

OFFICE OF THE SUPERINTENDENT OF SCHOOLS
Peterborough, New Hampshire

CONTOOCOOK VALLEY SCHOOL BOARD

Notice of Public Hearing

Tuesday, November 5, 2013
6:30 p.m.

SAU #1
Board Room
106 Hancock Road
Peterborough, NH 03458

In accordance with RSA 198:20-b, a public hearing will be held by the Contoocook Valley School Board for the purpose of accepting unanticipated Local Government Center revenues for the 2013-2014 fiscal year.

School Board Meeting
Immediately Following Public Hearing

1. Call to Order and Pledge of Allegiance
2. Minutes (Board Vote Required)
 - a. October 15, 2013 (pg. 1-6)
3. Chairman's Recognition Award
4. Points of Pride
5. Public Comment
6. Consent Agenda
 - a. Personnel (pg. 7-8)
7. Superintendent's Report and Presentation of Business
 - a. November 1st Enrollment
 - b. Monthly Events Calendar (pg. 9-10)
 - c. Field Trip Request (Board Vote Required) (pg. 11)
ConVal High School – Students will travel by airplane to Spain from April 18th – 26th, 2014 to experience firsthand, the culture of Spain, language, art, food, history etc.
8. Reports
 - a. Student Representative- Zach Letourneau
 - b. Teacher Representative- Gil Morris
 - c. District Study Committee – Rich Cahoon
 - d. School Board Budget Work Session - Butch Estey
9. Old Business
 - a. 2nd Read/Adoption Policies (School Board Vote Required)
IGE: Parental Objections to Specific Course Material; rescinding IIAC-E (pg. 12-15)
IHBCA: Pregnant Students; rescinding IGBD (pg. 16-17)
 - b. Amended Policies (School Board Vote Required)
GCO: Teacher Performance and Evaluation (pg. 18)
 - c. Rescind Policies (School Board Vote Required)
GBE-E: Medical Examination of School Employees (pg. 19)
GCQAAA: Professional Activities of Teachers (pg. 20)
IGBB: Programs for Gifted Students (pg. 21)
IGD: Curriculum Programs (pg. 22)

MISSION STATEMENT

The ConVal Regional School District, in partnership with its member communities, will inspire all learners to achieve academically, contribute to the global community, and thrive as independent and productive citizens.

IGDA: Student Organizations (pg. 23)

IGDD: Student Performances (pg. 24)

10. New Business

a. 1st Read Policies

ECAF: Audio and video surveillance on School Buses (pg. 25-26)

IHBG: Home Education Instruction (pg. 27-28)

IMC: Controversial Speakers and Programs (pg. 29)

IMDA: Patriotic Exercises (pg. 30)

JJA: Student Activities & Organizations (pg. 31-32)

JICE: Student Publications (pg. 33)

11. Approval of Manifests (Board Vote Required)

12. Non-Public Session: RSA 91-A:3,II

a. Personnel

b. Student

Upcoming Meetings:

Budget & Property Committee – Tues., Nov. 12th @ 6:30 p.m. @ SAU

Policy Committee – Tues., Nov. 12th @ 5:00 p.m. @ SAU

Wellness Committee – Wed., Nov. 13th @ 6:00 p.m. @ SAU

District Study Committee – Thurs., Nov. 14th @ 7:00 p.m. @ SAU

School Board Meeting – Tues., Nov. 19th @ 7:00 p.m. @ Pierce School

OFFICE OF THE SUPERINTENDENT OF SCHOOLS
Peterborough, New Hampshire

CONTOOCOOK VALLEY SCHOOL BOARD

Tuesday, October 15, 2013

School Board Meeting

7:00 p.m.

Dublin Consolidated School

MINUTES

BOARD

Rich Cahoon, Matthew Craig,
Butch Estey, Joel Green,
Jon Ingram, David Martz,
Linda Quintanilha, Pierce Rigrod,
Crista Salamy, Myron Steere,
Erik Thibault, Fiona Tibbetts

ADMINISTRATION

Dr. Brendan Minnihhan, Supt.
Marian Alese, B.A.
Tim Markley, H.R.
Dr. Rick Matte, Student Services
Dr. Cathy Higgins, Tech.
May Clark, DCS
Ben Loi, PES
Jim Elder, GBS
Anne O'Bryant, SMS
Ann Allwarden, AES/Pierce
Noreen Kilbride, FES/GES/HES

1. Call to Order and Pledge of Allegiance

Butch Estey called the meeting to order at 7:04 p.m. The Pledge of Allegiance was recited.

2. May Clark – Dublin Consolidated School Principal Welcome

May Clark welcomed and thanked everyone for coming to tonight's Board meeting. Mrs. Clark introduced Dublin Consolidated School (DCS) Staff Emily Brnger, Susan Ellingwood, Deb Bennett, Robin Gregg, and Lisa Leblanc. Mrs. Clark reported that DCS is multiage every year. Literacy and math blocks are scheduled so that grades K,1,2 and 3,4,5 have math and literacy at the same time. Mrs. Clark said that there are one hour rotations. DCS also has three paras and Jo-Ann Hopkins, Administrative Assistant on staff. May Clark shared a presentation that she previously shared with parents about assessment. It explained how, when, and why assessment is done. AIMS web, NECAP, and NWEA tests are used in the elementary schools.

AIMS web is a test done one on one. The average test time is one to four minutes with eight minutes being the longest test. Children are measured against normed data. If they are at benchmark (expected for the age level) they are good to go. If they are not at benchmark, interventions come into place. Progress monitoring takes place as well.

NECAP tests measure the student's progress on the NH State Standards. This is the last time this test will be administered except for the Science NECAP. It is a paper and pencil test and is lengthy and taxing for children.

NWEA is administered three times a year and is adaptive. It measures individual student achievement.

Testing helps report accurate progress to parents and helps monitor progress on grade level expectations.

Results are used to enrich kids who need it, assist struggling learners, and monitor student progress over longer periods of time.

3. Minutes (Board Vote Required)

a. October 1, 2013

Myron Steere moved to accept the minutes of October 1, 2013. Matthew Craig second. Unanimous.

MISSION STATEMENT

The ConVal Regional School District, in partnership with its member communities, will inspire all learners to excel academically, contribute to the global community, and thrive as independent and productive citizens.

