

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

POLICY COMMITTEE

March 19, 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 March 5, 2019 Minutes

2. Policies to the Board:

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

- a) ADC/GBED/JICG: Tobacco Products Ban Use and Possession In and On School Facilities and Grounds – this is a revised policy from the NH School Board Assoc.
- b) BGA: Policy Development System – this is a revised policy from the NH School Board Assoc.

3. Policies for Discussion

Existing Policies That Require Discussion:

- a) EEAG: Use of Private Vehicles on School Business: Review of legal edits; moving forward.
- b) GBEP: Acceptable Use Policy: Staff
- c) JICL/EHAA: Internet Safety and Responsible Use – for Students

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

- a) CFA: Individual School Administrative Personnel; also included is the NHSBA procedure – awaiting feedback from Legal
- b) GBEP: Drug-Free Workplace/Drug-Free Schools (also applies to identical policy ADB, included) – awaiting feedback from Legal.
- c) ILD & ILD-R: Non-Educational/Non-Academic Questionnaires, Surveys, and Research – pulled pending further research.
- d) JLD: Guidance Counselors: awaiting feedback from Legal
- e) IHBG: Home Education – Returning for further discussion. Superintendent status report
- f) EFDA: Overdue Accounts – awaiting additional content on reconciliation of overdue accounts

4. 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

5. Communications Committee:

- a) Community Partnerships: KCB;

Next Meeting: April 2, 2019

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

Minutes

Committee Members:

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

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

1. **Call to Order & Approval of February 5, 2019 Minutes**
Congratulations to Dr. Kimberly Saunders on achieving her Doctorate.

The meeting was called to order by Janine Lesser at 6:02 PM.

Move to approve the February 5th minutes made by Jerry Wilson and seconded by Kristen Reilly. All in favor.

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. Dr. Saunders indicated the School Board should be hiring only teachers and the Superintendent. If the Board hires anyone else, they are giving the new hires rights that they do not have under the law and makes it difficult for the Superintendent to terminate employment. For example Dr. Saunders should be signing Dr. Forrest's contract. NHSBA indicated this is already policy so it did not have to be made law. Dr. Saunders can have our legal counsel look at this if this committee wishes. We will keep this policy on the agenda for further discussion. This would apply to principals and paras but would not apply to teachers.

Rich Cahoon feels we have an issue with getting the legislature's ear and he's not sure he wants to. He feels someone erred and this is the reaction.

ACTION: Dr. Saunders will bring this to Legal for review and we will hold this for further discussion after a legal review.

Existing Policies That Require Updating: includes NHSBA updated policies

- a) ADB/GBEC: Drug-Free Workplace/Drug-Free Schools (also applies to identical policy ADB, included)

NHSBA updated in Sept. 2018. How seriously do we want to take the NHSBA version? The committee agrees that the NHSBA version is better than our existing policy.

Do we post on the busses? The "Drug-free" distance around a school is 1000 ft. This NHSBA policy also defines the workplace. Vaping is included in this.

ACTION: Dr. Saunders will bring this to Legal for review and we will hold this for further discussion after a legal review.

- b) ADC/GBED/JICG: Tobacco Products Ban Use and Possession In and On School Facilities and Grounds.

NHSBA defines the different tobacco products; ours is not as extensive. We can add information on field trips under the section of Students. This applies to all students, regardless of their age. Rich Cahoon indicated their implementation section is not in our policy.

Kristen Reilly inquired about parents who help out on long field trips, like DC. Are they told at a parent meeting that they cannot smoke and drink?

Does this include nicotine patches or gum? It's not mentioned.

We will move forward with this NHSBA version.

ACTION: Move forward for a 1st read.

- c) BFA: Policy Development System – NHSBA call letter change to BGA and review; both policies included. Our policy is dated 1991.

ACTION: We agreed to update the call letters, strike the content on H and the second sentence in I, reorganize, and send for a 1st read.

ACTION: March B policies detailed list for new Board members.

Motion to adjourn made by Stephan Morrissey at 6:55 PM, seconded by Jerry Wilson and Kristen Reilly. Meeting adjourned at 6:55 PM.

*** 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

Respectfully submitted,

Carol Hills

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

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, while attending any school-sponsored event, 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.

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

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

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.

Legal References:

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

Category: Priority-Required by Law

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

First Read: March 19, 2019

Second Read:

Adopted:

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

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, while attending any school-sponsored event, 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.

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

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

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.

Legal References:

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

Category: Priority-Required by Law

See also: ADB, ADC, GBEC, JICG, & JICH

First Read: March 19, 2019

Second Read:

Adopted:

JICG – Tobacco Products Ban Use and Possession In and On School Facilities and Grounds

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, while attending any school-sponsored event, 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.

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

JICG – Tobacco Products Ban Use and Possession In and On School Facilities and Grounds

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.

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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

Category: Priority-Required by Law

See also: ADC, ADB, GBEC, GBED, & JICH

First Read: March 19, 2019

Second Read:

Adopted:

BFA BGA – Policy Development System

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. All Board policies will be reviewed and evaluated by the school board on a regular and continuing basis.
- I. 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.

Category: Recommended

First Read: March 19, 2019

Second Read:

Adopted:

CONVAL SCHOOL BOARD

–EEAG -- Use Of Private Vehicles to Transport Students and for Other School Purposes

Any use of private vehicles to transport students to or from school, field trips, athletic events, or other school functions, must have prior authorization by the Superintendent or his/her designee. Nothing in this policy shall prohibit a parent or guardian from transporting their child to or from school for daily attendance. Nothing in this policy shall limit the authority of the Superintendent or his/her designee from contracting with a private vendor to provide student transportation in a manner consistent with the laws of the State.

The Board specifically forbids any employee to transport students, except the ~~teacher's~~ **employee's** own children, for school purposes without prior written authorization by the Superintendent or his/her designee. Any employee seeking such permission shall be required to provide proof of a valid driver's license, (one not subject to suspension) and to disclose whether in the past ten (10) years they have been convicted of reckless operation of a motor vehicle, driving under the influence of intoxicating liquors or controlled drugs, prescription drugs, over-the-counter drugs, or any other chemical substances, natural or synthetic. Permission shall not be granted to any employee who lacks a valid driver's license free of suspension, or who has been convicted of the aforementioned offenses. Individuals providing unauthorized student transportation do so without District permission and at their own risk, expense and liability.

Any employee or private citizen using their own or a rented vehicle to provide school-authorized student transportation must have automobile liability insurance of not less than \$5300,000 Combined Single Limit, ~~and~~ provide a Certificate of Insurance naming the District as an Additional Insured and be a designated volunteer. The District will maintain liability insurance, which ~~shall will~~ be deemed in excess of the owner's primary insurance for authorized student transportation.

To use a private vehicle for other school purposes, the employee must have the written permission of the Superintendent or his or her designee. Any employee seeking such permission shall be required to provide proof of a valid driver's license, (one not subject to suspension) and to disclose whether in the past ten (10) years they have been convicted of reckless operation of a motor vehicle, driving under the influence of intoxicating liquors or controlled drugs, prescription drugs, over-the-counter drugs, or any other chemical substances, natural or synthetic. Permission shall not be granted to any employee who lacks a valid driver's license (one free of suspension). Permission shall not be granted to any employee or who has been convicted of the aforementioned offenses unless the employee provides the Superintendent or his/her designee with clear and convincing evidence of mitigating circumstances post-conviction, whereupon permission may be granted to the employee to use a vehicle for other school purposes, but not for student transportation.

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.

For all special trips involving students, including field trips, a special permit must be obtained in advance for the specific trip.

The employee who transports a student without the authorization described above shall be deemed to have acted outside the scope of their authority and the district shall assume no responsibility for indemnification of the employee liability in the event case of a third party claim arising from an accident, accident unless the employee has the authorization described above.

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CONVAL SCHOOL BOARD

–EEAG -- Use Of Private Vehicles to Transport Students and for Other School Purposes

The board specifically forbids any employee to transport students for school purposes without prior authorization by the Superintendent or his or her designee, except in the case of an imminent health or safety emergency

involving a student where no other emergency transportation alternative is available. In such an event, the employee shall immediately report the circumstances to the Superintendent or his/her designee.

No student shall be sent on school errands using any automobile.

Reimbursement for use of private vehicles will be made only when the staff person has prior approval of the responsible administrator and any reimbursement shall be subject to any other applicable reimbursement policies and requirements of the District.

Legal References:

*New Hampshire Code of Administrative Rules Section Saf-C 1304.05, Exemption From School
Bus Driver's Certificate
NH RSA 259:96-a.
NH RSA 189:6-c.*

Category: R – Recommended

First Read:

Second Read:

Adopted:

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GBEF – Acceptable Use Policy: Staff

1. For purposes of this policy, the term “staff” refers to Contoocook Valley School District employees, including administrative staff, teachers, paraprofessionals, maintenance personnel, food services employees, student teachers, methods students, interns, contracted service personnel, and any volunteers working within the school district.
2. It is the responsibility of the individual staff member to familiarize him/herself with and abide by the rules of this Acceptable Use Policy, any applicable Staff Handbook, and all other relevant school policies.

Introduction

1. Pursuant to New Hampshire Revised Statutes Annotated 194:3-d and the guidelines issued by the New Hampshire Department of Education, this Acceptable Use Policy shall serve as a statement on the appropriate use of the technology resources available to all staff of the school district.
2. These technology resources include, but are not limited to, the District network, including cabling, routers, wireless access points, and switches; the District’s electronic e-mail and voice mail systems; computer hardware in the form of desktops, laptops, and other mobile devices, including District owned cellular phones; digital peripheral devices, such as printers, scanners, digital still and digital video cameras; projection devices, such as interactive whiteboards, projectors, televisions/displays; as well as all software applications and web access tools.
3. The primary purposes of these technology resources are:
 - to support the educational mission of the Contoocook Valley School District;
 - to provide improved avenues of communication between staff, parents, guardians, and other stakeholders;
 - to establish a web presence for the Contoocook Valley School District.
4. As such, the technology resources have a designated educational purpose and are not intended for recreational and entertainment use.

Privileges and Responsibilities

1. The use of the technology resources of the Contoocook Valley School District is a revocable privilege and not a right. All use of technology resources must be consistent with the District’s contractual obligations, including limitations defined in software and other licensing agreements, including End User License Agreements (EULAs).
2. Every member of the staff is responsible for appropriate and professional behavior when using technology resources, just as they are in the classroom, in offices, or at any District function.
3. Every member of the staff that will have District-owned equipment loaned to them must sign and date an Agreement for Authorized Use of District-Owned Equipment (GBEF-F).

GBEF – Acceptable Use Policy: Staff

Expectations of Privacy

1. While the school district recognizes the importance of maintaining confidentiality and privacy of student records in accordance with the Family Educational Rights and Privacy Act (FERPA), staff members do not have any expectation of privacy of any information stored or transmitted through district-owned communication systems or other technology resources. Student identifying information should not be included in electronic communications, except as permitted by FERPA.
2. District technology resources owned by the District are intended to be used for educational purposes and District business only. Staff members shall have no expectation of privacy when using the internet or electronic communications. The District reserves the right to monitor, inspect, copy, review, and store (at any time and with and/or without prior notice) all usage of District technology resources, including all internet and electronic communications access and transmission/receipt of materials and information. All material and information generated through district technology resources shall remain the property of the District.

Use of Technology Resources

The Contoocook Valley School District's technology resources are intended for staff to conduct research, gather information, and communicate with others for educational purposes. The specific uses of these technology resources are broadly categorized as follows:

1. Approved – Approved uses of District technology resources are those uses that are related to a staff member's employment duties or are expressly approved by the Superintendent or designee.
2. Allowed – Allowed uses of District technology resources are those uses that are infrequent and de minimis and which do not interfere with the staff member's job duties and are not otherwise prohibited by this Policy or applicable law.
3. Prohibited – Prohibited uses of District technology resources are those uses that violate this Policy or applicable law, **including but not limited to** use in connection with employment outside of the District or other business activity, personal use that would exceed that which is reasonably considered de minimis, any use intended to harass, intimidate, or threaten another person, any use that interferes with another employee's ability to perform his/her job or that creates a hostile work environment for another employee, and any use that involves accessing, downloading, storing or sending sexually explicit material or any material or communication that is derogatory or offensive based on an individual's gender, race, religion, national origin, age, or sexual orientation. Use of District technology resources by staff members to communicate with students for any purpose other than legitimate educational purposes is considered a prohibited use.

Disciplinary Action

GBEF – Acceptable Use Policy: Staff

1. Engaging in prohibited use shall constitute a violation of this Acceptable Use Policy and result in appropriate disciplinary action, up to and including termination.
2. Such discipline will be administered consistent with Board policies and/or all applicable provisions of the Master Agreement/Collective Bargaining Agreement.

Disclaimer

1. The Contoocook Valley School District makes no warranties of any kind, whether expressed or implied, for the technology services it is providing. While the District will make every effort to preserve data, the responsibility for it lies with the staff, except in those cases where web-based services are employed (e.g. EasyIEP, PowerSchool, etc.) and/or data are stored externally.
2. The District will not be held responsible for any damages staff may suffer, including but not limited to, loss of data resulting from delays, non-deliveries, misdeliveries, or service interruptions.
3. The District will not be responsible for personal property used to access District computers or networks or for District-provided Internet access.

Legal References:

*RSA 194:3-d, School District Computer Networks
<http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>*

Category: R

*1st Read: September 5, 2017
2nd Read: September 19, 2017
Adopted: September 19, 2017*

JICL – Internet Safety and Responsible Use – For Students

Overview

The ConVal School District provides its students access to a multitude of technology resources. These resources provide opportunities to enhance learning and improve communication within our education community and with the global community beyond our campus. However, with the privilege of access is the responsibility of students to exercise appropriate personal responsibility in their use of these resources.

The ConVal School District policies are intended to promote the most effective, safe, productive, and instructionally sound uses of networked information and communication tools, including preventing unauthorized disclosure of, or access to, information protected by the Family Educational Rights and Privacy Act (FERPA). The District also makes a good faith effort to protect its students from exposure to Internet materials that are harmful, obscene, violent, or otherwise inappropriate. The District maintains an Internet content filtering system that meets federal standards established in the Children's Internet Protection Act (CIPA) and Children's Online Privacy Protection Act (COPPA) by blocking access to inappropriate material on the Internet and ensuring the safety and security of minors when using email, social media, and other forms of direct electronic communications.

Digital Citizenship

The ConVal School District provides information and technology resources for use in safe, legal, and responsible ways. A responsible digital citizen is one who:

1. Respects one's self. Users will use online names that are issued to them, and will carefully consider the appropriateness of any information and images that are posted online.
2. Respects others. Users will refrain from using technologies to bully, tease, or harass other people. Users will not masquerade using a false identity or impersonate others.
3. Protects one's self and others. Users will protect themselves and others by using secure passwords, logging out of a computer when finished, not sharing passwords with others, and by reporting abuse and not forwarding inappropriate materials or communications.
4. Respects and protects intellectual property. Users will suitably cite any and all use of websites, books, media, etc., and will request to use the software and media others have produced.
5. Respects the District's technology equipment, network, and resources. Users will avoid bandwidth-intensive tasks, the transfer of unnecessarily large files, and the submission of multiple copies of the same print job to a printer. Users are prohibited from attempting to install or download software onto District-owned computers.
6. Protects the conval.edu and cvsds.me domains from inappropriate use. Users will use District-provided accounts and subscriptions for school work only. Users will respect filters and other security systems and not attempt to defeat them.

To help ensure student safety and citizenship in online activities, all students will be educated about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and about cyberbullying awareness and response.

Expectations

Responsible use of the District's technology resources is expected to be ethical, respectful, academically honest, and supportive of the School District's mission. Each computer user has the responsibility to respect every other person in our community and on the Internet. Digital storage and electronic devices

JICL – Internet Safety and Responsible Use – For Students

used for school purposes are viewed as extensions of the physical school space. Administrators, or their designees, may review files and communications (including electronic mail) to ensure that users are using the system in accordance with District policy. Users do not have any expectation of privacy of any information stored on servers or transmitted through District communication systems. Users should also understand that school servers, as well as non-school servers, regularly record Internet activity in log files and that, if requested under New Hampshire's "Right to Know" law (RSA 91-A: Access to Public Records and Meetings), the District must provide this information.

Some activities are expressly prohibited by law. Users are expected to abide by the generally accepted rules of network etiquette. The following guidelines are intended to clarify expectations for conduct, but they should not be construed as all-inclusive:

1. Use of electronic devices should be consistent with the District's educational objectives, mission and curriculum.
2. Transmission of any material in violation of any local, federal and state laws is prohibited. This includes, but is not limited to copyrighted material, licensed material, threatening or obscene material, and unauthorized disclosure, use, and dissemination of personal information of minors.
3. Intentional or unintentional use of computing resources to access or process proxy sites, pornographic material, explicit text or files, material that is demeaning or degrading, content that is violent or harmful to minors, or files dangerous to the integrity of the network are strictly prohibited.
4. Use of computing resources for commercial activities, product advertisement or religious or political lobbying is prohibited.
5. Users may be held personally and financially responsible for damage done to network software, data, user accounts, hardware and/or unauthorized costs incurred.
6. Files stored on District-managed networks may be inspected at any time and should not be considered private.
7. Protects the conval.edu and cvsd.me domains from inappropriate use. Users will use District-provided accounts and subscriptions for school work only. Users will respect filters and other security systems and not attempt to defeat them.

The School District reserves the right to refuse access to the Internet to anyone. Violating any portion of this policy may result in disciplinary action, suspension or dismissal from school, and/or legal action. The School District will cooperate with law enforcement officers in investigations related to illegal activities conducted through its network.

Jurisdiction

This policy is in effect:

- When CVSD-provided equipment (laptops, tablets, etc.) is used on or off school property;
- When non-CVSD devices access the District's network or District resources in school or out of school if the use creates a hostile environment at school for any student/employee and/or cause disruption or disorder within a school.

JICL – Internet Safety and Responsible Use – For Students

Legal References:

U.S. Pub. L. No. 106-554, Children's Internet Protection Act (www.ifea.net/cipa.html)

U.S. Pub. L. 105-277, 112 Stat. 2581-728, enacted October 21, 1998, Children's Online Privacy Protection Act of 1998 (COPPA) (15 U.S.C. §§ 6501–6506)

NH RSA 194:3-d, School District Computer Networks.

Category: P

See also EHAA

First Read: May 1, 2018

Second Read: May 15, 2018

Adopted: May 15, 2018

EHAA – Internet Safety and Responsible Use – For Students

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EHAA – Internet Safety and Responsible Use – For Students

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NH RSA 194:3-d, School District Computer Networks.

Category: P

See also JICL

First Read: May 1, 2018

Second Read: May 15, 2018

Adopted: May 15, 2018