

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

CONTOOCOOK VALLEY SCHOOL BOARD

POLICY COMMITTEE MEETING

Tuesday, September 6, 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

1. Call to order

2. Approval of the August 2, 2022 Minutes

3. Policy Review

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

4. 1st Read Read-9/6/2022 School Board Agenda

- BEDH: Public Participation at Board Meetings
- DFGA: Crowdfunding
- EBCG: Communicable & Infectious Diseases
- JCA: Change of School Assignment Best Interests and Manifest Hardship
- JCB: Change of School within ConVal School District Schools
- JLC: Student Health Services
- JLCE: Emergency Care & First Aid
- JHCB: Immunizations of Students

Rescind:

- LCC: Dual Enrollment
 - School Board Agenda, September 6, 2022 to Rescind

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

6. Policy Status Update:

Under review/revision by Administration:

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

Under review by Legal:

- JLCF: Wellness
- IHBA: Evaluation requirements for Children. . .

Under review by Education Committee:

- LC: Relations with Education Research Agencies
 - Under review by administration
- 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:

- Spring Update Items
- JBAB: Transgender Students

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106 Hancock Road
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CONTOOCOOK VALLEY SCHOOL BOARD

POLICY COMMITTEE MEETING

Tuesday, August 2, 2022

6:00 PM

Location: SAU Finch Conference Room

Minutes

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

Members Present: Crista Salamy, Tom Burgess, Katherine Heck, Janine Lesser, Kevin Pobst, Stephen Ullman, Kimberly Saunders

1. Call to order

Crista Salamy called the meeting to order at 6:08 pm.

2. Approval of the July 19, 2022 Minutes

Stephen Ullman moved to approve the minutes of July 19, 2022. Kevin Pobst seconded. Unanimous.

3. Policy Review

- **IJOC: Volunteers**

The confidentiality agreement statement on page five was discussed. In addition, the NHSBA version addresses training on non-discrimination, child abuse prevention and other responsibilities.

Policy GBCE is referenced at the top of page 5; ConVal does not have a policy GBCE.

Add a review date "August 2, 2022" to the bottom of this policy and update the website.

- **IHBB: Programs for Gifted and Talented Students**

ConVal Policy IHBIF should be "Child Find" but it is currently IHBB.

No changes are recommended to the policies with the exception of amending the call letters.

This policy may go for a first read with updated call letters and destroy IGBB.

- **JICI: Dangerous Weapons on School Property**

Legal advice has come in since the time this packet was sent out.

Employees and students can be told that they cannot bring firearms on school property.

A policy exists. It is also in the CVEA that refers to policy.

The recommendation was to leave this policy the same as presented.

Kimberly Saunders will discuss this policy further with legal.

- JLCD: Administration of Medication in Schools

NHBA refers to the Nurse Practice Act and not within ConVal policy. Legal references are missing from the ConVal Policy. The suggestion is to compare and contrast the two policies for legal references and to update the terminology related to glucagon.

- IHBAA: Evaluation Requirements for Children with SPLD (ours is Independent Evaluation)

ConVal's policy is significantly longer. Kimberly Saunders recommended that this go to legal counsel for review.

4. 1st Read Read-8/2/2022 School Board Agenda

- GBCD: Background Investigations
- JICD: Student Conduct

These policies go before the full Board tonight for a first read.

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

None.

6. Policy Status Update:

Under review/revision by Administration:

- EHAC: Electronic & Digital Records

Under review by Legal:

- EBB: Safe Schools
- JCA: Change of Class of School Assignment Best Interests and Manifest Hardship
- JLCF: Wellness
- JLCE: Emergency Care and First Aid
- DFGA: Crowdfunding

Under review by Education Committee:

- LCC: Dual Enrollment
 - Under review by district personnel, the Equity Committee will review.
- LC: Relations with Education Research Agencies
 - Under review by administration
- IKL: Academic Integrity and Honesty

Under review by Budget and Property:

- Capital Plan Policy
- DJE: Bidding Requirements

Under review with Nurses:

- JLC: Student Health Services
- JLCA: Physical Examination of Students
- EBCG: Communicable Diseases

Future Agenda Items:

- Spring Update Items
- JBAB: Transgender Students

- FF: Naming of District Buildings and Facilities and Dedication of Areas

Stephen Ullman motioned to adjourn at 6:33 p.m. Katherine Heck seconded the motion. Unanimous.