4. Points of Pride

Dr. Brendan Minnihan reported that this past Saturday the ConVal Marching Band went to support the football team at Monadnock Regional High School. We arrived early to the game to meet the MRHS band. We had a rehearsal with them to perform the Star Spangled Banner during pregame and Green Day's Holiday at halftime. Both schools performed their halftime show. During the second half, the band students from both schools had the opportunity to meet and socialize. The overall experience from the evening was very positive. Band students from two separate schools were able to meet, perform together, make friends and hopefully begin a relationship to last a long time between the two schools!

Another point of pride worth mentioning could be ConVal's representation at the Monadnock Valley Music Festival. 15 choral students and 11 band students were selected to participate in the honors ensemble!

The ConVal girls a cappella group travelled to the Voices of the 603 festival this past Friday, Oct 11th. The day began with workshops at UNH Manchester and then performance and competition in the evening at Concord Capitol Center for the Arts.

Our girls performed among 6 other area high school and middle school groups and took home three awards: Best School Spirit, Most Confident Soloist (Ailzyn Alfonso, Junior), and Best Song Pairing. An excellent turnout for their first time participating in the festival, and their spirit award was well deserved!

At the October 1st School Board meeting, Dr. Minnihan shared that Mary Goldwaite Gagne and her husband Eric had been nominated for the NHPR Work Stay Play Civic Leader of the Year Award. He was pleased to share that they were recently selected as the winner of that Award!

5. Public Comment

None.

6. Superintendent's Report and Presentation of Business

a. Monthly Events Calendar

Dr. Minnihan provided a Blizzard Bag update by reporting that they will not be implemented this year. In the past, one advantage was that it was a way to create a date certain for when school will end. In addition, Dr. Minnihan reported that staff would like to hear more about what takes place at subcommittee meetings; Dr. Minnihan will report out. Lastly, the SAU placed first in the National Honor Society Food Drive. Temple came in first for schools, GBS placed third overall. Dr. Minnihan reported that the real winner is that over 3,000 food items were collected and distributed to all of the food pantries in the district.

Calendar additions included a District Study Committee meeting on Wednesday, October 23rd at 7:00 p.m. at the SAU as well as a School Board Budget Work Session on Saturday, November 2nd from 9:00 a.m. to 2:00 p.m. Changes included the movement of the Wellness Committee from November 6th to November 13th at 6:00 p.m. at the SAU.

7. SERESC Student Services Study Presentation

Rick Matte introduced Jane Bergeron, SERESC, who was present to speak about the SERESC Student Services Study which grew out of the SAU Efficiency Study. (See report attached)

Jane Bergeron reported that SERESC was commissioned to work with the school district to evaluate Student Services. Ms. Bergeron looked at the effectiveness and efficiency of student services. The report outlines the purpose of the study. The study reflects interviews of staff, the review of documents, and visits to each of the schools to collect data. The report provides background information on the SERESC organization. The report lays out the objectives to be accomplished. An analysis of the current structure of student support services was conducted. Roles and responsibilities and job descriptions were reviewed. Work flow was evaluated in conjunction with timeliness of reporting. Time was spent looking at budgets. The agreement was to summarize the information and provide a final report which Ms. Bergeron shared tonight. Site visits took place to gain an understanding of the climate and culture in each of the schools. ConVal has a well established set of policies related to student services that are well administered and supervised. Ms. Bergeron found that people took this study very seriously and were candid in conversation. A commitment to kids was evident. Another theme was that central office administrators were described as positive and skilled. They are knowledgeable. People look to and feel comfortable going to student service administrators. Staff relies on the Director of Student Services and Assistant Special Education Director. The role of the K-8 Coordinator is less visible as a result of their being spread so thin.

Job descriptions at all levels were reviewed from the position of Director of Student Services to Preschool Consultant. As a result, the descriptions varied in format and content. They need refinement and are being interpreted differently.

Compliance information was reviewed as well as comparisons to similar school districts. Ms. Bergeron reported that ConVal has done a nice job ensuring that kids are being kept in the district and developing programs to meet student needs. Strengths include the intensity of compliance in the area of policy and procedure. A strong sense of professionalism exists at ConVal in this area. Another strength is the variety of programming resulting in a low number of out of district placement.

Recommendations included a need to create a critical balance between time management of policy and procedure at the central office and increased engagement at the building level. Ensuring more visibility and accessibility of central office administrators at the building level is suggested.

Restructuring of the job descriptions resulted in the suggestion that the Assistant Special Education Director might take on additional duties. Looking at job descriptions for consistency is a recommendation. Also, looking at the preschool program and giving the preschool program coordinator additional responsibilities was suggested.

The K-8 Coordinator might be a K-4 position and looking at the middle school within for oversight to allow for more support for the K-8 population.

Student Support Services was suggested to consider long term goals in line with those of the SAU.

Ms. Bergeron shared that it was a pleasure to conduct this study. It was a professional environment to conduct a study in. It was evident that it was all about the kids.

Butch Estey thanked Ms. Bergeron for her work on this study. He said that it is good to have an outside eye come in and look.

Myron Steere asked if the implementation of full-time kindergarten was helpful to this study. Ms. Bergeron said that the full time program will allow students to grow.

Joel Green asked if outcome measures were reviewed. Ms. Bergeron reported that the State Reports were amazing for our district.

8. Reports

a. Student Representative

Zachary Letourneau, CVHS Student Representative, thanked Mrs. Clark for hosting tonight's meeting. He reported that last Thursday, the Student Council participated in a retreat and discussed redefining their goals. This Friday is Alma Mater day where staff wear their school colors. Drama will perform at the start of November.

b. Teacher Representative

None

c. Budget & Property Committee – Matthew Craig

Matthew Craig reported that a B&P Vice-Chair, Pierce Rigrod was voted. A plan to communicate the proposed 14/15 budget was mapped out. This is B&P's approach to get the word out. The committee assigned people and actions. In addition, the AD position was discussed. Data on comparative districts was reviewed outlining the AD position in other schools and their responsibilities. No motions were made; it was informational only. The budget assumptions were discussed. Discussion that the B&P is not a formal budget committee that develops the budget took place. Traditionally, it manages the current year's budget.

d. Education Committee – Crista Salamy

Crista Salamy reported that a brief update on the writing program in the elementary schools was shared. The Tech Presentation was reviewed at the last meeting as well. Ms. Salamy introduced Anne O'Bryant and Jim Elder to share a presentation on technology tonight.

e. Selectmen's Advisory Committee – Erik Thibault

Erik Thibault reported that one Selectmen noted the positive tone present at the last meeting. Discussion about the LGC Refund took place. General consensus from every town was they would like the money returned to them. Time was spent discussing attendance at Deliberative Session; holding the meeting on Saturday was discussed. Better communicating budgetary items at Deliberative Session was discussed.

