

Policy Committee

AGENDA

May 17, 2016

6:00 PM – Great Brook School

Members	Rich Cahoon, Janine Lesser, Thomas Kelley, Kristen Reilly, Stephan Morrissey, Kimberly Saunders	
I.	a. Approval of May 3, 2016 Minutes	
2.	Policies to the Board: The following policies are on tonight's School Board agenda. Second Read: 1. KFA: Public Conduct on School Property First Read: 1. BDB: Board Officers 2. JLCE: Emergency Care and First Aid Rescind: 1. IHBCA: Pregnant Students	
3.	Old Business: 1. GBI: Has gone back to legal 2. JICHB: Alcohol and Substance Abuse 3. GBK: Staff Concerns & Complaints	
4.	New Business: The following policies have recently been updated by the NH School Board Association. I have included their new version, as well as our existing policy where applicable. Also included is the NHSBA Summary pages explaining the update for each policy. 1. KF: Community Use of Schools (Usage fee for school is still being discussed by B & P.) 2. ECA: Buildings and Grounds Security 3. JK: Employment of Students– (this policy is dated 1991. There is no corresponding NHSBA version.)	

5.	<p>Pending Policies:</p> <ol style="list-style-type: none"> 1. ECA: Building and Grounds Security – this went to Admin Council on 4/14/16; they will bring back for further discussion in May (this is specific to the procedure). 2. IKG: Awards and Scholarships 3. JEDB: Student Release Precautions – this policy is dated 1991. Committee agreed to rewrite this policy. 4. JIH: Searches of Students, Student’s Property, Lockers and Other School Owned Property. 5. JLIE: Student Automobile Use 6. Strategic Plan related policies – the following policies are the first to be identified to be directly affected by the Strategic Plan: <ol style="list-style-type: none"> a. Class size b. Security c. Communications d. Assessment e. Graduation Requirements 	
6.	Nonpublic: if needed.	
7.	Next Meeting: June 7, 2016 at the SAU Office	

Policy Committee

Minutes

May 3, 2016

6:00 PM – SAU Conference Room 1

Members	<p>Rich Cahoon, Janine Lesser, Thomas Kelley, Kristen Reilly, Stephan Morrissey, Kimberly Saunders</p> <p>Attendees: Rich Cahoon, Janine Lesser, Tom Kelly, Stephan Morrissey, Myron Steere, Marian Alese, River Marmorstein, Kimberly Saunders</p> <p>Absent: Kristen Reilly</p> <p>Meeting called to order at 6:01 PM.</p>	
I.	<p>a. Approval of April 19, 2016 Minutes --- Motion to approve made by Janine Lesser and seconded by Tom Kelly.</p> <p>b. Meeting Schedule: Do we want to continue meeting on Tuesday's for 1 hour, prior to the Board meetings or do we need to make a change?</p> <p>This time works for everyone in attendance. At some point we may need to start a few minutes earlier to accommodate nonpublic.</p>	
2.	<p>Policies to the Board:</p> <p>The following policies are on tonight's School Board agenda.</p> <p>Second Read:</p> <p>1. GBAA: Sexual Harassment – Employees/Staff – no comments received</p> <p>First Read:</p> <p>1. KFA: Public Conduct on School Property</p>	
3.	<p>Old Business:</p> <p>1. GBI: Staff Participation in Political Activities -- (NHSBA model language) update/status report. Below is the legal comment from Legal. I have also included their edited version.</p> <p>Thank you for your e-mail. In reviewing GBI, I note that it does not cite to or include the provisions of RSA 98-E "Public Employee Freedom of Speech." This will be one change that will need to occur regardless of how the district addresses electioneering.</p> <p>Kimberly discussed Dean's comments on the agenda, as well as those on the policy. Dean spoke of opinions regarding a government agency, if in the agency's best interest. Dean and Kimberly will discuss this point further. Myron feels one question will be "Who can we contact in doing this?" What strategies? We cannot start advocating for things while in small groups. No usage of district distribution emails. What about people who request information via email, from the District? The driver of this is the use of district electronic platforms for non-neutral content. Marian thinks we can advocate for our budget, if it's a</p>	

	<p>mass mailing because the Board does recommend it. General information vs. guided information. Does the School Board reference belong in this policy? We have to have a District position. Can we use both mass media and targeted? The distribution list could be public record.</p> <p>What strategies, who can be contacted, what identifies neutrality, advocacy? The government entity will arrive at a decision and then distributed to everyone. Kimberly will bring back to Dean for further review. Janine feels Dean's edit belong in a Board-related policy. There are two different issues going on here. We should be careful about where the communication comes from. No soapbox stands!</p> <p>We presently do not have GBI as a policy. Janine asked what is the authority on that? Do we start with a policy that is educationally based? Marian asked if it's not worth putting something in our employee handbook. Kimberly said yes, if we do adopt this policy. ACTION: Kimberly will bring back to Legal.</p> <p>2. JBAA: Sexual Harassment Students – Update (no hardcopy provided) Kathy Peale and Dean are reviewing this regarding.</p> <p>3. JICHB: Alcohol and Substance Abuse – This has been drafted by staff at the high school. Rich has a concern about co-curricular vs. in class time. Kimberly asked about the expulsion piece listed under Second Offense. If this stays in policy, it gives us no wiggle room. Language should define the outer limits of discretion. Stephan feels both co and curricular should be the same time frame. Tom agreed and feels the Superintendent should have some leeway with the decision making. Stephan asked if Kimberly has an opinion. She feels there must be some level of discretion in the decision. Latitude outside of this policy is necessary. "At the discretion of the Superintendent..." How were these numbers determined? We should not detail the Search content, but only reference the policy. We should never have a policy we cannot follow. Myron feels the discretion of the penalties is up the Superintendent.</p> <p>Rich would like to see all bulleted list on page one removed – agreed. Remove search language and only reference related policy.</p> <p>Why is this specific to high school only? River indicated this is very similar to what exists in the handbook. We need to ensure this language is developmentally appropriate and published in middle school/high school handbooks. It should be possible to say we can direct a student to appropriate agency but we will not provide treatment (liability). Rich asked is it better to have a student who could not get help, in school or out. He feels a student should be in school. Marian would like to see this policy chopped. This should not be about punishment; it should be a treatment-focused policy. ACTION: Will incorporate edits and bring back to next meeting.</p>	
4.	<p>New Business:</p> <p>The following policies have recently been updated by the NH School Board Association. I have included their new version, as well as our existing policy where applicable. Also included is the NHSBA Summary pages explaining the update for each policy.</p> <p>1. BDB: Board Officers – even if we make no changes, the call letters need to be updated. ACTION: Update and send to Board.</p>	

	<ol style="list-style-type: none"> 2. EBBC/JLCE: Emergency Care and First Aid -- we recently updated this policy to include the narcan treatment. However, I was not aware of the corresponding "J" policy, so I will need to create the J version. JLCE can go as a 1st read. 3. GBK: Staff Concerns and Complaints -- this is an optional policy. ACTION: Bring back for next meeting. 4. GCQ: Non-Renewal, Termination, and Dismissal of Certified Staff – this is an optional policy. We do not have this policy. ACTION: Bring to HR for review. 5. IHBAC/JIE: Pregnant Students – This policy now has a corresponding "J" policy. I will have to generate the J version, regardless of potential changes. Rich would rather not even have this policy. It is recommended. ACTION: Rich moved to rescind this policy, seconded by Stephan. <p>Marian noted this this policy also speaks to the paternal rights. Rich noted we could address this in the attendance procedures. Marian agreed.</p>	
5.	<p>Pending Policies:</p> <ol style="list-style-type: none"> 1. ECA: Building and Grounds Security – this went to Admin Council on 4/14/16; they will bring back for further discussion in May (this is specific to the procedure). 2. IKG: Awards and Scholarships 3. JEDB: Student Release Precautions – this policy is dated 1991. Committee agreed to rewrite this policy. 4. JIH: Searches of Students, Student's Property, Lockers and Other School Owned Property. 5. JK: Employment of Students – this policy is dated 1991. There is no corresponding NHSBA version. 6. JLIE: Student Automobile Use 7. Strategic Plan related policies – the following policies are the first to be identified to be directly affected by the Strategic Plan: <ol style="list-style-type: none"> a. Class size b. Security c. Communications d. Assessment e. Graduation Requirements 8. KF: Community Use Of Schools – Usage fee for school is still being discussed by B & P. 9. Policy on Parents Observing Teachers <p>Meeting adjourned at 6:55 PM.</p>	
6.	<p>Nonpublic: Move to go into nonpublic at 6:57: it is a student issue, needs to be resealed in perpetuity.</p> <p>Minutes were labeled and resealed; noted reviewed on 5/3/2016. Rich would like to see a cheat sheet as to why it is permissible to seal minutes.</p> <p>Meeting adjourned at 6:59 PM</p>	
7.	Next Meeting: May 17, 2016 at Great Brook Middle School	

KFA - Public Conduct On School Property

For purposes of this policy, "school property" means any buildings, vehicles, property, land, or facilities used for school purposes or school-sponsored events, whether public or private.

The School District expects mutual respect, civility, and orderly conduct among all individuals on school property or at a school event. No person on school property or at a school event shall:

1. Injure, threaten, harass, or intimidate a staff member, a School Board member, sports official or coach, or any other person;
2. Damage or threaten to damage another's property;
3. Damage or deface School District property;
4. Violate any New Hampshire law, or town or county ordinance;
5. Smoke or otherwise use tobacco products;
6. Consume, possess, distribute, or be under the influence of alcoholic beverages or illegal drugs, or possess dangerous devices or weapons;
7. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner);
8. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the School Board;
9. Operate a motor vehicle in violation of an authorized District employee's directive or posted road signs.
10. Violate other District policies or regulations, or an authorized District employee's directive.

Any person who violates this policy or any other acceptable standard of behavior may be ordered to leave school grounds. Law enforcement officials may be contacted at the discretion of the supervising district employee if such employee believes it necessary.

Additionally, the District reserves the right to issue "no trespass" letters to any person whose conduct violates this policy, acceptable standards of conduct, or creates a disruption to the school district's educational purpose.

Legal References:

RSA 193:11, Disturbance
RSA 635:2, Criminal Trespass

1st Read: May 3, 2016
2nd Read: May 17, 2016
Adopted:

~~BDBA~~ **BDB** – Board Officers

1. At the first meeting of the School Board after the District Voting in March, the Board shall elect a Chairperson and a Vice-Chairperson. Candidates for Chairperson shall have served at least two years as a member of the Board. Candidates for Vice-Chairperson shall have served at least one year as a member of the Board.
2. Method of Election. Candidates for each office shall declare in writing their candidacy at the first Board meeting in February of each year. Each candidate shall have the opportunity to speak to their qualifications at the following meeting and answer questions from Board members.

In the event that Board members may be leaving the Board, the candidates to replace them shall be invited and encouraged to attend this meeting.

The election of the Chairperson and Vice-Chairperson shall be done by a roll-call vote at the first meeting of the School Board after the District Voting in March. A plurality of votes cast during this open roll-call vote will be sufficient to elect a candidate.

3. Term Limits.

The length of term for these offices shall be one year. A Board member may serve as either Chairperson or Vice-Chairperson, or four terms in a combination of these offices.

4. Duties.

The Chairperson shall preside at all meetings and shall not originate or second motions; however, the Chairperson shall have the right to vote on all matters before the Board. The Chairperson shall consult with the Superintendent on the preparation of the agenda for each meeting, shall call special meetings as needed, shall have authority to sign contracts and other instruments as approved by the Board in its name and on its behalf, and shall have such other powers and duties as the Board may determine.

The Vice-Chairperson shall have the powers and duties of the Chairperson in his/her absence or for the duration of the disability, and such other powers and duties as the Board may determine.

5. Resignation of Chairperson.

In the event that a Chairperson shall resign or be otherwise unable to serve a full term, the Vice-Chairperson shall assume the role of Chairperson. The Board will decide whether to elect an interim Vice Chairperson. If so, the aforementioned election procedure will be followed.

6. Other Officers.

Secretary

BDBA BDB – Board Officers, continued

The Secretary of the School Board is hired by the Superintendent subject to approval by the Board. The Secretary shall be responsible for Board correspondence when directed by the Chairperson. The Secretary shall attend all board meetings and keep an accurate record of all proceedings which she/he shall sign.

She/He shall have custody of the record books and documents of the School Board, which are to be available for public inspection at all reasonable times. She/He shall be responsible to the Superintendent in performance of duties.

Legal References:

RSA 195:5, Cooperative School District Officers: School Board Powers & Duties

RSA 197:20, School Meetings & Officers: Clerk Duties

RSA 197:22, School Meetings & Officers: Treasurers Bond

RSA 197:23-a, School Meetings & Officers: Treasurers Duties

RSA 671:23, School District Elections: Warrant

RSA 671:6, School District Elections: Other Officers

RSA 671:31, School District Elections: Reports by Clerk

Category: R

~~1st Read: November 16, 2010~~

~~2nd Read: December 21, 2010~~

~~Adoption: December 21, 2010~~

~~Amended: May 3, 2011~~

1st Read: May 17, 2016

2nd Read:

Adopted:

JLCE – Emergency Care and First Aid (Student Accidents and Accident Reports)

All school personnel have responsibilities regarding injuries and emergencies as follows:

1. Administering first aid and/or summoning medical assistance
2. Notifying administration
3. Notifying parents/guardians
4. Filing accident reports

School personnel must use reasonable judgment in handling accident cases. Caution should be exercised not to minimize or maximize any injuries or emergency. Personnel will understand the proper steps to be taken in the event of an injury or emergency, including appropriate activation of EMS and obtaining additional staff assistance when possible. Personnel shall also understand their role as it relates to the District's Emergency Response Plan.

If a school nurse or licensed practical nurse is not available to a school for any reason, at least one other person who has a current first aid and cardiopulmonary certification (CPR), including AED training, (automated external defibrillator) will be available (per Ed 306.12). Also required is annual training of the Health Office delegatee and other authorized staff in assisting in the administration of an Epi-pen, a metered dose inhaler, and/or an opioid antagonist. Being available means they must be on school grounds during school hours or present at scheduled school activities so that they can provide emergency care immediately, without prior notification to parents/guardians. However, parents/guardians shall be promptly notified after emergency assistance has been provided.

All accidents judged to be other than minor require an accident report to be filled out and filed with the Principal and SAU Office within 24 hours of the incident per policy EBBB.

The District makes it possible for parents to subscribe to student accident insurance at low rates. The program is offered each year during September. The District does not provide student accident insurance.

At the beginning of each school year, the Principal shall review the policy on accidents and accident reporting with staff. Each school may adopt procedures consistent with this policy for its effective implementation.

(Include in Staff Handbook)

Legal Reference:

RSA 200:40, Ed 306.12

Category: P

1st Read: May 17, 2016

2nd Read:

Adopted:

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.

Rescind

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

JICHB -- Alcohol and Substance Abuse

(note: treatment focus, not punitive focused)

The Contoocook Valley School Board believes:

- That alcohol and other substance abuse, directly or indirectly, affect a significant portion of the school population.
- That alcohol and other substance abuse must be considered a treatable condition, a view which is consistent with that of nearly all medical and social authorities.
- That prevention and early identification and treatment of substance abuse results in the greatest likelihood of recovery.
- That a school environment provides a unique opportunity for identification of potential problems with alcohol and drugs and identification and referral steps will insure anonymity of the student.
- That the school district will work cooperatively with others in the community (industry, churches, social agencies, individuals, etc.) to establish effective counseling and treatment provisions for those experiencing alcohol or other drug related problems.
- That the school district can and should make effective referral for students experiencing alcohol or other drug related problems.

Violations and Sanctions

Students enrolled in the ConVal School District are entitled to a substance free learning environment. To insure this for our students, through policies, prevention, intervention, education and strict enforcement, the ConVal School District strives to provide a comprehensive approach to eliminate substance misuse and abuse.

This policy refers to any and all illegal substances or items misused with the intention of producing an alternated state. No student shall possess, ingest, sell, provide, or be under the influence of substances not prescribed to him or her by a medical practitioner.

(developmentally appropriate response)

The above restrictions shall apply in any of the following situations:

On school property before, during or after school hours, en route to or from school in a school bus or other school authorized vehicle, en route to or from a curricular, co-curricular, extracurricular or athletic activity in a school bus or other authorized vehicle at a curricular, co-curricular, extracurricular or athletic activity.

Reasonable Suspicion (Reference Search policy only; not sure if you wanted to remove all of the following text)

Given reasonable suspicion of substance misuse or abuse, school administrators may: Conduct reasonable searches of students, including their person and their personal effects. A school administrator is justified in initiating a search when there are reasonable

grounds for suspecting that the search will turn up evidence that the student has violated, or is violating either the law or the rules of the school. Reasonable grounds are less than "probable cause," and may consist of a report or firsthand information that a student has violated or is violating either the law or the rules of the school. In order to search a student, the administrator must have an individualized, student-specific suspicion that the student who is the subject of the search has violated, or is violating the law or the rules of the school.

Searches, whenever possible, shall occur with more than one school employee present, shall be conducted in a manner sensitive to the age and sex of the student, with due consideration to the personal dignity of the student. Searches may include the contents of their backpack, purse, or bag, and to turn out their pockets, or to remove an outer coat or jacket, shoes, socks, or hat, so as to permit a search of the item while preserving the student's personal dignity. Searches may include a request for a physical or medical test to determine impairment. Contents seized during a search will be turned over to local law enforcement.

Administrators should always seek permission to conduct a search of a student or their personal effects. When a student refuses a request for a reasonable search of their person or their effects, the administrator will inform the student that their refusal may result in an adverse inference that they have violated the rules of the school, and the administrator may mete out appropriate discipline for refusing the reasonable search. Administrators may conduct a refused search when they have information that the student possesses items related to a risk of self-harm, or harm to others.

High School Violations (perspective?) Can the Offenses & Other Provisions be removed to become a Procedure (-R)?

I. First Offense

Illegal possession or use of a substance; suspected of being under the influence of a substance; attempting to secure and/or purchase a substance that could cause a mind-altering experience, may result in the following sanctions:

If the student accepts up to 3 counseling sessions

- Up to 5 days internal or external suspension
- Parent/guardian notification
- Police notification

If the student will not accept counseling

- Up to 10 days internal or external suspension
- 30 day co-curricular suspension
- Parent/guardian notification
- Police notification

If the substance or circumstance carries a higher threat of potential lethality, the administrator reserves to the right to send it to the superintendent's office for disciplinary determination.

II. Second Offense

If the student accepts up to 6 counseling sessions

- 5-10 days internal or external suspension
- 60 school day co-curricular suspension and loss of other privileges
- Parent/guardian notification
- Parent/guardian meeting or re-entry meeting to determine the need for outside referrals for substance abuse/addiction treatment
- Police notification

If the substance or circumstance carries a higher threat of potential lethality, the administrator reserves to the right to send it to the superintendent's office for disciplinary determination.

Meeting with the Superintendent's office can result in:

- Expulsion for up to 365 days
- Options for long term treatment
- Required documentation of treatment for reentry

III. Intending or attempting to sell and/or distribute illegal drugs, controlled substances or alcohol will result in the following sanctions for any offense:

- 120 school day co-curricular suspension
- Parent/guardian notification
- Police notification
- Student shall be referred to the superintendent who may recommend to the School Board that s/he be expelled for a period not to exceed 365 days. Suspension beyond ten days and/or expulsion will be determined in accordance with district and federal guidelines for hearing and appeal.
- Any student who is suspended must have a reentry plan developed upon his/her return to school. The plan must address, but is not limited to, behavior expectations, participation in counseling, academic expectations and any other activities that will allow for positive reentry to school. Plans must involve administration, school counselors, teachers (when appropriate), and parent(s) or guardian(s).

Other Provisions

In all cases where there has been a violation, a school administrator will call a parent or guardian. The student will be released to the parent or guardian. If the parent or guardian cannot be reached or is unwilling to come to the school, the local Police Department will be called; informed of the facts, and requested to take protective custody of the student.

Class officers, Student Council officers, team captains and officers of other organizations may forfeit their positions based on a decision by an administrator when they violate the Alcohol and Other Substance Use Policies.

Members of school athletic teams and co-curricular organizations, upon the first offense of a violation of this policy will be immediately removed from participation in team competition or the organization's public events, for part or all of the season, but for no less than one game or event, based on the decision of the Administration. At the discretion of the Administration and the head coach or organizational advisor, members of school athletic teams and co-curricular organizations may be allowed to attend practice and/or meetings.

Upon a second offense, a member of a school athletic team or co-curricular organization will no longer be allowed to participate with the team or organization and will be removed from associating in any way with any sports team or organization for a full year (12 months) from the date of the second violation. Reinstatement to any team or organization will only be granted following a mandatory petition before the administration.

Prescription Drugs/Other Medication

Any student who is required to carry a prescription drug or other medication during school hours shall do so under the provisions of School Board Policy JLCD.

Requests for Help

District counseling services will be available upon request to any student who is having problems with substance misuse or abuse. Also, when a student has violated Alcohol and Other Substance Use Policies, the student will be referred to a student assistance counselor. The counselor will provide counseling on an individual basis, or in small groups, and/or assist in making appropriate referrals to outside agencies. Conversations will be kept confidential.

1st Read:

2nd Read:

Adopted:

GBK – Staff Concerns, Complaints, and Grievances

In order to promote efficiency in the administration of schools and to avoid misunderstandings and misinterpretations, all personnel must observe a chain of command when bringing staff concerns or complaints to the administration's attention.

The following guidelines should be followed:

1. All personnel employed by the School Board shall be responsible to the Board through the Superintendent and no dispute or other personnel issue shall be brought to the Board without first having gone to the Superintendent for determination.
2. Likewise, no dispute or other personnel issue shall be brought to the Superintendent without first having been presented to the building Principal for determination.
3. Building personnel working under the immediate direction and/or supervision of someone other than the building Principal will inform their immediate supervisor of any dispute or personnel issue s/he intends to bring to the principal.

It is the Board's policy not to intervene in personnel complaints or disputes until the matter has properly followed these guidelines.

The procedure set up for the resolution of "grievances" in collective bargaining agreements between the Board and recognized employee organizations will apply only to grievances as defined in the particular agreement.

Appendix: GBK-R

Category: O

1st Read: February 19, 2012

2nd Read: March 5, 2013

Adoption: March 5, 2013

GBK - STAFF CONCERNS, COMPLAINTS

(Download policy)

Category: Optional

It is the Board's desire that procedures for settling differences provide for prompt and equitable resolution at the lowest possible administrative level and that each employee be assured an opportunity for orderly presentation and review of complaints without fear of reprisal. The Board encourages the resolution of employee concerns prior to entering the concern communication procedure, which is defined below.

A "concern" or "complaint" is defined as an alleged material violation Board policies or administrative procedures that apply to all employees.

The process designated for the resolution of "grievances" is established in the collective bargaining agreement, if applicable.

Nothing in this policy shall be construed to imply in any manner the establishment of personal rights not explicitly established by statute or Board policy. Neither shall anything in this policy be construed to establish any condition prerequisite relative to non-renewal of contracts, transfer, assignment, dismissal or any other employment decision relating to school personnel.

All employment decisions remain within the sole and continuing discretion of the administration and/or Board of Education, as appropriate, subject only to the conditions and limitations prescribed by law.

In order to promote efficiency in the administration of schools and to avoid misunderstandings and misinterpretations, all personnel must observe a chain of command when bringing staff concerns or complaints to the administration's attention.

In order to promote such efficiency, the following guidelines should be followed:

1. All personnel employed by the District shall be responsible to the Board through the Superintendent. No dispute or other personnel issue shall be brought to the Board without first having gone to the Superintendent for determination. No personnel issues will be brought to the Board unless the affected employee has a right to a hearing before the Board, as established by law or collective bargaining agreement.
2. No dispute or other personnel issue shall be brought to the Superintendent without first having been presented to the building Principal for determination.
3. Building personnel working under the immediate direction and/or supervision of someone other than the building Principal will inform their immediate superior of any dispute or personnel issue s/he intends to bring to the principal.

It is the Board's policy not to involve itself in personnel complaints or disputes until the matter has properly followed these guidelines.

Unless the affected employee has a right to hearing before the Board, administrative decisions shall be final. An employee's failure to adhere to such decision or directive may be considered insubordination and may lead to adverse employment action

NHSBA Note, April 2016: This policy is amended in response to a recent New Hampshire Supreme Court case in which an employee's obligation to address internal concerns and complaints was not sufficiently clear. The purpose of these amendments is to clarify an employee's obligation to bring forth concerns and complaints in a centralized manner. The policy also clarifies that administration determinations regarding such concerns or complaints are final and employee's are obligated to follow the administrative decision.

Legal References:

RSA [189:13](#), Dismissal of Teacher

RSA [189:14-a](#), Failure to be Renominated or Reelected

Appendix: [GBK-R](#)

Revised: April 2016

Revised: August 2006

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KF – Community Use of Schools

When not in use for school purposes, school buildings and grounds, or portions thereof, may be used for education, discussion, civic, social, recreational, or entertainment purposes; and other such purposes that promote the welfare of the community, including use as registration and polling places for voters.

No person, group, or organization has any vested right to use school property. The right to use the property for any lawful purpose is subject to approval by the School Board's designee.

Accordingly, the Board has established detailed regulations and procedures, including rental fees, pertaining to the public use of school facilities.

Religious Organizations

All groups who use school facilities for religious purposes will pay a fee, which shall be the same for all religious denominations.

When religious organizations wish to use school facilities for other than religious services events, separate applications should be filed and said applications will be considered in the same manner as any other civic or recreational request.

Community Use of School Facilities

The use of school buildings, grounds and fields, equipment, and facilities will be authorized by the Superintendent or his/her designee in conformity with the following procedures governing their use as approved by the Board.

1. The use of school facilities for school purposes, school-sponsored activities/events, alumni associations, parent-teacher associations, and other organizations affiliated with the schools have precedence over all others. Requests for school facilities for school programs must be cleared with the building principal or his/her designee.
2. School-related groups, including state educational professional associations will be permitted reasonable use of school facilities
3. All activities must be under adult supervision approved by the building administrator or his/her designee of the building involved. In all cases, an assigned school employee may be on site. The group using the facilities will be responsible for any damage to the building or equipment.

4. Groups using the facilities are restricted to the dates and hours approved, and to the building area and facilities specified, unless requested changes are approved by the building administrator or his/her designee.

5. Large Groups using the facilities are responsible for the observance of county and state fire and safety regulations at all times. RSA 153:5 and Administrative Rules SAF-C 6000 require that trained crowd control managers be on duty during any public assembly event. Organizers of any activity are required to provide the names of trained Crowd Control Managers that will be present at the event(s).

(A Basic Fire Safety & Crowd Managers Training Program can be found on the ConVal School District website under Emergency Plans (<http://www.Conval.edu>))

6. The use of alcoholic beverages, drugs, profane language, gambling in any form, or any other activity restricted in district policies and handbooks are not permitted on school premises. Smoking within the building or on school grounds is not permitted.

7. The School Board will cooperate with recognized agencies, such as the Red Cross and Town Emergency Management Services, and will make suitable facilities available without charge during community emergency or to prepare for civil defense.

8. Liability insurance will be required for all non-school related groups given permission to use school facilities. Organizers of any activity must provide a certificate of insurance endorsed to name the ConVal School District as an additional insured.

9. The Board will periodically review and approve a fee schedule for use of facilities.

10. In situations where there is no cost to the district, or the renter is a ConVal youth organization, or in any situations where a mutual exchange of facilities is possible between the school district and the organization, or when the district requests a change in location fees may be waived or modified by the Superintendent or his/her designee. In situations where extended usage for a long period of time is required, fees may be set at a contract price.

11. Nothing in this policy is meant to supersede agreements related to town facilities and property reached between the District and town entities.

12. The Superintendent or his/her designee and/or the School Board reserve the right to cancel any facility use permission granted.

Statutory Reference

RSA 153:5, NH State Board of Fire Control Rules

Legal Reference

Administrative Rules SAF-C 6000, NH State Fire Code

Category: R

See also ECA

See Also: Basic Fire Safety & Crowd Managers Training Program

1st Read: April 15, 2014

2nd Read: May 6, 2014

Adoption: May 6, 2014

< KED - Facilities or Services - Grievance Procedure (Section 504)

KFA - Personal Conduct and Civility (<http://schoolboard.convalsd.net/district-policies/k-school-community-relations/kfa-personal-conduct-and-civility/>)

ECA – Buildings And Grounds Security

The School Board will cooperate closely with local law enforcement and fire departments, and with insurance company inspectors.

Records and funds will be kept in a safe, locked location.

Access to school buildings and grounds outside of regular school hours will be limited to school personnel whose work requires it. An adequate key control system will be established to limit access to buildings to authorized personnel.

School buildings will be closed and locked after the last school activity has concluded each day.

A building being used by an authorized school or community group in the evening, or on non-school days, will be opened for such activity and secured again after its conclusion.

A school district employee may be required on school grounds during the course of the activity.

Classroom windows and doors are to be locked when the building is closed. In addition to this policy, the Superintendent is charged with establishing further safety and security provisions as may be necessary.

The building principal is responsible for enforcing this policy.

1st Read: September 1, 2015

2nd Read: October 20, 2015

Adopted: October 20, 2015

< EC - Buildings and Grounds Management

ECAC - Vandalism (<http://schoolboard.convalsd.net/district-policies/e-support-services/ecac-vandalism/>)

JK – Employment Of Students

Students school responsibilities are to take precedence over non-school related jobs. However, students who need or desire to work part-time while attending school will be encouraged to do so provided their work commitments do not interfere with their achievement in school.

Assistance offered by the district in helping youth find employment will take the following forms:

Work Permits: In compliance with law, the school administration will be responsible for processing requests for, and issuing work permits which enable students between the ages of 16 and 18 to work while attending school part-time. Such employment must meet legal requirements pertaining to jobs suitable for minors.

In-school Employment: Part-time and summer jobs may be open to students in keeping with their abilities and needs of the school and district for student help. The Board also authorizes the district to serve as an employer for cooperative work-experience programs. As with all district employment, the Board will approve appointments, and establish pay rates. These rates will conform with requirements of the minimum wage law and/or job training rates.

Job Placement Service: In view of its objective to train students for occupational fields, the district will work closely with other agencies in finding appropriate jobs for both graduating students and for students who need to augment their incomes while attending school. Job opportunities may be posted on bulletin boards; however, school personnel will not select individual students for employment by outside employers.

In hiring new personnel for office and other jobs, the administration is directed to make a special effort to seek pplications from qualified graduates of the district's occupational training programs.

April 2, 1991

< JJI - Interscholastic Athletics

JKA - Corporal Punishment (<http://schoolboard.convalsd.net/district-policies/j-students/jka-corporal-punishment/>)