Respectfully submitted,

Brenda Marschok

NAMING OF DISTRICT BUILDINGS AND FACILITIES AND DEDICATION OF AREAS

Category: *Optional*

ADOPTION/REVISION NOTES –

Text between the highlighted lines “~ ~ ~ ~”, and highlights in this sample should be removed prior to adoption.

- (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.*
- (b) **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.*
- (c) **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) **{**}** indicates a reference to another NHSBA sample policy. A district should check its own current policies and codes to assure internal consistency.
- (e) **Withdrawn & earlier versions of revised policies** should be maintained separately as part of the permanent records of the District.

A. PURPOSE AND GENERAL POLICY

The purpose of this policy is to establish a process and guidelines for the naming of School District school buildings or facilities, and dedication of areas of buildings or facilities.

The naming of a building or facility, or the designation of an area of a building or facility, is an extraordinary and rare event falling within the authority of the School Board as the District’s governing body. The Board should not consider such actions lightly nor base them on recent notable events.

For purposes of this policy, “buildings and(or) facilities” shall mean and include every school, school district building, [stadium], athletic field, playground, or other real estate owned or leased by the District, or otherwise under the jurisdiction of the School Board.

“Area of buildings or facilities” refers to identifiable spaces/core areas within a building or facility, including but not limited to such spaces as media centers, gymnasiums, auditoriums, hallways, wings, etc.

The Board retains the authority in its sole discretion to name, rename or change, in whole or in part, the name of any building or facility, or the designated name of any area of a building or facility. Such naming, renaming, or changing may be considered at any time the Board so chooses, including, without limitation, naming proposals recommended prior to construction,

NAMING OF DISTRICT BUILDINGS AND FACILITIES AND DEDICATION OF AREAS

when construction is in progress, or after being acquired, by the district.

B. GENERAL GUIDELINES FOR NAMING OF BUILDINGS OR FACILITIES OR FOR DEDICATION OF SPACES.

1. The naming of school buildings or facilities or dedication of building/facility spaces is the ultimate responsibility of the School Board. Individuals or groups may submit a written naming or dedication proposal to the Superintendent. Naming or dedication proposals should include any information relating to the guidelines below, along with any other information the person/group making the proposal deems appropriate to enable the Board to make an informed decision.
2. The Superintendent will place the proposal on a Board^[1 delete fn.] meeting agenda, with his/her ^[the committee's] recommendation as to how to proceed.
3. If the Board determines that further study is required, or if the naming/dedication is at the Board's own initiative, the Board may establish a committee or may delegate to the Superintendent the responsibility of evaluating the proposal, or for determining a process for naming a specific building or facility, or dedicating an area of a building or facility.
4. Whether included in an original proposal or not, the Board will consider required fiscal or personnel resources that might be associated with the naming/renaming or dedication.
5. Before making any final decision regarding naming/renaming or dedication, the Board shall solicit input from the students and staff of the particular building or facility as well as from the public at large.
6. The final decision to name/rename a building or facility, or to dedicate/re-dedicate any building or facility area shall be made by the Board by way of formal resolution, which may simply be an approval of a written proposal or recommendation.

C. GUIDELINES FOR NAMING OF BUILDINGS AND FACILITIES

The School Board recognizes that the official names of district buildings and facilities are vital to the district's public image and must stand the test of time. Accordingly, when selecting names for facilities, the Board will emphasize effective public communication and the honor and integrity that the name will reflect upon the building or facility.

A name for building or facility shall be that of:^[2 delete fn.]

¹ ^[Delete fn.] If a District has a "facilities" or some such committee, the policy could assign the review/recommendation step to that committee.

² ^[Delete fn.] Boards considering using for profit companies for sponsorship or naming rights should consult with private counsel, especially when the facilities to be named were/are constructed or improved with proceeds of tax-exempt bonds or a tax-exempt lease/purchase. Similarly, naming of a building or facility "in consideration" for a financial contribution should be reviewed by counsel to determine and establish a formal understanding/agreement of the extent of the naming rights (e.g., term of years, upkeep, etc.).

