

CONTOOCOOK VALLEY SCHOOL DISTRICT
Office of the Superintendent of Schools
106 Hancock Road, Peterborough, NH 03458-1197

POLICY COMMITTEE

March 5, 2019
SAU Finch Room
6:00 PM

Agenda

Committee Members:

Rich Cahoon – Chair, Janine Lesser, Kristen Reilly, Crista Salamy, Jerry Wilson, Stephan Morrissey, Kimberly Saunders, Ann Forrest

Attendees:

1. Call to Order & Approval of February 5, 2019 Minutes

2. Policies to the Board:

The following policies will be presented for a second read at tonight's Board meeting:

- a) GADA: Employment References and Verification (Prohibiting Aiding and Abetting of Sexual Abuse)
- b) JJJ: Access to Public School Programs by Nonpublic, Charter School, and Home Educated Pupils

3. Policies for Discussion

New Policies for Discussion:

- a) CFA: Individual School Administrative Personnel; also included is the NHSBA procedure

Existing Policies That Require Updating: includes NHSBA updated policies

- a) GBEC: Drug-Free Workplace/Drug-Free Schools (also applies to identical policy ADB, included)
- b) GBED: Tobacco Products Ban Use and Possession In and On School Facilities and Grounds, includes ADC & JICG, which are identical policies
- c) BFA: Policy Development System – NHSBA call letter change to BGA and review; both policies included

*** Pending from Past Meetings: Status Report --** They are not included in this packet but will appear on a future agenda.

- a) EEAG – Use of Private Vehicles on School Business: Changed “teacher’s to “employees” in paragraph two. The Superintendent wants to discuss Legal’s edits with Dean Eggart.
- b) ILD & ILD-R: Non-Educational/Non-Academic Questionnaires, Surveys, and Research – pulled pending further research.
- c) JLD: Guidance Counselors: awaiting feedback from Legal

- d) IHBG: Home Education – Returning for further discussion. Superintendent status report
- e) EFDA: Overdue Accounts – awaiting additional content on reconciliation of overdue accounts

5. Strategic Plan Related Policies: Not in this packet

The following policies fall under the Assessment category for the Strategic Plan and will first go before the **Education Committee**. They are not included in this packet but will appear on a future agenda.

- a) IGA: Curriculum Development
- b) IHBH: Extended Learning Opportunities
- c) IHBI: Alternative Learning Plans
- d) IK: Earning of Credit
- e) ILBA: Assessment of Educational Programs
- f) ILBAA: High School Competency Assessments
- g) IMBC: Alternative Credit Options

Communications Committee:

- a) Community Partnerships: KCB;

6. Next Meeting: March 19, 2019

CONTOOCOOK VALLEY SCHOOL DISTRICT
Office of the Superintendent of Schools
106 Hancock Road, Peterborough, NH 03458-1197

POLICY COMMITTEE

February 5, 2019

SAU Finch Room

6:00 PM

Minutes

Committee Members:

Rich Cahoon – Chair, Janine Lesser, Kristen Reilly, Crista Salamy, Jerry Wilson, Stephan Morrissey, Myron Steere, Kimberly Saunders, Dr. Ann Forrest

Attendees: Rich Cahoon, Janine Lesser, Jerry Wilson, Stephan Morrissey, Kristen Reilly, Dr. Ann Forrest

1. Call to Order & Approval of January 22, 2019 Minutes

The meeting was called to Order at 6:05 PM.

Stephan Morrissey motioned to approve the minutes of January 22nd; the motion was seconded by Jerry Wilson.

All in favor.

2. Policies to the Board:

The following policies will be presented for a second read at tonight's Board meeting:

IMBA: Distance Education

Janine Lesser thinks we should pull this policy from tonight's Board meeting until we get more feedback from a previous discussion surrounding VLACS. Dr. Forrest feels this discussion was around graduation requirements and the role VLACS can play. Is there an issue around taking a Distance education course as a senior, as they might not be able to complete the course and therefore could not graduate? We can address this through different policies. VLACS is not prepared for the future. Learn Everywhere is a new certification program at the DOE; it is coming. They do have benchmarks for each certification.

Janine Lesser thought that getting the credit from different places was not the issue, but taking courses in their senior year that is interfering with the ability to graduate was the issue. A discussion ensued regarding policies that might address this new path. We have a graduation requirements policy, but nothing that specifies that required courses need to be completed by a specific timeframe (prior to senior year). The high school voiced concern about students not completing their courses. This policy exempts VLACS. Janine Lesser asked what do we do about the cheating? How much rigor is there for last-minute attempts to get a required credit in the spring of a final year?

Kristen Reilly asked what type of credits we are referring to with Learn Everywhere. Who will pay for those outside programs? Will the state certify them? This applies to high school only.
Rich Cahoon doesn't mind if we pull the policy tonight but it needs to come back eventually.
The committee decided to submit the policy for a first read tonight.

3. Policies for Discussion

New Policies for Discussion:

- a) GADA: Employment References and Verification (Prohibiting Aiding and Abetting of Sexual Abuse) -- New from NHSBA Sept. 2018 – this is a priority policy
Rich Cahoon agrees this is an important policy from the Legislature. What is "good faith"?
We are obligated to provide relevant information.
Dr. Forrest feels it might be difficult to implement this policy. Rich Cahoon thinks we need a procedure as to the hiring process. A typo in the NHSBA version was noted.
What obligation, as a district, do we have if we're not being contacted for information/feedback by another district?
ACTION: Send for a first read.
- b) JJJ: Access to Public School Programs by Nonpublic, Charter School, and Home Educated Pupils.
The NHSBA changed the category from Optional to Recommended. Additional Legal References have also been made. Both the NHSBA and ConVal versions are included in this packet.
The committee compared the two policies. Janine Lesser thinks our policy is more encouraging. She asked where we are on the adequacy issue. This really does not apply to that. Add sentence to model noting sincerity from our policy to the NHSBA version.
ACTION: Add text and send for a first read.

Follow up:

- a) STA Kindergarten Drop-off Procedure: under review by Legal and Bus Company
*The Bus Company has expanded the age of "drop off with parent present" to Pre-K thru Grade 2.
Do we still require Legal comment on this policy?
Rich Cahoon, as a parent as a second grader, indicated that this is not happening. No one in the room has signed the form. The committee feels this policy still has issues and wonders how it is being implemented? The language is stronger in theory, but it is being implemented haphazardly. They use the term "adult", which is not realistic. In many households, the high school student or Jr. High school student is the one at home greeting their elementary siblings. Pick-up Patrol checks the ID of who is picking up the student.
What do we want them to do?
Questions raised included: Does it depend on the driver; did the form even go home to parents?
We are responsible for the student door-to-door.
ACTION: The superintendent will speak with the Bus Company regarding implementation.

Motion to adjourn by Jerry Wilson, seconded by Stephan Morrissey. Meeting adjourned at 6:53 PM.

Existing Policies That Require Updating: includes NHSBA updated policies

- a) GBEC: Drug-Free Workplace/Drug-Free Schools (also applies to identical policy ADB, not included)
- b) GBED: Tobacco Products Ban Use and Possession In and On School Facilities and Grounds (this also affects identical policies ADC & JICG, which are not included in this packet)

*** Pending from Past Meetings: Status Report --** They are not included in this packet but will appear on a future agenda.

- b) EEAG – Use of Private Vehicles on School Business: Changed “teacher’s to “employees” in paragraph two. The Superintendent wants to discuss Legal’s edits with Dean Eggert.
- c) ILD & ILD-R: Non-Educational/Non-Academic Questionnaires, Surveys, and Research – pulled pending further research.
- d) JLD: Guidance Counselors: awaiting feedback from Legal
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5. **Strategic Plan Related Policies: Not in this packet**

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- d) IK: Earning of Credit
- e) ILBA: Assessment of Educational Programs
- f) ILBAA: High School Competency Assessments
- g) IMBC: Alternative Credit Options

Communications Committee:

- a) Community Partnerships: KCB;

6. **Next Meeting:** March 5, 2019

Respectfully submitted,

Carol Hills

GADA - Employment References and Verification (Prohibiting Aiding and Abetting of Sexual Abuse)

The ConVal District shall act in good faith when providing employment references and verification of employment for current and former employees.

The School District, and its employees, contractors, and agents, are prohibited from providing a recommendation of employment, and/or from otherwise assisting any school employee, contractor, or agent in obtaining a new position or other employment if he/she or the District has knowledge of, or probable cause to believe that the other employee, contractor, or agent ("alleged perpetrator") engaged in illegal sexual misconduct with a minor or student. This prohibition does not include the routine transmission of administrative and personnel files.

In addition, this prohibition does not apply if:

1. The information giving rise to probable cause has been properly reported to a law enforcement agency with jurisdiction;
2. The information giving rise to probable cause has been reported to any other authorities as required by local, state or federal law (for instance New Hampshire Division of Children, Youth and Families "DCYF"), and
3. At least one of the following conditions applies:
 - a. The matter has been officially closed;
 - b. The District officials have been notified by the prosecutor or police after an investigation that there is insufficient information for them to proceed;
 - c. The school employee, contractor, or agent has been charged with, and acquitted or otherwise exonerated; or
 - d. the case or investigation remains open and there have been no charges filed against or indictment of the school employee, contractor, or agent within four years of the date on which the information was reported to a law enforcement agency.

Legal References:

20 U.S.C. 7926(a) (§8546(a) of the Elementary and Secondary Education Act/Every Student Succeeds Act

Category: Priority/Required by Law

Related Policies: GBCD, GBJ

First reading: February 19, 2019

*Second reading: **March 5, 2019***

Adopted:

JJJ – Access to Public School Programs by Nonpublic, Charter Schools, and Home Educated Pupils

The ConVal School District encourages pupils who attend nonpublic schools, public charter schools, or who are home educated to access to the District's curricular courses and co-curricular programs in the same way as that of students who attend ConVal schools.

All pupils residing in the District, whether they are home educated, or are attending public chartered school or nonpublic schools, shall have access to curricular courses and co/extra-curricular programs offered by the District in accordance RSA 193:1-c and these administrative regulations.

The District will comply with the provisions of RSA 193:1-c allowing pupils who attend nonpublic schools, charter schools, or are home educated equal access to the District's curricular courses and co/extra-curricular programs. The District recognizes that any School Board policies regulating participation in curricular courses and co/extra-curricular programs cannot be more restrictive for non-public, public chartered school, or home educated pupils than the policy governing the District's resident pupils.

Legal References:

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

RSA 193-A, Home Education

Category: R

See also: *IHBG - Home Education Instruction*

IHBG-R, Administrative Procedure to Accompany Policy IHBG

Home Education Participation in District Programs and Activities

First Reading: February 19, 2019

Second Reading: March 5, 2019

Adoption:

CFA – Individual School Administrative Personnel

Principals

Appointment

The principals shall be appointed by the School Board following the nomination of the Superintendent. Should the School Board fail to accept the nomination of the Superintendent, the Superintendent will be directed to present another name in nomination.

Candidates for position of principal will file a written application with the Director of Human Resources (HR). All applications will be screened by the HR Director and may be selected for interview by the nominating committee.

Terms of Contract

All appointments will be on a one-year basis between July 1 and June 30.

Functions

Building principals shall act as the Chief Administrative Officers for their own school buildings and grounds. They shall be responsible for and shall have authority over the actions of students, professional and non-professional employees, visitors, and persons hired to perform special tasks. They shall perform the powers and duties of Principals prescribed by Part Ed 304 Duties of School Principal School Administration regulations and related RSAs.

All principals shall keep the Superintendent informed of activities in their buildings.

Principals shall attend School Board meetings if requested by the Superintendent or the School Board.

PART Ed 304 DUTIES OF SCHOOL PRINCIPALS

Statutory Authority: RSA 186:8

Ed 304:01 – Substantive Duties

The school principal shall be responsible for the internal organizational structure of the school, the programs of the school, the governance of the student body, the utilization of technology and the utilization of the plant in accordance with local school board policy and/or as directed by the Superintendent of Schools.

- (a) The school principal shall evaluate and make recommendations to the Superintendent concerning candidates for professional and non-professional positions in accordance with local School Board policy or as directed by the Superintendent of Schools.
- (b) The school principal shall assign, direct, and evaluate all personnel employed with school administrative unit in accordance with local School Board policy, administrative regulations, and as directed by the Superintendent of Schools.

CFA – Individual School Administrative Personnel

- (c) The school principal shall perform any other duties assigned by the Superintendent of Schools in accordance with local School Board policy, state statutes, and regulations of the State Board of Education.

Category: R

1st Read: June 4, 2013

2nd Read: June 18, 2013

Adoption: June 18, 2013

CFA - INDIVIDUAL SCHOOL ADMINISTRATIVE PERSONNEL

(Download policy)

Category R

Principals

Appointment

The principals shall be elected by the Board following nomination by the Superintendent. Should the Board fail to accept the nomination of the Superintendent, the Superintendent will be directed to present another name in nomination.

Candidates for position of principal will file a formal, written application with the Superintendent. All applications will be screened by the Superintendent and a number will be selected for interview by the Superintendent and the Board.

All applications will be available to the Board for their review and candidates selected by them for interview will be included in the interview process.

It will be the policy of the Superintendent and Board to promote candidates when such a promotion is in the best interests of the School. All such candidates must meet requirements as established by the Superintendent and Board.

Functions

All building principals shall be responsible for the school buildings and grounds to which they are assigned. They shall be responsible for and shall have authority over the actions of students, professional and non-professional employees, visitors, volunteers, and persons hired to perform special tasks.

All principals shall keep the Superintendent informed of activities in their buildings by whatever means the Superintendent deems appropriate.

Principals will file a monthly written report, on a date designated by the Superintendent, to the Superintendent.

The principal shall attend Board meetings if requested by the Superintendent or the Board.

Legal Reference

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

Appendix CFA-R

Reviewed: February 2006

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with policy development. School districts and boards of education should consult with legal counsel and revise all sample policies and regulations to address local facts and circumstances prior to adoption. NHSBA continually makes revisions based on school districts' needs and local, state and federal laws, regulations and court decisions, and other relevant education activity.

DUTIES OF THE PRINCIPAL

Ed 304.01 Substantive Duties ; School Principals and Associate Principals .

- (a) The school principal shall be responsible for promoting the success of all students by :
 - (1) Facilitating the development, articulation, implementation, and stewardship of a vision for learning that is shared and supported by the community, school board, and superintendent of schools;
 - (2) Advocating, nurturing, and sustaining a school culture and instructional program conducive to student learning and staff professional growth;
 - (3) Ensuring management of the organization, operations, and resources for a safe, efficient, and effective learning environment;
 - (4) Collaborating with families and community members, responding to diverse community interests and needs, and mobilizing community resources ; and
 - (5) Having the knowledge and skills to promote the success of all students by understanding, responding to, and influencing the larger political, social, economic, legal, and cultural contexts.
- (b) The school principal shall evaluate and make recommendations to the superintendent concerning candidates for professional and nonprofessional positions within the school administrative unit in accordance with local school board policy, or as directed by the superintendent.
- (c) The school principal shall assign, direct, and be responsible for the evaluation of all personnel employed in the school in accordance with local school board policy, administrative rules, and as directed by the superintendent.
- (d) The school principal shall perform any duty assigned by the superintendent in accordance with local school board policy, state statutes , and rules of the state board of education.
- (e) The school associate principal shall be responsible for assisting and supporting the school principal in promoting the success of all students as stated in the above duties:

See Policy CFA

GBEC – Drug-Free Workplace/Drug-Free Schools

The ConVal School District will provide a drug-free workplace in accordance with the Drug-Free Schools and Communities Act of 1988 and Amendments of 1989 and the Drug-free workplace requirements for Federal contractors, 41 U.S.C. §701. In compliance with these requirements, the District will:

1. Notify all employees, in writing, that the unlawful manufacture, distribution, dispensation, possession, or use of illicit drugs and alcohol is prohibited in the District's workplace and that any violation is subject to disciplinary action. Notification will be accomplished by distribution of this policy to all employees.
2. Provide a drug-free awareness program to inform employees about:
 - a. The dangers of illicit drugs in the workplace;
 - b. The District's policy of maintaining a drug-free workplace;
 - c. Available drug and alcohol counseling, rehabilitation, and employee assistance and/or re-entry programs; and
 - d. The penalty/penalties that may be imposed on employees for drug and alcohol violations occurring in the workplace.
3. Notify employees that, as a condition of employment in the District, they will agree to and abide by the terms of the policy, and will notify the District of any drug statute conviction resulting from workplace conduct within five days of the conviction.
4. Establish the following as grounds for disciplinary action:
 - a. Working under the influence of alcohol or illegal drugs, no matter where consumed.
 - b. Having an unsealed container of alcohol or consuming alcohol on school property. (Any employee who finds any type of container of alcohol on school property should report it to the administration as soon as possible.)
 - c. Possessing or distributing controlled substances on school property.
5. Alert the local law enforcement agency of suspected violations of the policy.
6. Take any of the following disciplinary actions (either alone or in combination) regarding an employee who is in violation of the policy:
 - a. Suspension.
 - b. Termination of employment.
 - c. Satisfactory participation in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health or law enforcement, or other appropriate agency.
7. Make a good faith effort to continue to maintain a drug-free workplace through implementation of all the provisions of this policy. In so doing, the District will conduct a biennial review of its programs to determine their effectiveness and to ensure that the disciplinary sanctions are consistently enforced and changes are implemented, if needed.

GBEC – Drug-Free Workplace/Drug-Free Schools

8. Post at each school and in each school bus Drug-Free School Zone signs with a map of the drug-free zone around each school. The signs will be those provided by the New Hampshire Department of Education, as required by RSA 193-B:3, I; Ed. Part 316.

Legal References:

41 USC §8101 Et. seq., Drug-free workplace requirements for Federal contractors, and Federal grant recipients

RSA Chapter 193-B, Drug Free School Zones

Ed. Part 316

Category: P

See also: ADB, GBED, JICG & JICH

First Read: October 3, 2017

Second Read: October 17, 2017

Adopted: October 17, 2017

GBEC/ADB - DRUG-FREE WORKPLACE & DRUG-FREE SCHOOLS

(Download policy)

Category: Priority-Required by Law

Identical Policy: ADB

Related Policy: JICH

A. Drug-Free Workplace

1. All District workplaces are drug- and alcohol-free. All employees and contracted personnel are prohibited from:
 - a. Unlawfully manufacturing, dispensing, distributing, possessing, using, or being under the influence of any controlled substance or drug while on or in the workplace, including employees possessing a "medical marijuana" card.
 - b. Distributing, consuming, using, possessing, or being under the influence of alcohol while on or in the workplace.
2. For purposes of this policy, a "controlled substance or drug" means and includes any controlled substance or drug defined in the Controlled Substances Act, 21 U.S.C. § 812(c), or New Hampshire Controlled Drug Act RSA 318-B.
3. For purposes of this policy, "workplace" shall mean the site for the performance of work, and will include at a minimum any District building or grounds owned or operated by the District, any school-owned vehicle, and any other school-approved vehicle used to transport students to and from school or school activities. It shall also include off-school property during any school-sponsored or school-approved activity, event or function such as a field trip or athletic event where students are under the jurisdiction, care or control of the District.
4. As a condition of employment, each employee and all contracted personnel will:
 - a. Abide by the terms of this policy respecting a drug- and alcohol-free workplace, including any administrative rules, regulations or procedures implementing this policy; and
 - b. Notify his or her supervisor of his or her conviction under any criminal drug statute, for a violation occurring on District premises or while performing work for the District, no later than five (5) days after such conviction.
5. In order to make employees aware of dangers of drug and alcohol abuse, the District will endeavor to:
 - a. Provide each employee with a copy of the District drug- and alcohol-free workplace policy;
 - b. Post notice of the District drug- and alcohol-free workplace policy in a place where other information for employees is posted;
 - c. Establish a drug-free awareness program to educate employees about the dangers of drug abuse and drug use in the work place, the specifics of this policy, including, the consequences for violating the policy, and any information about available drug and

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alcohol counseling, rehabilitation, reentry, or other employee-assistance programs.

B. District Action Upon Violation of Policy

An employee who violates this policy may be subject to disciplinary action; up to and including termination of employment. Alternatively, the Board may require an employee to successfully complete an appropriate drug- or alcohol-abuse, employee-assistance rehabilitation program.

The Board will take disciplinary action with respect to an employee convicted of a drug offense in the workplace, within thirty (30) days of receiving notice of a conviction. Should District employees or contracted personnel be engaged in the performance of work under a federal contract or grant, or under a state contract or grant, the Superintendent will notify the appropriate state or federal agency from which the District receives contract or grant moneys of an employee/contracted personnel's conviction, within ten (10) days after receiving notice of the conviction.

The processes for disciplinary action shall be those provided generally to other misconduct for the employee/contractor personnel as may be found in applicable collective bargaining agreements, individual contracts, School Board policies, contractor agreements, and or governing law. Disciplinary action should be applied consistently and fairly with respect to employees of the District and/or contractor personnel as the case may be.

C. Drug-Free School Zone

Pursuant to New Hampshire's "Drug-Free School Zone" law (RSA Chapter 193-B), it is unlawful for any person to manufacture, sell prescribe administer, dispense, or possess with intent to sell, dispense or compound any controlled drug or its analog, within a "drug-free school zone". The Superintendent is directed to assure that the District is and remains in compliance with the requirements of RSA 193-B, I, and N.H. Ed. Part 316 with respect to establishment, mapping and signage of the drug-free zone around each school of the District.

OPTIONAL - MAY ONLY BE ADOPTED UPON REQUEST BY A SYRINGE SERVICE PROGRAM ADMINISTRATOR - see 2nd paragraph of NHSBA revision note September 2018 below. Notwithstanding above paragraph, the board grants an exception to allow for a Syringe Service Program within the boundaries of the Drug-Free Zone of the _____ [name of particular School], and as requested by _____ [name of organization], a syringe service program administrator/operator as that terms is used in RSA 318-B:43 and 45.

D. Implementation and Review

- a. The Superintendent is directed to promulgate administrative procedures and rules necessary and appropriate to implement the provisions of this policy.
- b. In order to maintain a drug-free workplace, the Superintendent will perform a biennial review of the implementation of this policy. The review shall be designed to (i) determine and assure compliance with the notification requirements of section A.5.a, b and d; (ii) determine the effectiveness of programs established under paragraph A.5.c above; (iii) ensure that disciplinary sanctions are consistently and fairly enforced; and (iv) and identify any changes required, if any.

District Policy Adoption & Revision History:

First reading: _____

Second reading/adopted: _____

District revision history:

Legal References:

- 41 U.S.C. §101, et. Seq. - Drug-free workplace requirements for Federal contractors, and Federal grant recipients
- RSA Chapter 193-B Drug Free School Zones
- N.H. Admin. Code, Ed. Part 316

Legal References Disclaimer: *These references are not intended to be considered part of this policy, nor should they be taken as a comprehensive statement of the legal basis for the Board to enact this policy, nor as a complete recitation of related legal authority. Instead, they are provided as additional resources for those interested in the subject matter of the policy.*

When adopting this sample or variation of the same, a district should not include the NHSBA history or NHSBA policy notes. The district should, to the extent possible, include its own adoption/revision history.

NHSBA history: Revised and replaced September 2018.

Revised: April 2017; April 2010; February 2004; July 1998

NHSBA revision note: September 2018 - GBEC (and its identical policy ADB) is updated to (1) more accurately reflect the requirements of Federal law including a provision that organizations covered by the act establish a "drug-free awareness program", and (2) to clarify the obligations of the Superintendent under the New Hampshire Drug-Free Schools Zone law.

The policy is further amended to include the optional language permitting local school boards to make an exception to the Drug Free School Zone restrictions for the purpose of allowing a "syringe service program" (i.e., "needle exchange program) when requested by a "syringe service program administrator".

Important note: Although a district may not adopt the **optional** provision regarding syringe service programs, districts should replace existing GBEC/ADB such that the policy better reflects the requirements of Federal law.

NHSBA revision note: April 2017 - Revised to reflect changes to federal and state law.

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ADB – Drug-Free Workplace/Drug-Free Schools

The ConVal School District will provide a drug-free workplace in accordance with the Drug-Free Schools and Communities Act of 1988 and Amendments of 1989 and the Drug-free workplace requirements for Federal contractors, 41 U.S.C. §701. In compliance with these requirements, the District will:

1. Notify all employees, in writing, that the unlawful manufacture, distribution, dispensation, possession, or use of illicit drugs and alcohol is prohibited in the District's workplace and that any violation is subject to disciplinary action. Notification will be accomplished by distribution of this policy to all employees.
2. Provide a drug-free awareness program to inform employees about:
 - a. The dangers of illicit drugs in the workplace;
 - b. The District's policy of maintaining a drug-free workplace;
 - c. Available drug and alcohol counseling, rehabilitation, and employee assistance and/or re-entry programs; and
 - d. The penalty/penalties that may be imposed on employees for drug and alcohol violations occurring in the workplace.
3. Notify employees that, as a condition of employment in the District, they will agree to and abide by the terms of the policy, and will notify the District of any drug statute conviction resulting from workplace conduct within five days of the conviction.
4. Establish the following as grounds for disciplinary action:
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 - b. Having an unsealed container of alcohol or consuming alcohol on school property. (Any employee who finds any type of container of alcohol on school property should report it to the administration as soon as possible.)
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5. Alert the local law enforcement agency of suspected violations of the policy.
6. Take any of the following disciplinary actions (either alone or in combination) regarding an employee who is in violation of the policy:
 - a. Suspension.
 - b. Termination of employment.
 - c. Satisfactory participation in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health or law enforcement, or other appropriate agency.
7. Make a good faith effort to continue to maintain a drug-free workplace through implementation of all the provisions of this policy. In so doing, the District will conduct a biennial review of its programs to determine their effectiveness and to ensure that the disciplinary sanctions are consistently enforced and changes are implemented, if needed.

ADB – Drug-Free Workplace/Drug-Free Schools

8. Post at each school and in each school bus Drug-Free School Zone signs with a map of the drug-free zone around each school. The signs will be those provided by the New Hampshire Department of Education, as required by RSA 193-B:3, I; Ed. Part 316.

Legal References:

41 USC §8101 Et. seq., Drug-free workplace requirements for Federal contractors, and Federal grant recipients

RSA Chapter 193-B, Drug Free School Zones

Ed. Part 316

Category: P

See also: GBEC, GBED, JICG & JICH

First Read: October 3, 2017

Second Read: October 17, 2017

Adopted: October 17, 2017

GBED – Tobacco Products Ban Use and Possession in and On School Facilities and Grounds

No person shall use any tobacco product in any facility maintained by the School District, nor on any of the grounds of the District.

“Tobacco products” means cigarettes, cigars, snuff, smokeless tobacco, smokeless cigarettes, products containing tobacco, and tobacco in any other form.

“Facility” is any place which is supported by public funds and which is used for the instruction of students enrolled in preschool programs and in all grades maintained by the District. This definition shall include all administrative buildings and offices and areas within facilities supportive of instruction and subject to educational administration, including, but not limited to, lounge areas, passageways, rest rooms, laboratories, classrooms, study areas, cafeterias, gymnasiums, maintenance rooms, libraries, and storage areas.

Signs shall be placed by the District in all buildings, facilities and school vehicles stating that the use of tobacco products is prohibited.

It is the responsibility of the building principal(s), or designee, to initially enforce this policy by requesting that any person who is violating this policy to immediately cease the use of tobacco products. After this request is made, if any person refuses to refrain from using tobacco products in violation of this policy, the principal or designee may call the local police who shall then be responsible for all enforcement proceedings and applicable fines and penalties.

Students

No student shall purchase, attempt to purchase, possess or use any tobacco product in any facility, in any school vehicle or anywhere on school grounds maintained by the District. Enforcement of this prohibition shall initially rest with building principals, or their designees, who may report any violation to the local police department. In accordance with state law, the police department shall be responsible for all proceedings and applicable fines and penalties. The principal will develop regulations which cover disciplinary action to be taken for violations of this policy. These regulations will be communicated to students by means deemed appropriate by the principal. In addition to disciplinary actions taken by the school, criminal penalties for fines may result from violations of this policy.

Employees

No employee shall use any tobacco product in any facility in any school vehicle or anywhere on school grounds maintained by the District.

Initial responsibility for enforcement of this prohibition shall rest with building principals, or their designees. The principal may report violations to the local police department. In accordance with state law, the police department shall be responsible for all proceedings and applicable fines and penalties.

GBED – Tobacco Products Ban Use and Possession in and On School Facilities and Grounds

The principal will develop and implement the appropriate means of notifying employees of the possible disciplinary consequences of violating this policy. Any employee(s) who violate(s) this policy is subject to disciplinary action which may include warning, suspension or dismissal. In addition, fines or other penalties may result from enforcement of these prohibitions by other law enforcement officials.

All Other Persons

No visitor shall at any time use tobacco products in any facility, in any school vehicle, or anywhere on school grounds maintained by the District.

Responsibility for enforcement of this prohibition shall rest with all School District employees who may report violations to the local police department. In accordance with state law, the police department shall be responsible for all proceedings and applicable fines and penalties.

Legal References:

RSA 155:64 – 77, Indoor Smoking Act
RSA 126 – K:6, Possession and Use of Tobacco Products by Minors
RSA 126 K:7, Use of Tobacco Products on Public Educational Grounds Prohibited

Category: P

See also ADB, ADC, GBED, JICG, & JICH

1st Read: February 19, 2013

2nd Read: March 5, 2013

Adopted: March 5, 2013

**TOBACCO PRODUCTS BAN USE AND POSSESSION
IN AND ON SCHOOL FACILITIES AND GROUNDS**

Category: Priority/Required by Law

Identical Policy: ADC & JICG

State law prohibits the use of any tobacco product, E-cigarette, or liquid nicotine in any facility or upon any grounds maintained by the District. Students and minors are further prohibited from possessing such items in or upon any facility, school vehicle, or grounds owned or maintained by the District.

A. Definitions.

"Tobacco product(s)" means any product containing tobacco including, but not limited to, cigarettes, smoking tobacco, cigars, chewing tobacco, snuff, pipe tobacco, smokeless tobacco, and smokeless cigarettes, as well as any other product or item included in RSA 126-K:2, XI as the same may be amended or replaced from time-to-time.

"E-cigarette" means any electronic smoking device composed of a mouthpiece, a heating element, a battery, and electronic circuits that provides a vapor of pure nicotine mixed with propylene glycol to the user as the user simulates smoking. This term shall include such devices whether they are manufactured as e-cigarettes, e-cigars, or e-pipes, or under any other product name as well as any other product or item included in RSA 126-K:2, II-a as the same may be amended or replaced from time-to-time.

"Liquid nicotine" means any liquid product composed either in whole or in part of pure nicotine and propylene glycol and manufactured for use with e-cigarettes, as well as any other product or item included in RSA 126-K:2, III-a as the same may be amended or replaced from time-to-time.

"Facility" is any place which is supported by public funds and which is used for the instruction of students enrolled in preschool programs and in all grades maintained by the District. This definition shall include all administrative buildings and offices and areas within facilities supportive of instruction and subject to educational administration, including, but not limited to, lounge areas, passageways, rest rooms, laboratories, classrooms, study areas, cafeterias, gymnasiums, maintenance rooms, and storage areas.

B. Students

No student shall purchase, attempt to purchase, possess or use any tobacco product, E-cigarette, or liquid nicotine in any facility, in any school vehicle or anywhere on school grounds maintained by the District.

Enforcement of the prohibition against students shall initially rest with building principals, or their designees, who may also report any violation to law enforcement, for possible juvenile, criminal or other proceedings as provided under state law. Additional consequences may be administered pursuant to printed student conduct rules.

C. Employees

No employee shall use any tobacco product, E-cigarette, or liquid nicotine, in any facility, in any school vehicle or anywhere on school grounds maintained by the District.

**TOBACCO PRODUCTS BAN USE AND POSSESSION
IN AND ON SCHOOL FACILITIES AND GROUNDS**

Initial responsibility for enforcement of this prohibition shall rest with building principals, or their designees. Any employee(s) who violate(s) this policy is subject to disciplinary action which may include warning, suspension or dismissal. Violations may also be referred to appropriate law enforcement and/or other appropriate agencies for criminal or other proceedings as provided under state law.

D. All other persons

No visitor, contractor, vendor or other member of the public, shall use any tobacco product, E-cigarette, or liquid nicotine in any facility, in any school vehicle, or anywhere on school grounds maintained by the District.

The building principal(s), and where appropriate, other site supervisor (athletic director, vehicle driver, etc.), or their designee(s), shall have the initial responsibility to enforce this section, by requesting that any person who is violating this policy to immediately cease the use of tobacco products, E-cigarette or liquid nicotine. After this request is made, if any person refuses to refrain from using such products in violation of this policy, the principal, site supervisor, or designee may call contact the appropriate law enforcement agency(ies) for possible criminal or other proceedings as provided under state law.

E. Implementation and Notice - Administrative Rules and Procedures.

The Superintendent shall establish administrative rules and procedures to implement this policy, which rules and procedures may be building level and/or district-wide. Rules and procedures relating to student violations and resulting disciplinary consequences should be developed in consultation with building principal(s).

The Superintendent, working with the building principal(s), shall provide annual notice to employees, students and parents of the pertinent provisions of this policy (e.g., student or staff handbook) along with applicable administrative regulations and procedures, which may include prescribed consequences for violations of this policy. Such notice should include information that violation of this Policy could lead to criminal or other such proceedings.

Signs shall be placed by the District in all buildings, facilities and school vehicles stating that the use of tobacco products is prohibited.

District Policy History:

First reading: _____

Second reading/adopted: _____

District revision history:

Legal References:

TOBACCO PRODUCTS BAN USE AND POSSESSION IN AND ON SCHOOL FACILITIES AND GROUNDS

- RSA 155:64 – 77, Indoor Smoking Act
- RSA 126-K:2, Definitions
- RSA 126–K:6, Possession and Use of Tobacco Products by Minors
- RSA 126-K:7, Use of Tobacco Products on Public Educational Grounds Prohibited

***Legal References Disclaimer:** These references are not intended to be considered part of this policy, nor should they be taken as a comprehensive statement of the legal basis for the Board to enact this policy, nor as a complete recitation of related legal authority. Instead, they are provided as additional resources for those interested in the subject matter of the policy.*

When adopting this sample or variation of the same, a district should not include the NHSBA history or NHSBA policy notes. The district should, to the extent possible, include its own adoption/revision history.

NHSBA history: Revised – September 2018; February 2004; November 1999; July 1998

NHSBA Note, September 2018: Sample GBED/ADC/JICG has been revised to include definitions and prohibitions relative to E-cigarettes and liquid nicotine, as well as reorganized for improved readability.

w/p-update/2018 Fall/ADC GBED JICG Tobacco 2018-F (f).docx

DISCLAIMER: This sample policy is copyrighted to the New Hampshire School Boards Association and is intended for the sole and exclusive use of NHSBA Policy Service Subscribers. This sample is provided for general information only and as a resource to assist subscribing districts with policy development. **School districts and boards of education should consult with legal counsel and revise all sample policies and regulations to address local facts and circumstances prior to adoption.** NHSBA continually makes revisions based on school districts' needs and local, state and federal laws, regulations and court decisions, and other relevant education activity.

ADC – Tobacco Products Ban Use And Possession in and On School Facilities and Grounds

No person shall use any tobacco product in any facility maintained by the School District, nor on any of the grounds of the District.

“Tobacco products” means cigarettes, cigars, snuff, smokeless tobacco, smokeless cigarettes, products containing tobacco, and tobacco in any other form.

“Facility” is any place which is supported by public funds and which is used for the instruction of students enrolled in preschool programs and in all grades maintained by the District. This definition shall include all administrative buildings and offices and areas within facilities supportive of instruction and subject to educational administration, including, but not limited to, lounge areas, passageways, rest rooms, laboratories, classrooms, study areas, cafeterias, gymnasiums, maintenance rooms, libraries, and storage areas.

Signs shall be placed by the District in all buildings, facilities and school vehicles stating that the use of tobacco products is prohibited.

It is the responsibility of the building principal(s), or designee, to initially enforce this policy by requesting that any person who is violating this policy to immediately cease the use of tobacco products. After this request is made, if any person refuses to refrain from using tobacco products in violation of this policy, the principal or designee may call the local police who shall then be responsible for all enforcement proceedings and applicable fines and penalties.

Students

No student shall purchase, attempt to purchase, possess or use any tobacco product in any facility, in any school vehicle or anywhere on school grounds maintained by the District. Enforcement of this prohibition shall initially rest with building principals, or their designees, who may report any violation to the local police department. In accordance with state law, the police department shall be responsible for all proceedings and applicable fines and penalties. The principal will develop regulations which cover disciplinary action to be taken for violations of this policy. These regulations will be communicated to students by means deemed appropriate by the principal. In addition to disciplinary actions taken by the school, criminal penalties for fines may result from violations of this policy.

Employees

No employee shall use any tobacco product in any facility in any school vehicle or anywhere on school grounds maintained by the District.

Initial responsibility for enforcement of this prohibition shall rest with building principals, or their designees. The principal may report violations to the local police department. In accordance with state law, the police department shall be responsible for all proceedings and applicable fines and penalties.

ADC – Tobacco Products Ban Use And Possession in and On School Facilities and Grounds

The principal will develop and implement the appropriate means of notifying employees of the possible disciplinary consequences of violating this policy. Any employee(s) who violate(s) this policy is subject to disciplinary action which may include warning, suspension or dismissal. In addition, fines or other penalties may result from enforcement of these prohibitions by other law enforcement officials.

All Other Persons

No visitor shall at any time use tobacco products in any facility, in any school vehicle, or anywhere on school grounds maintained by the District.

Responsibility for enforcement of this prohibition shall rest with all School District employees who may report violations to the local police department. In accordance with state law, the police department shall be responsible for all proceedings and applicable fines and penalties.

Legal References:

RSA 155:64 – 77, Indoor Smoking Act
RSA 126 – K:6, Possession and Use of Tobacco Products by Minors
RSA 126 K:7, Use of Tobacco Products on Public Educational Grounds Prohibited

Category: P

See also ADB, GBEC, GBED, JICG, & JICH

1st Read: February 19, 2013

2nd Read: March 5, 2013

Adopted: March 5, 2013

JICG - Tobacco Products Ban Use and Possession in and on School Facilities

No person shall use any tobacco product in any facility maintained by the School District, nor on any of the grounds of the District, ***including parking areas and private vehicles within those areas.***

"Tobacco products" means cigarettes, cigars, snuff, smokeless tobacco, smokeless cigarettes, products containing tobacco, and tobacco in any other form.

"Facility" is any place which is supported by public funds and which is used for the instruction of students enrolled in preschool programs and in all grades maintained by the District. This definition shall include all administrative buildings and offices and areas within facilities supportive of instruction and subject to educational administration, including, but not limited to, lounge areas, passageways, rest rooms, laboratories, classrooms, study areas, cafeterias, gymnasiums, maintenance rooms, libraries, and storage areas.

Signs shall be placed by the District in all buildings, facilities and school vehicles stating that the use of tobacco products is prohibited.

It is the responsibility of the building principal(s), or designee, to initially enforce this policy by requesting that any person who is violating this policy to immediately cease the use of tobacco products. After this request is made, if any person refuses to refrain from using tobacco products in violation of this policy, the principal or designee may call the local police who shall then be responsible for all enforcement proceedings and applicable fines and penalties.

Students

No student shall purchase, attempt to purchase, possess or use any tobacco product in any facility, in any school vehicle or anywhere on school grounds maintained by the District, ***including parking areas and private vehicles within those areas.***

Enforcement of this prohibition shall initially rest with building principals, or their designees, who may report any violation to the local police department. In accordance with state law, the police department shall be responsible for all proceedings and applicable fines and penalties.

The principal will develop regulations which cover disciplinary action to be taken for violations of this policy. These regulations will be communicated to students by means deemed appropriate by the principal. In addition to disciplinary actions taken by the school, criminal penalties for fines may result from violations of this policy.

Employees

JICG - Tobacco Products Ban Use and Possession in and on School Facilities

No employee shall use any tobacco product in any facility in any school vehicle or anywhere on school grounds maintained by the District, ***including parking areas and private vehicles within those areas.***

Initial responsibility for enforcement of this prohibition shall rest with building principals, or their designees. The principal may report violations to the local police department. In accordance with state law, the police department shall be responsible for all proceedings and applicable fines and penalties.

The principal will develop and implement the appropriate means of notifying employees of the possible disciplinary consequences of violating this policy. Any employee(s) who violate(s) this policy is subject to disciplinary action which may include warning, suspension or dismissal. In addition, fines or other penalties may result from enforcement of these prohibitions by other law enforcement officials.

All other persons

No visitor shall at any time use tobacco products in any facility, in any school vehicle, or anywhere on school grounds maintained by the District, including parking areas and private vehicles within those areas.

Responsibility for enforcement of this prohibition shall rest with all School District employees who may report violations to the local police department. In accordance with state law, the police department shall be responsible for all proceedings and applicable fines and penalties.

Legal References:

RSA 155:64 – 77, Indoor Smoking Act

RSA 126 – K:6, Possession and Use of Tobacco Products by Minors

RSA 126 K:7, Use of Tobacco Products on Public Educational Grounds Prohibited

Category: P

See also ADB ADC, GBEC, GBED, & JICH

1st Read: February 19, 2013

2nd Read: March 5, 2013

Adopted: March 5, 2013

Contoocook Valley School District Policy

POLICY DEVELOPMENT SYSTEM

The ConVal School Board endorses for use in this district the policy development, codification, and dissemination system of the National School Boards Association (EPS/NSBA).

This system, while it may be modified to meet local needs, is to serve as a general guideline for such tasks as policy research, the drafting of preliminary policy proposals, reviewing policy drafts with concerned groups, presenting new and revised policies to the Board for consideration and action, policy dissemination, policy evaluation, and the maintenance of a continuously and easy-to-use policy manual.

System Maintenance

A member of the SAU staff is to be designated and delegated by the Superintendent with the responsibility to maintain the Board's policy reference files, to draft policy proposals as instructed by the Board and/or Superintendent, to maintain the Board policy manual, and to serve as liaison between the Board, the New Hampshire School Boards Association, State Board of Education, and the EPS/NSBA Policy Information Clearinghouse and other sources of policy research information.

Adopted: April 2, 1991

BGA - POLICY DEVELOPMENT SYSTEM

(Download policy)

Category R

The Board endorses for use in this District the policy development, codification, and dissemination system of the New Hampshire School Boards Association.

This system, is to serve as a general guideline for such tasks as policy research, the drafting of preliminary policy proposals, reviewing policy drafts with concerned groups, presenting new and revised policies to the Board for consideration and action, policy dissemination, policy evaluation, and the maintenance of a continuously and easy-to-use policy manual.

Policy Adoption, Dissemination and Review

- A. The Board may adopt, amend, or repeal written policies at any meeting by a majority vote of Board members in attendance, provided that notice of the proposed action was given at a previous Board meeting and that each Board member was notified of the proposed action. for purposes of notification, the meeting agenda delivered to each Board member is deemed sufficient.
- B. On matters of unusual or unexpected urgency, the Board may waive the second meeting limitation and take immediate action to adopt a new policy or revise an existing policy.
- C. The Board will allow an opportunity for public comments on policy proposals.
- D. All policies will be titled, dated, and coded consistent with the classification system used by the New Hampshire School Boards Association.
- E. Board action regarding the adoption, revision or repeal of policies will be included in the minutes of the meeting at which the official action is taken.
- F. Policies and amendments will be effective immediately upon adoption, unless a specific effective date is provided in the adopted final policy.
- G. All written policies and administrative rules and regulations will be open for and available for public inspection, upon request.
- H. Manuals will be provided to each Board member and at least one master copy will be kept in each school district and one master copy in the SAU central office.
- I. All Board policies will be reviewed and evaluated by the school board on a regular and continuing basis. The Board's policy manual will be updated due to actions taken as a result of this review and evaluation.
- J. The Superintendent or designee is responsible for notifying the Board of all policy updates and revisions provided by the New Hampshire School Boards Association. The Board will then schedule time for review of such updates and will taken action accordingly regarding the adoption, revision or repeal of such policies.

A member of the SAU staff is to be designated and delegated by the Superintendent with the

responsibility to maintain the Board's policy reference files, to draft policy proposals as instructed by the Board and/or Superintendent, to maintain the Board policy manual, and to serve as liaison between the Board, the New Hampshire School Boards Association, State Board of Education, and other sources of policy research information.

Revised: May 2007

Reviewed: February 2004

Revised: July 1998, November 1999

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