3. Living in emergency or transitional shelters;
4. Are abandoned in hospitals;
5. ~~Awaiting foster care placement;~~
6. Living in public or private places not designed for or ordinarily used as a regular sleeping accommodations for human beings;
7. Living in cars, parks, public spaces, abandoned buildings, substandard housing, transportation stations or similar settings;
8. Are migratory children living in conditions described in previous examples.

Liaison:

The Superintendent shall designate an appropriate staff person to be the district's liaison for homeless students and their families.

Enrollment:

To the extent feasible, homeless students will continue to be enrolled in their school of origin while they remain homeless or until the end of the academic year in which they obtain permanent housing. Instead of remaining in the school of origin, parents or guardians of homeless students may request enrollment in the school in which attendance area the student is actually living, or other schools.

If there is an enrollment dispute, the student shall be immediately enrolled in the school in which enrollment is sought, pending resolution of the dispute. The parent or guardian shall be informed of the district's decision and their appeal rights in writing. Unaccompanied youth will also be enrolled pending resolution of the dispute.

Once the enrollment decision is made, the school shall immediately enroll the student, pursuant to district policies. If the student does not have immediate access to the immunization records, the student shall be admitted under a personal exception. Students and families should be encouraged to obtain current immunization records or immunizations as soon as possible, and the district liaison is directed to assist. Records from the student's previous school shall be requested from the previous school pursuant to district policies. Emergency contact information is required at the time of enrollment consistent with district policies.

JFABD – Admission Of Homeless Students

Homeless students are entitled to transportation to their school of origin or the school where they are to be enrolled. If the school of origin is in a different district, or a homeless student is living in another district but will attend his or her school of origin in this district, the districts will make reasonable efforts to coordinate the transportation services necessary for the student.

The district's liaison for homeless students and their families shall coordinate with local social services agencies that provide services to homeless children and youths and their families; other school districts on issues of transportation and records transfers; and state and local housing agencies responsible for comprehensive housing affordability strategies. The district's liaison will also review and recommend to the district policies that may act as barriers to the enrollment of homeless students.

Legal References:

NH Code of Administrative Rules, Section Ed 306.04(a)(19), Homeless Students

RSA 193:12, Legal Residence Required

No Child Left Behind Act, 2002

McKinney-Vento Homeless Assistance Act, 42 U.S.C. 11431, et seq.

Category: P

~~1st Read: January 20, 2015~~

~~2nd Read: May 5, 2015~~

~~Adoption: May 5, 2015~~

JICI – Dangerous Weapons On School Property

This Policy applies to visitors, school employees, **and** students, and all other persons. The Board finds as a matter of local policy that it is in the best interest of the District and its students to regulate the possession of weapons, including firearms, on school property. In addition to other policies governing access to school property, the invitation to enter school property is conditioned upon compliance with this policy. The Board finds that the presence of weapons on campus by other than law enforcement, when school is in session, creates a substantial risk of student distraction, disrupts the ability of the District to assure students that they are in a safe learning environment, and creates a substantial risk of inaccurate threat reporting which can result in the misuse of municipal resources. Failure to comply with this policy pertaining to access to school property shall be deemed a trespass.

Weapons are not permitted in school buildings, on school property, in school busses or vehicles used to transport students, at school-sponsored activities, or in a Safe School Zone as defined in RSA 193-D at any time without the advanced written authorization of the Superintendent of Schools or designee. No person(s) **employee or student** shall possess, bring, or conceal, or aid, abet, or otherwise assist another person(s) in possessing, bringing, or concealing, any weapon on school property, in school buildings, in school busses or vehicles used to transport students, at school-sponsored activities, or in a Safe School Zone as defined in RSA 193-D.

The term “weapon” includes, but is not limited to, firearms (rifles, pistols, revolvers, guns of any form, pellet guns, air rifles, BB guns, etcetera) including any device from which a shot or projectile of any nature can be fired, explosives, incendiaries, martial arts weapons (as defined by RSA 159:24), crossbows, slingshots, electronic defense or aerosol self-defense weapons (as defined by RSA 159:20), knives, pocket knives, swords, machetes, dirks, daggers, stilettos, switchblades, or any other device, instrument, material or substance which is used or threatened to be used in a manner likely to produce, or which is reasonably known to be capable of producing, death or bodily injury. Replicas (look-a-likes) of weapons may be treated as weapons within this Policy if they are used to frighten, harass, intimidate, or otherwise harm any person.

Additionally, this list is not intended to be exhaustive or all-inclusive. The principal may determine that any instrument, object or substance is a “weapon” within the intent of this Policy, if the principal believes that such instrument, object or substance was used or was intended to be used to inflict bodily harm on any person.

~~Student v.~~ Violations of the policy will result in both school-disciplinary action and notification of **to the police.** Disciplinary action may include suspension, **and subsequent expulsion,** **or in the case of an employee, termination.**

Additionally, any student who is determined to have brought a firearm (as defined by Title 18 U.S.C. 921) to school will be expelled for not less than one year (365 days). The determination of whether to modify the expulsion shall be left to the discretion of the Superintendent upon review of the specific case in accordance with other applicable law.

Pursuant to the provisions of 20 U.S.C. § 7151, Gun-Free Schools Act, the Board requires the Superintendent to contact local law enforcement authorities and/or the Division of Children and Youth Services and notify them of any student who brings a firearm or weapon on school property.

JICI – Dangerous Weapons On School Property

~~Law enforcement personnel acting in their official capacity are exempt from this policy, as is the possession of a firearm in a school zone by an individual other than a student or employee, if it meets the exceptions set forth 18 U.S.C. 922(q)(2)(B). In accord with 18 U.S.C. 922(q)(2)(B), individuals (other than pupils) may possess a firearm on school property if the firearm is not loaded and is in a locked container or in a locked firearms rack on a motor vehicle.~~

~~Members of the public who violate this policy may be reported to local law enforcement authorities as trespassers and in accord with the Safe School Zones Act, RSA 193-D. See also Policy KFA.~~

The Superintendent or other building administrator may exercise his/her best judgment in determining the scope of this policy as it relates to inadvertent or unintentional violations of this policy by ~~adults~~ **staff or students**, provided such inadvertent or unintentional violation of this policy does not affect the safety of students, school staff or the public.

When school is not in session, and school property is being used for a municipal event, such as voting, the municipal entity responsible for conducting the event shall determine whether otherwise lawful weapons will be permitted at that event.

The Superintendent shall ensure that all students will receive written notice of this policy at least once each year and will determine the method of notifying students (student handbook, mailing, etc.). The Superintendent will determine the method of notifying employees and the general public of this policy.

Legal References:

18 U.S.C. § 921, Et seq., Firearms
20 U.S.C. § 7151, Gun-Free Schools Act
RSA 193-D, Safe School Zones
RSA 193:13, Suspension and Expulsion of Students
NH Code of Administrative Rules, Section Ed. 317, Standards and Procedures for Suspension and Expulsion of Pupils Including Procedures Assuring Due Process

Category: P - Required

See KFA

1st Read: February 15, 2011

2nd Read: May 3, 2011

Adoption: May 3, 2011

JHIB – Searches Of Vehicles On School Property – CVHS Version

Vehicle owners recognize that parking their vehicles on school property is a privilege and not a right. Students are required to obtain a yearly parking sticker in order to take advantage of this privilege. If the student driver has not obtained the yearly parking sticker, the District reserves that right to tow the vehicle.

In addition, this privilege establishes consent to search a vehicle in the event the building principal or designee of the school district has determined that reasonable suspicion exists that drugs, drug paraphernalia, or weapons are present in a vehicle. All searches will be done with more than one staff member present according to policy JIH. If involvement of the police is advisable and/or necessary, police will not have access to students without a parent present. The principal or designee shall fill out a vehicle search form, which will be maintained by the District.

Legal Reference:

NH Constitution, Pt. 1, Art. 19
Appendix JHIB-R (NHSBA version)

JHIB – Searches Of Student Automobiles On School Property

Parking of student automobiles on school property is a privilege and not a right. This policy shall serve as notice to both parents and students that, as part of this privilege, the district regulates what may be stored in vehicles and may search students' automobiles while parked on school property if the district has reasonable suspicion that a violation of school rules, the law or policy has occurred. Students who park in school parking lots and parents/guardians who allow their minor child to park on school property are deemed to have given consent to having their automobiles searched in the event of such reasonable suspicion.

The school parking lots are deemed part of the Safe School Zone. Students are prohibited from the storage of prohibited drugs, drug paraphernalia or weapons in vehicles that are parked in the Safe School Zone. All employees, volunteers and students are responsible for enhancing safety and the effective implementation of district policies on school property and thus are required to timely report to the building principal when they have reason to believe that prohibited drugs, drug paraphernalia, or weapons are present in a student's vehicle.

The building principal, shall, when any information rises to the level of reasonable suspicion, inform the student, (and when not an adult student, their parent/guardian), of his/her intent to search the vehicle and may conduct a search of the vehicle. The principal shall contact law enforcement when it appears that the student conduct not only violates District policy(ies) but is criminal in nature.

A student shall not be permitted to park on campus if they or their parent/guardian indicate that they do not intend to permit a search of the vehicle in the event of reasonable suspicion that there has been a violation of school rules, the law, or District policy.

When the principal conducts a search of a vehicle, he/she shall fill out a vehicle search form, which will be maintained by the District.

When, in the face of reasonable suspicion, a student or parent on behalf of the student bars access to a vehicle on campus, the principal may, when appropriate, infer misconduct and proceed forward with the relevant discipline. Any student/parent who bars a search shall have their student's parking privilege revoked. When a student/parent bars access, and there is reasonable suspicion of a potential violation of the law, the principal shall contact law enforcement.

The District may post notices regarding this policy indicating that student parking is by permission only and subject to search.

Legal Reference:

NH Constitution, Pt. 1, Art. 19
Appendix JHIB-R (NHSBA version)

Category: *Recommended*

See also: *JIH, JHIB-R*

1st Read:

2nd Read:

Adopted:

SEARCHES OF STUDENT AUTOMOBILES ON SCHOOL PROPERTY

STUDENT OPERATED VEHICLE SEARCH REPORT

NAME OF SCHOOL: _____

NAME OF STUDENT: _____

ADDRESS: _____

DATE OF SEARCH: _____

OWNER OF VEHICLE: _____

REASON(S) FOR SEARCH: _____

RESULTS/ITEMS RECOVERED: _____

VEHICLE DESCRIPTION AND TAG #: _____

ADMINISTRATOR: _____

WITNESS: _____

ADDITIONAL NOTES: _____

See Policy JIHB

JLCL – Life Threatening Allergies

The Contoocook Valley School District recognizes that students are being diagnosed with life threatening allergies and is committed to the safety and health of all students.

The policy goals are to:

1. Provide a safe and healthy learning environment for all students;
2. Reduce the likelihood of severe or potentially life-threatening allergic reactions;
3. Ensure an appropriate and rapid response in the event of a severe or potentially life-threatening allergic reaction;
4. Protect the rights of students with severe or potentially life-threatening allergies to participate in all school activities.

The Contoocook Valley School District Life Threatening Allergy Procedures guidelines will be implemented.

The parent/guardians will provide the school nurse, prior to the start of the school year or as soon as possible after diagnosis, with written documentation from the licensed health care provider on the ConVal form “Medical Action Plan for Allergic Reactions” (MAPAR) or health care provider allergic reaction plan, which will serve as the basis for the development of by the IHCP for Allergic Reactions. This form is available on the ConVal web site.

The parent/guardian must ensure the prescribed medication is available to student at all times or the student will not be permitted to attend off campus activities.

Annual education and training on the management of students with life threatening allergies will be given to all staff interacting with the student on a regular basis.

This policy shall be reviewed by the District school nurses on an annual basis.

References:

- http://www.cdc.gov/healthyyouth/foodallergies/pdf/13_243135_A_Food_Allergy_Web_508.pdf
<http://www.nasn.org/ToolsResources/FoodAllergyandAnaphylaxis>

1st Read:
2nd Read:
Adopted