Myron Steere asked if his motion should be taken off the table. Butch reported that there is a public hearing on November 5th.

Marian Alese said that John Kieley had asked if the Board agreed the funds would be returned to the towns if a check could be written; the money would be returned but the money needed would still be raised. Marian reported that she believed that was possible so that it did not create an artificial dip in the tax rate. Marian said that it is not on the MS25 as a revenue; it does not mean that it is not able to go back.

Myron Steere asked if the money could be returned by check after the public hearing. Confirmed.

Marian Alese reported receiving an email from LGC and it does not appear that there will be consequences as a result of the law suit.

Wellness Committee – Linda Quintanilha reported that at the last meeting, the fire alarm went off and the meeting was conducted outside. The Wellness Walk was fabulous with almost 100 people participating. Ms. Quintanilha gave thanks to Mr. Matte for his work on this committee. \$1000 will be asked for rather than \$500.00 next year.

9. Old Business

a. Technology Presentation

Ms. O'Bryant said that money was set aside for labs initially within this year's budget. Better use in mobile devices was seen. More mobile devices are desired. Ms. O'Bryant said that an evolution of the proposed plan will allow for two different platforms for students to access both iPads and Chromebooks. Initially, Ms. O'Bryant reported that her staff had trained on iPads and GBS with Chromebooks. Sharing and learning both is the request proposed tonight.

Jim Elder shared the history of computers in education through labs, mobile carts, and now iPads and Chromebooks. Integrating the technology into learning will take place. Mr. Elder said that the current status is that GBS and SMS have ½ grade level of Chromebooks and iPads respectively. No new money is being requested. The proposal is for GBS and SMS to have one full set of Chromebooks and iPads respectively. Each school will experience both devices. The plan is to look at how the devices perform for our students.

Mr. Elder said that this is the right time to do this. Recent infrastructure upgrades to both schools allows for this to be a positive experience. Teachers are ready and comfortable. Teachers find these devices to be powerful tools. Student participation increased with the use of these devices.

Ms. O'Bryant said that this will allow multiple tools to conduct work. Each type of device has capabilities that the other does not have. Myron Steere thought that the iPads had more educational strengths than a Chromebook. Mr. Elder reported that each device has separate strengths. Offering the opportunity for students to gain strengths on both devices will be possible.

Dr. Cathy Higgins said that purpose is always discussed first. iPads are ideal because of the touch features and apps that are unique. Chromebooks have a keyboard which will allow for different applications. The money is already in this year's budget.

Myron Steere said that technology changes quickly; how do we rationalize this with new technology coming. Dr. Higgins said that as devices age, we will be watching. This is part of the landscape for education. Labs are critical for testing; device renewal and replacement will be monitored. Total cost is \$18,000 to \$20,000.

David Martz asked what would not be purchased in order to purchase iPads and Chromebooks. Dr. Higgins said that fewer laptops and desktops would be purchased. Twenty computers at GBS will not be purchased in order to purchase these devices.

Anne O'Bryant reported that the labs are in very good shape. Labs are not used for the same purpose as iPads and Chromebooks. These devices will replace other devices available to students and will now be mobile.

Dr. Higgins said that the goal was to inform the Board the direction they are going tonight.

Rich Cahoon shared that from a technology perspective, it would be easier to stick with the devices currently in the schools. This proposal allows the promotion of a unified perspective and viewpoint for students in the district.

Fiona Tibbetts asked if training for staff had been factored in. Ms. O'Bryant reported that each of the two schools will help train each other with these platforms. Mr. Elder reported that the two schools meet monthly and this is an opportunity to guarantee curriculum.

Erik Thibault said that it is important to remember that this is a pilot; it is not the iPad initiative where every student gets a device that goes home. These devices will stay in the schools.

Jon Ingram asked if this leads way to the bring your own device movement. It is a question of access and this is along the path of that direction.

b. Expenditure Report – M. Alese

Marian Alese reported that this report includes all transfers to date. Lines 3 and 5 reflect vacant positions and related benefits. Line 31 reflects transfers in repairs and maintenance. Line 41 reflects transportation changes for additional special education. This may result in over expenditures to this line.

Ms. Alese reported that she has parking lot figures.

c. Grants Report – M. Alese

Ms. Alese said that the report reflects expenses and encumbrances to date. IDEA and Title I had balances at the end of the previous fiscal year.

d. Budget +/- Report – M. Alese

Ms. Alese reported staffing changes are additions and changes in funding sources. Ms. Alese reported that one extra teaching and para position are budgeted for the district yearly. Several positions are changes in funding sources; i.e. positions from grant to general fund or opposite. \$79,728.00 is unanticipated expense bulk of which is transportation.

e. CVHS Building Project Report- M. Alese

Ms. Alese shared a grants management report on the building project. When the project was started, the budget was decided. The Hutter budget detail did not consider architectural services. \$160,000 in general fund for electrical work was in the budget. Hutter's budget, architectural estimates, and work done with our staff, project came in at \$4.1 million including dollars from general fund. We just made it.

Discussion briefly took place about the parking lot figures embedded in the budget.

Rich Cahoon asked that Tim Grossi report out on the Mathewson bill.

Myron Steere asked if the Daniel's Fund totals could be shared as well to arrive at total cost. Confirmed.

f. 2nd Read/Adoption Policies (School Board Vote Required)

ECE: Traffic and Parking; (will rescind ECD)

Myron Steere moved to accept this policy. Linda Quintanilha second. Unanimous.

Myron Steere moved to rescind policy ECD. Linda Quintanilha second. Unanimous.

IC: School Year

Myron Steere moved to accept this policy. Linda Quintanilha second. Unanimous.

ICA: School Calendar (will rescind IC/ICA)

Myron Steere moved to accept this policy. Linda Quintanilha second. Unanimous.

Myron Steere moved to rescind IC/ICA. Linda Quintanilha second. Unanimous.

IF: Instructional Approach (will rescind IA)

Myron Steere moved to accept this policy. Linda Quintanilha second. Unanimous.

Myron Steere moved to rescind IA. Linda Quintanilha second. Unanimous.

IGA: Curriculum Development

Myron Steere moved to accept this policy. Linda Quintanilha second. Crista Salamy opposed. All else in favor. Motion carried.

IHAK: Character and Citizenship Education (will rescind IGAK)

Myron Steere moved to accept this policy. Linda Quintanilha second. Unanimous.

Myron Steere moved to rescind IGAK. Linda Quintanilha second. Unanimous.

IHAL: Teaching About Religion (will rescind IGAC)

Myron Steere moved to accept this policy. Linda Quintanilha second. Crista Salamy opposed. All else in favor. Motion carried.

Myron Steere moved to rescind IGAC. Linda Quintanilha second. Unanimous.

IHAMA: Teaching About Alcohol, Drugs, and Tobacco (will rescind IGAG)

Myron Steere moved to accept this policy. Linda Quintanilha second. Unanimous.

g. Rescind Policies (School Board Vote Required)

IGAN: Swimming Policy

IGDH: Contests for Students

IKH: Contests for Students

IICB: Community Resource Persons

IKAB: Student Progress Reports to Parents

INA: Teaching Methods

Myron Steere moved to rescind all of the above policies. Linda Quintanilha second. Unanimous.

10. New Business

a. 1st Read Policies

- IGE: Parental Objections to Specific Course Material
- IHBAA: Student Evaluations: Specific Learning Disability
- IHAMC: HIV/AIDS
- IHBB: Programs for Gifted Pupils
- IHBCA: Pregnant Students

Myron Steere referenced the above policies as a first read. Email any questions or concerns to Myron Steere.

b. PELRB Update – Tim Markley

Tim Markley read information that provided an update on PELRB (see attached).

Tim Markley reported a change in legislature HB142 which has to do with teacher evaluations in the form of an amendment. NHSBA has developed a recommendation to change our policy. Mr. Markley will attend a future Policy Committee meeting to discuss.

11. Approval of Manifests (Board Vote Required)

Marian Alese certified that manifests 26 through 29 totaling \$464,586.82 and Payroll 7 and 1020903 totaling \$792,327.13 have been reviewed by her and found to be proper charges against the Contoocook Valley School District for goods and/or services received and have been properly processed prior to their submittal to the School Board.

Myron Steere moved to accept the manifests as read. Matthew Craig second. Unanimous.

12. Non-Public Session: RSA 91-A:3,II

a. Personnel

Erik Thibault moved to enter into non-public session for matters of personnel at 9:11 p.m. Unanimous on a roll call vote.

Myron Steere moved to exit non-public session at 9:24 p.m. Matthew Craig second. Unanimous.

Myron Steere moved to seal the minutes of non-public session for 5 years. David Martz second. Unanimous.

Linda Quintanilha moved to adjourn at 9:25 p.m. Second. Unanimous.

Respectfully submitted,

Brenda Marschok

OFFICE OF THE SUPERINTENDENT OF SCHOOLS
Peterborough, New Hampshire

CONTOOCOOK VALLEY SCHOOL DISTRICT

November 5, 2013
Personnel Agenda

Resignation:

CVHS

Ellen Bell

Office Occupations Teacher

NOTICE OF CO-CURRICULAR POSITIONS

CVHS

Mark Swasey	Athletic Director	\$77,500.00
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SMS

Doug Thompson	Boys Blue Basketball	\$2,711.70
Rick Taft	Girls Blue Basketball	\$2,711.70

November 2013

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
3	4	5	6	7	8	9
		Public Hearing to Accept Unanticipated Funds 06:30 PM @ SAU Board Room School Board Meeting 07:00 PM @ SAU Board Room				
10	11	12	13	14	15	16
	Veteran's Day - NO SCHOOL	Policy Committee Meeting 05:00 PM @ SAU Conference Room 1 Budget & Property Committee Meeting 06:30 PM @ SAU Board Room	Wellness Committee Meeting 06:00 PM @ SAU Board Room	District Study Committee 07:00 PM @ SAU Board Room		
17	18	19	20	21	22	23
		School Board Meeting 07:00 PM @ Pierce School				
24	25	26	27	28	29	30
	K-8 Parent Teacher Conferences - NO SCHOOL	All-Staff Professional Development Day - NO SCHOOL	Thanksgiving Recess	Thanksgiving Recess	Thanksgiving Recess	
						School Board Budget Work Session 09:00 AM @ SAU Board Room

December 2013

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3 <u>School Board Meeting</u> 07:00 PM @ SAU Board Room	4 <u>Wellness Committee Meeting</u> 06:00 PM @ SAU Board Room	5	6	7
8	9	10	11	12	13	14
15	16	17 <u>School Board Meeting</u> 07:00 PM @ South Meadow School	18	19	20	21
22	23 <u>Holiday Recess</u>	24 <u>Holiday Recess</u>	25 <u>Holiday Recess</u>	26 <u>Holiday Recess</u>	27 <u>Holiday Recess</u>	28 <u>Holiday Recess</u>
29 <u>Holiday Recess</u>	30 <u>Holiday Recess</u>	31 <u>Holiday Recess</u>	1 <u>Holiday Recess</u>			

**CONTOOCOOK VALLEY SCHOOL DISTRICT
FIELD TRIP PROPOSAL**

1. Name: ROBIN KENNEDY Grade: 10-12 School: CVHS
 2. Destination: SPAIN (AND SARA KRAPFOL / BEN PUTNAM)
 3. Date(s) of Trip: 4/18-26/13 Time(s): From _____ to _____

4. Description of Trip:
SPANISH STUDENTS WILL TRAVEL TO MADRID, WITH
2 TRAIN DAY TRIPS TO SEBOVIA + ~~BARCELONA~~ ^{TOLEDO},
THEN TO BARCELONA

5. How will this trip relate to your program and/or curriculum?
STUDENTS WILL EXPERIENCE FIRST-HAND
SPANISH CULTURE, LANGUAGE, ART, FOOD,
HISTORY, ETC.

6. Transportation will be by: Bus Co. Private Car _____ Other _____
 (Private cars require completion of District Use of Private Vehicle Form by individual drivers)

7. Ratio of Adults: 3 to Number of Students: 15
[Signature] 10/15/13 [Signature] 10/16/13
 Staff Signature Date Principal Signature Date

**SCHOOL USE ONLY: All items must be checked before the
Principal/Assistant Principal will sign**

- | | |
|--|--|
| <input type="checkbox"/> Bus Form If Necessary | <input type="checkbox"/> UA Team Notified |
| <input type="checkbox"/> Fee Paid By _____ | <input type="checkbox"/> Posted on Events Calendar |
| <input type="checkbox"/> Chaperones Listed On The Reverse | <input type="checkbox"/> Notified Nurse to prepare
Medicine |
| <input type="checkbox"/> Permission Slips To Parents/Guardians Prepared | |
| <input type="checkbox"/> Office Notified With Accurate Lists of Students | |
| <input type="checkbox"/> Kitchen Notified If Lunches Would Be Affected | |

**SCHOOL BOARD APPROVAL REQUIRED FOR TRIPS OF MORE THAN
TWO (2) DAYS (REFER TO FIELD TRIP POLICY IICA).**

Proposal forms must be submitted to the Principal by April 1st, to the Superintendent by
May 1st and approved by the School Board no later than the August meeting for trips during
the new school year

Date Received at SAU Office _____ Date Approved/Not Approved by School Board _____
 (Please Circle One)
 Superintendent/Board Chairman Signature _____

Adopted: May 1, 2001

Category: P

PARENTAL OBJECTIONS TO SPECIFIC COURSE MATERIAL

The School Board recognizes that there may be specific course materials that some parents/guardians find objectionable.

In the event a parent/guardian finds specific course material objectionable, the parent/guardian may notify the building principal of the specific material to which they object and request that the student receive alternative instruction, sufficient to enable the child to meet state requirements for education in the particular subject area. This notification and request shall be in writing.

The building principal and the parent must mutually agree to the alternative instruction. The alternative instruction agreed upon must meet state minimum standards.

School district staff will make reasonable efforts, within the scope of existing time, schedules, resources and other duties, to accommodate alternative instruction for the student. Alternative instruction may be provided by the school, through approved independent study, or through other method agreed to by the parent/guardian and the building principal. Any cost associated with the alternative instruction shall be borne by the parent.

Nothing in this policy shall be construed as giving parents/guardians the right to appeal to the school board.

Parents who wish for particular instructional material be reviewed for appropriateness may submit a request for review in accordance with Board Policy KEC.

Legal References:

RSA 186:11, IX-c, State Board of Education; Duties.

1st Read: October 15, 2013
2nd Read: November 5, 2013
Adopted:

Contoocook Valley School District Policy

POLICY ON RECONSIDERATION OF LIBRARY OR CLASSROOM MATERIALS

Persons not in agreement with the school on its selection of books and who wish a particular book to be reviewed must submit to the Principal a "Request for Reconsideration of Library or Classroom Materials." The request forms are available at the school office.

The Principal, upon receipt of a "Request for Reconsideration" will acknowledge receipt to the complainant and list anticipated steps to be taken. The Principal will then notify the Book Review committee, and schedule meetings necessary to review complaint and write report.

The final report will be forwarded to complainant and the Superintendent of Schools. If the complainant is dissatisfied, the next step is to submit their request to the Superintendent of Schools for action. If the complainant does not accept the Superintendent's decision, the complainant may request a review by the School Board, whose decision will be final.

During the investigation the book will remain in use unless the Book Selection Committee desires to remove or restrict the book until a final decision is made.

Contoocook Valley School District Policy

CITIZEN'S REQUEST FOR RECONSIDERATION OF LIBRARY OR CLASSROOM INSTRUCTIONAL MATERIALS

(Please fill in the appropriate blanks)

Title _____ Book _____ Periodical _____ Other _____

Author/Producer _____

Publisher/Distributor _____

Request initiated by _____

Address _____

City _____ State _____ Zip _____ Tele. # _____

Do you represent:

_____ Yourself

_____ An organization (name) _____

_____ Other group (name) _____

1. To what in the work do you object? Please be specific. _____

2. Did you read, view or listen to the entire work? If not, what part or parts? _____

3. What do you feel might be the result of reading, viewing, or listening to this work? _____

Contoocook Valley School District Policy

4. For what age group would you recommend this work? _____

5. What do you believe is the theme of this work? _____

6. Are you aware of professional reviews of this work? _____

7. What would you like the school to do about the work? _____

8. In its place, what work would you recommend that would convey as valuable a picture and perspective of the subject treated? _____

Signature

Date

Additional Comments:

April 2, 1991

Category: R

PREGNANT STUDENTS

Maternal or paternal status shall not affect the rights and privileges of students to receive a public education.

Pregnant students shall be permitted to continue in school in all instances when continued attendance has the sanction of the expectant mother's physician. ~~The School Board may require a physician's statement of activity limitations.~~

1st Read: October 15, 2013
2nd Read: November 5, 2013
Adopted:

Contoocook Valley School District Policy

Also JFE/JFF

PREGNANT AND MARRIED STUDENTS

Marital, maternal, or paternal status shall not affect the rights and privileges of students to receive a public education.

Pregnant students shall be permitted to continue in school in all instances when continued attendance has the sanction of the expectant mother's physician. The physician's approval of continued attendance must be on file at the school. The school administration is authorized to make special arrangements for the instruction of pregnant students and to provide an educational program designed to meet their special needs.

April 2, 1991

Category: P

TEACHER PERFORMANCE AND EVALUATIONS

The School Board intends to seek and maintain the best qualified staff to provide quality education for students. Accordingly, the School Board will adopt and the Superintendent will implement a teacher performance evaluation system. Input will be sought from teachers and administrators with respect to the evaluation system, procedures, and criteria. The goal shall be to have a system of In keeping with the goal, there will be an ongoing appraisal of the performance of staff to provide which provides:

1. A systematic process whereby the performance and effectiveness of a teacher shall be evaluated through a written evaluation procedure.
2. Opportunity for all staff members to analyze their strengths and weaknesses as they relate to the teaching-learning process and to discuss objectively the contributions they have made to the school system.
3. Opportunity for the administrative staff to analyze the strengths and weaknesses of individual staff members and to use this knowledge to develop supervisory service to assist individuals in developing objectives to improve their competence. These may relate to the teaching-learning process and/or other professional responsibilities.
4. Effective means by which administrators may make recommendations concerning the continued employment of personnel, the granting of a continuing contract, and/or other recommendations to the School Board.
5. Identification of performance deficiencies.
6. Identification of superior staff who should receive public recognition.

Evaluation of all professional staff will normally be conducted by the Superintendent and/or such other persons as he/she may designate.

Legal References:

RSA 189:1-a, Duty to Provide Education

RSA 189:14-a, Failure to be Renominated or Reelected

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

N.H. Code of Administrative Rules, Section Ed. 304.01(b), Substantive Duties of School Principals

1st Read: February 21, 2012

2nd Read: April 3, 2012

Adopted: April 3, 2012

Amended: November 5, 2013

Contoocook Valley School District Policy

MEDICAL EXAMINATION OF SCHOOL EMPLOYEES

This is to certify that I have examined _____,
and find (him/her) free of communicable disease and any physical or mental disabilities
that might interfere with performing (his/her) duties, except as follows: _____

(Date of Examination) (Signature) M.D.

April 2, 1991

Contoocook Valley School District Policy

PROFESSIONAL ACTIVITIES OF TEACHERS

IN-DISTRICT

It is assumed that lectures, demonstrations or related activities, performed by teachers within the District, are to be considered a service to the community, and are to be performed without fee. No teacher shall charge a fee for activities within the District, directly related to his professional position. No teacher may advertise or sell educational materials within the District not specifically authorized or approved by the School Board.

OUT-OF-DISTRICT

The School Board encourages participation in professional and related activities. Arrangements for attendance and/or participation in such activities shall be cleared with the administration in advance.

When a staff member is invited to speak, serve on a panel, or similar assignment, at such functions, all costs shall be borne by the school district or organization sponsoring the event, unless other arrangements are approved by the Superintendent, upon the recommendation of the Principal.

April 2, 1991

Contoocook Valley School District Policy

PROGRAMS FOR GIFTED STUDENTS

The Contoocook Valley School Board, realizing the need for programs dealing with the gifted and talented shall endeavor to provide the level of monetary support it deems proper to enhance programs for the gifted and talented. Procedures for the selection of programs and students will be approved by the Board.

April 2, 1991

Contoocook Valley School District Policy

CURRICULAR PROGRAMS

The Contoocook Valley School Board believes that student activities at school are a vital part of the total educational program and should be used as a means for developing wholesome attitudes and good human relations, as well as knowledge and skills. The Board believes that school citizenship, as reflected in student activities, is a measure of the achievement of important school goals. The Board recognizes that the greatest values to be derived from both curricular and extracurricular student school activities occur when such activities are developed and encouraged through participation among, or the knowledge of, the student body, interested members in the community, and school staff.

The Board further believes that any program of student activities should:

1. Require all student participation to be on a voluntary basis;
2. Require that student activity funds should be used for purposes which benefit the student body of the school;
3. Require that the management of student funds be the responsibility of the principal with assistance of students; and
4. Permit the formation of student unions, student clubs, and other student groups organized to promote or pursue specialized athletic, social service, and social activities. Secret societies are prohibited. All organizations are subject to free access by all students.

All students are encouraged to participate in the activities of the school. The inclusion of these activities in the school program is for the purpose of acquainting students with the benefits to be derived from group participation and from sharing responsibilities with others having similar interest. Students wishing to form clubs or begin new activities are encouraged to see the Principal.

April 2, 1991

Contoocook Valley School District Policy

STUDENT ORGANIZATIONS

"Club" activities, of a non-discriminatory nature and for purely educational purposes, will be permitted as an integral part of the total school program.

The following provisions will guide the conduct and organization of the "clubs."

- A. They will be adult supervised, preferably by a member of the faculty.
- B. They will begin all activities during the normal school day and, with few exceptions, permission for which will be granted prior to the start of the club program, will be completed before the close of the school day. Under no circumstances will a "club" activity, as defined by the policy, be conducted in the evening.
- C. The activity must have a basic educational purpose.

Note: The School Board should study and determine whether or not to endorse the concept of an "open forum or limited open forum" to ensure conformance with the Equal Access Act of 1984 (Title VIII, PL 98-377).

April 2, 1991

Contoocook Valley School District Policy

STUDENT PERFORMANCES

Instructors are encouraged to arrange for individual students and groups to provide public performances when such performances contribute to educational process objectives and when they do not interfere with other scheduled activities or classes within the school, as follows:

1. All occasions involving students will be approved by the building principal.
2. The extended use of one particular group will be discouraged.
3. Students participating in a performance will conduct themselves in a way as to bring credit to their school.
4. Performances that are scheduled outside school hours are preferred. Performances during school hours should be limited to the class period during which the activity is usually taught to that particular student or students.

Student organizations may participate in the activities of the school district and with patriotic and civic groups in the community upon the approval of the principal. They will not be paid for participating or performing when they represent the school.

Category: R

See also EEA, JICK

~~AUDIO AND VIDEO SURVEILLANCE ON SCHOOL DISTRICT PROPERTY~~

~~The Board authorizes the use of video and/or audio surveillance devices on District property to ensure the health, welfare, and safety of all staff, students, and visitors to District property and to safeguard District buildings, grounds, equipment, and monitor student behavior. The Superintendent will approve appropriate locations for surveillance devices.~~

~~Audio recordings in conjunction with video recordings may also be captured, in accordance with the provisions of RSA 570-A:2. School district property includes, but is not be limited to, school buses, school parking lots and school hallways and classrooms.~~

~~Notification of such recordings is hereby established in this policy and in JICBB. The Superintendent or his/her designee will ensure that there is a sign prominently displayed on the school property informing the occupants that such video and audio recordings are occurring.~~

~~The Superintendent is charged with establishing administrative procedures to address the length of time which the recording is retained, ownership of the recording, limitation on who may view and listen to the recording, and provisions for erasing or destroying the recordings.~~

~~All recordings shall be retained for a period not to exceed ten (10) days, unless the Superintendent determines that the recording is relevant to a disciplinary proceeding.~~

~~Parents/guardians of a student against whom a recording is being used as part of a disciplinary proceeding will be permitted to view and listen to the recording. No other individual(s) shall be entitled to view or listen to the recording without the express authorization of the Superintendent of Schools.~~

AUDIO AND VIDEO SURVEILLANCE ON SCHOOL BUSES

Video cameras may be used on school buses to monitor student behavior. Audio recordings in conjunction with video recordings may also be captured on school buses, in accordance with the provisions of RSA 570-A:2.

Notification of such recordings is hereby established in this policy and in Policy JICK – Pupil Safety and Violence Prevention. The Superintendent or his/her designee will ensure that there is a sign prominently displayed on the school buses informing the occupants of the school buses that such video and audio recordings are occurring.

The Superintendent is charged with establishing administrative procedures to address the length of time, which the recording is retained, ownership of the recording, limitations on who may view and listen to the recording, and provisions for erasing or destroying the recordings.

*Category: R**See also EEA, JICK***AUDIO AND VIDEO SURVEILLANCE ON SCHOOL BUSES**

All recordings shall be retained for a period not to exceed thirty (30) days, unless the Superintendent, or designee, determines that the recording is relevant to a disciplinary proceeding.

Recordings may be viewed only by the following persons and only after expressly authorized by the Superintendent:

Video cameras may be used on school buses to monitor student behavior. Audio recordings in conjunction with video recordings may also be captured on school buses, in accordance with the provisions of RSA 570-A:2.

Notification of such recordings is hereby established in this policy and in Policy JICK – Pupil Safety and Violence Prevention. The Superintendent or his/her designee will ensure that there is a sign prominently displayed on the school buses informing the occupants of the school buses that such video and audio recordings are occurring.

- Superintendent or designee
- Business Administrator
- Building Administrator
- Law Enforcement Officers
- Transportation Contractor Official

Parents of a student against who a recording is being used as part of a disciplinary proceeding will be permitted to view and listen to the recording. No other individuals shall be entitled to view or listen to the recording without the express authorization of the Superintendent.

Legal References:

RSA 570-A:2, Capture of Audio Recordings on School Buses Allowed

1st Reading: November 5, 2013

2nd Reading:

Adopted:

*Category: R**See also JG, JH***HOME EDUCATION PARTICIPATION IN DISTRICT PROGRAMS AND ACTIVITIES**

~~The New Hampshire General Court has set forth in Laws, 1990, Ch. 279:2 that an "appropriate educational alternative.... allows a parent to elect to educate a child at home as an alternative to attendance at a public or private school, in accordance with RSA 193-A. The general court further recognizes that home education is more individualized than instruction normally provided in the classroom setting."~~

~~Accordingly, a request for a child being educated at home to participate in part of the Contoocook Valley School District academic program and/or other activities will be determined on a case by case basis.~~

HOME EDUCATION INSTRUCTIONEligibility

The School Board recognizes the right of parents to pursue home education within the parameters RSA 193-A and other applicable state laws and regulations.

Enrollment Procedures

Any parent commencing a home education program for a child who withdraws from the School District shall notify the New Hampshire Department of Education, the Superintendent, or a non-public school within five (5) business days of commencing the home education program. Such notification shall include the names, addresses and birth dates of all children who are participating in the home education program. If notice is provided to the Superintendent, he/she will acknowledge receipt of notification within fourteen (14) days.

Annual notification of intent to home education is not required.

If requested by the parent, the Superintendent will assist parents in making such notification and in complying with applicable statutory requirements.

State attendance laws and District attendance policies shall apply to all students within the District until the commissioner of education, the Superintendent, or principal of a non-public school receives notice from a student's parent/guardian of the commencement of a home education program, consistent with the requirements of RSA 193-A:5.

Evaluation Procedures

Parents electing to request the School District's participation in the annual evaluation must make arrangements to do so with the appropriate building Administrator prior to the end of the public school year, provided the School District is acting as the participating agency. In this case, the Superintendent shall provide evaluation services, if the parent so requests. If the District is not acting as the participating agency, the Superintendent shall provide evaluation services at his/her discretion.

The Superintendent will review the results of the annual education evaluation of children in home educational programs. If the home-educated child has not demonstrated educational progress, the Superintendent will notify the parent in writing that educational progress has not been achieved. Likewise, the Superintendent or his/her designee will notify the parent in writing within 21 days of the evaluation if the child has demonstrated educational progress.

Category: R

See also JG, JH

HOME EDUCATION INSTRUCTION

(continued)

The Superintendent will ensure that the evaluation includes all information, dates and signatures required by state statute and/or regulation.

Parents shall maintain a portfolio of records and materials relative to the home education program and must provide for an annual evaluation documenting the child's demonstration of educational progress at a level commensurate with the child's age and ability, in accordance with RSA 193-A and NH Code of Administrative Rules, Section Ed 315.

Re-enrollment into the School District

Parents deciding to re-enroll their children into the school district following a period of home education will make arrangements with the Principal for an evaluation to determine appropriate placement in the District's program. Placements will be consistent with the School Board policy governing student placements (NHSBA Sample Policy JG) and are subject to the same appeal process.

Parents should be attentive that when re-enrolling a student, there may be discrepancies between the home schooling level of achievement and the scope and sequence of the District's curriculum.

Graduation/Diplomas

The School Board will not award certificates or diplomas to home educated student. Students must enter the regular school program and complete all necessary graduation requirements of the District and the state to be eligible for a certificate or diploma.

Participation in school curricular and co-curricular activities

Regulations regarding the participation of home education students in District curricular and extra-curricular programs are established in Appendix IHBG-R. The Superintendent is charged with establishing such regulations. Consistent with RSA 193:1-c, any regulations shall not be more restrictive for non-public or home educated pupils than they are for students enrolled in the District.

