

Policy Committee

Agenda

November 7, 2017

5:30 PM, SAU Offices

Members	Rich Cahoon - Chair, Janine Lesser, Kristen Reilly, Stephan Morrissey, Kimberly Saunders, Ann Forrest Attendees:
I.	Meeting call to order: 1) Approval of October 17, 2017 Minutes
2.	Polices to the Board The following policy is being presented as a first read: ❖ JLCC: Head Lice – contains new edits: Yellow: Carol's edits from the last meeting; Also attached is the updated <i>Head Lice Checklist for the Home</i>
3.	Current Business: ❖ JLCD: Administration of Medication in Schools – continuation from our last meeting. Yellow: Carol's edits from the last meeting; Purple: original Legal edits; Blue: latest Nurses edits ❖ EEBB: Use of Private Vehicles on School Business NHSBA Spring 2017 Spring Policy Update The following policies are those that require a review/update of our existing policy. Some of the NHSBA updated policy also contains any related "See also" policies (NHSBA version), as well as our existing policy and our related "See also" policies. Policies include: ❖ BCB: Board Member Conflict of Interest – pulled at last meeting. The remaining policies in this section are in your binder, as part of your original packet. ❖ EFAA: Meal Charging – our meeting ended while discussing this policy. Begin on page 3, #3. ❖ JICI: Dangerous Weapons on School Property – this policy has been edited by Legal: I had no Action item on this policy from our last meeting. ❖ ILD/ILD-R: Non-Educational Surveys and Questionnaires (This policy has been moved up the list since our last meeting; you will find it just before the beginning of the "A" polices in your existing packet.) ❖ IHAMA: Teaching About Alcohol, Drugs, and Tobacco – the category has changed from Recommended to Priority. Legal References need to be added.

	<ul style="list-style-type: none"> ❖ IHAMB: Teaching about Self-Protection – Presently, we do not have this Recommended policy. ❖ JLCK: Special Physical Health Needs of Students – Presently, we do not have this Priority policy. ❖ JLD: School Guidance and Counseling Program – the category for this policy has changed from Priority to Recommended. Additional content has also been introduced. ❖ JLIF: Receipt and Use of Sex Offender Registry Information – this is an Optional policy that we do not have. <p>A Policies: for Review</p> <ul style="list-style-type: none"> ❖ ADD/EBB: School Safety – Presently we do not have these Recommended policies. ❖ AFB/CB/CBI-R: School Superintendent/Evaluation of the Superintendent and Goal Setting – update required.
4.	<p>New Business:</p> <ul style="list-style-type: none"> ❖ IHBAD: Independent Special Education Evaluation -- this is a call-letter change only. IHBAD call letters will replace the call letters IHBAA 2006. The only content change is where I revised generic SAU 1 references to ConVal School Board & ConVal School District. ❖ IKF: High School Graduation
5.	<p>Pending Discussions:</p> <p>Below is our original list of Strategic Plan related policies from August 2016 with determination of committee ownership: Status Report?</p> <ul style="list-style-type: none"> ○ Class size: IIB -- presented to Education Committee ○ Communications: BHC, GBD; Communications Committee ○ Assessment: IGA, IHBH, IK, ILBA, IMBC; presented to Education Committee ○ Graduation Requirements: IKF; Education Committee (no changes as of yet) ○ Community Partnerships: KCB; Communications
6.	Non-Public: RSA 91-A:3,II (If required)
7.	Next Meeting: November 21, 2017

Policy Committee

Minutes

October 17, 2017

6:00 PM, SAU Offices

Members	<p>Rich Cahoon - Chair, Janine Lesser, Kristen Reilly, Stephan Morrissey, Kimberly Saunders, Ann Forrest</p> <p>Attendees: Rich Cahoon, Stephan Morrissey, Myron Steere, Kristen Reilly, Janine Lesser, Kimberly Saunders</p> <p>Guests: Lise Lemieux, Linda Compton</p>
1.	<p>Meeting call to order: The meeting was called to order by Rich Cahoon at 6:01 PM.</p> <p>1) Approval of October 3, 2017 Minutes – Stephan Morrissey motioned to accept the minutes as written; seconded by Janine Lesser. Unanimous.</p>
2.	<p>Policies to the Board</p> <p>The following policies are being presented to the Board for a second read:</p> <ul style="list-style-type: none">❖ ADB/GBEC: Drug-free Workplace/Drug-free Schools❖ BEDC: Quorum❖ ECAF: Audio and Video Surveillance on School Buses <p>No feedback on the above three policies</p> <p>The following policies are being pulled from tonight's Board meeting.</p> <ul style="list-style-type: none">❖ BCB: Board Member Conflict of Interest - received feedback, will discuss at this meeting: Rich will pull from tonight's Board agenda❖ IHBAD: Independent Special Education Evaluation
3.	<p>New Business:</p> <ul style="list-style-type: none">❖ JLCC: Head Lice: Lise and Linda presented their updated version of this policy. New content presented in red. <p>Agreed to review paragraph by paragraph:</p> <ol style="list-style-type: none">1. None2. Delegatee is a defined term. We should define it within the policy. This is not a HOD reference. Change to designee (see general language).3. No health concern4. Will child be sent home without Nurse's input? Why did they strike the professional judgment sentence? Who determines when/if the student is sent home. If there is an active infestation (professional judgement)?5. Discouraged from close direct head contact; is this a useful sentence? Rich Cahoon would like to keep it. Sentence will remain.6. The goal is to rid the child of lice. How long do we monitor the situation?

	<p>ACTION: Move to resubmit with changes for a first read on 11/7/17</p> <p>❖ JLCD: Administration of Medication in Schools (Administering Medication to Students) Linda Compton thanked the committee for the opportunity to review the Obligation of School Nurse; this has made the process much clearer for her. Questions in reviewing the policy, Page 1:</p> <p>1. Who is designee (the principal's designee)? Yes. 4. Who is the District?</p> <p>Rich Cahoon asked if we are maintaining an emergency supply of ephedrine. Yes, a junior and adult set of each, both unassigned.</p> <p>Page 2: USE Health Office Delegatee. We need to add American Red Cross and American Heart Association.</p> <p>After a discussion, the Committee determined that we need a policy that states no employee will assist a student in receiving any kind of medical service or advice.</p> <p>When reporting an event, the person giving the care/emergency medication must notify the nurse of the action.</p> <p>Motion to adjourn by Stephan Morrissey; seconded by Janine Lesser. Meeting adjourned at 6:59 PM.</p> <p>Carol will incorporate the identified edits to the two nursing-related policies and bring them to the Nov. 7 meeting. Nurses to return on 11/7/17 to continue review of these policies. Head Lice policy will go for a first read on Nov. 7th.</p> <p>❖ IKF: High School Graduation</p>
4.	<p>Current Business:</p> <p>NHSBA Spring 2017 Spring Policy Update</p> <p>The following policies are those that require a review/update of our existing policy. Some of the NHSBA updated policy also contains any related "See also" policies (NHSBA version), as well as our existing policy and our related "See also" policies.</p> <p>Policies include:</p> <ul style="list-style-type: none"> ❖ JICI: Dangerous Weapons on School Property – this policy has been edited by Legal: I had no Action item on this policy from our last meeting. ➤ EFAA: Meal Charging – our meeting ended while discussing this policy. ➤ ILD/ILD-R: Non-Educational Surveys and Questionnaires (This policy has been moved up the list since our last meeting; you will find it just before the beginning of the "A" policies in your existing packet.) ➤ IHAMA: Teaching About Alcohol, Drugs, and Tobacco – the category has changed from Recommended to Priority. Legal References need to be added.

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5.	<p>Pending Discussions:</p> <p>Below is our original list of Strategic Plan related policies from August 2016 with determination of committee ownership: Status Report?</p> <ul style="list-style-type: none"> ○ Class size: IIB -- presented to Education Committee ○ Communications: BHC, GBD; Communications Committee ○ Assessment: IGA, IHBH, IK, ILBA, IMBC; presented to Education Committee ○ Graduation Requirements: IKF; Education Committee (no changes as of yet) ○ Community Partnerships: KCB; Communications
6.	Non-Public: RSA 91-A:3,II (If required)
7.	Next Meeting: November 7, 2017

Respectfully Submitted,

Carol Hills

JLCC – Head Lice Policy

Screening

Based on recommendations from the National Association of School Nurses, American Academy of Pediatrics, and the Centers for Disease Control and Prevention, students with nits and/or head lice should not be excluded from school. School-wide screening for nits alone is not an accurate way of predicting which children will become infested with head lice. Conducting screenings for live lice has not been proven to have a significant decrease on the incidence of head lice in a school community. Head lice infestation poses little risk to others and does not result in additional health problems. The school nurse may check a student's head if the student is demonstrating symptoms.

When a student has been identified as having live lice or nits, the school nurse, principal or delegatee **principal's designee** will provide the family with two handouts, the brochure "ConVal District Guidelines on Head Lice" and the Head Lice Checklist for Home. This information will be available to all families in the school student handbook. Each year, all schools will send these two handouts home with report cards, in electronic or paper format. In addition, should an infestation be identified, the individual school will re-send the handouts.

Management on the Day of Identification

The management of pediculosis (head lice infestation) should proceed so as to not disrupt the education process. Nonetheless, any staff member who suspects a student has head lice will report this to the school nurse, principal or delegatee **principal's designee**. District employees will act to ensure that student confidentiality is maintained so the child is not embarrassed.

Students known to have head lice will remain in class provided the student is comfortable. If the student is not comfortable, he/she **may be sent home** by the school nurse, principal, or delegatee **principal's designee** to be sent home.

Students **will be** discouraged from close direct head contact with others and from sharing personal items with other students. ~~The principal or school nurse,~~ principal, or principal's **designee** delegatee will notify the parent/guardian if their student is found to have head lice and/or nits, and will recommend to the parent/guardian to contact the primary health care provider or pharmacist for treatment advice. The school nurse, principal, or principal's **designee** will also recommend to the assessed student's parent/guardian/adult student that they should inform all close contacts the student may have had in the previous month. Based upon the school nurse's professional judgement, known close contacts of the assessed student may be screened.

Criteria for Return to School

If a student is sent home, the student will be allowed to return to school after the parent/guardian/adult student and the school nurse have had contact regarding proper treatment, as recommended in the ConVal School District Guidelines On Head Lice brochure. The school nurse, principal, or delegatee **principal's designee** will re-check the student's head. In alignment

JLCC – Head Lice Policy

with these recommendations, no student will be excluded from attendance solely based on grounds that nits may be present. In addition, the school nurse or school social worker may offer extra help or information to families of children who are repeatedly or chronically infested.

Legal References/Resources:

RSA 200:39, Exclusion from School
JLCC-R: Head Lice Procedure

www.nasn.org

www.cdc.gov

www.aap.org

First Read: **November 7, 2017**

Second Read:

Adopted:

Head Lice Checklist for the Home

Treatment is focused first on the student, and then the environment

A. Treatment of hair as directed by your Primary Care Provider (PCP) - if using an over-the-counter product, repeat per label instructions

- **Daily** head check - under good lighting
- Use appropriate comb
- Manually remove nits
- Remove live lice - scotch tape may make this easier
- If live lice are noted after treatment, please call your PCP - your PCP may order a different medication

B. Continue daily head checks - for 3 weeks

- Check family heads daily for 3 weeks
- Bag linen, stuffed animals and other non-washable items for 48 hours
- Wash linens, towels, clothing worn during treatments and nit/lice removal - using hot water to wash and the hot cycle on the dryer for at least 20 minutes
- Vacuum floors, furniture and cars - only after initial treatment
- Soak combs and brushes for at least an hour in rubbing alcohol, Lysol, or washed with soap and very hot water

C. The family may consider checking incoming visitors to the home

October 26, 2017

JLCD – Administration of Medication in Schools 11/1/17

LEGAL IS IN PURPLE

NURSING CHANGES IN RED Nurse changes as of 10/31/17

~~Each local~~ **The ConVal sSchool bBoard**, with the advice of the **ConVal** professional registered nurses (herein referred to as the school nurse) shall establish specific policies and procedures to give protection and controls to the matter of medications in schools (Ed 311.02)(JLCD-R).

The intent of this policy is to provide general standards for the administration of necessary medication to students during school hours and activities. (I do not know if this is a note from Legal or part of the actual policy. – Carol) this is from Legal - keep, please

The following policy will be adhered to when a student requires medication administration during school hours and scheduled school-related **sponsored** activities, events or programs. In addition, the school nurse and principal are responsible for ensuring the provisions of Ed. 311.02, Medication During the School Day, are followed.

Obligations of the District

All medication to be administered shall be kept in a securely-locked cabinet. Controlled medications must be double-locked. If at any time the cabinet is broken into resulting in missing medication, school administration and the police will be notified immediately. The parent/guardian/adult student will be notified of the incident and must replenish the supply of medication.

If the school nurse is not available, the building principal or the **principal's** designee is permitted to **assist** students in taking required medications by: (1) making such medications available to the student as needed; and (2) observing the student as he/she takes or does not take his/her medication; and (3) recording whether the student did or did not take his/her medication.

~~The school nurse or other designated personnel may administer other medications to students in emergency situations. Such personnel shall have all training as is required by law, as evidenced by a certificate of completion.~~ delete please

~~The District school nurse will maintain all necessary records relative to the emergency administration of medication and will file all such reports as may be required.~~

The **sSchool bBoard** hereby authorizes the school nurse to maintain a supply of emergency medications, ie; bronchodilators and epinephrine.

It is the policy of ~~this~~ District that its school nurses and ~~any (all?) ALL delegates designee (HODs?)~~ **Health Office Delegates (HODs)** shall be properly trained in the administration of medication in a manner consistent with this policy. ~~Delegates Designees (HODs)~~ **HODs** shall be trained on an annual basis and the school nurse shall document that training to the Director of Student Services. The HOD ~~candidate~~ shall

JLCD – Administration of Medication in Schools 11/1/17

hold and maintain current [American Heart Association or American Red Cross](#) CPR/AED/FA Adult and Child certification. This training shall include a practicum.

School personnel shall not ~~make available~~ [provide](#) personal medication to students.

Obligations of the School Nurse

Only the school nurse or the ~~school nurse's delegatee~~ [designee \(HOD\)](#) [HOD](#) may **administer** medication. If the student requires a comprehensive nursing assessment and/or evaluation, this must be done by the school nurse and cannot be delegated. ~~The school nurse shall train and supervise the delegate or health office delegatee (HOD).~~ A school nurse alone has the authority to delegate medication administration and may delegate only if appropriate under the Nurse Practice Act and follows the *Standards of Delegation for School Nurses in New Hampshire*.

~~The school nurse may possess and administer epinephrine for the emergency treatment of anaphylaxis of the undiagnosed student as determined by the school nurse assessment (RSA 318:42). The school nurse and designated unlicensed assistive personnel may administer or make available to self-administer a bronchodilator, spacer, or nebulizer to a student who has been diagnosed with asthma for use in emergency or other situations as determined by the school nurse, per RSA 200:55.~~

The School Nurse may stock epinephrine in the Health Office per RSA 318:42 for the emergency treatment of anaphylaxis of [a](#) student, as determined by the school nurse. ~~At the discretion of the school nurse, other medications, such as insulin, may be carried and self-administered by the student.~~

Storage of Medication

[It is the policy of the District that all medications, both school, and parent-provided, shall be securely and properly stored, in a manner consistent with all applicable laws, as well as safe and prudent school nursing practices.](#)

At the discretion of the school nurse, other medications, such as insulin, may be carried and self administered by the student.

A single dose of medication may be transferred by the school nurse from the original container to a newly labeled container for the purposes of field trips or school sponsored activities.

Verbal orders from a licensed health care provider may be accepted by the school nurse only and shall be followed with a written order. Faxed [or e-mailed](#) orders are acceptable.

The school nurse is responsible for keeping accurate records regarding the administration of medication to students. [\(The school nurse shall maintain medication records of inventory, storage and administration in accord with ED 311.02 \(Medication During the School Day\)\).](#)

JLCD – Administration of Medication in Schools 11/1/17

We stopped here at our last meeting:

Obligations of the Parent/Guardian/Adult Student

Prescribed/OTC (over the counter) medication should not be taken during the school day, if at all possible to achieve the medical regime during hours at home.

A parent/guardian/adult student, or their designated responsible adult, shall deliver all medication to be administered by school personnel to the school nurse or other responsible person designated by the school nurse as follows: (1) the prescription/OTC medication shall be delivered and kept in a pharmacy or manufacturer labeled container (2) the school nurse or principal's designee receiving the prescription medication shall document the quantity of the prescription medication delivered and have the adult delivering the medication co-sign the documented amount (3) the medication may be delivered by the parent/guardian/adult student or a designated adult, provided that the nurse is notified in advance by the parent/guardian/adult student of the delivery and the quantity of prescription medication being delivered to school is specified (4) the parent/guardian/adult student must ensure that the life-saving medication (Diasat, asthma inhalers, Epi-Pen, Glucagon) or any other emergency medication be available to the student at all times. If the student's life-saving medication is not provided by the parent/guardian/adult student, the student shall not be permitted to attend any school-sponsored activities (5) it is the responsibility of the parent/guardian/adult student to notify the health office of any changes in student health, allergy status or medication changes.

Lise: does the following need to remain, given the reference above? It was in a different location in the last version. – Carol

Carol - I deleted that purple paragraph

Students requiring prescription medication administration must have a school **ConVal** District medication permission form completed by parent/guardian/adult student and a licensed health care provider and placed on file in the health office. The forms shall comply with standards set forth in NH Code of Administrative Rules Section Ed 311.02 (~~see JLCD-R~~). The school nurse, with written authorization of parent/guardian/adult student shall administer non-prescription/OTC medication. At the discretion of the school nurse, a written licensed prescriber's order may be required. If the school nurse is not available and written parent/guardian/adult student permission is on file, the principal or principal's designee is permitted to **assist** students in taking OTC's after consultation with the parent/guardian.

Furthermore, any student with a health condition requiring treatment with herbals, homeopathics, essential oils or other complementary forms of therapeutic interventions shall have a school medication permission form completed by the parent/guardian/adult student as well as a licensed healthcare provider.

Alternative medications should, whenever practicable, be taken at home. Parents/guardians should inform the school nurse of any such alternative medications. The school nurse shall not administer alternative medications, such as herbal medication, homeopathic medication, essential oils, or other similar forms of alternative medication unless the parent/guardian/adult student has completed and placed on file in the

JLCD – Administration of Medication in Schools 11/1/17

school health office a school medication permission form naming the specific alternative medicine and providing evidence that it has been prescribed by a licensed prescriber. The School Nurse shall not administer an alternative medicine that is prohibited by State or Federal law, or which is unlawful to possess in school.

Students may possess and self-administer a metered dose inhaler or a dry powder inhaler to alleviate or prevent asthmatic symptoms, an auto-injector for severe allergic reactions, and other injectable medications necessary to treat life-threatening conditions. The parent/guardian/adult student and physician must authorize such self-possession and self-administration by completing a school self-administration form in accordance with RSA 200:42 and RSA 200:46. Inhalers and epinephrine auto injectors must be properly labeled with the student's name and type of medication. The student will be held responsible to keep self-carried medication in a safe place that is not accessible to other students. When a student finds it necessary to use his/her auto-injector, s/he shall immediately report it to the nearest supervising adult.

Students shall not share any prescription or over-the-counter medication with another student. Notice of this prohibition will be provided published in student handbooks. Students acting in violation of this prohibition will be referred to school administration and may be subject to discipline consistent with applicable Board policies (JICH -- Drug and Alcohol Use By Students, JIH – Student Searches and Their Property).

Student medications may be retrieved from the health office by the parent/guardian/adult student or a designated adult at any time during regular school hours. Medication will be discarded if not picked up within 10 days after the medication is discontinued. All medication must be picked up by the last day of school or it will be discarded.

Civil Immunity

Nothing set forth in this policy or JLCD-R shall be deemed to abrogate or diminish the civil immunity available under New Hampshire law or either the District or its employees.

Definitions

The "school day" means any time during the day, afternoon, or evening when a child is attending school or other school related sponsored activity. (Ed 311.02)

Health Office Designee (HOD) (school nurse ~~designee-delegatee~~) - unlicensed assistive personnel - receives annual training by a school nurse.

Assist - Consists of providing the medication to the student and observing and documenting that the student took the medication.

Administration - The student cannot the medication ← Missing word (administer?) YES, please add administer themselves with the assistance as defined; only the school nurse or trained-delegatee HOD may administer the medication.

JLCD – Administration of Medication in Schools 11/1/17

Legal References:

RSA 200:42, Possession and Use of Epinephrine Auto-Injectors Permitted
RSA 200:43, Use of Epinephrine Auto-Injector
RSA 200:44, Availability of Epinephrine Auto-Injector
RSA 200:44-a, Anaphylaxis Training Required
RSA 200:45, Student Use of Epinephrine Auto-Injectors - Immunity
RSA 200:46, Possession and Self-Administration of Asthma Inhalers Permitted
RSA 200:47, Use of Asthma Medications by Students – Immunity
RSA 200:53, Bronchodilators, spacers, and nebulizers in schools
RSA 200:54, Supply of Bronchodilators, Spacers or Nebulizers
RSA 200:55, Administration of Bronchodilator, Space or Nebulizer
RSA 318:42, Dealing in or possessing prescription drugs (VII-b)
N.H. Code of Administrative Rules – Section Ed. 306.12(b)(2), Special Physical Health Needs of Students
N.H. Code of Administrative Rules – Section Ed. 311.02(d); Medication During School Day
NH Board of Nursing-Nurse Practice Act - www.nh.gov/nursing/nurse-practice-act/
Standards of Delegation for School Nurses in New Hampshire

See also: JICH, JIH, JLCD-R, JLCE

First Read:

Second Read:

Adopted:

EEBB – Use of Private Vehicles On School Business

The Board recognizes the need for some school employees to use their own automobiles for school purposes regularly or occasionally. To safeguard the district, employees, and students in matters of liability, particularly as this relates to an employee transporting a student or students, the following policy shall be observed:

1. To use a private vehicle for school purposes, the employee must have the written permission of the Superintendent or his or her designee.
 - a. This permission may be in the form of a standing permit for employees who use their own cars regularly for school purposes. The permit shall state the particular purpose, and whether it includes transportation of students.
 - b. For all special trips involving students, including field trips, a special permit must be obtained in advance for the specific trip.
2. The district shall assume no responsibility for liability in case of accident unless the employee has the authorization described above.
3. The board specifically forbids any employee to transport students for school purposes without prior authorization by the Superintendent or his or her designee.
4. No student shall be sent on school errands using any automobile.
5. Reimbursement for use of private vehicles will be made only when the staff person has prior approval of the responsible administrator.

April 2, 1991

< EEAEC -- Student Conduct On School Buses

EF - Food Service Management (<http://schoolboard.convalsd.net/district-policies/ef-food-service-management/>)

BBFA BCB – Board Member Conflict Of Interest

As elected officials, ConVal School Board members owe a duty of loyalty to the general public in protecting the school district's interests. Therefore, the Board declares that a conflict of interest is a personal and/or pecuniary interest that is immediate, definite, and demonstrable and which is or may be in conflict with the public interest.

A Board member shall not participate in, or influence in any way, the discussion, bid specifications, or vote on any contract, service, collective bargaining issue, or personnel matter, where the Board member has, or appears to have, a direct personal and/or pecuniary interest. A Board member shall not purchase from or furnish for hire to the District any labor, equipment, goods, commodities, personal property, real estate, services, or supplies with a value in excess of \$200, ~~except through participation in the competitive bidding process.~~

As used in this policy, the term "Board member" includes a member of the Board members' immediate family (i.e., spouse, child, siblings, and parents) and anyone residing in the Board members' household.

A Board member shall not have any direct personal and/or pecuniary interest in a contract with the school district, nor shall he or she furnish directly any labor, equipment, or supplies to the District.

In the event a Board member is employed by a corporation or business or has a secondary interest in a corporation or business which furnishes goods or services to the School district, the Board member shall declare his interest and refrain from debating, discussing, or voting upon the question of contracting with the company.

It is not the intent of this policy to prevent the District from contracting with corporations of businesses because a Board member is an employee of the firm. The policy is designed to prevent placing a Board member in a position where his interest in the public schools and his interest in his place of employment (or other indirect interest) might conflict, and to avoid appearances of conflict of interest even though such conflict may not exist. ~~RSA 95:1 requires that "No person holding a public office, as such, in state or any political subdivision governmental service shall, by contract or otherwise, except by open competitive bidding, buy real estate, sell or buy goods, commodities, or other personal property of a value in excess of \$200 at any one sale to or from the state or political subdivision under which he holds his public office."~~ Through the use of open competitive bidding or recusal of any Board member who has a conflict of interest, the Board will seek to obtain the best value for the district while avoiding impropriety or the appearance of impropriety.

Nepotism

The Board will not employ any teacher or other employee if such teacher or other employee is the father, mother, brother, sister, wife, husband, son, daughter, son-in-law, daughter-in-law, sister-in-law, or brother-in-law of the Superintendent or any member of the Board.

This shall not apply to any person within such relationship or relationships who has been regularly employed by the Board prior to the inception of the relationship, the adoption of this policy, or a Board member's election.

BBFA BCB – Board Member Conflict Of Interest

Vendor Relations

Except as set forth above, the District shall not purchase supplies, materials, or services from a member of the Board or from a member of his or her household or from a firm in which a Board member holds a major interest.

Legal References:

Marsh v. Hanover, 113 NH 667 (1973) and

Atherton v. Concord, 109 NH 164 (1968)

RSA 95:1. Public Officials Barred From Certain Private Dealings

Category: R

See also: BBFE

Adopted: ~~June 7, 2011~~

First Read: October 3, 2017

Second Read:

Adopted:

New Business:

IHBAD: Independent Special Education Evaluation

IKF: High School Graduation

IHBAAD – Independent Special Education Evaluation

The State and Federal special education laws require that the ~~SAU #1~~ ConVal School District evaluate children with disabilities who are in need of special education and related services. The districts evaluate children upon referral for special education and re-evaluate educationally disabled children at least once every three years or when conditions warrant a re-evaluation.

The ~~schools in SAU #1~~ ConVal School Board are is committed to ensuring that each child's IEP team bases its decision on high quality, reliable and educationally sound special education evaluations.

As a result, the ~~SAU #1 schools have~~ ConVal School District has established the following list of criteria for all special education evaluations the district conducts, obtains or funds.

Unique circumstances may justify deviation from these criteria. If a parent or district staff member is aware of such unique circumstances, they should inform the student's special education teacher, building LEA or District special education administrator immediately.

1. The evaluation must comply with the relevant provisions of the State and Federal Special Education Laws, including 34 C.F.R. 300.530-300.536 and NH Code of Administrative Rules Ed 1107.
2. The evaluator must hold a valid license or certification in the field related to the known or suspected disability. The evaluator must have extensive training and experience in evaluation in the area(s) of concern and be able to interpret the instructional implications of evaluation results
3. All tests administered will be the current version of the test. The test must be norm referenced for the individual evaluation appropriate for the age and educational level of the child and measure the same cognitive, motoric and achievement skills as district tests, and meet the same standards of technical adequacy for reliability and validity.
4. The cost of the evaluation shall not exceed the usual and customary rate for such evaluations. The school district will not pay for the evaluation until it receives the evaluator's report.
5. The evaluator must review educational records located in the student's local public school and other relevant educational records.
6. The evaluator must either: a) observe the child in one or more educational settings; or b) make at least one contact with the child's general education teacher for the purpose of determining how the student is progressing in the general curriculum. In addition, evaluators are encouraged to make additional contacts with other involved general and special education teachers and related service providers.

IHBAAD – Independent Special Education Evaluation

7. The evaluator must be permitted to directly communicate and share information with members of the IEP team, the district's Special Education Administrator or the administrator's designees. The evaluator must also release the assessments and results, including any parent and teacher questionnaires, to members of the IEP team, the Special Education Administrator or the administrator's designees.
8. All evaluation reports will include the appropriate standardization and reporting methods as designed by the test publishers.
9. The district shall be entitled to inspect and obtain copies of the evaluator's records directly pertaining to the student being evaluated, including any records created by third parties. However, those records will not be deemed accessible to any school district personnel other than the evaluator, unless and until the district exercises its right to inspect or obtain copies of those records from the evaluator.

Parents have a right [34 C.F.R. 300.502(b)(2)] to request an independent educational evaluation at school district expense when the parent disagrees with the school district's evaluation. The provision for independent educational evaluation cannot be invoked by a parent who has refused to consent to a district evaluation.

The schools in SAU #1 **ConVal School District** may deny a request for an independent educational evaluation at public expense and initiate a due process hearing to demonstrate that the district's evaluation was appropriate.

A parent always has the right to get an independent educational evaluation at his or her own expense. The team must consider the results of any independent educational evaluation, regardless of who pays for it, if the evaluation meets the district's criteria in decisions about the provision of a free and appropriate public education for the child.

~~1st Board Reading: October 17, 2006~~
~~Board Adoption: November 7, 2006~~

1st Read: October 17, 2017
2nd Read:
Adopted:

IKF – High School Graduation

To qualify for high school graduation, students must complete a course of study which includes the following:

1. Successful completion of 26 subject credits and/or related competencies, as outlined below. Effective with the class of 2019.

a. English	4 credits
b. Social Studies (including 1 in US History, .5 in US/NH Gov., .5 in Economics, 1 in Global Studies)	3 credits
c. Science (1 in Living, 1 in Physical)	3 credits
d. Mathematics (including Algebra)	3 credits
e. Physical Education	1 credit
f. Health	1 credit
g. Digital Literacy/ITC	.5 credit
h. Arts Education	.5 credit
j. Service Learning/Community Service	.5 credit
k. Elective Offerings	9.5 credits

The normal program of instruction for seniors may be modified to make adequate preparations for graduation exercises.

a. If local conditions necessitate the holding of graduation exercises prior to the completion of the standard school year, in no case shall graduation be scheduled prior to the 175th day of instruction. No school day shall be modified for preparation activities prior to the 175th day.

b. It is understood that modifications in the schedule for the last few days of school shall apply only to seniors. All other classes shall complete 180 days of instruction and maintain their normal class schedules, in accordance to Policy IC.

All students with disabilities in the ConVal School District shall have an equal opportunity to complete a course of studies leading to a regular high school diploma. A regular diploma shall be issued to all students who:

- Have successfully achieved of 26 credits
- Have met specific course requirements as described in the ConVal High School Program of Studies
- Have met all attendance requirements as stated in the ConVal High School Program of Studies (or/and local district policy)

The term “regular high school diploma” does not include an alternative degree that is not fully aligned with the State’s academic standards, such as a certificate or a general educational development credential (GED).

Legal Reference:

NH Code of Administrative Rules, Section Ed. 306.04(a)(14), Policy Development

NH Code of Administrative Rules, Section Ed. 306.14(f), Basic Instructional Standards

NH Code of Administrative Rules, Section Ed. 306.27(i, d, m), Required Subjects and Unit of Credit for High School Graduation

Category: R

See also ILBAA, IMBC

1st Reading: April 1, 2014

2nd Reading: August 19, 2014

Adoption: August 19, 2014