

Policy Committee

AGENDA

June 7, 2016

5:30 PM – SAU #1 Office

Members	Rich Cahoon, Janine Lesser, Thomas Kelley, Kristen Reilly, Stephan Morrissey, Kimberly Saunders	
I.	a. Approval of May 17, 2016 Minutes	
2.	Policies to the Board: The following policies are on tonight's School Board agenda. Second Read: <ol style="list-style-type: none">1. BDB: Board Officers2. JLCE: Emergency Care and First Aid Rescind: <ol style="list-style-type: none">1. JK: Employment of Students (There is no corresponding NHSBA version)	
3.	Old Business: <ol style="list-style-type: none">1. ECA: Buildings and Grounds Security2. Fee Schedule Building Use3. JICHB: Alcohol and Substance Abuse4. Strategic Plan – Initial List by Goal	
4.	New Business: <ol style="list-style-type: none">1.	
5.	Pending Policies: <ol style="list-style-type: none">1. IKG: Awards and Scholarships2. JEDB: Student Release Precautions – this policy is dated 1991. Committee agreed to rewrite this policy.3. JIH: Searches of Students, Student's Property, Lockers and Other School Owned Property.4. JLIE: Student Automobile Use5. 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 sizeb. Securityc. Communicationsd. Assessmente. Graduation Requirements	
6.	Nonpublic: if needed.	
7.	Next Meeting: June 21, 2016 at the SAU Office	

Policy Committee

MINUTES

May 17, 2016

6:00 PM – Great Brook School

Members	<p>Rich Cahoon, Janine Lesser, Thomas Kelly, Kristen Reilly, Stephan Morrissey, Kimberly Saunders</p> <p>Attendees: Rich Cahoon, Janine Lesser, Thomas Kelly (6:12 p.m.), Kristen Reilly, Stephan Morrissey (6:09 p.m.), Kimberly Saunders.</p> <p>Others Present: Richard Dunning, Steve Bartsch, River Marmorstein, Pierce Rigrod, Myron Steere, Marian Alese, Emily Daniels.</p>	
I.	<p>a. Approval of May 3, 2016 Minutes Rich Cahoon called the meeting to order at 6:01 p.m.</p> <p>Janine Lesser moved to approve the minutes of the May 3rd meeting. Kristen Reilly second. Unanimous.</p>	
2.	<p>Policies to the Board:</p> <p>The following policies are on tonight's School Board agenda.</p> <p>Second Read:</p> <ol style="list-style-type: none">1. KFA: Public Conduct on School Property <p>No feedback received.</p> <p>First Read:</p> <ol style="list-style-type: none">1. BDB: Board Officers2. JLCE: Emergency Care and First Aid <p>Rescind:</p> <ol style="list-style-type: none">1. IHBCA: Pregnant Students	
3.	<p>Old Business:</p> <ol style="list-style-type: none">1. GBI: Has gone back to legal2. JICHB: Alcohol and Substance Abuse <p>Policy seems more punitive than less punitive.</p> <p>Steve Bartsch reported a focus group of teachers and students were gathered for feedback. Mr. Bartsch said that the focus was that current policy was developed under different conditions almost 10 years ago. The re-write focused on new possibilities to consider. The opportunity to go to Assistant Superintendent and/or Superintendent is part of the potential.</p> <p>"Reasonable suspicion" to remove text would be acceptable but students wanted it explained (under Reasonable Suspicion). Define "Reasonable Suspicion". This can still be included in the student handbook as a procedure.</p> <p>"Developmentally appropriate" was discussed.</p> <p>A statement that each school will develop and publish their procedures for communication purposes.</p>	

	<p>Revisiting this policy yearly or every other year was suggested. It can be placed in the policy itself. Discussion took place about co-curricular expectations. Clarifications were made while reviewing the policy. Under first offense, suspecting one is under the influence; is there a process where students are being monitored? Emily Daniels reported that extreme caution is used when stating that a student is under the influence. One almost has to be caught red handed. Student Support Team is in place to discuss students of concern. Procedure should indicate that it is a counselor of student's choice and not necessarily a school counselor. Obligation to report to parents, police, etc. was discussed. School Counselors are not protected. It should be spelled out in the policy/procedure. If this should be placed elsewhere, it is not just related to drugs or alcohol. . This policy will return to the committee for the second meeting in June.</p> <p>3. GBK: Staff Concerns & Complaints Discussion under #3 of this policy was discussed; why go to the principal if you do not report to the principal. Kimberly reported that it is not a problem. It could say that it could be reported to the direct supervisor who will in turn share with building principal. Tom Kelly said that it makes sense the way it is written. The committee agreed that the ConVal policy was acceptable.</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> <ol style="list-style-type: none"> 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.) <p>This policy can be rescinded. We follow employment law. This information is included in handbooks. Stephan Morrissey moved to rescind. Second. Unanimous.</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). Fee schedule going back to B&P at next meeting. 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 	

	<ul style="list-style-type: none"> c. Communications d. Assessment e. Graduation Requirements 	
6.	<p>Nonpublic: if needed. Pierce Rigrod moved to enter non-public session at 6:45 p.m. Unanimous on a roll call vote.</p> <p>Stephan Morrissey motioned to exit non-public session at 6:53 p.m. Janine Lesser second. Unanimous.</p> <p>Stephan Morrissey motioned to seal the minutes of non-public session for adversely affecting the reputation of a person or student. Unanimous.</p> <p>Stephan Morrissey moved to adjourn at 6:54 p.m. Unanimous.</p>	
7.	Next Meeting: June 7, 2016 at the SAU Office	

Respectfully submitted,

Brenda Marschok

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/>)

FACILITY FEE SCHEDULE
DRAFT Revised May 2016

Except for conditions contained within agreements with member towns and the ConVal Youth Sports Association, rental fees and other charges for use of school facilities shall be administered based on a fee schedule set by the Contoocook Valley School Board, and may be subject to change from time to time.

All rental fees will be assessed on a daily basis.

All users shall provide a certificate of insurance, and may be asked to pay a refundable \$500 deposit at the time of booking.

Type of Organization/Event	A	B	C
Non-profit			
Non-Profit Meeting Space	NC		
Private School Athletic Program		2% Facility Fee plus Staff Fee	
Fund Raiser for Schools	NC		
Fund Raiser		2% Facility Fee plus Staff Fee	
For Profit			
All For Profit Organizations			5% of Gross Sales plus Staff Fee
Labor Rates: Custodial or Groundskeeper \$30/hr per staff member (2 hour minimum) Kitchen Staff: \$20/ hr per staff member (2 hour minimum) Auditorium/Technical Support: \$35/ hr per staff member (2 hour minimum)			

Athletic Fields	Without Lights	With Lights
Peterborough Elementary	\$60/2 hour block	\$350 Per Event
South Meadow School	\$75/2 hour block	
ConVal High School	\$100/2 hour block	

SEASONAL OR LONG TERM USE

Applications for seasonal or long term-use should be submitted prior to the opening week of school or at least 10 days prior to the beginning of the event. Fee categories noted above will serve as the priority usage for facility usage.

Labor rates below will be in effect, where applicable.

Labor Rates:	
Custodial or Groundskeeper Staff:	\$30/hr per staff member (2 hour minimum)
Kitchen Staff:	\$20/ hr per staff member (2 hour minimum)
Auditorium/Technical Support:	\$35/ hr per staff member (2 hour minimum)

JICHB - Alcohol and Substance Abuse Policy

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.

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

Given reasonable suspicion of substance misuse or abuse, school administrators may conduct reasonable searches of students, including their person and their personal effects. Please refer to policy JIH: Searches of Students, Student's Property, Lockers

School Violations

Each school level (high school, middle school and elementary) will develop their own age appropriate procedures. Procedures will be published in the handbook of each level.

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 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 per the ASCA ethical standards of practice.

(To be printed in school level handbooks as an addendum to the existing Reasonable Suspicion policy)

Reasonable Suspicion

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

I. First Offense

Illegal possession or use 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 student will not accept counseling

- Minimum 10 day suspension
- Referral to Superintendent office
- 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
- Parent/Guardian notification
- For Violations II and III, a reentry plan must be developed upon his/her return to school. Reentry plan meetings will include the student, the parent/guardian, an administrator, the school counselor/student assistance counselor, and teacher(s), if possible. Additional participants may be invited to attend. 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.

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.
- For Violations II and III, a reentry plan must be developed upon his/her return to school. Reentry plan meetings will include the student, the parent/guardian, an administrator, the school counselor/student assistance counselor, and teacher(s), if possible. Additional participants may be invited to attend. 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.