Legal References:

RSA 193-A, Home Education

RSA 193:1, Duty of Parent; Compulsory Attendance by Pupil

RSA 193:1-a, Dual Enrollment

RSA 193:1-c, Access to Public School Programs by Nonpublic or Home Educated Pupils

NH Code of Administrative Rules, Section Ed 315, Procedures for the Operation of Home Education Programs

Appendix IHBG-R

1st Read: November 5, 2013

2nd Read:

Adopted:

Category: R

CONTROVERSIAL SPEAKERS AND PROGRAMS

A goal of education is to prepare our students to participate constructively in a democratic, pluralistic society in which many different opinions are held and differing causes are espoused. It is important that students develop an understanding of ideas and of people who may seem unfamiliar to them. It is also important that students develop judgment and the capacity to discern the difference between fact and opinion. Books, files, and other media are valuable for giving students exposure to many differing ideas; but for effective learning, it is also useful to invite appropriate guest speakers to meet with groups of students as part of the educational process.

The School Board, in an effort to uphold the students' freedom to learn, while also recognizing obligations and responsibilities that the exercise of this freedom entails, establishes the following guidelines:

1. All guest speakers must be invited through the school principal and an attempt shall be made to engage speakers for both sides of the issues. The teacher/sponsor and any member of administration are expected to exercise judgment and to fully investigate proposed guest speaker.
2. An appropriate record shall be made of each guest speaker and of his/her presentation.
3. The ideas presented and the guest speaker invited to present them shall have a demonstrable relation to the curricular or co-curricular activity in which the participating students are involved.
4. Prior to his or her appearance or participation, the guest speaker shall be given, in writing, and shall agree to abide by the following Board regulations:
 - A. Profanity, vulgarity, and lewd comments are prohibited.
 - B. Smoking is not permitted.
 - C. The teacher/sponsor responsible for inviting the guest speaker, or any member of the school administration, has the right and duty to interrupt or suspend the proceedings if the conduct of the guest speaker is judged to be in poor taste or interfering with the legitimate educational purpose and goals of the school district.

1st Read: November 5, 2013

2nd Read:

Adopted:

Category: R

PATRIOTIC EXERCISES

In accordance with federal law, the District shall offer an education program(s) each year on Constitution Day to commemorate the September 17, 1787 signing of the United States Constitution. The Superintendent or his/her designee shall establish administrative guidelines ensuring that the District observes Constitution Day properly and in a manner befitting the importance of the event.

Legal Reference:

Section 111 of Division J of Public Law 108-447 (2004)

1st Read: November 5, 2013

2nd Read:

Adopted:

Category: O

See also IHBG & JJI

STUDENT ACTIVITIES & ORGANIZATIONS

It is the policy of the School Board to allow opportunities for all students to participate in co-curricular activities designed to meet their needs and interests.

Such activities must supplement and enrich regular academic instruction, provide opportunities for social development, encourage participation in clubs, athletics, performing groups, or encourage service to the school and community.

Any student organization must be recommended by the Principal and approved by the Board.

Eligibility

To participate in co-curricular and extra-curricular activities, all students must meet eligibility requirements, and understand that such participation is a privilege, not a right. The superintendent is directed to establish eligibility standards and procedures for acceptable academic performance, good citizenship/sportsmanship, parental permission, fees, and physical exams/health requirements. The eligibility standards and procedures will be published in the student/parent handbooks.

In addition, students who choose to participate in interscholastic sports will be governed by Policy JJIB, Interscholastic Athletics, and by the eligibility standards of the New Hampshire Interscholastic Athletic Association (NHIAA).

Participation

The district allows students enrolled in other schools - including charter schools, non-public schools, and home schools - to participate on an equal basis in any activity offered by the district that is not offered at a student's school of attendance, provided they meet the eligibility requirements for participation. This applies to:

1. Students who are residents of this school district but who are being educated in a home school may participate provided they comply with all laws governing non-public home-based education.
2. Students who are residents of the district by who are being educated in an independent or parochial school if the school in which the student is enrolled does not sponsor the activity.

The superintendent is directed to establish procedures for application and appeal to implement this participation allowance.

Participation Fees

Non-enrolled students participating in district co-curricular and extra-curricular activities are subject to the same fees charged enrolled students for the activity.

Category: O

See also IHBG & JJI

STUDENT ACTIVITIES & ORGANIZATIONS

(continued)

Legal Reference:

NH Code of Administrative Rules, Section Ed. 306.26(d), Kindergarten-Grade 8 Curriculum

NH Code of Administrative Rules, Section Ed. 306.27(b)(5), High School Cocurricular Program

NH Code of Administrative Rules, Section Ed. 306.27(v), Reasonable accommodations for students with disabilities

See also:

http://66.223.48.174/PDFs/803/Sportsmanship_Brochure.pdf

[http://66.223.48.174/PDFs/800/Brochure - Protecting Your High School Eligibility .pdf](http://66.223.48.174/PDFs/800/Brochure_-_Protecting_Your_High_School_Eligibility_.pdf)

[http://66.223.48.174/PDFs/809/Guidelines for Student Athletic Standinq.pdf](http://66.223.48.174/PDFs/809/Guidelines_for_Student_Athletic_Standinq.pdf)

1st Read: November 5, 2013

2nd Read:

Adopted:

Category: R

STUDENT PUBLICATIONS

The School Board may authorize school-sponsored publications, such as annual yearbooks, student newspapers, and Internet web-sites. All publications will conform to rules established by the Superintendent and the building principal. Any publication not approved by the Board will not be considered a school publication and shall not be distributed on school property. Further, school district resources shall not be used for the production, printing, posting, or assembly of any non-approved publication.

All school publications will be under the supervision of the school principal or his/her designee. The principal or his/her designee has the right to limit or edit the contents of any school publication. There is the assumption that nothing published in student publications will be libelous, slanderous, obscene, advocate illegal activities, infringe on copyrighted material, or otherwise cause substantial disruption to school activities and functions. The school principal or his/her designee will review all school-sponsored publications before they are printed, posted or distributed to ensure the publication conforms to these standards.

Legal References:

Hazelwood School District et al. v. Kuhlmeier et al., 484 U.S. 260 (1988)

1st Read: November 5, 2013

2nd Read:

Adopted: