

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

CONTOOCCOOK VALLEY SCHOOL BOARD

POLICY COMMITTEE MEETING

Tuesday, October 18, 2022

6:00 PM

Location: SAU Finch Conference Room

Agenda

Committee Members: Crista Salamy (Chair), Tom Burgess, Katherine Heck, Kevin Pobst, Doug Sutherland, Stephen Ullman, Janine Lesser

1. Call to order
2. Approval of the October 4, 2022 Minutes
3. Policy Review
 - BBBF: Student Board Members
 - JFAM: Education of Military Children & Military Connected Students
 - (JLCB) JHCB: Immunization of Students
 - KEC IJL (IGE): Reconsideration of Instructional Materials Instructional and Educational Media/Library Collection Development/Library Collection Development Parental Objections to Specific Course Material
4. Non-Public Session RSA 91-A:3 II (If Required)
5. Policy Status Update:

Under review/revision by Administration:

- IHBG: Home Education Instruction
- JJJ: Access to Public School by Nonpublic, Charter Schools, and Home Educated Students
- JLDDB: Suicide Prevention and Response

Under review by Legal:

- JLCF: Wellness
- IHBAA: Evaluation Requirements for Students

Under review by Education Committee:

- IKL: Academic Integrity and Honesty

Under review by Budget and Property:

- Capital Plan Policy
- DJ: Purchasing
- DJE: Bidding Requirements

Under review with Nurses:

- JLCA: Physical Examination of Students
- JLCD: Administration of Medication

Future Agenda Items:

- Fall Update Items

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CONTOOCCOOK VALLEY SCHOOL BOARD

POLICY COMMITTEE MEETING

Tuesday, October 4, 2022

6:00 PM

Location: SAU Finch Conference Room

Minutes

Committee Members: Crista Salamy (Chair), Tom Burgess, Katherine Heck, Kevin Pobst, Doug Sutherland

Present: Crista Salamy, Katherine Heck, Kevin Pobst, Doug Sutherland, Janine Lesser, Dr. Kimberly Saunders

1. Call to order

Crista Salamy called the meeting to order at 6:04 p.m.

2. Approval of the September 20, 2022 Minutes

The minutes of September 20th were approved.

3. Policy Review

● **BBBF: Student Board Members**

Katherine Heck recommended that we use the New Hampshire School Board Administration (NHSBA) policy version.

Kimberly Saunders agreed to format this into a ConVal policy and return it to the Policy Committee.

● **EG: District Communication Plan**

- **KDA: Public Information Program**

- **KDCA: Student Involvement in Public Information Program**

Policy EG is supposed to replace policy KDA along with KDCA. ConVal should have a policy about district communication. This policy will be sent to the Communication Committee for review.

● **JFAM: Education of Military Children & Military Connected Students**

ConVal does not have this policy currently. The Policy Committee might review this policy. This outlines the details for administration.

Kimberly Saunders agreed to format this into a ConVal policy and return it to the Policy Committee.

● **JICA: Student Dress Code**

Katherine Heck said that the current policy is very broad. The dress code should be administered fairly, consistently, and equally to all students.

Discussion took place about what currently occurs in the schools. There are currently different dress codes in the schools. One thought was for consistency.

Handbooks outline expectations.

One topic was cropped shirts among other clothing.

Another topic was students in costume which is also seen as distracting.

Discussion took place about whether or not it is a distraction to learning and education.

What would it take to move toward uniforms? It would be a process with focus groups and community input. There are positives e.g. increased school spirit.

A suggestion was made to bring the high school and two middle school principals along with assistant principals to attend a meeting to share input. Agreed.

Caps, hats, and other head gear was noted in the NHSBA policy.

Support for preparing students for the academic day is the goal.

- JLCF: Wellness

This policy should be sent to the Food Service/Wellness Committee to see if it meets what is necessary to qualify for Free and Reduced Lunch.

- KFA: Public Conduct on School Property

NHSBA revision notes were read from August 2022. ConVal's policy is very different from the NHSBA policy.

Katherine Heck suggested that this policy go for legal review. Confirmed.

4. 2nd Read – 9/20/22 School Board Agenda

- FF: Naming of District Buildings and Facilities and Dedication of Areas
- EBB: School Safety
- JICI: Dangerous Weapons on School Property

5. Non-Public Session RSA 91-A:3 II (If Required)

None.

6. Policy Status Update:

Under review/revision by Administration:

- IHBG: Home Education Instruction
- JJJ: Access to Public School by Nonpublic, Charter Schools, and Home educated Students
- JLDDB: Suicide Prevention and Response

Under review by Legal:

- IHBAA: Evaluation requirements for Children

Under review by Education Committee:

- IKL: Academic Integrity and Honesty

Under review by Budget and Property:

- Capital Plan Policy
- DJ: Purchasing
- DJE: Bidding Requirements

Under review with Nurses:

- JLCA: Physical Examination of Students

Future Agenda Items:

- Fall Update Items
- JBAB: Transgender Students

Kevin Pobst motioned to adjourn at 6:53 p.m. Janine Lesser seconded. Unanimous.

Respectfully submitted,

Brenda Marschok

Student Board Members

Category: Recommended (for districts with high schools only)

ADOPTION/REVISION NOTES –

Text between the highlighted lines “~ ~ ~”, and highlights in this sample should be removed prior to FINAL adoption, but policy committee and/or board should review before removal.

- (a) *School districts may have had a “student board liaison,” or a nonconforming student board member. Due to 2022 amendment to RSA 189:1-c, all districts must now comply with the requirements for student board members. Boards should check their current procedures regarding student board members and revise as necessary.*
- (b) *USER SUGGESTION – Because of ADA compliance requirements, and other technological restrictions, some intended formatting does not appear on sample policies available through the NHSBA main policy database page. For MS Word versions of the samples (after 2008), we recommend accessing samples through the “Previous Policy Updates” link on the bottom of the NHSBA policy homepage. The password is the same as for the main policy database page.*
- (c) *General – As with all sample policies/procedures, NHSBA recommends that each district carefully review this sample prior to adoption/revision to assure suitability with the district’s own specific circumstances, internal coding system, current policies, and organizational structures.*
- (d) *General – Highlighted language or blank, underscored spaces indicate specific areas which Boards should review, change or complete to reflect local personnel titles, internal/ external policy references, duty assignments etc.*
- (e) *General – {**} indicates a reference to another NHSBA sample policy. A district should check its own current policies and codes to assure internal consistency.*
- (f) *General – Withdrawn & earlier versions of revised policies should be maintained separately as part of the permanent records of the District.*

A. General Policy. *[Include only one of the italicized sections & remove italics]*

[Districts with only one high school]

The Board will have [one]¹ _____ student school board member from _____ High School.

[Districts with more than one high school]²

The Board will have [one] _____ student school board member from each public high school maintained by the District.

Student School Board members (“Student-members”) will not have the right to vote and will be excluded from all non-public sessions the Board enters.

¹ ***[Delete fn.]*** Board may determine to have more than one student member as RSA 189:1-c requires *at least* one student member.

² ***[Delete fn.]*** RSA 189:1-c now requires the board to have at least one student board member from EACH high school maintained by the district.

Student Board Members

B. Election and Term of Student School Board-Members.

Student-members will serve one-year terms, beginning on __/__/__ of each year. ³~~delete fn.~~

Student-members will be chosen by a majority vote of the high school student body under procedures for nomination and election established by the student government of the high school.

C. Responsibilities of Student Government.

The student government of the high school shall establish procedures for:

1. The nomination and election of Student-member candidates;
2. Any public high school student in the school district to petition the Student-member to present proposals and opinions to the School Board;
3. Filling any vacancy that may occur in the Student-member position from that school.

D. Student-Member Expectations.

Under RSA 194:23-f, IV, Student-members are expected to:

1. Attend all School Board meetings;
2. Represent all high school students within the District;
3. Present to the School Board specific proposals and ideas from the high school student body;
4. Serve as a liaison between students, District staff, and the Board;
5. Keep the student body informed of Board business and actions; and
6. Comply with all Board policies relative to students and Board members, when applicable.

E. Oversight.

The Superintendent shall assure building principals coordinate with student council advisors to ensure the student council is aware of the requirements of Section D, above.

District Policy History:

First reading: _____ Last revised: _____
 Second reading/adopted: _____ Reviewed/reaffirmed: _____

³ ~~Delete fn.~~ Under 189:1-c, the School Board decides the date when the term of the student board member shall begin. Because RSA 194:23-f, III requires terms of 1 year, most districts have cycles that begin/end with elections at or near end of the school year.

Student Board Members

Other district policy history: _____

Legal References:

RSA 189:1-c, School Board Student Member

RSA 194:23-f, High School Student as a Board Member

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

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NHSBA history: Revised – Aug. 2022; New policy - 2009

NHSBA revision notes, August 2022, this policy was revised in response to HB1381 (see 2022 N.H. Laws Ch. 195). Under the amendment, districts which have high schools are required at least one student board member from each district high school within the district. Previously, boards were permitted, but not required to have such members, and districts with more than one high school could establish a rotation between or among the schools. NHSBA also added Sections B and C of this policy to include the statutory requirements under RSA 189:1-c and RSA 194:23-f relative to selection, duties and terms of student board members.

w/p-update/2022-U2 Fall/BBBF Student Board Members - 2022-U2 (F)

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Student Board Members

Category: Recommended

A. General Policy.

The Board will have one student school board member from Contoocook Valley Regional High School.

Student School Board members ("Student-members") will not have the right to vote and will be excluded from all non-public sessions the Board enters.

B. Election and Term of Student School Board-Members.

Student-members will serve one-year terms, beginning on July 1 of each year.

Student-members will be chosen by a majority vote of the high school student body under procedures for nomination and election established by the student government of the high school.

C. Responsibilities of Student Government.

The student government of the high school shall establish procedures for:

1. The nomination and election of Student-member candidates;
2. Any public high school student in the school district to petition the Student-member to present proposals and opinions to the School Board;
3. Filling any vacancy that may occur in the Student-member position from that school.

D. Student-Member Expectations.

Under RSA 194:23-f, IV, Student-members are expected to:

1. Attend all School Board meetings;
2. Represent all high school students within the District;
3. Present to the School Board specific proposals and ideas from the high school student body;
4. Serve as a liaison between students, District staff, and the Board;
5. Keep the student body informed of Board business and actions; and
6. Comply with all Board policies relative to students and Board members, when applicable.

E. Oversight.

The Superintendent shall assure building principals coordinate with student council advisors to ensure the student council is aware of the requirements of Section D, above.

Student Board Members

District Policy History:

First reading: _____ *Last revised:* _____

Second reading adopted: _____ *Reviewed/reaffirmed:* _____

Other district policy history: _____

Legal References:

RSA 189:1-c, School Board Student Member

RSA 194:23-f, High School Student as a Board Member

EDUCATION OF MILITARY CHILDREN & MILITARY CONNECTED STUDENTS

Category: *Recommended*Related Policies: *JF, JFA, JFAA, JH, JJA,
JLCB & JLD*

ADOPTION/REVISION NOTES –

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- (a) **USER SUGGESTION** – Because of ADA compliance requirements, and other technological restrictions, some intended formatting does not appear on sample policies available through the NHSBA main policy database page. For MS Word versions of the samples (after 2008), we recommend accessing samples through the “Previous Policy Updates” link on the bottom of the NHSBA policy homepage. The password is the same as for the main policy database page.
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- (c) **General** – **Highlighted language** or blank, underscored spaces indicate specific areas which Boards should review, change or complete to reflect local personnel titles, internal/ external policy references, duty assignments etc.
- (d) **General** – **{**}** indicates a reference to another NHSBA sample policy. A district should check its own current policies and codes to assure internal consistency.
- (e) **General** – Withdrawn & earlier versions of revised policies should be maintained separately as part of the permanent records of the District.

A. Statement of Purpose and Definition.

It is the Board’s intent to remove barriers to the identification, enrollment, retention, and support in schools of military-connected students.

“Military-connected student” as used in this policy includes any student who is a dependent of a current or former member of:

1. The US military serving in the Army, Navy, Air Force, Marine Corps, Space Force, or Coast Guard on active duty as defined in RSA 110-D:3: [¹ May leave or delete fn.];
2. NH National Guard;
3. A reserve force of the US military;
4. A member of such military or reserve force killed in the line of duty; and

¹ [¹ May leave or delete fn.] Pursuant to RSA 110-D:3, “active duty” includes: (1) members of the uniformed services as defined in this compact, including members of the National Guard and Reserve on active duty orders pursuant to 10 U.S.C. section 1209 and 1211; (2) members or veterans of the uniformed services who are severely injured and medically discharged or retired for a period of one year after medical discharge or retirement; and (3) members of the uniformed services who die on active duty or as a result of injuries sustained on active duty for a period of one year after death.

**EDUCATION OF MILITARY CHILDREN &
MILITARY CONNECTED STUDENTS**

5. By implication all children defined as “children of military families” as defined in RSA 110-D:3, III.

B. Residency.

A student shall be considered a resident of the school district if they are a military-connected student whose parent is transferred or is pending transfer to a military installation within New Hampshire while on active military duty pursuant to an official military order. *See RSA 193:12, III-a.*

Parents of military-connected students shall provide proof of residence in the school district within 10 days after the published arrival date provided on official documentation. Parents of such military-connected students may use the below addresses to establish residency:

1. a temporary on-base billeting facility;
2. a purchased or leased home or apartment; or
3. federal government or public-private venture off-base military housing.

C. Admission & Enrollment. [² Delete fn.]

For incoming military-connected students, the District will:

1. Enroll and appropriately place students based on unofficial records, pending validation by official records. *RSA 110-D:5, I.*
2. Request the student’s official education records from the student’s previous school. Sending schools shall send records within 10 days. *RSA 110-D:5, II.*
3. Enroll students in the grade level commensurate with their grade level from their previous school at the time of transition, regardless of age. *RSA 110-D:5, IV. See also paragraphs D.1-2, below.*
4. Obtain required immunization records within 30 days from the date of enrollment. *RSA 110-D:5, III.*
5. Facilitate the opportunity for inclusion in cocurricular activities, regardless of application deadlines, to the extent the students are otherwise qualified and eligible. *RSA 110-D:7, II.*

For a transitioning military-connected student, who while residing with the custodial parent was a student in a District school, who as part of the transition is placed in the care of a noncustodial parent or other person standing in loco parentis who lives in another district or jurisdiction than that of the custodial parent, the student may continue to attend the same school in this District tuition free. *RSA 110-D:7, I.*

² [Delete fn.] Districts that have designated one or more of its schools as “open enrollment schools” under the provisions of RSA 194-D should review additional provisions of that chapter as they pertain to military-connected students and open enrollment. See 2022 N.H. Laws §310:7

**EDUCATION OF MILITARY CHILDREN &
MILITARY CONNECTED STUDENTS**

D. Support for military-connected students and families. ³ Delete fn.]

Upon notification of a student's military-connected status or upon request of the parent, the district (beginning no later than school year 2023-24) will provide appropriate support services to military-connected students whose parent or guardian is being called to or is serving on active duty. These support services will include, without limitation,

- access to licensed counseling services;
- information regarding existing federal and state military support services;
- any other service, agency, or resource necessary to support or provide assistance to the student.

E. Placement of transferring military-connected students.

When a military-connected student transfers to the District before or during the school year, the District will:

1. Honor student placement in educational courses based on the student's enrollment in their previous school and/or educational assessments conducted at their previous school. The Principal/Superintendent may direct that the student undergo subsequent evaluations to ensure appropriate placement and continued enrollment of the student in the course(s) and may waive course/program prerequisites or other preconditions. *RSA 110-D:6, I.*
2. Honor student placement in educational programs based on current educational assessments conducted at the student's previous school. Such programs include, but are not limited to, gifted and talented programs, remedial services, English Language Learner (ELL). This does not preclude the school, as directed by the Principal, from performing subsequent evaluations to ensure appropriate placement of the student. *RSA 110-D:6, II.*
3. Initially provide comparable services to a student with disabilities based on their current Individualized Education Program (IEP) and will make reasonable accommodations and modifications to address the needs of the incoming student with disabilities. This does not preclude the District from performing subsequent evaluations to ensure appropriate placement of the student. *RSA 110-D:6, III; 20 U.S.C.A. § 1400; 29 U.S.C.A. § 794; 42 U.S.C.A. §§12131-12165.*

F. Absences.

A military-connected student whose parent or legal guardian has been called to duty for, is on leave from, or immediately returned from deployment to a combat zone or a combat support posting, shall be granted additional excused absences at the discretion of the Superintendent to visit with their parent or legal guardian relative to such leave or deployment of the parent or guardian. *RSA 110-D:6, V.*

The Superintendent or designee may require that the absence be pre-approved and may consider whether the student is in good standing, if the student has a prior record of good attendance.

³ [Delete fn.] Pursuant to HB 1653 (2022 N.H. Laws Ch. 310), support services for military-connected students must be in place by the beginning of the 2023-2024 school year.

EDUCATION OF MILITARY CHILDREN & MILITARY CONNECTED STUDENTS

G. Graduation

In order to facilitate the on-time graduation of children of military families (RSA 110-D:8):

1. The Superintendent will waive specific courses required for graduation if similar course work has been satisfactorily completed in another local education agency and will provide reasonable justification for denial. If the Superintendent does not grant the waiver to a student who would qualify to graduate from their previous school, the District will provide an alternate means of acquiring the required coursework so that graduation may occur on time.
2. If a military-connected student transfers at the beginning or during their senior year and is ineligible to graduate from the District but would be eligible in their previous district, and after all alternatives have been considered, the previous and current District will coordinate the receipt of a diploma from the previous district.

District Policy History:

First reading: _____ Last revised: _____
 Second reading/adopted: _____ Reviewed/reaffirmed: _____
 Other district policy history: _____

Legal References:

RSA 110-D, Interstate Compact on Educational Opportunity for Military Children
 RSA 110-E, Military-Connected Students
 RSA 193:12, III-a Legal Residence Required
 RSA 194-D, XI Open Enrollment Schools

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

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NHSBA history: New Policy - Aug. 2022

NHSBA revision notes, August 2022, created policy to reflect both provisions of the Interstate Compact on Educational Opportunity for Military Children (RSA 110-D), and of HB 1653 (2022 N.H. Laws Ch. 310), pertaining to "military connected students."

w/p-update/2022-U2 Fall/JFAM Military Connected Students 2022-U2 (F)

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**EDUCATION OF MILITARY CHILDREN &
MILITARY CONNECTED STUDENTS**

Category: Recommended

*Related Policies: JF, JFA, JFAA, JH, JJA,
JLCB & JLD*

A. Statement of Purpose and Definition.

It is the Board's intent to remove barriers to the identification, enrollment, retention, and support in schools of military-connected students.

"Military-connected student" as used in this policy includes any student who is a dependent of a current or former member of:

1. The US military serving in the Army, Navy, Air Force, Marine Corps, Space Force, or Coast Guard on active duty as defined in RSA 110-D:3;
2. NH National Guard;
3. A reserve force of the US military;
4. A member of such military or reserve force killed in the line of duty; and
5. By implication all children defined as "children of military families" as defined in RSA 110-D:3, III.

B. Residency.

A student shall be considered a resident of the school district if they are a military-connected student whose parent is transferred or is pending transfer to a military installation within New Hampshire while on active military duty pursuant to an official military order. *See RSA 193:12, III-a.*

Parents of military-connected students shall provide proof of residence in the school district within 10 days after the published arrival date provided on official documentation. Parents of such military-connected students may use the below addresses to establish residency:

1. a temporary on-base billeting facility;
2. a purchased or leased home or apartment; or
3. federal government or public-private venture off-base military housing.

C. Admission & Enrollment.

For incoming military-connected students, the District will:

1. Enroll and appropriately place students based on unofficial records, pending validation by official records. *RSA 110-D:5, I.*
2. Request the student's official education records from the student's previous school. Sending schools shall send records within 10 days. *RSA 110-D:5, II.*
3. Enroll students in the grade level commensurate with their grade level from their previous school at the time of transition, regardless of age. *RSA 110-D:5, IV. See also paragraphs D.1-2, below.*
4. Obtain required immunization records within 30 days from the date of enrollment. *RSA 110-D:5, III.*

**EDUCATION OF MILITARY CHILDREN &
MILITARY CONNECTED STUDENTS**

5. Facilitate the opportunity for inclusion in cocurricular activities, regardless of application deadlines, to the extent the students are otherwise qualified and eligible. *RSA 110-D:7, II.*

For a transitioning military-connected student, who while residing with the custodial parent was a student in a District school, who as part of the transition is placed in the care of a noncustodial parent or other person standing in loco parentis who lives in another district or jurisdiction than that of the custodial parent, the student may continue to attend the same school in this District tuition free. *RSA 110-D:7, I.*

D. Support for military-connected students and families.

Upon notification of a student's military-connected status or upon request of the parent, the district (beginning no later than school year 2023-24) will provide appropriate support services to military-connected students whose parent or guardian is being called to or is serving on active duty. These support services will include, without limitation,

- access to licensed counseling services;
- information regarding existing federal and state military support services;
- any other service, agency, or resource necessary to support or provide assistance to the student.

E. Placement of transferring military-connected students.

When a military-connected student transfers to the District before or during the school year, the District will:

1. Honor student placement in educational courses based on the student's enrollment in their previous school and/or educational assessments conducted at their previous school. The Principal/Superintendent may direct that the student undergo subsequent evaluations to ensure appropriate placement and continued enrollment of the student in the course(s) and may waive course/program prerequisites or other preconditions. *RSA 110-D:6, I.*
2. Honor student placement in educational programs based on current educational assessments conducted at the student's previous school. Such programs include, but are not limited to, gifted and talented programs, remedial services, English Language Learner (ELL). This does not preclude the school, as directed by the Principal, from performing subsequent evaluations to ensure appropriate placement of the student. *RSA 110-D:6, II.*
3. Initially provide comparable services to a student with disabilities based on their current Individualized Education Program (IEP) and will make reasonable accommodations and modifications to address the needs of the incoming student with disabilities. This does not preclude the District from performing subsequent evaluations to ensure appropriate placement of the student. *RSA 110-D:6, III; 20 U.S.C.A. § 1400; 29 U.S.C.A. § 794; 42 U.S.C.A. §§12131-12165.*

F. Absences.

**EDUCATION OF MILITARY CHILDREN &
MILITARY CONNECTED STUDENTS**

A military-connected student whose parent or legal guardian has been called to duty for, is on leave from, or immediately returned from deployment to a combat zone or a combat support posting, shall be granted additional excused absences at the discretion of the Superintendent to visit with their parent or legal guardian relative to such leave or deployment of the parent or guardian. *RSA 110-D:6, V.*

The Superintendent or designee may require that the absence be pre-approved and may consider whether the student is in good standing, if the student has a prior record of good attendance.

G. Graduation

In order to facilitate the on-time graduation of children of military families (*RSA 110-D:8*):

1. The Superintendent will waive specific courses required for graduation if similar course work has been satisfactorily completed in another local education agency and will provide reasonable justification for denial. If the Superintendent does not grant the waiver to a student who would qualify to graduate from their previous school, the District will provide an alternate means of acquiring the required coursework so that graduation may occur on time.
2. If a military-connected student transfers at the beginning or during their senior year and is ineligible to graduate from the District but would be eligible in their previous district, and after all alternatives have been considered, the previous and current District will coordinate the receipt of a diploma from the previous district.

District Policy History:

First reading: _____ Last revised: _____
 Second reading/adopted: _____ Reviewed/reaffirmed: _____
 Other district policy history: _____

Legal References:

RSA 110-D, Interstate Compact on Educational Opportunity for Military Children
 RSA 110-E, Military-Connected Students
 RSA 193:12, III-a Legal Residence Required
 RSA 194-D, XI Open Enrollment Schools

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IMMUNIZATIONS OF STUDENTS*Category: Recommended**Related Policies: EBCF, EBCG, JFABD, JFAM,
JLC & JLCA***ADOPTION/REVISION NOTES –**

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- (a) *USER SUGGESTION – Because of ADA compliance requirements, and other technological restrictions, some intended formatting does not appear on sample policies available through the NHSBA main policy database page. For MS Word versions of the samples (after 2008), we recommend accessing samples through the “Previous Policy Updates” link on the bottom of the NHSBA policy homepage. The password is the same as for the main policy database page.*
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- (d) *General – **{**}** indicates a reference to another NHSBA sample policy. A district should check its own current policies and codes to assure internal consistency.*
- (e) *General – Withdrawn & earlier versions of revised policies should be maintained separately as part of the permanent records of the District.*

- A. Immunizations Required.** Any child being admitted to the District must present written documentation of meeting the then current New Hampshire immunization requirements, unless exempted for medical reasons under RSA 141-C:20-c, or for religious reasons as provided in paragraph D of this policy. All immunizations must meet minimum age and interval requirements for each vaccine. A 4-day grace period is allowed; however, live attenuated vaccines (e.g., MMR, Varicella, nasal influenza vaccine, etc.) that are not administered on the same day must be administered at least 28 days apart.

The District will notify parents/guardians of immunization requirements at the earliest possible date, so that the necessary plans can be made with the healthcare provider or other medical resources to accomplish this standard prior to a child being admitted to school.

- B. Conditional Enrollment.** A child who has not met the immunizations requirements of paragraph A, above, may be "conditionally" enrolled and allowed to attend school when the parent/guardian provides:

1. Documentation of at least one dose for each required vaccine; AND
2. The appointment date for the next dose of required but incomplete vaccine.

The appointment date referred to in B.2, above, shall serve as the exclusion date if the child does not keep the scheduled appointment. Conditional enrollment shall not be extended to the next school year for the same dose of vaccine.

IMMUNIZATIONS OF STUDENTS

- C. **Homeless Students and Unaccompanied Youth.** Pursuant to the McKinney-Vento Act and Board Policy **{**}**JFABD, homeless students and/or unaccompanied youth, may enroll and attend school while the Homeless Liaison works with the family/student to obtain examinations or documentation of the same.
- D. **Military Children and Military Connected Students.** Pursuant to the Interstate Compact on Educational Opportunity for Military Children (RSA 110-D:5, III) and Board Policy **{**}**JFAM, immunization(s) (or for a series of immunizations, the initial vaccination(s)) shall be obtained within 30 days from the date of the military child/military connected student's enrollment, or within a time frame determined under the rules of the Interstate Commission.
- E. **Health and Religious Exemptions.**
1. **Medical Exemption.** A student shall be exempted from the above immunization requirements if he/she presents written documentation in accordance with RSA 141-C:20-c, I from his/her physician that immunization will be detrimental to his/her health. An exemption under this paragraph shall apply only to the specific immunization referenced in the physician's written statement, and will continue for the greater of one year or the length of time stated in the physician's statement.
 2. **Religious Exemption.** In accordance with RSA 141-C:20-c, II, a child will be excused from immunization for religious reasons, upon receipt of a statement, signed by the child's parent/guardian, stating that the child has not been immunized because of religious beliefs.

In the event of an outbreak, students who have been exempted from immunization requirements will be excluded from school for a period of time, to be established after consultation with the NH Dept. of Health & Human Services (NHDHHS), if such students are considered to be at risk for the disease or virus that they have not been immunized against.

- F. **Records.** The school nurse, principal or designee trained in state immunization requirements is responsible for documenting that all students have been immunized prior to school entrance in accordance with RSA 141-C:20-a, or that one of the circumstances described in paragraphs B-D, above apply.

The Superintendent shall assure that the District maintains immunization records in accordance with NHDHHS regulations.

District Policy History:

First reading: _____ Last revised: _____
 Second reading/adopted: _____ Reviewed/reaffirmed: _____
 Other district policy history: _____

Legal References:

RSA 110-D:5, III, Educational Records and Enrollment
 RSA 141-C:20-a, Immunization
 RSA 141-C:20-c, Exemptions

IMMUNIZATIONS OF STUDENTS

RSA 141-C:20-d, Exclusion During Outbreak of Disease

RSA 200:38, Control and Prevention of Communicable Diseases: Duties of School Nurse

N.H. Dept. of Ed., Admin. Rule Ed 311.01, Immunization Program

N.H. Dept. of Health & Human Services, Admin. Rule He-P 301, Communicable Diseases

42 U.S.C. § 11432(g)(3)(C)(iii) - McKinney-Vento Act

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

When adopting this sample or variation of the same, a district should not include the NHSBA history or NHSBA policy notes appearing below. The district should, to the extent possible, include its own adoption/revision history, as well as the legal references and disclaimer as indicated above.

NHSBA history: Revised – August 2022, June 2020, February 2007, November 1999, July 1998

NHSBA revision notes, August 2022, NHSBA revised JLCB due to an amendment to RSA 141-C:20-c that removes the requirement that a parent's request for a religious exemption to immunizations required for school attendance be notarized by deleting the word notarized under Section E-2. Additionally, a new paragraph D was included to reflect a 30 day window for proof of immunizations for children of military families under RSA 110-D. See also sample policy JFAM. **June 2020,** NHSBA revised JCLB to include clarification of statutory exemptions and add exceptions under the McKinney-Vento Act for homeless children or unaccompanied youth.

w/p-update/2022-U2 Fall/JLCB Immunizations of Students 2022-U2 (F)

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JHCB – Immunizations of Students

The school nurse shall ensure that all students shall be immunized prior to school entrance in accordance with current state rules and regulations.

Category: P

1st Read: September 6, 2022

2nd Read:

Adopted:

KEC - RECONSIDERATION OF INSTRUCTIONAL MATERIALS

(Download policy)

Category: Recommended

Persons not in agreement with the school on its selection of books or other instructional material and who wish a particular book or material to be reviewed must submit to the Principal a "Request for Reconsideration of Instructional Materials." The request forms are available at the school office.

The Principal, upon receipt of a "Request for Reconsideration" will acknowledge receipt to the complainant and list anticipated steps to be taken. The Principal will then notify the Book Review Committee and schedule meetings necessary to review the complaint and to write a report.

The final report will be forwarded to the complainant and the Superintendent of Schools. If the complainant is dissatisfied, the next step is to submit the request to the Superintendent of Schools for action. If the complainant does not accept the Superintendent's decision, the complainant may request a review by the School Board, whose decision will be final.

During the investigation the instructional material will remain in use unless a Selection Committee votes to remove or restrict the material until a final decision is made.

Appendix KEC-R

Reviewed: October 2004

Revised: July 1998

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KEC– Instructional and Educational Media

Statement of Intent

It is the policy of the ConVal School Board to require that curricular and instructional materials be chosen on the basis of their educational value and alignment with the curricular framework of the District. Supplemental educational and instructional materials, such as library media, other textbooks, digital resources, books and other reading or audio-visual material [all collectively referred to as “Educational media”] shall be chosen on the basis that they are of broad interest or enlightenment of all students in the community.

Educational media shall not be excluded because of the race, nationality, political, or religious views of the writer/creator or of its style and language. Every effort will be made to provide materials that present all points of view concerning the problems and issues of our times, international, national, and local, and educational media of sound factual authority shall not be digitally blocked, prescribed or removed from library shelves or classrooms because of partisan, doctrinal approval or disapproval. Notwithstanding such, the District shall be under no obligation for provide direct access to all known educational media but shall instead assist students with gaining access to appropriate and sufficient educational resources.

The School Board has approved principles governing the selection of all educational media, including library media and has established policies pertaining to the selection process. However, the Board wishes to amplify its principles on the selection of educational media and other materials which present controversial topics or which for other reasons might be challenged:

Material that is challenged usually belongs to one of the three basic categories: religion, ideology, or profanity/obscenity. Board policies regarding these areas shall be as follows:

- Religion—factual, unbiased material on all major religions has a place in school libraries.
- Ideologies—libraries should, with no thought toward swaying reader judgment, make available a balanced collection of primary and factual material, on the level of their students, on various ideologies or philosophies that exert or have exerted a strong force, either favorably or unfavorably, in government, current events, politics education, and other phases of life.
- Profanity/obscenity—materials shall be subjected to a test of literary merit and reality by media specialists and teachers who will take into consideration the maturity of students and the standards of the community.

Right to Criticize Educational media and the use of alternative media

Criticism of a book or other materials used in the schools may be expected from time to time. In such instances:

- The Board recognizes the right of an individual parent to request that his own child not read a given book or view a certain educational media. When such a request is presented, the teacher and/or school administrator should resolve the situation, perhaps by arranging for use of alternative educational media meeting essentially the same instructional purpose. This does not apply, however, to basic program texts and specific instructional materials that are part of the curriculum. The process to follow in the circumstance where a Parent, Guardian or adult student wishes to take exception to specific course material is set forth in Policy IGE.
 - The Board shall not permit any individual or group to exercise censorship over educational media, instructional materials or library collections, but recognizes that at times a reevaluation of the educational value of certain material may be desirable. Should an individual or group ask to have any form of educational media withdrawn from school use:
 - The Board shall not permit any individual or group to exercise censorship over educational media, instructional materials or library collections, but recognizes that at times a reevaluation of the educational value of certain material may be desirable. Should an individual or group ask to have any form of educational media withdrawn from school use:
1. District residents not in agreement with a school on its selection of educational media and who wish a particular item of educational media to be reviewed must submit to the Principal a "Request for Reconsideration of Educational Media." The request forms shall be available at the school office.
 2. The Principal, upon receipt of a "Request for Reconsideration" will acknowledge receipt to the complainant and list anticipated steps to be taken. The Principal may form a building level Educational Media Review Committee and schedule meetings necessary to review the complaint and to write a report and recommendation to the Superintendent as to whether removal is warranted, and if so, the reason(s) why the item should be removed or blocked from use. In the alternative, the Principal may elect to review the request and author the report and recommendation to the Superintendent. During the review process the educational media will remain in use unless the Principal or Superintendent elects to remove or restrict the material until a final decision is made.
 3. A copy of the report shall be provided to the requestor. The report and recommendation shall be based on the points offered above, as well as, the principles governing the selection of all instructional materials and educational media. Additionally, the Board wishes to emphasize that:
 - Educational media shall not be excluded because of the writer's race or nationality or his political or religious views.
 - That the value of any educational media shall be judged as a whole, taking into account the purpose of the material, rather than individual, isolated expressions or incidents in the work.

4. The Superintendent or his designee shall review the request and the report and recommendation, and shall render a decision in the matter. Should the solution be unsatisfactory to the Requestor, he/she may appeal the decision to the Board, within 10 days of receipt of the Superintendent's decision.

In summary, the Board assumes final responsibility for all educational media and instructional materials it makes available to students; it holds its professional staff accountable for their proper selection. It recognizes rights of individual parents with respect to controversial materials used by their own children; and it will provide for the reevaluation of electronic media upon formal request. On the other hand, students' right to learn and the freedom of teachers to teach shall be respected.

Category: Recommended

1st Read: July 23, 2019

2nd Read: August 20, 2019

Adopted: August 20, 2019

< KEB - Public Complaints About School Personnel, Employees, Students, or Administration

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

(<https://schoolboard.convalsd.net/district-policies/k-school-community-relations/ked-facilities-or-services-grievance-procedure-section-504/>)

IJL – Library Collection Development (Original)

The ConVal Regional School District, in partnership with its member communities, will inspire all learners to achieve academically, contribute to the global community, and thrive as independent and productive citizens. To this end, the mission of the ConVal School District is to provide a diverse collection of educational and library materials and services to meet the educational, curricular, informational, recreational, and cultural needs of the school community.

The responsibilities of the Library Media Center include providing materials to support, supplement, and enrich curriculum, by providing a wide range of viewpoints that reflect our school community's informational needs and interests. The ConVal School District Library Media Centers follow the guidelines set forth in the Library Bill of Rights and the Freedom to Read Statement. These documents affirm the rights of ConVal students and staff to free and convenient access of ideas, information, and creative expression.

Responsibility for Selection

Responsibility for the selection of instructional and library materials has been delegated to the professional staff of the district. Selection and acquisition of materials reflect the thought and consideration of trained professionals, as well as community values and needs. The staff, in cooperation and consultation with the administration, faculty, student body, parents, and interested residents of the ConVal district, shall select materials in meeting the standards and curriculum for the information and literacy needs of the users.

Selection Objectives

The ConVal School District shall provide materials that:

1. Enrich and support the curriculum, taking into consideration the varied interest, abilities, and maturity levels of the students served;
2. Will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards;
3. Provide a background of information that will enable students to make intelligent judgments in their daily lives;
4. Provide materials on opposing sides of controversial issues so that students may develop, with guidance, the practice of critical analysis of all media;
5. Provide materials representative of the many religious, ethnic, and cultural groups and their contributions to our American heritage;

6. Place principle above personal opinion and reason above prejudice in the selections of materials of the highest quality in order to ensure a comprehensive collection, appropriate for the users.

Criteria for Selection

Materials will be evaluated by the following criteria as they apply. Materials shall:

1. Support and be consistent with the educational goals and teaching strategies of the ConVal School District;
2. Support curriculum as well as national, state, and district standards;
3. Support and be consistent with the objectives of specific courses;
4. Be relevant to today's world, current and up to date;
5. Be appropriate for the subject area or theme, and for the age, reading level, diverse learning styles, and social development of those for whom the materials are selected;
6. Include fiction materials that have literary merit and nonfiction that is current and accurate;
7. Be created by competent authors and producers;
8. Represent differing viewpoints on controversial issues with the goal of providing a balance in the collection;
9. Have a physical format and appearance suitable for their intended use;
10. Encourage higher level thinking skills;
11. Encourage lifelong learning and self-education;
12. Represent a variety of formats with efforts to incorporate emerging technologies.

Selection Process

During the selection process the existing collection shall be evaluated and assessed for curricular and recreational needs. Professionally prepared selection tools and other appropriate sources will be used in the process of adding to the collection. These selection tools may include, but not be limited to, the following:

Professional reviews from reputable sources, including but not limited to professional journals and national awards lists;

Recommendations for purchases from library media specialists, teachers, administrators, parents, and students.

Special Selection Considerations

Gifts to the school or the library may be accepted if they meet the criteria established for the selection of all instructional materials. If the gift is a monetary one, items will be acquired based on the same criteria set forth in this selection policy.

Challenged Materials

Persons not in agreement with the selection of library materials, and who wish for the review of a specific item, must submit a Request for Reconsideration of Library Materials to the building principal.

- Only residents of the ConVal School District shall have the right to challenge the validity of any library or instructional materials.
- All matters of concern regarding the use of instructional materials shall be reported to the school principal. The Assistant Superintendent shall be made aware of the concern.
- The resident expressing concern will be contacted in order to discuss the matter and attempt to resolve the issue informally, either by explaining the District policy or providing an alternative assignment or material to the resident's child.
- Administration may schedule a meeting with the resident and staff member(s) involved with the selection/use of the materials in question in order to review the selection criteria and intended use.
- If it is determined by administration that the material does meet criteria and intended use as defined by this policy, but the concern is still unresolved, the resident shall be supplied with a packet of materials consisting of the District's instructional goals and objectives, and materials selection policy statement and support documents. They will also be advised of the procedure for handling formal reconsideration. This packet shall also include a standard form, which shall be completed and returned before formal reconsideration will be given.
- If the formal request for reconsideration has not been received by administration within two weeks, it shall be considered closed. If the request is returned, the appropriate staff shall re-establish the reasons for selection of the specific work.
- No material under reconsideration shall be removed pending a final decision. In the interim, however, access to the materials can be restricted for the child(ren) of a parent making the request.
- Upon receipt of a completed Request for Reconsideration Form, the administration shall inform the Superintendent and request the establishment of a Review Committee.
- Committee members will represent impartial key stakeholders from the learning community. At a minimum, the committee shall consist of a Principal or Assistant Principal, a teacher, a library media specialist, two parents, and a school board representative. The Superintendent, at his/her discretion, may choose to appoint additional members.

- The committee shall be provided with the request for reconsideration and will:
- Read and/or examine the materials referred to it;
- Check the general acceptance of the materials by reading reviews;
- Weigh values and faults against each other and form opinions based on the materials as a whole and not on passages, statements, or images pulled out of context;
- Meet to discuss the material and prepare a report containing their recommendation on the disposition of the matter;
- File a copy of the report in the specific school and administrative offices; and
- Notify the resident of the decision and provide a copy of the committee's report.
- If still not satisfied, the resident may appeal the committee's decision to the Superintendent who shall review the report, materials provided to the committee, and the material under reconsideration.
- Should the Superintendent uphold the committee's decision, the resident may file a final appeal to the School Board. He/she will:
- Present a written notice of appeal of the School Board through the Superintendent;
- Attach a copy of the original written request and a copy of the committee's report;
- Request a hearing date with the School Board.

Collection Maintenance

The professional staff will evaluate the collection on a continuing basis to identify materials in need of repair, replacement, or withdrawal. The following criteria are considered when withdrawing materials:

1. Physical condition – materials are worn, torn, or spoiled, or if pages or parts are missing or have significant defect as to destroy the overall value;
2. Timeliness of information – materials contain information that is out of date, factually inaccurate, or if the illustrations are outmoded or perpetuate sexual, racial, or cultural stereotypes;
3. Technical quality – if non-print, the materials are visually poor or faded, and when sound reproduction is faulty or inferior;
4. Duplication – multiple copies of the same title that are no longer circulating;
5. Space – physical and shelf space to store older materials.

Disposal of Withdrawn Materials

Any materials withdrawn may be donated to a nonprofit institution, or sold or donated to staff, students, or community members. Materials deemed unusable will be disposed of.

Resource Sharing

Resource sharing currently occurs with all libraries in the district. The school libraries and the public libraries within the district also work together to support each other through a variety of resource sharing methods. The participating libraries will establish procedures and protocols for resource sharing.

Legal Reference:

NH School Minimum Standards Ed 306.08 Instructional Resources

Category: R

1st Read: February 4, 2013

2nd Read: March 4, 2013

Adopted: March 4, 2013

IJL – Library Collection Development (DRAFT Revisions)

The ConVal Regional School District, in partnership with its member communities, will inspire all learners to achieve academically, contribute to the global community, and thrive as independent and productive citizens. To this end, the mission of the ConVal School District is to provide a diverse collection of educational and library materials and services to meet the educational, curricular, informational, recreational, and cultural needs of the school community.

The responsibilities of the Library ~~Media Center~~ include providing materials to support, supplement, and enrich curriculum, by providing a wide range of viewpoints that reflect our school community's informational needs and interests. The ConVal School District ~~Libraries y Media Centers~~ follow the guidelines set forth in the [Library Bill of Rights](#) and the [Freedom to Read Statement](#). These documents affirm the rights of ConVal students and staff to free and convenient access of ideas, information, and creative expression.

Responsibility for Selection

Responsibility for the selection of ~~instructional and~~ library materials ~~rests with~~ ~~has been delegated to~~ the professional staff of the district. Selection and acquisition of materials reflect the thought and consideration of trained professionals, as well as ~~school and~~ community values and needs. ~~The staff, in cooperation and consultation with the administration, faculty, student body, parents, and interested residents of the ConVal district, shall select materials that meet in meeting the standards and curriculum for the information and literacy needs of the users.~~

Selection Objectives

The ConVal School District shall provide materials that:

1. Enrich and support the curriculum, taking into consideration the varied interests, abilities, and maturity levels of the students served;
2. Will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards;
3. Provide ~~materials resources a background of information~~ that will enable students to make ~~informed decisions~~ intelligent judgments in their daily lives;
4. Provide materials ~~on opposing sides of controversial issues~~ so that students may develop, ~~with guidance,~~ the practice of critical analysis of all media;

5. Provide materials representative of the diverse cultures, experiences, and identities; many religious, ethnic, and cultural groups and their contributions to our American heritage;
6. Place principle above personal opinion and reason above prejudice in the selections of materials of the highest quality in order to ensure a comprehensive collection, appropriate for the users.

Criteria for Selection

Materials will be evaluated by the following criteria as they apply. Materials shall:

1. Encourage a love of reading, self-education, and lifelong learning;
2. Support the and be consistent with the educational goals, objectives, and teaching strategies of the ConVal School District;
3. Support curriculum as well as national, state, and district standards;
4. Support and be consistent with the objectives of specific courses;
5. Be relevant to today's world, current and up to date;
6. Be appropriate for the subject area or theme, and for the age, reading level, diverse learning needs, styles, and social development of those for whom the materials are selected;
7. Include fiction materials that have literary merit and nonfiction that is current and accurate;
8. Be created by competent authors and producers;
9. Represent differing viewpoints on controversial issues with the goal of providing a balance in the collection;
10. Have a physical format and appearance suitable for their intended use;
11. Encourage higher-level thinking skills;

~~Encourage lifelong learning, and self-education, and a love of reading;~~

12. Represent a variety of formats in an with effort to incorporate emerging technologies.

Selection Process

1. During the selection process, the existing collection shall be evaluated and assessed for literary, curricular, and recreational needs. Professionally prepared selection tools and other appropriate sources will be used in the process of adding to the collection. These selection tools may include, but not be limited to, the following:
2. Professional Reviews from reputable sources, including but not limited to professional journals and national awards lists;

3. Recommendations for purchases from library media specialists, teachers, administrators, parents, and students.

Special Selection Considerations

Gifts to the school or the library may be accepted if they meet the criteria established for the selection of all library instructional materials. If the gift is a monetary one, items will be acquired based on the same criteria as set forth in this selection policy.

Challenged Materials

Residents of the ConVal School District who are not in agreement with an item in the selection of library collection materials, and who wish to have the item reviewed, must follow the reconsideration of library materials process as outlined below. No material under reconsideration shall be removed pending a final decision. In the interim, however, access to the materials can be restricted for the child(ren) of a parent making the request. submit a Request for Reconsideration of Library Materials to the building principal.

- Only residents of the ConVal School District shall have the right to challenge the validity of any library or instructional materials.
1. All matters of concern regarding an item in the library's collection or the use of library instructional materials shall be reported to the school principal. The Assistant Superintendent and school library media specialist shall be made aware of the concern within five (5) business days.
 2. The school principal will contact the resident expressing concern and attempt to resolve the issue informally, either by explaining the District policy or providing an alternative assignment or material to the resident's child.
 3. Administration may schedule a meeting with the resident and staff member(s) involved with the selection/use of the item materials in question in order to review the selection criteria and process as well as its intended use.
 4. If it is determined by administration that the item material does meet criteria and intended use as defined by this policy, but the concern remains unresolved, the resident shall be supplied with a packet of materials consisting of the District's library instructional goals and objectives, and library materials selection policy statement, and support documents. They will also be advised of the procedure for handling formal reconsideration. This packet shall also include a Request for Reconsideration Form, which shall be completed and returned before formal reconsideration will be given.

5. If the formal request for reconsideration has not been received by the Assistant Superintendent administration within 10 business days two weeks, the item review it shall be considered closed. If the request is returned, the appropriate staff shall re-establish the reasons for selection of the specific work.

~~No material under reconsideration shall be removed pending a final decision. In the interim, however, access to the materials can be restricted for the child(ren) of a parent making the request.~~

6. Upon receipt of a completed Request for Reconsideration Form, the Assistant Superintendent administration shall inform the Superintendent and request the establishment of establish a Reconsideration Review Committee.
7. ~~Committee members will represent impartial key stakeholders from the learning community.~~ At a minimum, the committee shall consist of the Assistant Superintendent, a Principal or Assistant Principal, a teacher, a library media specialist, two parents (other than the requesting resident), and a school board representative from the education committee. The Assistant Superintendent, at their his/her discretion, may choose to appoint additional members.
8. The committee shall be provided with the request for reconsideration and will:
- Read and/or examine the materials referred to it;
 - Check the general acceptance of the materials by reading reviews;
 - Weigh values and faults against each other and form opinions based on the materials as a whole and not on passages, statements, or images pulled out of context;
 - Meet to discuss the material and prepare a report containing their decision recommendation on the disposition of the matter;
 - File a copy of the report in the specific school and administrative offices.
9. The Assistant Superintendent shall nNotify the resident of the decision and provide a copy of the committee's report.
10. ~~If still not satisfied,~~ the resident may appeal the committee's decision in writing to the Superintendent within five (5) business days. The Superintendent who shall review the report, relevant materials materials provided to the committee, and the item material under reconsideration.
11. Should the Superintendent uphold the committee's decision, the resident may file a final appeal to the School Board. TheyHe/she will:
- Present a written notice of appeal within the five (5) business days of the School Board through the Superintendent;
 - Attach a copy of the original written request and a copy of the committee's report;
 - Request a hearing date with the School Board.

- d. The School Board shall review the report, relevant materials, and the item under reconsideration.

Collection Maintenance

The library media specialists professional staff will evaluate the collection on a continuing basis to identify materials in need of repair, replacement, or withdrawal. A variety of ~~The following criteria is~~ are considered when withdrawing materials, including:

1. Physical condition – materials are worn, torn, or spoiled, or if pages or parts are missing or have significant defects that significantly reduce ~~as to destroy~~ the overall value;
2. Timeliness of information – materials contain information that is out of date, factually inaccurate, or contain ~~if the representations illustrations~~ that are outmoded or perpetuate sexual, racial, or cultural stereotypes;
3. Technical quality – if non-print, the materials ~~whose visual and/or audio quality has deteriorated are visually poor or faded, and when sound reproduction is faulty or inferior;~~
4. Duplication – multiple copies of the same title that are no longer circulating;
5. ~~Space – physical and shelf space to store older materials;~~
6. Circulation History - materials are no longer circulating or of interest.

Disposal of Withdrawn Materials

Any materials withdrawn may be donated to a nonprofit institution, or sold or donated to staff, students, or community members. Materials deemed unusable will be disposed of.

Resource Sharing

Resource sharing currently occurs with all libraries in the district. The school libraries and the public libraries within the district also work together to support each other through a variety of resource-sharing methods. The participating libraries will establish procedures and protocols for resource sharing.

Legal Reference:

NH School Minimum Standards Ed 306.08 Instructional Resources

Category: R

1st Read: February 4, 2013

2nd Read: March 4, 2013

Adopted: March 4, 2013

IJL – Library Collection Development

(Revised, clean)

The ConVal Regional School District, in partnership with its member communities, will inspire all learners to achieve academically, contribute to the global community, and thrive as independent and productive citizens. To this end, the mission of the ConVal School District is to provide a diverse collection of educational and library materials and services to meet the educational, curricular, informational, recreational, and cultural needs of the school community.

The responsibilities of the Library include providing materials to support, supplement, and enrich curriculum, by providing a wide range of viewpoints that reflect our school community's informational needs and interests. The ConVal School District Libraries follow the guidelines set forth in the [Library Bill of Rights](#) and the [Freedom to Read Statement](#). These documents affirm the rights of ConVal students and staff to free and convenient access of ideas, information, and creative expression.

Responsibility for Selection

Responsibility for the selection of library materials rests with the professional staff of the district. Selection and acquisition of materials reflect the thought and consideration of trained professionals, as well as school and community needs.

Selection Objectives

The ConVal School District shall provide materials that:

1. Enrich and support the curriculum, taking into consideration the varied interests, abilities, and maturity levels of the students served;
2. Will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards;
3. Provide materials that will enable students to make informed decisions;
4. Provide materials so that students may develop the practice of critical analysis;
5. Provide materials representative of diverse cultures, experiences, and identities;
6. Place principle above personal opinion and reason above prejudice in the selections of materials of the highest quality in order to ensure a comprehensive collection, appropriate for the users.

Criteria for Selection

Materials will be evaluated by the following criteria as they apply. Materials shall:

1. Encourage a love of reading, self-education, and lifelong learning;
2. Support the educational goals, objectives, and teaching strategies of the ConVal School District;
3. Support curriculum as well as national, state, and district standards;
4. Be relevant to today's world, current and up to date;

5. Be appropriate for the age, reading level, diverse learning needs, and development of those for whom the materials are selected;
6. Include fiction materials that have literary merit and nonfiction that is current and accurate;
7. Represent differing viewpoints with the goal of providing a balance in the collection;
8. Have a format and appearance suitable for their intended use;
9. Encourage higher-level thinking skills;
10. Represent a variety of formats in an effort to incorporate emerging technologies.

Selection Process

1. During the selection process, the existing collection shall be evaluated and assessed for literary, curricular, and recreational needs. Professionally prepared selection tools and other appropriate sources will be used in the process of adding to the collection. These selection tools may include, but not be limited to, the following:
2. Reviews from reputable sources, including but not limited to professional journals and national awards lists;
3. Recommendations for purchases from library media specialists, teachers, administrators, parents, and students.

Special Selection Considerations

Gifts to the school or the library may be accepted if they meet the criteria established for the selection of all library instructional materials. If the gift is a monetary one, items will be acquired based on the same criteria as set forth in this selection policy.

Challenged Materials

Residents of the ConVal School District, who are not in agreement with an item library collection and wish to review that item, must follow the reconsideration of library materials process as outlined below. No material under reconsideration shall be removed pending a final decision. In the interim, however, access to the materials may be restricted for the child(ren) of a parent making the request.

1. All matters of concern regarding an item in the library's collection shall be reported to the school principal. The Assistant Superintendent and school library media specialist shall be made aware of the concern within five (5) business days.
2. The school principal will contact the resident to discuss the matter and explain the District policy.
3. Administration may schedule a meeting with the resident and staff member(s) involved with the selection of the item in question in order to review the selection criteria and process as well as its intended use.
4. If the concern remains unresolved, the resident shall be supplied with a packet of materials consisting of: the District's library goals and objectives, library materials selection policy statement, and support documents. They will also be advised of the procedure for handling formal reconsideration. This packet shall also include a Request for Reconsideration Form which shall be completed and returned before formal reconsideration will be given.

5. If the formal request for reconsideration has not been received by the Assistant Superintendent within ten (10) business days, the item review shall be considered closed.
6. Upon receipt of a completed Request for Reconsideration Form, the Assistant Superintendent shall inform the Superintendent and establish a Reconsideration Committee.
7. At a minimum, the Reconsideration Committee shall consist of the Assistant Superintendent, a Principal or Assistant Principal, a teacher, a library media specialist, two parents (other than the requesting resident), and a school board representative from the Education Committee. The Assistant Superintendent, at their discretion, may choose to appoint additional members.
8. The committee shall be provided with the request for reconsideration and will:
 - a. Read and/or examine the materials referred to it;
 - b. Check the general acceptance of the materials by reading reviews;
 - c. Weigh values and faults against each other and form opinions based on the materials as a whole and not on passages, statements, or images pulled out of context;
 - d. Meet to discuss the material and prepare a report containing their decision on the disposition of the matter;
 - e. File a copy of the report in the specific school and administrative offices.
9. The Assistant Superintendent shall notify the resident of the decision and provide a copy of the committee's report.
10. The resident may appeal the decision in writing to the Superintendent within five (5) business days. The Superintendent shall review the report, relevant materials, and the item under reconsideration.
11. Should the Superintendent uphold the decision, the resident may file a final appeal to the School Board. They will:
 - a. Present a written notice of appeal within five (5) business days;
 - b. Attach a copy of the original written request and a copy of the committee's report;
 - c. Request a hearing date with the School Board.
 - d. The School Board shall review the report, relevant materials, and the item under reconsideration.

Collection Maintenance

The library media specialists will evaluate the collection on a continuing basis to identify materials in need of repair, replacement, or withdrawal. A variety of criteria are considered when withdrawing materials, including:

1. Physical condition – materials are worn, torn, or spoiled, or if pages or parts are missing or have significant defects that significantly reduce the overall value;
2. Timeliness of information – materials contain information that is out of date, factually inaccurate, or contain representations that are outmoded or perpetuate sexual, racial, or cultural stereotypes;
3. Technical quality – if non-print, the materials whose visual and/or audio quality has deteriorated;
4. Duplication – multiple copies of the same title that are no longer circulating;

5. Circulation History - materials are no longer circulating or of interest.

Disposal of Withdrawn Materials

Any materials withdrawn may be donated to a nonprofit institution, or sold or donated to staff, students, or community members. Materials deemed unusable will be disposed of.

Resource Sharing

Resource sharing currently occurs with all libraries in the district. The school libraries and the public libraries within the district also work together to support each other through a variety of resource-sharing methods. The participating libraries will establish procedures and protocols for resource sharing.

Legal Reference:

NH School Minimum Standards Ed 306.08 Instructional Resources

Category: R

1st Read: February 4, 2013

2nd Read: March 4, 2013

Adopted: March 4, 2013

PARENTAL OBJECTIONS TO SPECIFIC COURSE MATERIAL

Category: *Priority/Required by Law*Related policies: *IHAM & KEC***ADOPTION/REVISION NOTES –***Text between the highlighted lines “~~~~”, and highlights in this sample should be removed prior to adoption.*

- (a) *General – As with all sample policies, NHSBA recommends that each district carefully review this sample prior to adoption/revision to assure suitability with the district’s own specific circumstances, internal coding system, current policies, and organizational structures.*
- (b) *Highlighted language or blank, underscored spaces indicate areas which Boards should review, change or complete to reflect local personnel titles, internal/ external policy references, duty assignments etc.*
- (c) *{**} indicates a reference to another NHSBA sample policy. A district should check its own current policies and codes to assure internal consistency.*
- (d) *Withdrawn & earlier versions of revised policies should be maintained separately as part of the permanent records of the District.*

The Board recognizes that there may be specific course materials which some parents/guardians find objectionable.

In the event a parent/guardian finds specific course material objectionable, the parent/guardian may notify the building Principal of the specific material to which they object and request that the student receive alternative instruction, sufficient to enable the child to meet state requirements for education in the particular subject area. This notification and request shall be in writing.

The building Principal and the parent/guardian must mutually agree to the alternative instruction. The alternative instruction agreed upon must meet state requirements for education in the particular subject area.

School District staff will make reasonable efforts, within the scope of existing time, schedules, resources and other duties, to accommodate alternative instruction for the student. Alternative instruction may be provided by the school through approved independent study, or through another method agreed to by the parent/guardian and the building Principal. Any cost associated with the alternative instruction shall be borne by the parent/guardian.

Nothing in this policy shall be construed as giving parents/guardians the right to appeal to the School Board.

Parents/guardians who wish for particular instructional material be reviewed for appropriateness may submit a request for review in accordance with Board policy **{**}**KEC.

In accordance with the federal Protection of Pupil Rights statute, as a School District that receives federal Department of Education funds, the Superintendent shall develop procedures to allow parent/guardian of a student to inspect any instructional material used as part of the educational

PARENTAL OBJECTIONS TO SPECIFIC COURSE MATERIAL

curriculum for the student. The procedures will provide reasonable access to instructional material within a reasonable period of time after the request is received.

NOTE regarding human sexuality and human sexual education: In addition to the protections under this policy, per RSA 186:11-c and Board policy {**}IHAM, parents/guardians are afforded additional affirmative rights with respect to instruction of human sexuality or human sex education, including, among other things, the right to receive a minimum of 2 weeks advance notice of all materials to be used with respect to such instruction.

District Policy History:

First reading: _____

Second reading/adopted: _____

District revision history:

Legal References:

RSA 186:11, IX-b & IX-c State Board of Education; Duties.
20 U.S.C §1232h, (c)(1)(C), Protection of pupil rights
RSA 193:40, Prohibition on Teaching Discrimination

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

When adopting this sample or variation of the same, a district should not include the NHSBA history or NHSBA policy notes appearing below. The district should, to the extent possible, include its own adoption/revision history, as well as the legal references and disclaimer as indicated above.

NHSBA history: Revised – Sept. 2021, Sept. 2017; New policy – January 2012

NHSBA note, September 2021, revision included (i) reference to RSA 193:40 “Prohibition on Teaching Discrimination” enacted in 2021, (ii) modifying language regarding minimum state standards to track language of 186:11, IX-c; (iii) addition of related policies; and (iv) revising provision regarding human sexual education; **September 2017,** The 2017 update adds new second paragraph requiring notice to parents and guardians in response to 2017 House Bill 103, Laws of 2017 Chapter 9 which added a requirement that advance notice of no less than two (2) weeks be given of curriculum course material to be used for instruction of human sexuality or human sexual education. The last paragraph applies only for School Districts that receive federal funds administered by the federal Department of Education. It addresses a requirement in the Protection of Pupil Rights Amendment (PPRA), that Local Education Agencies adopt a policy that permits parents to inspect instructional material.

w/p-update/2021-U2 Fall/IGE Parental Objections 2021-U2 (v1)

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PARENTAL OBJECTIONS TO SPECIFIC COURSE MATERIAL

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

IGE – Parental Objections To Specific Course Material

The Board recognizes that there may be specific course materials which some parents/guardians find objectionable.

In the event a parent/guardian finds specific course material objectionable, the parent/guardian may notify the building Principal of the specific material to which they object and request that the student receive alternative instruction, sufficient to enable the child to meet state requirements for education in the particular subject area. This notification and request shall be in writing.

The building Principal and the parent/guardian must mutually agree to the alternative instruction. The alternative instruction agreed upon must meet state requirements for education in the particular subject area.

School District staff will make reasonable efforts, within the scope of existing time, schedules, resources and other duties, to accommodate alternative instruction for the student. Alternative instruction may be provided by the school through approved independent study, or through another method agreed to by the parent/guardian and the building Principal. Any cost associated with the alternative instruction shall be borne by the parent/guardian.

Parents/guardians who wish for particular instructional material be reviewed for appropriateness may submit a request for review in accordance with Board policy KEC.

In accordance with the federal Protection of Pupil Rights statute, as a School District that receives federal Department of Education funds, the Superintendent shall develop procedures to allow parent/guardian of a student to inspect any instructional material used as part of the educational curriculum for the student. The procedures will provide reasonable access to instructional material within a reasonable period of time after the request is received.

NOTE regarding human sexuality and human sexual education: In addition to the protections under this policy, per RSA 186:11-c and Board policy IHAM, parents/guardians are afforded additional affirmative rights with respect to instruction of human sexuality or human sex education, including, among other things, the right to receive a minimum of 2 weeks advance notice of all materials to be used with respect to such instruction.

Legal References:

RSA 186:11, IX-b & IX-c State Board of Education; Duties.

20 U.S.C §1232h, (c)(1)(C), Protection of pupil rights

RSA 193:40, Prohibition on Teaching Discrimination

Related policies: IHAM & KEC

First Read: November 2, 2021

Second Read: November 16, 2021

Adopted: November 16, 2021

District review/revision history:

Category: Priority/Required by Law

< IGDG - Student Activities Fund Management and Fundraising

IHAK - Character and Citizenship Education (<https://schoolboard.convalsd.net/district-policies/ihak-character-and-citizenship-education/>)