NAMING OF DISTRICT BUILDINGS AND FACILITIES AND DEDICATION OF AREAS

1. The community, location, road or street where the public school building is located;
2. A significant and distinguishable landmark or geographical feature which will identify the school's location;
3. An educational practice, concept or aspiration;
4. A deceased person [³delete fn.] who made significant contributions to the nation, the State of New Hampshire, the [Town of ____ {OR if a coop} the ____ District or the town in which the school building/facility is located] taking into account the following criteria:
 - a) Outstanding and exceptional support of and service to or on behalf of public school students or schools;
 - b) Outstanding citizenship and character;
 - c) General service to the community;
 - d) Superior ethical standards; and/or
 - e) Philanthropic or financial contributions made by the person to the school district.

The person shall have been deceased a minimum of ____ years.

5. The mascot of a District school.

D. GUIDELINES FOR DEDICATION OF A BUILDING OR FACILITY AREA

Dedication of spaces or areas in a building or facility may be made using the same criteria for naming of buildings or facilities but may also recognize the outstanding service of a living school district employee, school district official, volunteer or community leader provided a minimum of ____ years has elapsed from the date of completion of service of the person to be honored.

District Policy History:

First reading: _____ Last revised: _____

Second reading/adopted: _____ Reviewed/reaffirmed: _____

Other district policy history: _____

³ [Delete fn.] As with the balance of this policy, the "deceased" requirement is optional. Some districts merely have an "X numbers of years since retirement" option as well.

NAMING OF DISTRICT BUILDINGS AND FACILITIES AND DEDICATION OF AREAS

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: New policy – May 2022.

NHSBA revision notes, May 2022, NHSBA created policy FF in response to multiple requests from member school districts.

w/p-update/2022-U1 Spring/FF Naming of District Buildings and Facilities 2022-U1 (f)

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NAMING OF DISTRICT BUILDINGS AND FACILITIES**AND DEDICATION OF AREAS****A. PURPOSE AND GENERAL POLICY**

The purpose of this policy is to establish a process and guidelines for the naming of School District school buildings or facilities, and naming or dedication of areas of buildings or facilities.

The naming of a building or facility, or the designation of an area of a building or facility falls within the authority of the School Board. The School Board recognizes that the official names of district buildings and facilities are important to the district's identity, and must stand the test of time.

For purposes of this policy, "buildings and facilities" shall mean and include every school, building, stadium, field, playground, or other real estate owned or leased by the district, or otherwise under the jurisdiction of the School Board.

An "area" of a building or facility, refers to identifiable spaces within or adjacent to a building or facility, including but not limited to spaces such as libraries, media centers, gymnasiums, theatres, auditoriums, playgrounds, cafeterias, hallways, wings, etc.

The Board retains the authority in its sole discretion to name, rename, in whole or in part, any building or facility, or name or dedicate any area of a building or facility. Such naming, renaming, or dedication may be considered at any time the Board chooses, including proposals prior to construction, when construction is in progress, or after acquisition by the district.

B. GENERAL GUIDELINES FOR NAMING OF BUILDINGS OR FACILITIES OR FOR DEDICATION OF SPACES.

1. The naming of school buildings or facilities or dedication of building or facility spaces is the ultimate responsibility of the School Board. Individuals or groups may submit a written naming or dedication proposal to the School Board. Naming or dedication proposals should include information relating to the criteria below, along with any other information the person or group making the proposal deems appropriate for the Board's consideration.
2. If the Board determines that a naming or dedication proposal requires further study, or if the naming or dedication is at the Board's initiative, the Board may establish a committee to evaluate the proposal, or to determine a specific process for naming a specific building or facility or dedicating an area of a specific building or facility.
3. The final decision to name or rename a building or facility, or to dedicate or re-dedicate any building or facility area shall be made by the Board by way of formal resolution, which may be approval of a written proposal or Board committee recommendation.

