

Policy Committee

AGENDA

June 21, 2016

6:00 PM – SAU #1 Office

Members	Rich Cahoon, Janine Lesser, Thomas Kelley, Kristen Reilly, Stephan Morrissey, Kimberly Saunders	
1.	a. Approval of June 7, 2016 Minutes	
2.	Policies to the Board: There are no policies going to the Board tonight.	
3.	Old Business: 1. JIH (for JICHB: Alcohol and Substance Abuse) – bringing policy JIH (a pending policy) to look at the wordage for “Reasonable Suspension”.	
4.	New Business: 1. EEAA – Video and Audio Surveillance on School Property 2. EEAB – Video and Audio Recording for Instructional and Professional Development Purposes	
5.	Pending Policies: 1. ECA: Buildings and Grounds Security -- Marian will bring to July meeting for further discussion. 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: a. Class size b. Security c. Communications d. Assessment e. Graduation Requirements	
6.	Nonpublic: if needed.	
7.	Next Meeting: July 12?	

Policy Committee

Minutes

June 7, 2016

5:30 PM – SAU #1 Office

Members	<p>Rich Cahoon, Janine Lesser, Thomas Kelley, Kristen Reilly, Stephan Morrissey, Kimberly Saunders</p> <p>Attendees: Rich Cahoon, Janine Lesser, Marian Alese, Kimberly Saunders, Kristen Reilly, Stephan Morrissey, Myron Steere, River Marmorstein, Kim Kamieniecki</p> <p>Absent: Tom Kelly</p>	
I.	<p>a. Approval of May 17, 2016 Minutes --- The minutes were approved as written.</p> <p>The meeting was called to order at 5:34 by Chair.</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. BDB: Board Officers2. JLCE: Emergency Care and First Aid <p>Rescind:</p> <ol style="list-style-type: none">1. JK: Employment of Students (There is no corresponding NHSBA version)	
3.	<p>Old Business:</p> <ol style="list-style-type: none">1. ECA: Buildings and Grounds Security – Marian received feedback on the procedures from building administrators. ACTION: Marian will edit and bring back to this committee for the next meeting.2. Fee Schedule Building Use – the only change were edits to the first paragraph. Janine asked about how building usage fees are determined. Suggestions were offered to better identify the types of organizations within the document. Marian feels that this schedule covers about 99% of the situations that the District encounters. Rich asked if we can re-evaluate in a year to see if the fees collected are worth the administrative effort this entails. The main purpose of this was to ensure some responsible person is in the building when the buildings are being used. The swipe card will reduce many of the existing problems with access to the buildings. Most of the time there will be no associated fees, unless it happens on a Sunday. Will the new security system have interior zones as well as a main outside? Marian believe this is the intention (localized access). Classrooms will have the ability to lock from the inside, rather than from the outside only. ACTION: Marian will send file to Carol to put on website.3. JICHB: Alcohol and Substance Abuse – Emily Daniels sent a revised draft version of the policy; page one is the policy, page 2 more informational and is what will be placed in the high school's handbook. Rich asked what a 'school authorized vehicle' means. ConVal transporting students. Ms. Kamieniecki asked what is meant by developmentally appropriate? Kim wants to address what she is hearing from the last meeting and developing counseling sessions with students, and hopes it will spill over into the middle schools (policy/procedure/language). The procedures will be specific to the grade level of the school (probably no elementary school procedure). The policy distinguishes, under	

	<p>School Violations, age and developmentally appropriate procedures – need to add to the informational piece.</p> <p>Rich and Steve are concerned with this policy. This is a very public punishment, depending on whether sports or co-curricular activities. Suspensions from games/events, as punishment, should be unilateral. Are co-curricular part of the educational process? There may be some NHIAA rules that support this policy.</p> <p>Rich prefers not suspending students. If co-curricular are not separate from academic, why restrict students once they are back at school? If a student is suspended, they are suspended, if they are not, then there should not be any additional punishment for sports/co-curricular. There is a larger conversation regarding behaviors that need to take place. Rich has raised this concern several times in District, when a policy decision (negative impact) fell mostly on athletes, though the negative behavior did not fall on the athletes. Ms. Kamieniecki asked if it is reasonable to look at violations on a case-by-case basis. Is it feasible? The goal of this policy is to get the students into some type of counseling. Once that happens, then it is a case-by-case basis. The committee feels this is still too punitive. Action: Kimberly will send back to the high school for furthers work.</p> <p>Reasonable Suspension: Rich would like to make sure we do searches only when there is a minimum two staff members present. Carol will check on policy JIH for wordage. Staff are supposed to ask permission to search a student. If reasonable suspension is used and something is found, this would be reported to police, as well as school-specific discipline. How is reasonable suspicion recorded...or is it? We need to better define some of these terms. The reasonable suspicion piece is written by the District’s Attorney. We can request that administrators receive training. Bring back policy JIH for definition of reasonable suspicion. We can put that definition in the Student Handbook, as well as noting the employee training piece. River feels students do not know what their rights are. Janine wants to ensure all these related policies are age and developmentally age appropriate.</p> <p>Marian does not understand how the counseling numbers were established. The co-curricular suspension is the only difference in accepting counseling. We cannot bribe students to accept counseling. Is the intention of this policy is to get students help or establish specific disciplines? This should be less punitive and more counseling based. We will send back to committee asking for equalized punishment for everyone. We cannot require a student to take counseling. Can we require them to sit in a counselor’s office? To accept counseling or not.</p> <p>Non-Public Session: RSA 91-A:3,II (If needed) Motion to enter into Non-Public session in accordance with RSA 91-A:3 for review of sealed School Board Minutes at 6:45 PM. Unanimous on roll call vote.</p> <p>Motion to exit non-public session at 6:51. Seconded. Unanimous. Rich Cahoon motioned to keep specific minutes sealed and to unseal the identified date-related minutes. Seconded. Unanimous.</p> <p>Meeting adjourned at 6:52 pm.</p>	
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5.	Pending Policies: <ol style="list-style-type: none"> 1. IKG: Awards and Scholarships 2. 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 Use 5. 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 	
7.	Next Meeting: June 21, 2016, 6:00 PM @ SAU Offices	

Respectfully Submitted,

Carol Hills

JIH -- Student Searches And Their Property

The Superintendent, principal, security personnel of the school or other authorized personnel may detain and search any student or students on the premises of the public schools, or while attending, or while in transit on school vehicle, to any event or function sponsored or authorized by the school under the following conditions:

1. When any authorized person has reasonable suspicion that the student may have on the students' person or property alcohol; dangerous weapons; prohibited electronic devices; controlled dangerous substances as defined by law or stolen property if the property in question is reasonably suspected to have been taken from a student, a school employee, or the school during school activities; or any other items which have been or may reasonably be disruptive of school operations or in violation of student discipline rules and applicable provisions of the student handbook.
2. School lockers and school desks are the property of the school, not the student. Students who use school district lockers, desks, and other storage areas or compartments have no reasonable expectation of privacy from school employees as to the contents of those areas. Lockers, desks, and other storage areas or compartments may be subjected to searches at any time with or without reasonable suspicion. Students are not to use any school area or property to store any thing that should not be at school. Students shall not exchange lockers or desks. Students shall not use any lockers or desks other than those assigned to them by the principal or designee. A shared locker or storage area implies shared responsibility.
3. Authorized personnel may conduct a search of the student's person or the student's belongings, as noted above, whenever a student freely and voluntarily consents to such a search. Consent obtained through threats or coercion is not considered to be freely and voluntarily given.
4. Strip searches are forbidden. No clothing except cold weather/outdoor garments and footwear will be requested to be removed before or during a search.
5. Authorized personnel conducting a search shall have authority to detain the student or students and to preserve any contraband seized. Contraband seized during the course of a search will be preserved and held in accordance with applicable administrative rules and procedures.
6. Any searches of students as outlined herein will be conducted by authorized personnel of the same sex as the student being searched. Whenever possible, two authorized persons shall be present during any search of a student or student property.
7. The Superintendent is authorized to arrange for the use of trained canines to aid in the search process.

JIH – Student Searches And Their Property

(continued)

8. Items that may be seized during an unauthorized search, in addition to those mentioned in Paragraph 1 above, shall include but not be limited to, any item, object, instrument, or material commonly recognized as unlawful or prohibited by law or by district policy. For example: prescription or non-prescription medicines, switchblade knives, brass knuckles, billy clubs, and pornographic literature are commonly recognizable as unlawful or prohibited items. Such items, or any other items which may pose a threat to a student, the student body, or school personnel shall be seized, identified as to ownership if possible, and held for release to proper authority.

In conducting searches of students and property, school officials should consult with legal counsel and law enforcement authorities to be aware of circumstances when involvement of the police is advisable and/or necessary.

Searches of student automobiles are governed by Board Policy JIHB.

Legal References:

NH Constitution, Pt. 1, Art. 19

¹*State v. Drake, 139 NH 662 (1995)*

State v. Tinkham, 143 NH 73 (1998)

Appendix JIH-R

1st Read:

2nd Read:

Adopted:

EEAA – VIDEO AND AUDIO SURVEILLANCE ON SCHOOL PROPERTY

~~The ConVal School District is committed to the use of technology to enhance the education of its students. The District acknowledges that video, digital video and audio recording ("recording") in the classroom may be useful for instructional and/or professional development purposes.~~

~~The decision whether or not to conduct video, digital video or audio recording for educational purposes shall be made in the first instance by the classroom teacher and their request and consent to recording shall be documented in writing and placed on file with the building principal. All such recordings shall be deemed the copywritten property of The ConVal School District and shall not be reproduced without the District's express permission. Recordings shall not be sold. Recording in the classroom for other than educational or professional development purposes is prohibited. Recordings made for instructional use are intended to provide information for pedagogical and scholarly study. In the case of recording for educational purposes, only the student(s) or instructor, on whose behalf a request for recording is made, will be granted access to that recording. The building principal or an administrator may authorize others to view an existing recording on a case by case and as needed basis.~~

~~The decision whether or not to conduct video, digital video or audio recording for professional development purposes shall be documented in writing and approved by the building principal. All such recordings shall be deemed the copywritten property of The ConVal School District and shall not be reproduced without the District's express permission. Professional development recordings shall not be sold. Recordings made for professional developmental purposes shall, to the extent possible, be made in a manner that focuses upon the educator participating in the professional development activity and which minimizes any student privacy concerns. The recirculation of the recording shall be limited in scope to those individuals participating in the professional development process, and shall only occur with the prior permission of the building principal. To the extent students are included in the recording, steps shall be taken such as video editing and proper camera angles to preserve student privacy. When a recording is no longer necessary for professional development purposes, it shall be erased.~~

~~Student recording as an accommodation in their Individualized Education Plan or Section 504 Plan shall not be deemed a school recording unless the recording is conducted by the school on behalf of the student. All recordings made as an accommodation, or for instructional recovery or academic study shall be erased at the end of the semester or when they are no longer needed, whichever is the latter event. If~~

~~the classroom teacher wishes to preserve a recording for future instructional purposes, they shall seek permission from the building principal to preserve the recording.~~

~~No recording, whether for educational or professional development purposes shall take place in a classroom without first securing the written consent of each adult student, or minor student's parent or guardian. An adult student or minor child of a parent who refuses consent for a class where recording is the curriculum, such as a television or broadcast journalism course, shall not be permitted to enroll in the course. This policy shall be reproduced in the next student handbook, and the parent or adult student's written receipt of the handbook shall be deemed acceptance of ConVal's use of video and audio classroom recording for instructional purposes unless the adult student or parent opts out of granting permission. Until such policy is reproduced in the handbook, this policy and a permission form shall be disseminated by the classroom educator when recording in their classroom is contemplated. Permission for recording will be obtained through materials sent home at the beginning of each school year. The ConVal School District reserves the right to reassign students to classes in accord with their recording preferences.~~

~~A. Purposes for Which Written Consent is Required:~~

~~Unless otherwise permitted by law, the following conditions apply to the recordings in classrooms:~~

- ~~1. If an educator intends to create a recording of a class, including one or more students, prior written consent must be on file from the parent/legal guardian of each affected student in the class.~~
- ~~2. If an administrator wishes to create a recording of an educator, student, or class prior written consent from the affected teacher and/or the parent or legal guardian must be on file.~~

~~B. Circumstances Under Which Written Consent is Not Required~~

- ~~1. Written consent is not required for video and/or audi recording pursuant to a student's IEP or 504 Plan, when the Team determines that such recordin is necessary for the delivery of a free appropriate public education (FAPE). In such cases, the Team is expected to establish reasonable conditions and limitations necessary for the student to receive a FAPE.~~
- ~~2. Recording of another class, performance, competition, ceremony instruction, presentation, orientation, training, assembly, or another school sponsored event that occurs outside the physical confines of a classroom.~~
- ~~3. Recordings made in compliance with the District's FERPA Annual notice.~~

This policy has been adopted after a public hearing conducted by the ConVal School Board.

Legal References:

- ~~RSA 189:68(IV)~~
- ~~20 U.S.C. § 1232g, Family Education Rights and Privacy Act (FERPA)~~
- ~~34 CFR Part 99, Family Education Rights and Privacy Act (FERPA)~~

~~1st Read: November 17, 2015~~

~~2nd Read: Waived~~

~~Adopted: November 17, 2015~~

EEAA – VIDEO AND AUDIO SURVEILLANCE ON SCHOOL PROPERTY

The School Board authorizes the use of video and/or audio 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, and equipment. The Superintendent will approve appropriate locations for surveillance devices. Placement of the video cameras will be based on the presumption and belief that students, staff and visitors have no reasonable expectation of privacy in public areas or quasi-public areas or at public events. Such locations may include gymnasiums, libraries, cafeterias, hallways and outside perimeters.

Signs will be posted on school building to notify students, staff and visitors that video cameras may be in use. Parents and students will also be notified through the student handbook.

Copies of video and/or audio recordings from surveillance cameras will normally be retained for a period of ___ weeks and thereafter will be erased either by deletion or copying over with a new recording. If a recording contains evidence of any misconduct or crime, it will be retained until the matter has been fully resolved. Any release or viewing/listening of recordings will be in accordance with the law and will take into consideration the privacy rights of students depicted on the recording.

Recordings from surveillance cameras may be reviewed by District personnel for disciplinary or investigative purposes and may be used as evidence in any disciplinary or criminal proceedings.

Recordings from surveillance cameras will not be used in connection with the annual evaluation of teachers under the ***Conval Teacher Evaluation Plan***.

Recordings from surveillance cameras are not considered educational records under FERPA, unless they are maintained as part of a student disciplinary proceeding.

See Also Policy _____ Video And Audio Recording For Instructional And Professional Development Purposes

Cross Reference:

Policy EEAE (*School Bus Safety Program*)

Policy _____ (*Recordings in Classrooms and for Instructional Purposes*)

Legal References:

RSA 189:68(IV)

20 USC 1232g, *Family Education Rights and Privacy Act (FERPA)*

34 CFR Part 99, *Family Education Rights and Privacy Act (FERPA)*

1st Read:

2nd Read:

Adopted:

EEAB – Video And Audio Recording For Instructional And Professional Development Purposes

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The ConVal School District is committed to the use of technology to enhance the education of its students. The District acknowledges that video, digital video and audio recording ("recording") in the classroom may be useful for instructional and/or professional development purposes. The decision whether or not to conduct video, digital video or audio recording for educational purposes shall be made in the first instance by the classroom teacher and their request shall be documented in writing and placed on file with the building principal. All such recordings shall be deemed the copy written property of the ConVal School District and shall not be reproduced without the District's express permission. Recordings shall not be sold. Recordings made for instructional use are intended to provide information for pedagogical and scholarly study. In the case of recording for educational purposes, only the student(s) or instructor, on whose behalf a request for recording is made, will be granted access to that recording. The building principal or an administrator may authorize others to view an existing recording on a case-by-case and as-needed basis.

The decision whether or not to conduct video, digital video or audio recording for professional development purposes shall be documented in writing and approved by the building principal. All such recordings shall be deemed the copy written property of the ConVal School District and shall not be reproduced without the District's express permission. Professional development recordings shall not be sold. Recordings made for professional developmental purposes shall, to the extent possible, be made in a manner that focuses upon the educator participating in the professional development activity and which minimizes any student privacy concerns. The recirculation of the recording shall be limited in scope to those individuals participating in the professional development process, and shall only occur with the prior permission of the building principal. To the extent students are included in the recording, steps shall be taken such as video editing and proper camera angles to preserve student privacy. When a recording is no longer necessary for professional development purposes, it shall be erased.

Student recording as an accommodation in their Individualized Education Plan or Section 504 Plan shall not be deemed a school recording. All recordings made as an accommodation, or for instructional recovery or academic study shall be erased at the end of the semester or when they are no longer needed, whichever is the latter event. If the classroom teacher wishes to preserve a recording for future instructional purposes, they shall seek permission from the building principal to preserve the recording.

The District may use audio or video recordings in connection with the instruction of teacher interns or student teachers, after providing written notification to the parent/legal guardian of each student in the class. The notice must include the purpose of, and privacy policy for, the recordings. The Superintendent or his/her designee is authorized to develop procedures and forms pertaining to the use of such recordings.

The District shall not record a school classroom for the purpose of teacher evaluations, as defined by the **Conval Teacher Evaluation Plan**, without first obtaining the written consent of

the teacher and each adult student or minor student's parent or legal guardian. To the extent instruction occurs in quasi-public areas, such as gymnasiums, cafeterias, libraries, hallways or elsewhere on school grounds, and such areas are equipped with surveillance cameras, for security and safety purposes, such recordings shall not be used by administrators in connection with the annual evaluation of teachers under the **Conval Teacher Evaluation Plan**, but may be used for any other lawful purpose.

See Also Policy ~~EEAA~~ **--VIDEO AND AUDIO SURVEILLANCE ON SCHOOL PROPERTY**

4. This policy has been adopted after a public hearing conducted by the ConVal School Board.

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Legal References:

RSA 189:68(IV) - (V)

20 U.S.C. § 1232g, Family Education Rights and Privacy Act (FERPA)

34 CFR Part 99, Family Education Rights and Privacy Act (FERPA)

1st Read:

2nd Read:

Adopted: