

**OFFICE OF THE SUPERINTENDENT OF SCHOOLS
106 Hancock Road
Peterborough, New Hampshire**

CONTOOCOOK VALLEY SCHOOL BOARD

Policy Committee

**Tuesday, August 11, 2020
5:00 p.m.**

Physical Location: ConVal High School Library
184 Hancock Rd., Peterborough, NH

Virtual Location:

<https://us02web.zoom.us/j/81786496891?pwd=UIJLR2NRMjJsY1RYSmZtd2xleVFkQT09>

Meeting ID: **817 8649 6891**

Password: **6yPhAC**

Phone: +1 312 626 6799 US

Meeting ID: **817 8649 6891**

Password: **212782**

Agenda

School Board Committee Members:

- Katherine Heck
- Janine Lesser
- Kevin Pobst
- Tim Theberge
- Stephen Ullman

- 1. Call Meeting to Order**
- 2. Accept Minutes of July 21, 2020**
- 3. DFEA:** Free Admissions
EBBD: Indoor Air Quality
EBCB: Fire Drills
EBCD: Emergency Closings
EBCE: School Closings
ECA: Buildings and Grounds Security
EEAA: Video Surveillance on School Property
EEAB: Video and Audio Recording for Instructional and Professional Development Purposes
EEAG: Use of Private Vehicles to Transport Students and for Other School Purposes
JFAB: Admission and Tuition of Nonresident Students
JHCC: Communicable Disease Control Policy
JIC: Student Conduct
JICC: Student Conduct on School Buses
JICD: Student Discipline and Due Process
KF: Community Use of Schools
KFA: Public Conduct on School Property
KI: Visitors in Schools
- 4. Other**
- 5. Adjourn**

**OFFICE OF THE SUPERINTENDENT OF SCHOOLS
106 Hancock Road
Peterborough, New Hampshire
CONTOOCOOK VALLEY SCHOOL BOARD**

Policy Committee

**Tuesday, July 21, 2020
5:00 p.m.**

Physical Location: None

Virtual Location:

<https://us02web.zoom.us/j/82990765405?pwd=RzZhNmZsbUFGQlUyVGZvaFdXMFhaQT09>

Meeting ID: 829 9076 5405

Password: CVyq3H

Phone: +1 312 626 6799 US

Meeting ID: 829 9076 5405

Password: 976963

MINUTES

School Board Committee Members:

- Katherine Heck
- Janine Lesser
- Kevin Pobst
- Tim Theberge
- Stephen Ullman

Present: Janine Lesser, Katherine Heck, Tim Theberge, Stephen Ullman, Kevin Pobst, Dr. Kimberly Saunders, Lori Schmidt, Dr. Ann Forrest

1. Call Meeting to Order

Janine Lesser called the meeting to order at 5:03 p.m.

2. Accept Minutes of June 23, 2020

Stephen Ullman moved to accept the minutes of June 23, 2020. Katherine Heck second. Unanimous.

3. Adoption of Inclusive Pronouns in Policy Language

Discussion took place about using the inclusive pronoun. Further mention was made of dropping the pronoun altogether. Using "Superintendent or their designee" or "Superintendent or designee" to use inclusive language and be grammatically correct was one suggestion.

Tim said that using the singular "their" is considered grammatically correct.

"They" and "them" are recognized as individual pronouns if it is an unknown gender.

Stephen Ullman brought it back to "Superintendent or their designee" or "Superintendent or designee".

Janine Lesser said that this is a decision made by the committee and will inform the board.

Dropping the pronoun altogether was confirmed.

4. DGA: Authorized Signatures/Check-Writing Services (ConVal Policy & NHSBA)

Janine Lesser referenced both ConVal's policy and the NHSBA Policy.

Kimberly Saunders suggested that the policy focus is the Title IX Policy.

Katherine Heck said that she can adapt the current ConVal Policy to include several systems that would be required and bring it back to the committee.

5. DK: Payment Procedures (ConVal Policy & NHSBA)

a. School Board Members Assigned to Manifests

This policy should be relabeled as a Priority (P) Policy.

Stephen Ullman spoke about someone making sure that we have received what we are paying for i.e. who confirms we received the correct order?

Tim Theberge noted the big difference relates to the electronic signature.

Katherine Heck spoke about dual signatures required to release funds related to the statute and the authority as to who can approve and release money.

Kimberly Saunders said that one of the reasons our policies might differ from NHSBA are because we run our policies through legal counsel. We do not extend rights in our policy unless they are found in the law or unless we intentionally want language there.

Katherine Heck spoke about updates needed to meet basic standards.

Policy DAF will go to the August Policy Committee meeting.

Lori Schmidt said that we comply with the Policy and with the law for DGA and DK. Lori outlined the process that ConVal undergoes.

Katherine Heck said that reappointing two members for review of Manifests each March election was suggested.

Lori Schmidt noted that ConVal does not have a Deputy Treasurer.

EBCG: Communicable & Infectious Diseases (NHSBA Policy)

Kimberly Saunders said that the statutory authority is not included in this policy.

Janine Lesser said that this is a recommended policy.

Kimberly confirmed that she would want our nurses involved in this policy.

EBCF: Pandemic/Epidemic Emergencies (NHSBA Policy)

This is a recommended policy and not priority.

Stephen Ullman spoke about communicating beyond a principal and classroom teacher with regard to HIPA and FERPA.

ConVal nurses should also be involved in this policy.

Janine Lesser asked if the policies ConVal has in place will be sufficient or will they be able to guide us through a maze when we have to identify procedures to identify COVID cases in schools.

Kimberly Saunders said that absent policy, administration makes those decisions. A policy would be needed if there was discomfort with administration making decisions. Kimberly said that she can send information to the committee related to staff that might be helpful.

GBGA: Staff Health (ConVal Policy & NHSBA)

Kimberly Saunders said that this policy allows her to request a medical examination for any employee if they believe it in the best welfare of pupils or other employees.

Kevin Pobst said that this is best left to administration.

Kimberly said that there is a lot of merit in these policies; her concern is the time required to move this forward. She said that she is the custodian of ConVal property. She has the authority to limit who may be on ConVal property.

She can direct people to the specific policy that directs her decision.

Janine Lesser shared her particular concerns with the meltdown that might come with this particular pandemic vs. the flu or other illnesses.

Kimberly Saunders said that the board has the authority to put a policy in place without the level of involvement from staff members i.e. nurses.

Janine Lesser shared her concern with survey results that reflects that parents that do not want their students to wear masks.

Kevin Pobst said that it is best to work through this with administration direction and develop the policy as time allows and to use the current example to inform decisions.

Kimberly Saunders said that the final roll-out plan will be sent to legal in advance. She shared an example of concern related to students.

Katherine Heck urged Kimberly to forward information she would like included in Policy to make sure it happens.

Kimberly said that she would like these policies to go through legal.

EBCJ and EBCF – SB Association to legal.

JLCA: Physical Examinations of Students (ConVal Policy & NHSBA)

Kimberly Saunders said that no changes should be made to this policy. More exceptions rather than changes might be considered.

JLCB: Immunizations of Students (NHSBA Policy)

JLCG: Exclusion of Students Who Present a Hazard (NHSBA Policy)

ConVal call letters are JHCB. One of the reasons that we did this was because of past lobbying at the state level.

Kimberly said that right now, measles, mumps, chickenpox are listed. COVID is not listed. It will take a change in the law for this to happen. In addition, how we want to deal with what a religious exemption is and is not needs consideration.

There may be tension about what is required and what is not.

Kimberly suggested a clear definition of what a religious exemption is. What are the guidelines to get one?

Religious exemptions might be asked to be granted by the State.

6. Other

Kimberly asked about the Title IX Policy. It will be posted on the ConVal website.

DAF through DAF 11 will be looked at in August.

Assuring everything is in place for opening will be discussed as well.

7. Adjourn

Tim Theberge motioned to adjourn at 6:02 p.m. Katherine Heck second. Unanimous.

Respectfully submitted,

Brenda Marschok

DFEA – Free Admissions

Senior citizens of the District – persons 65 years of age or older – are permitted to attend all activities of the schools, including athletic events, free of charge. Normal ticketing and seating capacity procedures apply.

This policy represents a small token of appreciation from the School Board for all that the District's senior citizens have done for the schools over the years.

Category: O

1st Read: January 5, 2016

2nd Read: January 19, 2016

Adopted: January 19, 2016

< DFA - Investment

DG - Depository of Funds (<https://schoolboard.convalsd.net/district-policies/d-fiscal-management/dg-depository-of-funds/>)

EBBD – Indoor Air Quality

In order to ensure that all school buildings have adequate indoor air quality, the Board directs the Superintendent to address methods of minimizing or eliminating emissions from buses, cars, delivery vehicles, and other motorized vehicles. The Superintendent may delegate the implementation of these methods to the Facilities Director. The Board encourages the Superintendent to utilize methods and recommendations established by various State agencies.

In addition to addressing methods eliminating emissions, the Facilities Director is directed to annually investigate air quality in school buildings using a checklist provided by the New Hampshire Department of Education.

In support of this policy, the Superintendent is authorized to establish regulations and/or administrative rules necessary to implement anti-idling and clear air measures aimed at improving indoor air quality.

Legal References:

RSA 200:11-a, Investigation of Air Quality

RSA 200:48, Air Quality in Schools

NH Code of Administrative Rules, Section Ed. 306.04(a)(24), Air Quality in School Buildings

NH Code of Administrative Rules, Section 306.07(a)(4), School Facilities

Category: Priority/Required by Law

1st Reading: November 5, 2019

2nd Reading: November 19, 2019

Adoption: November 19, 2019

< EBBC - Emergency Care and First Aid (Student Accidents and Accident Reports)

EBCA - Emergency Plans (<https://schoolboard.convalsd.net/district-policies/e-support-services/ebca-emergency-plans/>)

EBCB – Fire Drills

Fire drills will be scheduled by the building principal pursuant to state statute and/or the New Hampshire Department of Safety. Exceptions to the frequency of such drills may be granted pursuant to state law.

The purpose of a fire drill is to train students, under staff direction, to move safely, quickly, and quietly from any location within the building to an assigned evacuation area outside. The building principal is responsible for creating fire drill routes and procedures, and for maintaining all documentation relative to fire drills.

Legal Reference:

NH Code of Administrative Rules, Section SAF-C 6008.04, 6008.05, State Fire Code, Building Safety

Category: R

1st Read: September 17, 2013

2nd Read: October 1, 2013

Adopted: October 1, 2013

< EBCA - Emergency Plans

EBCB-R --FIRE EXIT DRILLS IN EDUCATIONAL OCCUPANCIES

(<https://schoolboard.convalsd.net/district-policies/ebcb-r-fire-exit-drills-in-educational-occupancies/>)

EBCD – Emergency Closings

The Superintendent shall establish criteria and procedures for emergency closings of the schools.

Students, parents, and staff shall be informed early in each school year of the procedures which will be used to notify them in case of emergency closing, whether action is taken before or during school hours. When schools are closed for emergency reasons, staff members shall comply with Board policy in reporting for work.

Category: R

1st Read: September 17, 2013

2nd Read: October 1, 2013

Adopted: October 1, 2013

< EBCC - Bomb Threats

EBCE - School Closings (<https://schoolboard.convalsd.net/district-policies/e-support-services/ebce-school-closings/>)

EBCE – School Closings

No school, office, or system event cancellation or delay will be made without the direct authorization of the Superintendent of Schools. In the event the Superintendent is unavailable, such decisions will be made by the Assistant Superintendent or designee.

Announcements: When the Superintendent decides it is necessary to delay opening or close any facility or school or cancel any school event, he/she will initiate all related communications to the public by radio, television, website, or other available means.

Delayed Opening of Schools: The Superintendent may delay the opening of schools upon determining that weather conditions appear extremely hazardous to operate school buses at the regular early morning hours, but that travel conditions will appreciably improve later in the morning. The public announcement will report the time of the delayed opening. Schools and offices shall close on the regular schedules. After-school activities and events will not be affected by a delayed opening.

Closing of Schools for the Entire Day: When the Superintendent determines that weather or other conditions exist or will develop that would make it unwise to open one or more schools any time during the day, the announcement communicated to media sources shall state either the specific school(s) that are closed or that all schools are closed. If school is closed for the entire day, all evening programs may be cancelled.

Afternoon and Evening Program Cancellations: When schools are open to the end of the school day, but weather or other conditions deteriorate in the late afternoon, the Superintendent may decide to cancel afternoon and evening programs. Schools and offices should plan and communicate alternate dates and times to hold programs or events.

Weekend Closings: When weather or other conditions are predicted or develop that would make it hazardous to operate weekend programs or events, the Superintendent is responsible for decisions regarding cancellations and for notifying the appropriate media.

Students, parents, and staff shall be informed early in each school year of the procedures which will be used to notify them in case of emergency closings, whether action is taken before or during school hours. When schools are closed for emergency reasons, staff members shall comply with Board policy in reporting for work.

Category: R

See Also Policy EBCD

1st Read: September 17, 2013

2nd Read: October 1, 2013

Adopted: October 1, 2013

< EBCD - Emergency Closings

EC - Buildings and Grounds Management (<https://schoolboard.convalsd.net/district-policies/ec-buildings-and-grounds-management/>)

ECA – Buildings And Grounds Security

The School Board will cooperate closely with local law enforcement and fire departments, and with insurance company inspectors.

Records and funds will be kept in a safe, locked location.

Access to school buildings and grounds outside of regular school hours will be limited to school personnel whose work requires it. An adequate key control system will be established to limit access to buildings to authorized personnel.

School buildings will be closed and locked after the last school activity has concluded each day.

A building being used by an authorized school or community group in the evening, or on non-school days, will be opened for such activity and secured again after its conclusion.

A school district employee may be required on school grounds during the course of the activity.

Classroom windows and doors are to be locked when the building is closed.

In addition to this policy, the Superintendent is charged with establishing further safety and security provisions as may be necessary.

The building principal is responsible for enforcing this policy.

Category: *R*

See *ECA-R*

1st Read: September 1, 2015

2nd Read: October 20, 2015

Adopted: October 20, 2015

< EC - Buildings and Grounds Management

ECA-R – Safe School Procedures (<https://schoolboard.convalsd.net/district-policies/eca-r-safe-school-procedures/>)

EEAA – Video Surveillance on School Property

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

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

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

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

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

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

Category: R

See Also: EEAB Video and Audio Recording For Instructional and Professional Development Purposes
EEAE (School Bus Safety Program)

Legal References:

RSA 189:65, Definitions

RSA 570-A:2

RSA 189:68(IV) Student Privacy

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

34 CFR Part 99, Family Education Rights and Privacy Act Regulations

1st Read: August 9, 2016

2nd Read: August 23, 2016

Adopted: August 23, 2016

< EEA-R -- Student Transportation Services

EEAB – Video and Audio Recording For Instructional and Professional Development Purposes (<https://schoolboard.convalsd.net/district-policies/eeab-video-and-audio-recording-for-instructional-and-professional-development-purposes/>)

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

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

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

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

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

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

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The District shall not record a school classroom for the purpose of teacher evaluations, as defined by the ConVal Teacher Evaluation Plan, without first obtaining the written consent of the teacher and each adult student or minor student's parent or legal guardian. To the extent instruction occurs in quasi-public areas, such as gymnasiums, cafeterias, libraries, hallways or elsewhere on school grounds, and such areas are equipped with surveillance cameras, for security and safety purposes, such recordings shall not be used by administrators in connection with the annual evaluation of teachers under the ConVal Teacher Evaluation Plan, but may be used for any other lawful purpose.

This policy was originally adopted on November 17, 2015 after a public hearing conducted by the ConVal School Board.

Category: 0

See Also: EEAA Video Surveillance on School Property
EEAE School Bus Safety Program

Legal References:

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

1st Read: August 9, 2016

2nd Read: September 6, 2016

Adopted: September 6, 2016

< EEAA - Video Surveillance on School Property

EEAE - School Bus Safety Program (<https://schoolboard.convalsd.net/district-policies/eeae-school-bus-safety-program/>)

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 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 \$300,000 Combined Single Limit, 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 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 in the event of a third party claim arising from an accident. 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: May 7, 2019

Second Read: May 21, 2019

Adopted: May 21, 2019

< EEAEC – Student Conduct On School Buses

EEAG/IICA-R Use of Private Vehicle Form (<https://schoolboard.convalsd.net/district-policies/iica-r-use-private-vehicle-form/>)

JFAB – Admission and Tuition of Nonresident Students

Students who are not residents of the Contoocook Valley School District may attend District schools so long as there is space available, and upon payment of established tuition fees, this includes students in Foster Care. Except as set forth in paragraph 3, below, admission of nonresident students shall be subject to approval by the School Board upon the recommendation of the Superintendent. The Superintendent shall establish criteria for the admission of nonresident students. Such students shall be assigned to a school by the Superintendent of Schools. An application for admission shall be granted on an annual basis; if the nonresident student wishes to continue to attend District schools, then the parent or legal guardian must reapply prior to the start of each school year.

When a nonresident student or foster student is enrolled in the District, the District shall immediately notify the district of residence of the name, date of birth, address, and grade assignment of the student. Such notification shall be made at the beginning of each school year for which the child is enrolled.

The District acknowledges the provisions of RSA 193:3, which states that the District in which the student resides shall retain all responsibility for the provision of special education and related services pursuant to RSA 186-C. The Superintendent's decision on whether to enroll a nonresident student will not be based, in whole or in part, on whether that student is a student with a disability as defined by applicable State or Federal law.

Students who are not residents of the District, who are admitted by the Superintendent, shall be charged tuition, except under the following circumstances:

1. To bring into the school system on occasion, students from other countries who are the guests of district residents under exchange programs that have been recognized for purposes of school attendance by the Superintendent.
2. Seniors whose families move during their senior year may complete the current school year in the District, tuition free. If the student does not graduate at the conclusion of that school year then the student must apply to enroll in the District and if admitted, he/she shall be required to pay tuition. All other students who move during the school year and are admitted by the Superintendent as a nonresident student for the remainder of the school year, shall pay tuition on a pro-rata basis.
3. Children of Contoocook Valley School District employees who are not district residents, will be permitted to attend a school in the Contoocook Valley School District. Such students will attend at a reduced tuition so that the District's share of that student's costs will not exceed two-thirds (2/3rds) of the District's per student costs for the previous school year. The Superintendent's decision regarding admittance is non-grievable.
4. Except as set forth above, or unless enrolled through separate agreement with another school system or agency, all nonresident day students shall be charged tuition at a rate

set by the School Board. Tuition shall be billed quarterly in advance to the district of residence or the parent responsible for payment. When a district of residence is responsible for tuition, prior approval must be granted by that district's school board, and the districts may elect to enter into an agreement for payment of tuition.

Conditions and Procedures for Students Who Are Reassigned Through Mutual Agreement of Superintendents

1. The Superintendent of a different SAU may make a written request to the Superintendent for a change of school assignment.
2. The Superintendent will fully consider this written request, will meet with the parent/guardian, if necessary, and will make a decision concerning the reassignment request.
3. The Superintendent's decision will be based on the best interests of the pupil, as determined by the Superintendents. The Superintendent may develop administrative regulations concerning the factors that will be considered in making such a determination.
4. If the Superintendents of the districts determine that the best interests of the pupil warrant a reassignment, he/she may seek Board approval of reassignment of the pupil to a school district in another SAU, subject to the pupil meeting the admission requirements of such school, and subject to the agreement of the Superintendent of the receiving SAU.
5. The Superintendent will seek School Board approval of any student being reassigned to the ConVal School District.
6. The Superintendent will issue a written decision to the parent/guardian. The Superintendent's decision will be final and binding.
7. The total reassignments or transfer made under this policy in any one school year will not exceed one (1) percent of the average daily membership in residence of a school district, or five (5) percent of the average daily membership in residence of any single school, whichever is greater.

Count of Reassigned Pupils, Tuition Payment and Rate, and Transportation:

Pupils reassigned under this policy will be counted in the average daily membership in residence of a given pupil's resident school district. Said pupil's resident district will forward any tuition payment due to the District to which the pupil was assigned. Said pupil's resident or sending district will be charged tuition, which shall include the cost of any special education programming and services.

The Superintendents involved in the reassignment of a pupil will jointly establish a tuition rate for each such pupil.

The District acknowledges the provisions of RSA 193:3, which states that the District in which the student resides shall retain all responsibility for the provision of special education and related services pursuant to RSA 186-C.

Role of the Department of Education

The Superintendent of the pupil's resident SAU will notify the Department of Education within thirty (30) days of any reassignment made under this policy.

Manifest Educational Hardship Change of Assignment

When a parent/guardian believes that an initial assignment has been made which will result in a manifest educational hardship to the pupil, the parent/guardian may seek a change of assignment in accordance with applicable provisions of RSA 193:3 and Board Policy JEC – Manifest Educational Hardship.

All Non-Resident Students Admitted to the ConVal School District

Nonresident students who are admitted to the District shall comply with all District policies, rules, and regulations, including but not limited to the District's code of conduct and its bullying policy.

The provisions of this policy may be modified on a case-by-case basis, as needed, pursuant to separate contracts, agreements, and other binding arrangements.

Legal Reference:

RSA 186-C:13, Special Education; Liability of Expenses

RSA 193:3, Change of School or Assignment

RSA 193:12, Legal Residence Required

Category: *Category: Priority/Required by Law*

1st Read: December 18, 2018

2nd Read: January 8, 2019

Adoption: January 8, 2019

< JEDB - Student Release Precautions

JFABD - Admission Of Homeless Children and Unaccompanied Youth

(<https://schoolboard.convalsd.net/district-policies/jfabd-admission-of-homeless-students/>)

JHCC – Communicable Disease Control Policy

The Contoocook Valley School District will work cooperatively with the Division of Public Health Services of New Hampshire Department of Health and Human Services to enforce and adhere to the Public Health Code (Chapter He-P 300 Diseases) for the prevention, control, and containment of communicable disease in schools. To insure adherence to current law and medical practices, these policies and administrative regulations will be reviewed annually by the school nurses.

Legal Reference:

Statutory Authority: RSA 141-C:6

Category: R

1st Read: February 2, 2016

2nd Read: March 1, 2016

Adopted: March 1, 2016

< JHCB - Immunizations Of Students

JI - Student Rights And Responsibilities (<https://schoolboard.convalsd.net/district-policies/j-students/ji-student-rights-and-responsibilities/>)

JIC – Student Conduct

Students have a responsibility to know and respect the rules and regulations of the school.

Students shall receive annually, at the opening of school, a publication (student handbook) listing the rules and regulations to which they are subject. Such publication will be made available in another language or presented orally upon request.

Legal References:

RSA 189:15, Regulations

NH Code of Administrative Rules, Section Ed. 306.04(f)(4), Student Discipline

NH Code of Administrative Rules, Section Ed. 306.06, Culture and Climate

NH Code of Administrative Rules, Section Ed. 317.04(b), Disciplinary Procedures

See Appendix: JICD – R

Category: R

See also JICD

1st Reading: July 16, 2013

2nd Reading: September 17, 2013

Adopted: September 17, 2013

< JIA - Student Due Process Rights

JICA - Student Dress Code (<https://schoolboard.convalsd.net/district-policies/j-students/jica-student-dress-code/>)

JICC – Student Conduct On School Buses

Students using District transportation must understand that they are under the jurisdiction of the School from the time they board the bus until they exit the bus.

Students transported in a school bus shall be under the authority of the District and under control of the bus driver. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reasons for a student to be denied the privilege of transportation in accordance with the regulations of the Board.

The driver of the bus shall be held responsible for the orderly conduct of the students transported. Each driver has the support of the Board in maintaining good conduct on the bus. If a student is to lose the privilege of riding the bus, advance warning will be given, except for extreme misconduct.

The Superintendent or his/her designee will develop rules and regulations for conduct on buses, and these shall be printed in the Parent-Student Handbook, and made available in another language or presented orally upon request.

Legal References:

RSA 189:6-a, School Bus Safety

NH Code of Administrative Rules, Section Ed. 306.04(d)(1), School Safety

NH Code of Administrative Rules, Section Ed. 306.04(f)(4), Student Discipline

Appendix: EEA-R & JICC-R

Category: R

See also EEA, EEAEC & JIC

1st Reading: September 2, 2008

2nd Reading: September 30, 2008

Adopted: September 30, 2008

< JICA - Student Dress Code

JICC-R – Student Conduct on School Buses (<https://schoolboard.convalsd.net/district-policies/icc-r-student-conduct-on-school-buses/>)

JICD – Student Discipline And Due Process

At all times, students are required to conduct themselves in accordance with behavioral standards set forth in Policy JIC and all other applicable Board policies and all District or school rules. Failure to comply can lead to disciplinary consequences as set forth in this policy and applicable law.

A. Disciplinary Measures – “Definitions”.

Disciplinary measures include, but are not limited to, removal from the classroom, detention, in-school suspension, out-of-school suspension, restriction from activities, probation, and expulsion.

1. “Removal from the classroom” means a student is sent to the building Principal’s office. It is within the discretion of the person in charge of the classroom to remove the student.
2. “Detention” means the student’s presence is required for disciplinary purposes before or after the hours when the student is assigned to be in class. The building Principal is authorized to establish guidelines or protocol for when detention shall be served (either before school or after school). Whether a student will serve detention, and the length of the detention, is within the discretion of the licensed employee disciplining the student or the building Principal.
3. “In-school suspension” means the student will attend school but will be temporarily isolated from one or more classes while under supervision. An in-school suspension will not exceed ten (10) consecutive school days.
4. “Out-of-school suspension” means the temporary denial of a student’s attendance at school for a specific period of time for gross misconduct, for neglect, or refusal to conform to school rules or policies.
317. “Short-term suspension” means a suspension of ten (10) school days or less. Ed 317.04(a)(1).
318. “Long-term suspension” means the continuation of a short-term suspension under RSA 193:13, I (b)-(c), and also means a suspension in excess of ten (10) school days under Ed 317.04(a)(2).
5. “Restriction from school activities” means a student will attend school, classes, and practice but will not participate in other school extra-curricular activities, including competitions.
6. “Probation” means a student is given a conditional suspension of a penalty for a definite period of time in addition to being reprimanded. The conditional suspension will mean the student must meet the conditions and terms for the suspension of the penalty. Failure of the student to meet these conditions and terms will result in immediate reinstatement of the penalty.
7. “Expulsion” means the permanent denial of a pupil’s attendance at school for any of the reasons listed in RSA 193:13, II and III.

B. Standards for Removal from Classroom and Detention.

Students may be removed from the classroom at the classroom teacher's discretion if the student refuses to obey the teacher's directives, becomes disruptive, fails to abide by school rules or policies, or otherwise impedes the educational purpose of the class.

Likewise, classroom teachers may assign students to detention for similar conduct.

The building Principal may assign students to detention under the same standard

Students may be removed from the classroom at the classroom teacher's discretion if the student refuses to obey the teacher's directives, becomes disruptive, fails to abide by school rules or policies, or otherwise impedes the educational purpose of the class.

Likewise, classroom teachers may assign students to detention for similar conduct.

The building Principal may assign students to detention under the same standard.

C. Standards for In-School Suspension, Restriction of Activities, and Probation.

The building Principal is authorized to issue in-school suspensions, restrictions of activities, or place a student on probation for any failure to conform to school or School District policies or rules, or for any conduct that causes material or substantial disruption to the school environment, interferes with the rights of others, presents a threat to the health and safety of students, employees, and visitors, is otherwise inappropriate, or is prohibited by law.

Restriction of activities may also be issued pursuant to rules or policies pertaining to specific clubs or teams.

D. Process for Out-of-School Suspension.

The power of suspension is authorized for gross misconduct, for neglect, or refusal to conform to School District policies and rules as follows:

1. Short-term Suspensions. The building Principal (as designee of the Superintendent) is authorized to suspend a student for ten (10) school days or less. The Principal shall consult with the Superintendent prior to issuing any suspension.

As required by RSA 193:13(a), educational assignments shall be made available to the suspended pupil during the period of suspension.

Due process standards for short-term suspensions (ten (10) days or less) **will adhere to the requirements of Ed 317.04(f)(1).**

2. Long-term Suspensions. The Superintendent is authorized to continue the suspension and issue a long-term suspension of a pupil for a period in excess of ten (10) school days, provided only that if the Superintendent issued the original short-term suspension,

then the School Board may designate another person to continue the short-term suspension and issue the long-term suspension.

Prior to a long-term suspension, the student will be afforded an informal hearing on the matter. The informal hearing need not rise to the level and protocol of a formal hearing before the School Board, but **the process must comply with the requirements of Ed 317.04 (f)(2) and Ed 317.04 (f)(3)(g)**, including, without limitation, the requirements for advance notice and a written decision.

Any suspension in excess of ten (10) school days, as described in Paragraph 2 of this Section, is appealable to the School Board, provided the Superintendent receives the appeal in writing within ten (10) days after the issuance of the Superintendent's decision described in Paragraph 2. Any suspension in excess of ten (10) school days shall remain in effect while this appeal is pending.

E. Process for Expulsion.

1. Any pupil may be expelled by the School Board for (a) an act of theft, destruction, or violence as defined in RSA Chapter 193-D, (b) for possession of a pellet paint ball gun or BB gun or rifle as provided by RSA 193:13, II, (c) for gross misconduct including, but not limited to violations of state or federal law, or for neglect or refusal to conform to the reasonable rules of the school. An expulsion under this paragraph shall run until the School Board restores the student's permission to attend school. A student seeking restoration of permission to attend school shall file a written request with the Superintendent that details the basis for the request. The Board will determine whether and in what manner it will consider any such request.
2. Additionally, any pupil may be expelled by the School Board for bringing or possessing a firearm as defined in Section 921 U.S.C. Title 18 in a safe school zone, as defined in RSA 193-D:1, unless such pupil has written authorization from the Superintendent. Any expulsion under this provision shall be for a period of not less than twelve (12) months.
3. **Prior to any expulsion, the District will ensure that the due process standards set forth in Ed 317.04(f)(3) are followed.**
4. Any decision by the Board to expel a student may be appealed to the State Board of Education.
5. The Superintendent of Schools is authorized to modify the expulsion or suspension requirements of Sections E.1 and E.2 above on a case-by-case basis.
- 6.

F. **Sub-committee of Board.** For purposes of sections D and E of this policy, "Board" or "School Board" may either be a quorum of the full Board, or a subcommittee of the Board duly authorized by the School Board.

G. Disciplinary Removal of Students with Disabilities.

If a student is disabled under the Individuals with Disabilities Act (IDEA), the New Hampshire RSA 186-C, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, or any other law providing special rights to disabled students, those laws shall govern and shall supersede these local policies to the extent these local policies are inconsistent with those laws. Accordingly, any suspension or expulsion of a child with a disability as defined in Ed 1102.01(t) shall be in accordance with Ed 1124.01.

H. Notice.

This policy and school rules, which inform the student body of the content of RSA 193:13 shall be printed in the student handbook and made available on the District's website to students, parents, and guardians. The Principal or designated building administrator shall also inform the student body concerning this policy and school rules which address the content of RSA 193:13 through appropriate means, which may include posting and announcements. See: Ed. 317.04(d).

Legal References:

RSA 189:15, Regulations

RSA 193:13, Suspension & Expulsion of Pupils

RSA Chapter 193-D, Safe Schools Zones

NH Code of Administrative Rules, Section Ed 306.04(a)(3), Discipline

NH Code of Administrative Rules, Section Ed 306.04(f), Student Discipline Policy

*NH Code of Administrative Rules, Section Ed 317.04, Suspension and Expulsion of Pupils
Assuring Due Process Disciplinary Procedures*

In re Keelin B., 162 N.H. 38, 27 A.3d 689 (2011)

Category: *Priority – Required by Law*

Related Policies: JIA, JIC, JICDD & JICK

See also Appendix JICD-R

1st Read: August 20, 2019

2nd Read: September 3, 2019

Adopted: September 3, 2019

< JICC-R – Student Conduct on School Buses

JICD-R – Student Conduct, Discipline and Due Process - Memorandum of Understanding
(<https://schoolboard.convalsd.net/district-policies/jicd-r-student-conduct-discipline-and-due-process-memorandum-of-understanding/>)

KF – Community Use of Schools

When not in use for school purposes, school buildings and grounds, or portions thereof, may be used for education, discussion, civic, social, recreational, or entertainment purposes; and other such purposes that promote the welfare of the community, including use as registration and polling places for voters.

No person, group, or organization has any vested right to use school property. The right to use the property for any lawful purpose is subject to approval by the School Board's designee.

Accordingly, the Board has established detailed regulations and procedures, including rental fees, pertaining to the public use of school facilities.

Religious Organizations

All groups who use school facilities for religious purposes will pay a fee, which shall be the same for all religious denominations.

When religious organizations wish to use school facilities for other than religious services events, separate applications should be filed and said applications will be considered in the same manner as any other civic or recreational request.

Community Use of School Facilities

The use of school buildings, grounds and fields, equipment, and facilities will be authorized by the Superintendent or his/her designee in conformity with the following procedures governing their use as approved by the Board.

1. The use of school facilities for school purposes, school-sponsored activities/events, alumni associations, parent-teacher associations, and other organizations affiliated with the schools have precedence over all others. Requests for school facilities for school programs must be cleared with the building principal or his/her designee.
2. School-related groups, including state educational professional associations will be permitted reasonable use of school facilities
3. All activities must be under adult supervision approved by the building administrator or his/her designee of the building involved. In all cases, an assigned school employee may be on site. The group using the facilities will be responsible for any damage to the building or equipment.
4. Groups using the facilities are restricted to the dates and hours approved, and to the building area and facilities specified, unless requested changes are approved by the building administrator or his/her designee.

5. Large Groups using the facilities are responsible for the observance of county and state fire and safety regulations at all times. RSA 153:5 and Administrative Rules SAF-C 6000 require that trained crowd control managers be on duty during any public assembly event. Organizers of any activity are required to provide the names of trained Crowd Control Managers that will be present at the event(s).

(A Basic Fire Safety & Crowd Managers Training Program can be found on the ConVal School District website under Emergency Plans (<http://www.Conval.edu>))

6. The use of alcoholic beverages, drugs, profane language, gambling in any form, or any other activity restricted in district policies and handbooks are not permitted on school premises. Smoking within the building or on school grounds is not permitted.

7. The School Board will cooperate with recognized agencies, such as the Red Cross and Town Emergency Management Services, and will make suitable facilities available without charge during community emergency or to prepare for civil defense.

8. Liability insurance will be required for all non-school related groups given permission to use school facilities. Organizers of any activity must provide a certificate of insurance endorsed to name the ConVal School District as an additional insured.

9. The Board will periodically review and approve a fee schedule for use of facilities.

10. In situations where there is no cost to the district, or the renter is a ConVal youth organization, or in any situations where a mutual exchange of facilities is possible between the school district and the organization, or when the district requests a change in location fees may be waived or modified by the Superintendent or his/her designee. In situations where extended usage for a long period of time is required, fees may be set at a contract price.

11. Nothing in this policy is meant to supersede agreements related to town facilities and property reached between the District and town entities.

12. The Superintendent or his/her designee and/or the School Board reserve the right to cancel any facility use permission granted.

Statutory Reference

RSA 153:5, NH State Board of Fire Control Rules

Legal Reference

Administrative Rules SAF-C 6000, NH State Fire Code

Category: R

See also ECA

See Also: Basic Fire Safety & Crowd Managers Training Program

1st Read: April 15, 2014

2nd Read: May 6, 2014

Adoption: May 6, 2014

< KED - Facilities or Services - Grievance Procedure (Section 504)

KFA - Public Conduct On School Property (<https://schoolboard.convalsd.net/district-policies/kfa-personal-conduct-and-civility/>)

KFA – Public Conduct On School Property

For purposes of this policy, “school property” means any buildings, vehicles, property, land, or facilities used for school purposes or school-sponsored events, whether public or private.

The School District expects mutual respect, civility, and orderly conduct among all individuals on school property or at a school event. No person on school property or at a school event shall:

1. Injure, threaten, harass, or intimidate a staff member, a School Board member, sports official or coach, or any other person;
2. Damage or threaten to damage another’s property;
3. Damage or deface School District property;
4. Violate any New Hampshire law, or town or county ordinance;
5. Smoke or otherwise use tobacco products;
6. Consume, possess, distribute, or be under the influence of alcoholic beverages or illegal drugs, or possess dangerous devices or weapons;
7. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner);
8. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the School Board;
9. Operate a motor vehicle in violation of an authorized District employee’s directive or posted road signs.
10. Violate other District policies or regulations, or an authorized District employee’s directive.

Any person who violates this policy or any other acceptable standard of behavior may be ordered to leave school grounds. Law enforcement officials may be contacted at the discretion of the supervising district employee if such employee believes it necessary.

Additionally, the District reserves the right to issue “no trespass” letters to any person whose conduct violates this policy, acceptable standards of conduct, or creates a disruption to the school district’s educational purpose.

Legal References:

RSA 193:11, Disturbance

RSA 635:2, Criminal Trespass

Category: Recommended

1st Read: May 3, 2016

2nd Read: May 17, 2016

Adopted: May 17, 2016

< KF - Community Use of Schools

KFD - Use of Automated External Defibrillator(s)

(<https://schoolboard.convalsd.net/district-policies/k-school-community-relations/kfd-use-of-automated-external-defibrillators/>)

KI – Visitors in Schools

All persons, other than staff and pupils enrolled in the school, who may come to the school for any reason during the school day are considered visitors and must report and sign in at the school office. Employees of the school system (directors, coordinators, maintenance staff members, and others) are to advise the school Principal or Secretary that they are in the building. A visitor (a person not employed by the school system) must report to the school office and receive permission to be on the school grounds.

Persons wishing to meet with a teacher for the purpose of discussing a particular problem shall do so only at a time when it does not interrupt the normal school program. Persons wishing to make such arrangements may do so by securing an appointment with the teacher through the office of the Principal or by direct contact with the teacher.

No person shall visit a school without first reporting to the office of the Principal as to the purpose and place of the visit.

Category: R

1st Read: September 2, 2014

2nd Read: November 18, 2014

Adopted: November 18, 2014

< KHB - Advertising on School Property by Community or Outside Groups

KL - Legislative Representative (<https://schoolboard.convalsd.net/district-policies/kl-legislative-representative/>)