4. In making a naming or dedication decision the Board shall apply the criteria set forth below.

C. CRITERIA FOR THE NAMING OF BUILDINGS, FACILITIES, AND AREAS.

The following four criteria are listed in order of priority.

A name for building, facility, or area shall be derived from or refer to:

1. The community, location, road, or street where the public school building is located;
2. A significant and distinguishable landmark or geographical feature which is associated with the school's location;
3. The mascot of a district school;
4. A deceased person who made significant contributions to the district in which the school building or facility is located, following these criteria:
 - a. Deceased a minimum of ten years;
 - b. Exceptional service to or on behalf of public school students or schools;
 - c. Outstanding citizenship and character;
 - d. Philanthropic or financial contributions made by the person to the school district.

SCHOOL SAFETY

Category: *Priority/Required by Law*Related Policies: *EB, EBCA, EBCB***ADOPTION/REVISION NOTES –**

All text between the highlighted lines “~ ~ ~ ~” above and below, and all highlights within the policy should be removed prior to adoption.

- (a) *Former identical policy ADD is withdrawn with the 2020 Fall Policy Update. For additional notes see “NHSBA revision notes” below.*
- (b) *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. Highlighted language or blank, underscored spaces indicate areas which Boards must change/complete to reflect local personnel titles, 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 and earlier versions of revised policies should be maintained separately as part of the permanent records of the District.*

The Board recognizes that effective learning and teaching takes place in a safe, secure and welcoming environment and that safe schools contribute to improved attendance, increased student achievement and community support. The practice of safety shall be considered a facet of the instructional programming of the District schools by incorporating concepts of safety appropriately geared to students at different grade levels.

The Superintendent shall be responsible for developing and maintaining a comprehensive safety plan for the District, taking into account applicable laws, regulations, Board policies, and best practices. The general safety plan will include the District-wide Crisis Prevention and Response Plan, and site-specific Emergency Response Plan for each school required under Board policy **{**}**EBCA. General areas of emphasis shall include, but not be limited to: in-service training; accident recordkeeping; plant inspection; driver and vehicle safety programs; fire prevention; catastrophe planning; and emergency procedures and traffic safety problems relevant to students and employees.

Each Principal shall be responsible for the supervision and implementation of safety programs in his/her school, inclusive of school busses, school grounds (including playgrounds), during authorized school activities (such as field trips), within school building(s) (including classrooms and laboratories), off school grounds during school sanctioned activities (including, but not limited to, work-based learning and internships), and in the use of online resources.

SCHOOL SAFETY

The Board directs the Superintendent to develop a safe schools plan consistent with applicable law and school board policies. While the plan need not be a single consolidated document, it should include:

1. Procedures that address the supervision and security of school buildings and grounds.
2. Procedures that address the safety and supervision of students during school hours and school-sponsored activities.
3. Procedures that address persons visiting school buildings and attending school-sponsored activities.
4. Training programs for staff and students in crisis prevention and management.
5. Training programs for staff and students in emergency response procedures that include practice fire and all hazard drills as required by law and Board policy **{**}**EBCB.
6. Training programs for staff and students in how to recognize and respond to behavior or other information that may indicate impending violence or other safety problems.
7. Procedures and training to implement employee and work-place safety per Board policy **{**}**EB.
8. Training and support for students that aims to relieve the fear, embarrassment and peer pressure associated with reporting behavior that may indicate impending violence or other safety problems.
9. Procedures for safe, confidential reporting of security and safety concerns at each school building.
10. Procedures for regular assessments by school security/safety professionals and law enforcement officers to evaluate the security needs of each school building and to provide recommendations for improvements if necessary.
11. Procedures for periodic assessments by school climate professionals to determine whether students feel safe and to provide recommendations for improvements in school climate at each district building.
12. Procedures for managing the behavior of children, including, proper training and protocols relative to restraint and seclusions consistent with RSA 126-U and Board policy **{**}**JKAA.
13. Procedures to provide for regular communications between district officials, law enforcement officers, fire department officials, city and county officials and local medical personnel to discuss crisis prevention and management strategies, including involvement by these parties in the development and revision of the District Crisis Prevention and Response Plan, and site-specific Emergency Response Plans per Board policy **{**}**EBCA.

SCHOOL SAFETY

14. Training programs for staff and students in safety precautions and procedures related to fire prevention, natural disaster response, accident prevention, public health, traffic, bicycle and pedestrian safety, environmental hazards, civil defense, classroom and occupational safety, and special hazards associated with athletics and other extracurricular activities.
15. District and building level procedures to assure timely safe schools reporting to law enforcement the N.H. Department. of Education and the School Board as required under RSA 193-D:4.

District Policy History:

First reading: _____

Second reading/adopted: _____

District revision history:**Legal References:**

RSA 193-D, Safe School Zones

RSA 193-F, Pupil Safety and Violence Prevention

RSA 281-A:64, Safety Provisions

N.H. Dept. of Education Administrative Rule – Ed. 306.04(a)(2), and 306.04(d), Promoting School Safety

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 – November 2020, June 2013; New policy – 2006.

NHSBA revision notes, November 2020. The most significant changes were (a) the incorporation of provisions which had previously been imbedded in policy EB/JLI, which now concerns only joint loss management provisions required under RSA 281-A:64, and (b) a reporting section relative to violence in schools (per 2020 N.H. Laws 38:14, HB1558). With the November 2020 update, NHSBA also withdrew former identical sample policy ADD. Additional revisions include (i) textual changes (both prior EBB and EB/JLI); (ii) reordering of numbered sections; (iv) additional internal policy references; and (v) change in legal references. Finally, EBB has been recategorized as a Priority/Required by law policy per 306.04(a)(2).

w/p-update/2020-U3 Fall/EBB - School Safety 2020-U3 (2)

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SCHOOL SAFETY

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.

EBB – Safe Schools

The Board recognizes that effective learning and teaching takes place in a safe, secure and welcoming environment and that safe schools contribute to improved attendance, increased student achievement and community support. To that end, the Board directs the superintendent to develop a safe schools plan that includes:

1. Procedures that address the supervision and security of school buildings and grounds.
2. Procedures that address the safety and supervision of students during school hours and school sponsored activities.
3. Procedures that address persons visiting school buildings and attending school-sponsored activities.
4. Training programs for staff and students in crisis prevention and management.
5. Training programs for staff and students in emergency response procedures that include practice drills.
6. Training programs for staff and students in how to recognize and respond to behavior or other information that may indicate impending violence or other safety problems.
7. Training and support for students that aims to relieve the fear, embarrassment and peer pressure associated with reporting behavior that may indicate impending violence or other safety problems.
8. Procedures for safe, confidential reporting of security and safety concerns at each school building.
9. Procedures for regular assessments by school security/safety professionals and law enforcement officers to evaluate the security needs of each school building and to provide recommendations for improvements if necessary.
10. Procedures for regular assessments of school climate to determine whether students feel safe and to provide recommendations for improvements in school climate at each district building.

11. Procedures to provide for regular communications between district officials, law enforcement officers, fire department officials, city and county officials and local medical personnel to discuss crisis prevention and management strategies, including involvement by these parties in the development and revision of crisis prevention and management plans.

12. Training programs for staff and students in safety precautions and procedures related to fire prevention, natural disaster response, accident prevention, public health, traffic, bicycle and pedestrian safety, environmental hazards, civil defense, classroom and occupational safety, and special hazards associated with athletics and other extracurricular activities.

13. Procedures for the reporting of criminal activity to law enforcement. Each building principal shall be responsible for the supervision and implementation of the safe school program at his or her school. The principal shall submit annually, in the manner and by the date specified by the State Board of Education, a written report to the Board of Education concerning the learning environment in the school during that school year. The report shall contain, at a minimum, the information required by law.

Legal References:

RSA 193-D, Safe School Zones

RSA 193-F, Pupil Safety and Violence Prevention

NH Code of Admin. Rule. Section Ed. 306.04(a)(2), Promoting School Safety

Category: Recommended

See also ADD, EB, JICK

First Read: April 17, 2018

Second Read: May 1, 2018

Adopted: May 1, 2018

ELECTRONIC/DIGITAL RECORDS & SIGNATURES

Category: Recommended

Related Policies: DGA, EHAA, EHAB & EHB

ADOPTION NOTES –***This text box, and all highlights within the policy 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 to assure suitability with the district's own specific circumstances, internal coding system, current policies, and organizational structures. Highlighted language or blank, underscored spaces indicate areas which Boards must change/complete to reflect local personnel titles, policy references, duty assignments etc.
- (b) **{**}** indicates a reference to another NHSBA sample policy. A district should check its own current policies and codes to assure internal consistency.
- (c) Withdrawn and earlier versions of revised policies should be maintained separately as part of the permanent records of the District.

A. Statement of Policy.

Electronic or digital signatures can take many forms and can be created using many different types of technology. The authenticity and reliability of electronic signatures relating to transactions are dependent on the accompanying processes, supplemental records and the overall context in which records are created, transferred, and signed. The School Board adopts the following policy with respect to the use of electronic records and signatures in connection with its communications with parents, guardians, or other persons having control over a child enrolled in the District.

B. Definitions.

"Attribution" or "Attributable to" – An electronic record or electronic signature is attributable to a person if it was the act of the person. The act of the person may be shown in any manner, including a showing of the efficacy of any security procedure applied to determine the person to which the electronic record or electronic signature was attributable. The effect of an electronic record or electronic signature attributed to a person under paragraph I is determined from the context and surrounding circumstances at the time of its creation, execution, or adoption, including the parties' agreement, if any, and otherwise as provided by law.

"Digital" – As used in the title or otherwise in this policy is intended to have the same meaning as or as a sub-category of "Electronic".

"Electronic record" – Means a record created, generated, sent, communicated, received, or stored by electronic means.

ELECTRONIC/DIGITAL RECORDS & SIGNATURES

"Electronic signature"— Means an electronic sound, symbol, or process attached to or logically associated with a record and executed or adopted by a person with the intent to sign the record.

"Record"— Means information that is inscribed on a tangible medium or that is stored in an electronic or other medium and is retrievable in perceivable form.

C. Applicability.

This policy applies to parents, guardians, and other persons having control or charge of a child enrolled or formerly enrolled in the District, eligible students as used in the Family Educational Rights and Privacy Act; and also to individuals affiliated with the District, whether employees or not, paid or unpaid, including but not limited to teachers, administrators, staff, students, affiliates, and volunteers.

D. Acceptance, Use and Issuance of Electronic Records and Signatures.

1. The District may receive and accept as original, electronic records and signatures so long as the communication, on its face, appears to be authentic and is not otherwise precluded by law.
2. The District, through the Superintendent, shall maintain an electronic recordkeeping system that can receive, store, and reproduce electronic records and signatures relating to communications and transactions in their original form. Such system should include security procedures whereby the District can:
 - a) assure signature intent,
 - b) verify the attribution of a signature to a specific individual,
 - c) allow for reliable access and use to those who would have access to the record if in hard copy form for the period required under the District's Data/Records Retention Policy (EHB{**}) and Schedule (EHB-R{**}),
 - d) detect changes or errors in the information contained in a record submitted electronically,
 - e) protect and prevent access, alteration, manipulation or use by an unauthorized person, and
 - f) provide for nonrepudiation through strong and substantial evidence that will make it difficult for the signer to claim that the electronic representation is not valid.

ELECTRONIC/DIGITAL RECORDS & SIGNATURES

3. *[optional – this provision is a recommended best practice, but in many respects is difficult to implement. Before including this provision, the IT Director and Superintendent should explore feasibility and report to the Board/Policy Committee. Adjustments could be made to limit the log requirement to certain authorized uses of e-signatures, such as expenditures, contracts, etc..]* To the extent practicable, the Superintendent will implement and maintain a system to require a secure hard copy log of the PIN/password or actual signature of any individual authorized to provide an electronic signature on behalf of the District, or on behalf of the School Board specifically.
4. The Superintendent shall ensure that all electronic records and signatures are capable of being accurately reproduced for later reference, and are retained until such time as all legally mandated retention requirements are satisfied.
5. Any electronic records or electronic signatures technology shall comply with the District's Data Governance and Security Plan.

E. Electronic Records.

Electronic records created or received by the District shall be appropriately attributed to the individual(s) responsible for their creation and/or authorization or approval. The District shall utilize available technology to implement reliable methods for generating and managing electronic records. Any electronic record filed with or issued by the District may be given full force and effect of a paper communication if the following conditions are satisfied:

1. The communication is an electronic filing or recording and the District, through the School Board Chair, or the Superintendent or his/her delegate, agrees to accept or send such communication electronically; and
2. If a signature is required on the record or communication by any statute, rule or other applicable law or School Board policy, the electronic signature must conform to the requirements set forth in this policy governing the use of electronic signature, and any other standards required by applicable law or regulation.

F. Electronic Signatures.

An electronic signature may be used whenever a signature is required, unless there is a specific statute, regulation, or policy that requires records to be signed in non- electronic form. The issuance and/or acceptance of an electronic signature by the District may be permitted in accordance with the provisions of this policy and all applicable state and federal law. If permitted, such electronic signature shall have the full force and effect of a manual signature only if the electronic signature satisfies all of the following requirements:

ELECTRONIC/DIGITAL RECORDS & SIGNATURES

1. The electronic signature identifies the individual signing the document by his/her name and title;
2. The electronic signature is unique to the signer;
3. The District and the other party have agreed to the use of electronic signatures (need not be a formal agreement);
4. The identity of the individual signing with an electronic signature is capable of being validated through the use of an audit trail;
5. The electronic signature and the document to which it is affixed cannot be altered once the electronic signature has been affixed;
6. The electronic signature conforms to all other provisions of this policy and applicable law;

G. Procedures and Practices.

The Superintendent may adopt procedures and/or practices to implement this policy, including for such things as format requirements, regulations with respect to use of email signatures, saving and retention of electronic records, or records transmitted via email.

District Policy History:

First reading: _____

Second reading/adopted: _____

District revision history:

Legal References:

20 U.S.C. 1232g, Family Educational Rights and Privacy Act (FERPA)

RSA Chapter 294-E, Uniform Electronic Transactions Act

"Electronic Signatures Analysis and Implementation Guide", N.H. Dept. of Information, N.H. Dept. of Administrative Services Technology, N.H. Secretary of State, October 12, 2012

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.

ELECTRONIC/DIGITAL RECORDS & SIGNATURES

NHSBA history: New policy – June 2020.

NHSBA revision notes, June 2020, NHSBA adopted this policy to clarify whether and when electronic signatures or records may be used, and the applicable standards. Corresponding changes have been made to NHSBA samples DIH and DGA.

w/p-update/2020/spring//EHAC Elec (Dig) Records & Signatures (d1)

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JICI - WEAPONS ON SCHOOL PROPERTY

(Download policy)

Category: Priority/Required By Law See Also: KFA

Guns and Firearms - Students:

Any pupil who brings or possesses a firearm as defined in section 921 of Title 18 of the United States Code in a safe school zone as defined in RSA 193-D:1 without written authorization from the superintendent or designee shall be expelled from school by the local school board for a period of not less than 12 months. This expulsion may be modified by the Superintendent upon review of the specific case in accordance with other applicable law.

Pursuant to the provisions of 20 U.S.C. § 7151, Gun-Free Schools Act, the Board requires the Superintendent to contact local law enforcement authorities and/or the Division of Children and Youth Services and notify them of any student who brings a firearm or weapon on school property.

Weapons under control of law enforcement personnel are permitted.

All students will receive written notice of this policy at least once each year.

Other weapons:

For the purposes of this policy, "weapon" includes but is not limited to: slung shot, metallic knuckles, billies, knives, electric defense weapons (as defined in RSA 159:20), aerosol self-defense spray weapons (as defined in RSA 159:20), and martial arts weapons (as defined in RSA 159:24).

"Weapon" is further defined as any device, instrument, material or substance, which is used, attempted to be used or threatened to be used is readily capable of causing death or serious physical injury.

Weapons are not permitted in school buildings, on school property, in school vehicles or at school-sponsored activities. This policy applies to students and members of the public alike.

Student violations of this policy will result in both school disciplinary action and notification of local law enforcement authorities.

Members of the public who violate this policy may be reported to local law enforcement authorities, if possession of the weapon is used in a threatening, harassing or intimidating manner.

The superintendent or other building administrator may exercise his/her best judgment in determining the scope of this policy as it relates to inadvertent or unintentional violations of this policy by adults, provided such inadvertent or unintentional violation of this policy does not affect the safety of students, school staff or the public.

Legal References:

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18 U.S.C. § 921, Et seq., Firearms
20 U.S.C. § 7151, Gun-Free Schools Act
RSA 193:11, Disturbance
RSA 193-D, Safe School Zones
RSA 193:13, Suspension and Expulsion of Students
NH Code of Administrative Rules, Section Ed. 317, Standards and Procedures for
Suspension and Expulsion of Pupils Including Procedures Assuring Due Process
Appendix JICD-R
Appendix JICI-R

Revised: April 2013

Revised: November 1999, February 2005, May 2006, April 2010

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JICI – Dangerous Weapons On School Property

This Policy applies to school employees and students. Weapons are not permitted in school buildings, on school property, in school busses or vehicles used to transport students, at school-sponsored activities, or in a Safe School Zone as defined in RSA 193-D at any time without the advanced written authorization of the Superintendent of Schools or designee. No employee or student shall possess, bring, or conceal, or aid, abet, or otherwise assist another person(s) in possessing, bringing, or concealing, any weapon on school property, in school buildings, in school busses or vehicles used to transport students, at school-sponsored activities, or in a Safe School Zone as defined in RSA 193-D.

The term “weapon” includes, but is not limited to, firearms (rifles, pistols, revolvers, guns of any form, pellet guns, air rifles, BB guns, etc.) including any device from which a shot or projectile of any nature can be fired, explosives, incendiaries, martial arts weapons (as defined by RSA 159:24), crossbows, slingshots, electronic defense or aerosol self-defense weapons (as defined by RSA 159:20), or any other device, instrument, material or substance which is used or threatened to be used in a manner likely to produce, or which is reasonably known to be capable of producing, death or bodily injury. Replicas (look-a-likes) of weapons may be treated as weapons within this Policy if they are used to frighten, harass, intimidate, or otherwise harm any person.

Additionally, this list is not intended to be exhaustive or all-inclusive. The principal may determine that any instrument, object or substance is a “weapon” within the intent of this Policy, if the principal believes that such instrument, object or substance was used or was intended to be used to inflict bodily harm on any person.

Violations of the policy will result in both disciplinary action and notification to the police. Disciplinary action may include suspension, expulsion, or termination.

Additionally, any student who is determined to have brought a firearm (as defined by Title 18 U.S.C. 921) to school will be expelled for not less than one year (365 days). The determination of whether to modify the expulsion shall be left to the discretion of the Superintendent upon review of the specific case in accordance with other applicable law.

Pursuant to the provisions of 20 U.S.C. § 7151, Gun-Free Schools Act, the Board requires the Superintendent to contact local law enforcement authorities and/or the Division of Children and Youth Services and notify them of any student who brings a firearm or weapon on school property.

The Superintendent or other building administrators may exercise his/her best judgment in determining the scope of this policy as it relates to inadvertent or unintentional violations of this policy by staff or students, provided such inadvertent or unintentional violation of this

policy does not affect the safety of students, school staff or the public.

When school is not in session, and school property is being used for a municipal event, such as voting, the municipal entity responsible for conducting the event shall determine whether otherwise lawful weapons will be permitted at that event.

The Superintendent shall ensure that all students will receive written notice of this policy at least once each year and will determine the method of notifying students (student handbook, mailing, etc.). The Superintendent will determine the method of notifying employees ~~and the general public~~ of this policy.

Legal References:

18 U.S.C. § 921, Et seq., Firearms

20 U.S.C. § 7151, Gun-Free Schools Act RSA 193-D, Safe School Zones

RSA 193:13, Suspension and Expulsion of Students

NH Code of Administrative Rules, Section Ed. 317, Standards and Procedures for Suspension and

Expulsion of Pupils Including Procedures Assuring Due Process

Category: P – Required

See also KFA

1st Read: