

OFFICE OF THE SUPERINTENDENT OF SCHOOLS

106 Hancock Road

Peterborough, New Hampshire

CONTOOCOOK VALLEY SCHOOL BOARD

School Board Meeting

Tuesday, September 20, 2022

7:00 p.m.

Physical Location: SAU #1 Board Room

Livestream Link: <https://www.youtube.com/c/ConValEvents>

Agenda

- 1. Call to Order and Pledge of Allegiance**
- 2. Points of Pride**
- 3. Public Comment**
- 4. Consent Agenda**
 - a. Acceptance of School Board Meeting Minutes**
 - 1) September 6, 2022 (pg. 1-6)
 - b. Personnel**
 - 1) Nominations (pg. 7)
- 5. Superintendent's Report and Presentation of Business**
 - a. School Board Requests**
 - b. Monthly Events Calendar** (pg. 8-9)
 - c. Research Project Notification** - Ann Forrest
 - d. Strategic Plan Draft Update**
- 6. Reports**
 - a. Student Representative** – Katherine Craig
 - b. Teacher Representative**
 - c. Budget & Property Committee** – Jim Fredrickson
 - d. Education Committee** – Stephen Ullman
 - e. Policy Committee** – Crista Salamy
- 7. Old Business**
 - a. Legislative Update**
 - b. 2nd Read/Adoption Policies** (pg. 10-37)
 - BEDH: Public Comment and Participation at Board Meetings
 - DFGA: Crowdfunding
 - EBCG: Communicable & Infectious Diseases
 - JCA: Change of Class or 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
- 8. New Business**
 - a. Policies 1st Read** (pg. 38-44)
 - FF: Naming of District Buildings and Facilities and Dedication of Areas
 - EBB: School Safety
 - JICI: Dangerous Weapons on School Property
 - b. Budget Guidance**
 - c. CTE Regional Agreement (Board Vote Required)**
 - d. Field Trip Proposal (Board Vote Required)** (pg. 45)
 - 1) Great Brook School, 8th grade students, travel to Washington, DC from April 17th – 21st, 2023 as part of the 8th grade curriculum for Social Studies.
- 9. Public Comment**
- 10. Approval of Manifests (Board Vote Required)**
- 11. Non-Public Session: RSA 91-A: 3, II (If Required)**
 - a. Negotiations**
 - b. Legal**
 - c. Personnel**

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

CONTOOCOOK VALLEY SCHOOL BOARD

School Board Meeting

Tuesday, September 6, 2022
Immediately Following a Public Hearing that begins at 7:00 p.m.

Physical Location: SAU #1 Board Room

Livestream Link: <https://www.youtube.com/c/ConValEvents>

Minutes

BOARD

Tom Burgess, Keira Christian,
Richard Dunning, Alan Edelkind,
Jim Fredrickson, Greg Kriebel,
Janine Lesser, Kevin Pobst,
Crista Salmay, Doug Sutherland,
Liz Swan, Stephen Ullman

ADMINISTRATION

Dr. Kimberly Saunders, Supt.
Dr. Ann Forrest, Asst. Supt.
Lori Schmidt, B.A.
Tim Grossi, Facilities
Stephanie Syre-Hager, AES
Larry Pimental, PES
Carrie James, H.R.
Tim Iwanowicz, TES
Heather McKillop, CVHS
Jennifer Kiley, ATC

1. Call to Order and Pledge of Allegiance

Janine Lesser called the meeting to order at 7:04 p.m. The Pledge of Allegiance was recited.

2. Points of Pride

Kimberly Saunders shared various Points of Pride as reported to her by administration. In addition, she shared that the opening of school went well and that SAU administration visited each of the schools on opening day.

3. Public Comment

None.

4. Consent Agenda

a. Acceptance of School Board Meeting Minutes

1) August 16, 2022

b. Personnel

1) Nominations

2) 2022-2023 Co-Curricular Notifications

The consent agenda was accepted.

Jim Fredrickson asked how many open instructional positions exist in the district.

Kimberly Saunders reported that a math teacher at CVHS, science teacher at CVHS, Chemistry, Spanish and a Special Education Case Manager are needed.

GBS needs a Special Education Teacher and .6 FTE

A Math Teacher at SMS is needed and are being interviewed.

A Grade 2 position at AES.

CVES needs a Physical Education position and there is one preschool position.

In addition, a school psychologist is needed. There are two finalists for the student information coordinator.

5. Superintendent's Report and Presentation of Business

a. School Board Requests

Kimberly Saunders noted that there is one request outstanding.

b. Monthly Events Calendar

A Strategic Plan Committee meeting is needed. The document will be shared and comments will be shared with the Superintendent.

The Equity Committee will meet on Tuesday, September 27th at 5:00 p.m.

c. September 1st Enrollment Update

Stephen Ullman noted Frankestown Elementary School having an enrollment of 42 and Temple Elementary School with 31 students K-4.

Dick Dunning asked for clarification at TES. Grade 4 has 5 students with one teacher and one para.

Kimberly shared that the para is not currently at TES and rather at PES where there was a need.

Dick asked what options might be in mind. Kimberly reported that she would be meeting with Tim Iwanowicz for further discussion.

Jim Fredrickson asked about preschool enrollment. What is the projection? We are down one teacher.

We have one additional teacher over last year.

d. CTE Audit Presentation

Kimberly Saunders reported receiving notification that we would be the recipients of a New Hampshire State Office for Civil Rights (NHSOCR) CTE Review. We have not had a review. We welcome the review.

Jennifer Kiley, CTE Director, shared a presentation. This was a State review and not a federal review. Three visits occurred in May just at ConVal and not Conant or Mascenic. The goal was to make sure that ConVal was complying with federal laws and regulations that prohibit discrimination on the basis of race, color, national origin sex, disability and age.

Why was the Region 14 ATC selected? ConVal had not been audited in 20 years. Jen Kiley shared insight about antiquated data used by the State.

Of the findings, an Annual Notice of Nondiscrimination should be present in publications annually. This has been corrected and is on the website, student handbook, and program of studies, among other.

The Continuous Notice of Nondiscrimination was the second finding.

Issue three was in the area of Designation of Compliance Coordinators. It can now be found in multiple places on our websites.

Other issues included the Grievance Process, Services for Students with Disabilities.

Accessibility for Students with Disabilities included parts of the physical plant, mainly in the parking lot. Gaps in accessible travel may be no larger than ¼".

Jen Kiley recommended a review of the parking lot to address all issues.

Other physical plant accessibility for students were cited.

The parking lot was discussed.

The ConVal High School parking lot was a previous warrant article in the past and was defeated.

The parking lot has been an issue for quite some time. The board has not taken a stand to get this work done. An engineering study as a result of change in compliances is needed.

Kimberly Saunders thanked Jen Kiley who has put in an enormous amount of work prepping for the visit, arranging for the correct people to meet with the visitors, and put this report together. An estimate of the number of hours for this audit was shared in terms of effort and time.

Jim Fredrickson asked how many audits like this are done yearly and how did ConVal's scores fair. Kimberly reported that these audits have just begun.

Dick Dunning shared that there are positive highlights as part of the outcome. The critical piece is the parking lot.

Others paid compliment to the work Ms. Kiley did.

6. Reports

a. Teacher Representative

None.

Dick Dunning reached out to ask for a teacher representation to share their voice.

Dr. Saunders reported having this conversation just today with the CVEA.

b. Equity Committee – Liz Swan

Liz Swan reported that a conversation about next steps to move SMART goals along took place. Forming a subcommittee of the Equity Committee to engage with Diversity, Equity, Inclusion and Accessibility (DEIA) was suggested. An equity audit through RFP is planned. The committee would be responsible. A charge is under development.

c. Selectmen's Advisory Committee- Stephen Ullman

Janine Lesser reported having attended. The SAC Chair is looking for ways to be supportive of the district and the board.

Kimberly reported that they asked for an update on the lawsuit for their next meeting.

d. School Board Goals Work Session – Janine Lesser

Janine Lesser reported that the session was facilitated by Kimberly Saunders and went well. It started out with the annual board evaluation and a -R was suggested. Goals that were submitted by school board members were reviewed and drilled down to six goals.

e. Policy Committee – Crista Salamy

Crista Salamy reported having met tonight. Four policies were discussed. Of those, three will be coming for a first read. Jim Fredrickson referenced a budget document and asked if it was going to the Policy Committee. More to come.

7. Old Business

a. Legislative Update

Janine Lesser reported sending out a link about Reaching Higher NH. The proposed rule for minimum standards would gut the standards for public education. It is alarming. It is not a piece of legislation. A public comment period is required. None of the processes were followed. It was handed off to a private company to make the changes. They have been sent out to four educational organizations in the State for comment.

Kimberly Saunders said that she is happy to send out the link to anyone who would like it.

b. Policies 2nd Read/Adoption

- IHBB: Programs for Gifted Students

Stephen Ullman moved to adopt Policy IHBB as presented. Kevin Pobst seconded the motion. Unanimous.

- IHBAF: Child Find

Liz Swan moved to adopt this policy as presented. Dick Dunning seconded. Unanimous.

8. New Business

a. Rescind Policies

- LCC: Dual Enrollment and Relations with Community Colleges

Dick Dunning moved to rescind Policy LCC. Stephen Ullman seconded.

Greg Kriebel noted that this is being rescinded because it is covered under another policy. Unanimous.

b. Policies 1st Read

- BEDH: Public Comment and Participation at Board Meetings

- DFGA: Crowdfunding

- EBCG: Communicable & Infectious Diseases

- JCA: Change of Class or 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

Janine Lesser asked that questions or comments be directed to Crista Salamy by email.

c. Technology Purchases

Projectors and desktops are budgeted in the current fiscal year budget and are part of the replacement cycle.

Greg Kriebel moved to approve the recommendation to purchase 25 Epson BrightLink Interactive projectors to replace classroom SMARTBoard and Projectors per the replacement cycle with vendor SHI in the amount of \$48,112.50.

Keira Christian seconded. Unanimous.

The purchase recommendation for 24 AiO in One Desktops to replace 5+ year old student desktops per replacement cycle was shared.

Greg Kriebel moved to purchase 24 AiO in One Desktops from SHI in the amount of \$27,710.88 to replace 24 desktop computers. Keira Christian seconded. Unanimous.

d. Cell Phone RFP

Mark Schaub reported that this is up to 60 cell phones with unlimited data. T-Mobile had the better price.

Jim Fredrickson moved to buy up to 60 cell phones from T-Mobile in the amount of \$17,539.20.

Tom Burgess seconded.

There is no cost for the phone if the line is maintained for 24 months. This is for staff usage.

Why is the district purchasing phone for staff? This is for staff that are required to be available for a large number of hours per day. Some staff receive a stipend for personal phone use which exceeds this amount discussed tonight.

Further discussion will take place.

Unanimous.

e. Goal Review & Adoption

Janine Lesser referenced a list of proposed School Board goals for the 2022-2023 school year.

Kevin Pobst moved for the adoption of goals #5, #6, and #4, as well as #1 with the associated bullets beneath them. Tom Burgess seconded.

Stephen Ullman proposed that the six goals be ranked and averaged to determine the top three goals. Tom Burgess said that this runs into the issue of how many goals to have.

Kevin Pobst recommended adopting four goals in no particular order; #5, #6, #4, and #1.

Jim Fredrickson asked if voted, what happens to the conversation about how many goals should be in place.

Stephen Ullman moved to amend the motion on the floor that school board members rank the six goals on the document listed.

Janine Lesser noted that there was not a lot of agreement. She said a vote on Kevin's motion could take place.

**Alan Edelkind moved to include goal #3 to enhance community communication.
Jim Fredrickson seconded Alan's motion to amend.**

Liz Swan said that all of these items are important. If one or more do not make it as a goal the work will continue on that topic. Attention will still be given to that area e.g. Social/emotional and academic well-being of students.

Janine Lesser said that all six of the goals were seen as important areas and are in the Strategic Plan. The board typically communicates their three or four goals to the public.

Alan Edelkind said that a goal, if not voted in, would lose visibility by the public. He suggested that all six be School Board Goals.

**Call on the vote on the amendment:
In favor of adding a fifth goal. Alan Edelkind and Jim Fredrickson
Opposed: All others
Amendment failed.**

Crista Salamy said that while all six are good goals we have to be able to do them well. If we are going to push them, let's do two or three well and complete them.

The original motion of four goals by Kevin Pobst is still on the floor. Kevin said that several of these are mechanical and are steps toward a further goal. They would not be exhaustive of the time and energy of the board.

Janine Lesser noted that these goals are included in the Strategic Plan and would not fall by the wayside. The board as a whole usually highlights three goals to concentrate on.

**Jim Fredrickson moved to amend Kevin's motion to add goal #2 as the fifth goal; goal #3 would be done anyway.
Doug Sutherland seconded.**

Tom Burgess noted that Dr. Ullman offered to prioritize the six goals. If six are a problem, he proposed limiting it to four.

**Vote on Jim Fredrickson's amendment to add a fifth goal of #2 social/emotional;
In favor Alan Edelkind, Jim Fredrickson, and Doug Sutherland
Opposed: 8.
Amendment failed.**

**Stephen Ullman shared his comfort with three goals rather than Kevin's three.
Stephen Ullman proposed that the School Board adopt #5, #4, #6. Crista Salamy seconded.**

Alan Edelkind said that District Safety should be the Boards most important goal.

Doug Sutherland said that there are some things that he doesn't see. For this year, safety, DEIA, and SEL along with academic goals of schools should be the Board's focus.

**Vote on amendment to adopt goals #5, #6, and #4 and drop #1.
In favor: Stephen Ullman.
Opposed: all others.
Motion failed.**

Vote on the original motion to include four goals - #1, #4, #5, and #6.

In favor: 9

Opposed: Doug Sutherland and Crista Salamy

Motion carried.

Crista Salamy said that she voted no because there should be three and that #2 should be among them.

Doug Sutherland agreed that #2 should be ranked over reconfiguration.

Kimberly Saunders suggested how #5 might read.

Kevin Pobst motioned to change the wording of #5 to add social emotional learning elements at the end.

Liz Swan seconded.

Liz said that some of this work is happening on a daily basis. As a parent, what she sees teachers do in the classroom to support SEL of students is excellent. This is not something that is not in the lens we seek. She sees it happening. Further, she said that the board always supports administrations academic goals.

Crista Salamy said that as a parent, she does not see it that way. She thinks that work is needed to continue.

Jim Fredrickson said that the next important step is to communicate the School Board goals.

Doug Sutherland called the question to vote on the amendment to add SEL to support administration academic goals.

In favor: 9

Opposed Tom Burgess, Crista Salamy.

Four goals while incorporating two into one.

f. Foreign Exchange Students

Kimberly Saunders reported that a halt on having foreign exchange students during the pandemic was in place. This is on the agenda for the board's consideration.

Dick Dunning moved to allow foreign exchange students to attend ConVal. It is a great opportunity for our students to have an interaction.

Kevin Pobst seconded.

Alan Edelkind said that he does not know what goes into this program and asked how many foreign exchange students would be coming. Kimberly reported that two students may be coming.

These students would be coming for a full year.

What is the cost of this to have a student come? It depends on the program. It can be negotiated.

Stephen Ullman said that he, like Alan, is in favor. Selection of families to host are important. There should be an academic advisor to assure that the student's curriculum can be examined. Student colleagues were suggested. He shared his concerns.

Kimberly Saunders said that families work with companies who select families and students. A fee is typically paid to that company by the family. Families are already selected. ConVal has often had foreign exchange students.

Doug Sutherland shared that getting this program going again gives our students a different look at different people.

This vote would open the door in general.

Unanimous.

9. Public Comment

None.

10. Approval of Manifests (Board Vote Required)

Lori Schmidt certified that manifests totaling \$788,400.11 have been reviewed by her and found to be proper charges against the Contoocook Valley School District for goods and/or services received and have been properly processed prior to their submittal to the School Board.

Dick Dunning moved to approve the manifests as presented. Jim Fredrickson seconded. Unanimous.

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

a. Negotiations

b. Legal

c. Personnel

Alan Edelkind moved to enter into Non-Public Session in accordance with RSA 91-A:3,II for matters of negotiations and personnel at 8:45 pm. Dick Dunning seconded. Unanimous on a roll call vote.

Liz Swan moved to exit non-public session at 9:45 p.m. Greg Kriebel seconded. Unanimous.

Jim Fredrickson moved that administration move forward with the conceptual design phase in the high school/middle school modernization project to onboard the preferred supplier.

Alan Edelkind second. Unanimous.

Jim Fredrickson moved to seal the minutes of non-public session for 5 years. Greg Kriebel seconded. Unanimous.

Greg Kriebel motioned to adjourn at 9:48 p.m. Keira Christian seconded. Unanimous.

Respectfully submitted,

Brenda Marschok

**OFFICE OF THE SUPERINTENDENT OF SCHOOLS
Peterborough, New Hampshire**

CONTOOCCOOK VALLEY SCHOOL DISTRICT

**September 20, 2022
Personnel Agenda**

2022-23 Nominations:

SMS

Derrick Walcott

Math Teacher

Pro-Rated: \$54,700

September 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5 District Closed – Labor Day Holiday	6 Policy Committee Mtg. @ SAU @ 6:00 pm School Board Mtg. @ SAU @ 7:00 pm	7	8	9	10
11	12 Food Service/Wellness Committee Mtg. @ SAU @ 6:00 pm	13 Budget & Property Committee Mtg. @ SAU @ 6:00 pm	14	15	16	17
18	19 Education Committee Mtg. @ SAU @ 5:30 pm	20 Policy Committee Mtg. @ SAU @ 6:00 pm School Board Mtg. @ SAU @ 7:00 pm	21	22 Communication Committee Mtg. @ SAU @ 5:30 pm Selectmen's Advisory Committee Mtg. @ SAU @ 7:00 pm	23	24
25	26	27 Equity Committee Mtg. @ SAU @ 5:00 pm	28	29	30	

October 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4 Policy Committee Mtg. @ SAU @ 6:00 pm School Board Mtg. @ SAU @ 7:00 pm	5	6	7	8
9	10	11 Budget & Property Committee Mtg. @ SAU @ 6:00 pm	12	13	14	15
16	17 Education Committee Mtg. @ SAU @ 5:30 pm	18 Policy Committee Mtg. @ SAU @ 6:00 pm School Board Mtg. @ SAU @ 7:00 pm	19	20 Communication Committee Mtg. @ SAU @ 6:30 pm	21	22
23	24	25	26	27 Selectmen's Advisory Committee Mtg. @ SAU @ 7:00 pm	28	29
30	31					

BEDH – Public Comment and Participation at Board Meetings

ConVal School Board

The primary purpose of School Board meetings is to conduct the business of the Board as it relates to school policies, programs and operations. The Board encourages residents – including our students - to attend Board meetings so that they may become acquainted with the operation and programs of the schools. All official meetings of the Board shall be open to the press and public. However, the Board reserves the right to meet and to adjourn or recess a meeting at any time. The Board also reserves the right to enter non-public session at any time, in accordance with the provisions RSA 91-A:3 II.

In order to assure that persons who wish to appear before the Board may be heard and, at the same time, it may conduct its meetings properly and efficiently, the Board adopts as policy the following procedures and rules pertaining to public participation at Board meetings:

1. Each regular meeting of the Board should have two periods of public comment.
2. The first period of public comment should be prior to the Superintendent's Report.
3. The second period of public comment should be following New Business.
4. Each speaker will be given 2 minutes to speak. Speakers may not relinquish allotted time to another speaker. This period may be extended by a majority vote of the Board. If the 2 minute period is extended for one speaker, it must be extended for all.
5. The same person may address the Board only once during the same meeting, a second opportunity may be provided by a majority vote of the Board.
6. Consistent with RSA 91-A:3 and the laws pertaining to student and family privacy rights, the Board will not place any matter on the public agenda that is to be properly discussed in a non-public session. Complaints regarding individual employees, personnel, or students, will be directed to the Superintendent in accord with policies KE and KEB.
7. All speakers are to conduct themselves in a civil manner. Speakers may not use threats of physical violence, may not speak or conduct themselves in a way that incites violence or is disruptive, may not be vulgar or obscene, and need to speak to business related to the School Board and operations of the District. The School Board will not permit repetitive, harassing, or frivolous speech or comments that are off topic, antagonistic, obscene, or libelous as such statements will be considered out of order and will not be tolerated. The Board Chair may terminate the speaker's privilege of address if the speaker does not follow this rule of order. Repeated refusals to comply will result in removal from the meeting.

During these public comment periods, members of the public are allowed to address the Board. However, it is not a question and answer period. In general, the Board will not answer questions asked or respond to comments made by members of the public. Persons appearing before the Board are reminded that members of the Board are without authority to act independently as individuals in official matters. Thus, in most instances, any Board response will be deferred pending consideration by the full Board. In addition, although staff of the District are also members of the public, there are specific Board policies in place - notably GBD - that establishes that the appropriate channel of communication between District staff and the Board is through the Superintendent.

BEDH – Public Comment and Participation at Board Meetings

ConVal School Board

Members of the public - including our students - are strongly encouraged to ask questions or provide comments to the Board and the Administration. However, the best way to ensure your questions are addressed is by submitting those questions to the members of the Board or to the Administration, via email, phone call, or regular mail.

All of the agendas and minutes of the Board meetings and all of the committees are posted on the Board's website. Committee meetings are also open to the public, but there are no public comment periods at those meetings. The Chair of the individual committees may, at their sole discretion, allow members of the public to comment at committee meetings.

Legal Reference:

RSA 91-A:2, Meetings Open to Public

RSA 91-A:3, Non-Public Sessions

Category: R

See also KE, KEB

1st Read: March 16, 2021

2nd Read: April 6, 2021

Adopted:

Proposed Revision: March 2021

1st Read: September 6, 2022

2nd Read: September 20, 2022

Adopted:

CROWD FUNDING*Category: Recommended**Related Policies: EHAB, GBEBC, JJE, JLCF,
JRA & KCD***A. Purpose and General Policy Statement.**

The purpose of this policy is to establish and regulate parameters for use of crowdfunding or other forms of online fundraising and solicitations for classroom, school or district programs.

The School Board recognizes that crowdfunding campaigns and other forms of online fundraising have become an increasingly popular method by which teachers and school sponsored activities or organizations can procure funding for specific projects and/or programs. The revenue-raising potential that crowdfunding campaigns may provide may be a benefit for District programs and classrooms. The Board further recognizes, however, that unregulated employee use of crowdfunding campaigns on behalf of the District is not in the best interests of the District, donors or its employees.

For purposes of this policy, “crowdfunding” is the practice of using online sites to solicit donations, whether monetary or in-kind, on behalf of the School District. A crowdfunding campaign is considered “to be on behalf of the School District” if it uses imagery, logos or language that would lead a reasonable person to believe that (1) the School District or any school within the District, or program/activity of a school within the District, is associated with the campaign or (2) the campaign has the purpose or effect of providing resources or a benefit to the District. There shall be a presumption that any crowdfunding effort by an employee or designated volunteer to support existing or planned programs of the District must comply with this policy.

B. Unapproved Crowdfunding Prohibited.

Crowdfunding on behalf of the District is prohibited unless undertaken by an employee or designated volunteer with prior written approval under this policy. No public action towards initiating a crowdfunding campaign on behalf of the District may be taken until the campaign is approved in writing pursuant to this policy.

No employee, volunteer, student, or any other individual will be compelled to initiate or participate in a crowdfunding campaign on behalf of the District. Students are permitted to participate in publicizing an employee’s or designated volunteer’s approved crowdfunding campaign but are prohibited from otherwise engaging in crowdfunding on behalf of the District. Employees, designated volunteers or students who participate in crowdfunding on behalf of the District are acting in their capacity as employees, designated volunteers or students and are subject to all rules governing employee, volunteer and student conduct.

Except in furtherance of an approved campaign, employees and designated volunteers are prohibited from doing any of the following as part of a crowdfunding campaign: identifying as an employee/designated volunteer of or stating an association with the District; using a District email address, school name, logo, or mascot; or linking to or referencing any school website, social media site, platform, or account associated with the District.

Approved crowdfunding campaigns will operate in compliance with all laws and other Board policies and regulations.

CROWD FUNDING**C. Crowdfunding Request and Approval Procedures.**

1. Crowdfunding Requests. Any request for approval of a crowdfunding campaign shall be in writing and shall include the following information:
 - a. the employee/designated volunteer's name, job title/volunteer position, school, and email address;
 - b. the approved crowdfunding website to be used;
 - c. the nature and quantity or amount of donations being requested;
 - d. the classroom, program, or activity to be benefitted and the educational purpose to be served;
 - e. the exact language that will be used in the crowdfunding campaign, as well as any graphics that will be included;
 - f. the start and end dates of the crowdfunding campaign; and
 - g. a statement of recognition by the requester that any proceeds of the campaign are school property.

The Superintendent may create and make available a form, which may be online, to be used for such requests.

2. Approved Crowdfunding Sites

The Superintendent or designee shall create a list of approved crowdfunding sites. All approved crowdfunding sites must (1) be operated by an entity with no known significant history of fraud, unlawful activity, financial mismanagement, or other misconduct and (2) have a policy requiring all donations on behalf of the District to go directly to the District. The Superintendent/designee shall encourage the use of sites focused on K-12 education.

If no site meets these requirements or the Superintendent or designee does not approve any sites, no crowdfunding requests will be approved.

3. Approval Process. The terms of this section control the approval of proposed online crowdfunding campaigns.

- a. Review by the Building Principal. To be eligible for approval under this policy, employees/designated volunteers must submit in writing a fully completed approval request form to the building Principal. The building Principal has authority to approve proposed campaigns seeking a dollar value up the amount of 250. Regardless of the amount sought to be donated, the Building Principal has authority to deny a proposed campaign because the campaign is not in compliance with the requirements of this policy or because, in the judgment of the Building Principal, the proposed campaign would produce inequity in the educational environment.

If a proposed campaign seeks a dollar value in excess of 250, and the building Principal believes that the proposed campaign is in compliance with the requirements

CROWD FUNDING

of this policy and should be accepted, the building Principal shall refer the proposed campaign to the Superintendent or designee.

- b. Review by the Superintendent. The Superintendent or designee shall review referred approval request forms and seek additional information about proposed campaigns as appropriate. The Superintendent or designee has authority to approve proposed campaigns seeking a dollar value up to 499. Regardless of the amount sought to be donated, the Superintendent or designee may deny a referred campaign because the campaign is not in compliance with the requirements of this policy or because, in the judgment of the Superintendent or designee, the proposed campaign would produce inequity in the educational environment.

If a proposed campaign seeks a dollar value in excess of 499 and the Superintendent or designee believes that the proposed campaign is in compliance with the requirements of this policy and should be accepted, the Superintendent or designee shall refer the proposed campaign to the Board.

- c. Review by the Board. Subject to the requirements of RSA 198:20-b, only the Board has the authority to approve a campaign that seeks a dollar value in excess of 499. After considering the Superintendent's or designee's recommendation, the Board will decide whether to approve or deny the proposed campaign.

- 4. Criteria of Approval of Crowdfunding Requests. Crowdfunding requests will not be approved unless the proposed campaign:
 - a. meets all requirements of applicable Board policies and administrative regulations, and is consistent with the requirements of Title IX, FERPA, the IDEA, and any other applicable state or federal laws or regulations;
 - b. uses a crowdfunding site that has been approved by the Superintendent pursuant to Section C.2, above;
 - c. is consistent with the District's approved curriculum, mission, vision and goals;
 - d. does not create significant disparities or inequities among similarly situated students;
 - e. does not solicit funds for items or projects that have a religious or political purpose;
 - f. seeks donations that are compatible with the District's Data and Privacy Governance Plan, as confirmed by the District's Director of Technology or designee.
 - g. has a specific, pre-determined beginning and ending date;
 - h. does not disparage the District or any of its buildings, programs, representatives, employees, or students;
 - i. does not include pictures or the identifying or confidential information of any District student, unless specifically approved by the student's parent or guardian in writing and attached to the approval request form;
 - j. furthers the educational mission of the school and is not used for the unrelated personal gain of any individual;

CROWD FUNDING

- k. does not result in donations being delivered directly to the requester;
- l. is not contingent on the District matching funds or making any expenditure;
- m. does not request food or beverage items inconsistent with the District Wellness Policy
- n. does not suggest or state that the donation sought is required for or integral to a student's special education program, a student's ability to achieve his or her IEP goals, or the participation of students with disabilities in any school program.

Any crowdfunding campaign that does not fully comply with the requirements of this policy is prohibited. It is the responsibility of the employee/designated volunteer implementing an approved crowdfunding campaign to ensure that all applicable policies, regulations, and laws, including the requirements of the crowdfunding site, are followed.

The Board reserves the right to terminate any approved crowdfunding campaign or refuse any donation for any reason and at any time. The approval of a crowdfunding request shall not be deemed an assurance that the subsequent funds shall be accepted by the District.

D. Receipt and Allocation of Donations

All monetary donations will be made payable to and deposited into an account designated by the SAU business office. All in-kind donations must be inventoried in accordance with Board policy and District procedures.

Prior to an expenditure of funds, the Board shall follow any required statutory process under RSA 198:20-b and board policy for the acceptance of gifts and the expenditure of unanticipated revenue.

All donations, regardless of their form, obtained through crowdfunding on behalf of the District are school property. As a general matter, the employee who completed an approved crowdfunding campaign should be given preference in the use of the donations obtained. Employees shall only use donations from a crowdfunding campaign for the approved purpose stated in the campaign. The Board reserves the right to transfer donations to a different use at the Board's sole discretion.

E. Record Keeping

After donations obtained through an approved crowdfunding campaign have been utilized, the employee must file a written report with the Superintendent or Building Principal detailing how the donations were used and how students benefited. Such records will be forwarded to the District's business office.

Legal References:

RSA 198:20-b – Appropriation for Unanticipated Funds Made Available During Year

1st Read: September 6, 2022

2nd Read: September 20, 2022

Adopted:

Category Recommended

Students and employees of the District are expected to attend the schools of the district without being infected with serious communicable diseases. Nonetheless, the Board recognizes that staff, students, volunteers and others may come in contact with bloodborne pathogens, viruses and other communicable diseases during the school day or school sponsored activities, or may carry those pathogens, viruses and diseases unknowingly into the school community. The Board adopts this policy as a means to minimize risk and respond to these health concerns while respecting the rights of all students and employees, including those who are so infected.

As described in Board policy JLCG, RSA 200:39 permits the exclusion from school of students who exhibit symptoms of contagion, or are a hazard to him/herself or others. As provided in this policy, determinations as to inclusion or exclusion of students or employees with communicable diseases from school will take into account the educational implications for the student and others with whom he or she comes into contact, recommendations from the New Hampshire Department of Health and Human Services ("NHDHHS"), the New Hampshire Department of Education, and the United States Public Health Services Centers for Disease Control ("CDC"). Diseases which will implicate this policy, include, but are not necessarily limited to, HSV related diseases such as Chickenpox, Shingles, Hepatitis B, and Infectious Mononucleosis, Acquired Immune Deficiency Syndrome (AIDS), Cytomegalovirus (CMV), or Herpes Simplex Virus (HSV), and other diseases which are from time-to-time identified by public health agencies such as the CDC and NHDHHS.

1. Students.

It is the policy of the District that students with communicable diseases should not be excluded from attending school in their regular classrooms so long as their attendance results in a situation where the risk of transmission of illness to students or employees of the School District, or hazard to themselves, is negligible. All decisions regarding inclusion or exclusion shall be made consistent with this section and the procedures set forth in section B of this policy.

2. Employees.

It is the policy of the School Board that employees (which for the purposes of this policy will include individual consultants/contractors, and volunteers) with communicable diseases not be excluded from attending to their customary employment and duties so long as they are physically able to perform tasks assigned to them and so long as their employment results in a situation where the risk of transmission of illness to students or other employees of the District, or hazard to themselves, is negligible.

3. Special Circumstances and Conditions.

The School Board recognizes that some students or employees, because of age, disability or other special conditions, may pose greater risks for the transmission of communicable diseases than other persons infected with the same illness. Examples include children who

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display biting behavior and students and employees who are unable to control their body fluids or have uncovered wounds. These conditions need to be taken into account and considered in assessing the risk of transmission of the disease and the resulting effect upon the educational program of the student or employment of the employee.

In the instance of diseases causing suppressed immunity, attendance may be denied to a child with suppressed immunity in order to protect the welfare of the child with suppressed immunity when others in the school have an infectious disease which, although not normally life threatening, could be life threatening to the child with suppressed immunity.

A. PROCEDURES WHEN COMMUNICABLE DISEASE IS SUSPECTED:

1. **Reporting.** School District employees, including contracted individuals and/or agencies who are performing contracted responsibilities for the School District, and who become aware of a communicable disease or other potentially serious health problem regarding themselves, or of students or other employees, unless prohibited by statutory confidentiality, they will report it to the school nurse, or building Principal/designee.
2. **Response.** The health risk to others in the school district environment from the presence of a student or employee with a communicable disease shall be determined on a case-by-case basis. In all cases in which the school nurse, or other person designated by the Superintendent, becomes aware that a student or employee of the School District has contracted a communicable disease of the kind in section A of this policy, s/he will take the following steps:
 - a. The parent/guardian(s) of a student will be contacted in order to discuss the situation and determine whatever facts are available; the same information will be communicated promptly among the Superintendent/designee, school nurse and Principal/designee.
 - b. Upon receiving written consent from the parent(s) or guardian of a student or, in the case of an employee, the employee or his/her health care agent (i.e., adult to whom authority to make health care decisions is delegated under an advance directive meeting the requirements of RSA 137-J:20), the school nurse/Superintendent's designee will attempt to confer with the treating physician, if any, in order to determine any significant medical facts concerning the diagnosis of the disease or factors affecting the possible transmission of the disease.
 - c. Notify and consult with the health care professionals knowledgeable about the particular disease. Following such consultation, the school nurse, Superintendent or his/her designee, shall determine the immediate, short-term action to be taken relative to educational placement of the student or work assignment for the employee.
 - d. When a communicable disease of the kind identified in section A of this policy is suspected or confirmed in an individual, the school nurse shall consult with the Superintendent or designee and appropriate public health officials, to determine whether a student or employee shall be excluded from school or from attending to their customary employment, and whether additional measures are required to

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protect other members of the school population. Factors specific to individuals, such as biting behaviors, lack of control of body fluids, existence of uncovered wounds or other medically identifiable conditions may also be considered. Recommendations regarding the least restrictive educational placement for a student or continued attendance at work for an employee may be sought on a case by case basis.

In addition to the information obtained in steps a-c, decisions to exclude shall consider criteria from NHDHHS Bureau of Infectious Disease included in its publication "*When Children Should be Excluded or Dismissed from a Childcare Setting*", or the American Academy of Pediatrics' "*Red Book: Report of the Committee on Infectious Diseases*", or other general or specific guidance from the NHDHHS or the United States Centers for Disease Control.

- i. Decisions regarding students. Unless the school nurse is unavailable, the ultimate decision to exclude a child from school under this Policy due to a contagious or communicable illness shall be made by the school nurse after consulting with the Superintendent/designee and Principal/designee.

If the school nurse is unavailable, a decision to exclude shall be made by the Superintendent/designee.

If the student is a student with an IEP, 504 plan, or other such individualized learning plan, then decisions regarding alternative settings shall be made according to the applicable laws, regulations and policies.

Students who are aggrieved by the education plan determinations may appeal said determinations pursuant to state and federal special education law if the infected student is eligible for or claims that s/he is eligible for special education or special education and related services. Excluded students who do not claim that they are eligible for special education or special education and related services, but who are aggrieved by the Superintendent's determinations, may appeal said determinations to the Board.

- ii. Decisions regarding employees. Determinations regarding exclusion or reassignment of employees shall be made by the Superintendent/designee. Absent significant risk to the employee or risk of transmission to students or other employees, the Superintendent shall not alter the job assignment of the infected person. Volunteers are subject to any directives issued by the administration, as are contractors and consultants, subject to the terms of their respective agreements.

If the Superintendent/designee, after taking the steps above, determines that there is a medically recognized risk of transmission of disease in the

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School setting or that a significant health problem restricts the infected person's ability to work, or presents a substantial hazard to the employee, the Superintendent/designee shall, if necessary, develop an individually tailored plan to accommodate the staff member if possible. Additional persons may be consulted if necessary for gaining additional information, but the infected person must approve of the notification of any additional persons who are informed of the infected person's identity. The Superintendent/designee may consult with legal counsel to ensure that any official action is consistent with state and federal law. If an individually tailored plan is necessary, said plan should be medically, legally, educationally and ethically sound.

- iii. Testing, Social Distancing and Other Extraordinary Measures. Some infectious diseases, viruses, etc., may be so dangerous and or the risk of casual transmission so great, that effective response will require broader measures. Based upon specific recommendations of local, state and/or federal health authorities, the Superintendent is authorized to implement such additional, extraordinary emergency measures as may be necessary and appropriate to address the health risk: e.g., school closure, population exclusion (stay-at-home type instructions), mandatory screenings, mandatory use of personal protective equipment (PPE's), social distancing orders, administrative leaves or temporary adjustments in duties. These provisions are intended to complement, not replace any provisions of Board policy *Pandemic/Epidemic Emergencies*. Such measures should be taken with prior notice to the Board, if practicable, or as soon as possible thereafter. The Board Chair may determine that the circumstances, or the measures implemented by the Superintendent, warrant a special or an emergency meeting of the School Board.

3. Practices to Minimize Contamination in Schools.

Good hygiene practices as recommended by local, county and state health authorities are to be followed at all times when handling blood or other body fluids of any student or employee. Parents and employees are not generally required to advise the school if their child has a communicable disease. (Some exception may exist under specific legislation or Executive/emergency orders, in which, such legislation or Executive orders shall supersede this policy to the extent necessary to remove any conflict.) Because the District may not rely on self-reporting, it is appropriate to adopt procedures for the handling of body fluids from any child or employee. This also eliminates the need to notify all maintenance, transportation and building personnel if the District becomes aware of a student or employee with communicable diseases. It is recommended the following procedures be used on a routine basis when blood or any other body fluids including vomitus and fecal or urinary incontinence are involved.

- a. Gloves should be worn when cleaning up any body fluids.

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- b. Spills should be cleaned up, the affected area washed with soap and water and disinfected with bleach (one part bleach to ten parts water), or another disinfectant.
- c. All disposable materials, including gloves and diapers, should be discarded into a plastic bag before discarding in a conventional trash system. The mop should also be disinfected with the bleach solution described in B above.
- d. Toys and other personal non-disposable items should be cleaned with soap and water followed by disinfection with the bleach solution before passing to another person. A normal laundry cycle is adequate for other non-disposable items.
- e. Persons involved in the clean-up should wash their hands afterward.

Additional precautions may be recommended or required in certain instances (e.g., social distancing, masks, etc.).

4. Confidentiality and Data Privacy.

Public concern regarding communicable diseases is neither an excuse nor defense for the violation of data privacy rights of students or employees who have or are rumored to have such illnesses.

- A. Personally identifiable health information regarding students is private data and is not to be disseminated to the public or to staff without the strict observance of student privacy rights.
- B. Personally identifiable health data and information regarding employees is private data and may not be released to the public nor to fellow employees without strict observance of privacy rights of public employees.
- C. Parents of other children attending the school, or other school employees, may only be notified of a possible exposure to a communicable disease to the extent permitted, or required, under applicable law, regulations or Executive order. In general, such information will not identify the particular student or employee who has the disease.
- D. Any District employee who violates the confidentiality provisions of this policy shall be subject to discipline. A confidentiality breached by an independent contractor/consultant, could result in termination of the contract for cause.

5. Staff and Student Education.

The School Board recognizes that the education of its residents, staff, and students regarding the risks involved in the spread of infectious diseases in the school setting will help to minimize the risk of transmission to other students and employees while protecting the rights of infected students and employees.

- A. All school district employees should receive instruction regarding appropriate hygienic practices for use in school settings, precautions to be employed where contagious diseases may be encountered and community resources for referral and information.
- B. Any information provided as part of a student's instruction pertaining to sexually transmitted diseases shall comply with Board policy IHAM.

Category Recommended

6. Implementation.

The Superintendent is authorized to implement this policy through and procedures, or administrative directives which s/he deems necessary or appropriate. The Contoocook Valley School District will work cooperatively with the Division of Public Health Services of New Hampshire Department of Health and Human Services to enforce and adhere to the Public Health Code (Chapter He-P 300 Diseases) for the prevention, control, and containment of communicable disease in schools. To ensure adherence to current law and medical practices, these policies and administrative regulations will be reviewed annually by the school nurses.

Legal References:

RSA 189:1-a, Duty to Provide Education

RSA 189:31, Removal of Teacher

RSA 186-C, Special Education

RSA 193:1, Duty of Parent; Compulsory Attendance by Pupil

RSA 193:3, Change of School or Assignment, Manifest Educational Hardship or Best Interest, Excusing Attendance

RSA 200:32, Physical Examination of Student

RSA 200:36, Medical Examination of School Personnel

RSA 200:39, Exclusion from School

Statutory Authority: RSA 141-C:6

NH DHHS Bureau of Infectious Disease's: "When Children Should be Excluded or Dismissed from a Childcare Setting," may be found at:

<https://www.dhhs.nh.gov/dphs/cdcs/documents/childrendismissed.pdf>

1st Read: September 6, 2022

2nd Read: September 20, 2022

Adopted:

JCA – Change of Class or School Assignment on the Basis of Best Interest or Manifest Educational Hardship

General Assignment Authority

The Superintendent has the general authority to assign students to the schools within the District and shall do such in a manner consistent with the Articles of Agreement, and Board Policies. No student shall attend a school to which they have not been assigned. This policy shall not be construed to limit the Superintendent's discretion to make other in-District assignments consistent with applicable Board policies and administrative rules.

Class Assignment Authority and Change of Class Assignment.

The principal of each school in the District and his/her designees shall have the authority to assign students to their classes and schedule. The principal shall have the authority to change a student's class assignment or schedule when he/she deems it in the best interests of the student or school to do such, provided such change is consistent with any applicable Individualized Education Plan or Section 504 Plan. The principal shall have the broad discretion and authority to make or change a student's class assignment for reasons such as, but not limited to, student discipline, a remedial measure to address bullying or conflict between students, student safety concerns, pedagogical reasons, balancing enrollment, addressing staffing concerns, or providing interim supportive measures to students or staff.

The Superintendent shall also have the broad discretion and authority, consistent with state law and Board policies, to change a student's assigned class or schedule, and may, when appropriate, modify or change an assignment made by a principal when she/he deems such to be appropriate. This policy, however, does not limit the Superintendent's discretion to make other in-District class and schedule assignments consistent with applicable Board policies and administrative rules. The decision of the Superintendent as to a student's class assignment or schedule shall be final and shall not be appealable.

Nothing herein shall override the authority of an IEP Team under the IDEA to make a placement, to assign a student to particular classes, or to modify their schedule when deemed necessary to provide a Free Appropriate Education at Public Expense ["FAPE"]..

Nothing herein shall override the authority of the Title IX Coordinator to change a student's class assignments or schedule as part of a supportive measure under Title IX.

A. "Best interest" reassignment to another school

In circumstances where the best interests of a student warrant a change of school assignment, the Superintendent or his/her designee is authorized to reassign a student from the public school to which he/she is currently assigned to another public school, either in or out of the District, a public academy in another district, or an approved private school. The Superintendent also has the authority to approve a request from another Superintendent to accept a transfer of a student from another school district to a school within the District. . This section sets out the procedures for a "Best Interest" reassignment.

1. Procedure

- a. In order to initiate consideration of a reassignment based upon the child's best interests, the parent/guardian shall submit to the Superintendent a written request stating why and/or how the child's best interests warrant reassignment. In order to facilitate a determination, such application may also include any additional information described in 4 below. The written request should be mailed or delivered to the SAU office or emailed to the Superintendent at the email address provided on the District's website.
- b. Upon such request, the Superintendent shall schedule a meeting (the "reassignment meeting") with the parent/guardian, to be held within 10 days of receiving the request.
- c. Prior to or at the reassignment meeting, the parent/guardian shall make a specific request that the student be re-assigned to another public school within the District, a public school in another district, an approved private school within the district, a public academy, or an approved private school in another district.
- d. At the reassignment meeting, the parent/guardian may present documents, witnesses, or other relevant evidence supporting the parent's belief that reassignment is in the best interest of the student.
- e. The Superintendent may present such information as he or she deems appropriate.
- f. In determining whether reassignment is in the student's best interest the Superintendent shall consider the student's academic, physical, personal, or social needs.

2. The Superintendent's Finding on Reassignment

In order for a student to be reassigned there must be a finding by the Superintendent that reassignment is in the student's best interests, after taking into consideration the student's academic, physical, personal, or social needs.

- a. Within five school days of the reassignment meeting, the Superintendent shall deliver to the parent/guardian a written determination as to whether or not reassignment is in the child's best interest. Delivery of the written determination should be done in a manner to produce evidence of the delivery (e.g., courier, email, fax).
- b. If the Superintendent finds it is in the best of the interest of the student to change the student's school or assignment, the Superintendent shall initiate:
 - i. A change of assignment within the student's current assigned school;
 - ii. The student's transfer to another public school, public academy, or approved private school within the District; or
 - iii. The student's transfer to a public school, public academy, or approved private school in another district.
- c. If the Superintendent does not find that it is in the best interest of the student to change the student's school or assignment, the parent/guardian may request a hearing before the School Board to determine if the student is experiencing a manifest educational hardship as provided in Section B of this policy.

3. The Tuition Determination

If a student is to be reassigned to a public school in another school district or approved public academy as a result of a best interest determination, the Superintendent shall work with the Superintendent or administrator of the receiving school district/approved school to establish a tuition rate for such student. Pursuant to RSA 193:3, I(g), if the Superintendent has made a finding that it is in the best interest of the student to be reassigned, then the

School Board shall approve the tuition payment consistent with the Board's ordinary manifest approval procedures.

If the student is reassigned to an approved private school as a result of a best interest determination, that school may charge tuition to the parent/guardian or may enter into an agreement for payment of tuition with the school district in which the student resides. The Superintendent shall consult with legal counsel regarding tuition

obligations in such an instance. Any such Agreement shall be subject to approval by the school board on behalf of the School District and shall be at the sole discretion of the School Board with due consideration given to the fiscal impact of such approval on the District and shall not be granted if in the opinion of the School Board there are other viable public school options for reassignment.

The Superintendent shall assure that the reassignment approval is placed on the agenda for the next regularly scheduled Board meeting.

5. Transportation:

Transportation for a student reassigned to a school in another district under this Section A (best interest) shall be the responsibility of the parent/guardian.

6. Tuition for Students Reassigned by Other Districts.

Pursuant to RSA 193:3, I. It is the general policy of the Board that the tuition amount to be charged to another district for any student reassigned by that district to a school within this District under the best interest standard of 193:3, I, shall be the lesser of the tuition charged for non-residential students under Board policy JFAB or as computed under the formula set out in RSA 193:4. The Superintendent, however, is authorized to reduce the tuition amount below those thresholds or for other good cause shown (e.g., reciprocal assignments between the two districts).

7. Final Decision.

The decision of the Superintendent shall be final and any appeal shall be limited to the process set forth in paragraph B., herein.

8. Annual Review

A reassignment on the basis of best interest of the student shall be limited to no longer than the end of the ensuing school year, and shall be subject to review by the Superintendent prior to any subsequent school year to determine that the reassignment remains in the best interest of the student, with the understanding that the Superintendent may, at his/her discretion, waive the review when he/she deems such to be appropriate..

B. Manifest Educational Hardship – Determination by School Board and Appeal to State Board.

If, after following the procedure outlined in Section A of this policy, the Superintendent did not find that it was in the best interest of the student to reassign the student as requested by the student's parent/guardian, then the parent/guardian may within thirty (30) days submit a request to the Superintendent for a hearing before the School Board

in accord with paragraph 2 herein, to determine if the student is experiencing a manifest educational hardship.

1. "Manifest Educational Hardship" Defined. As provided in RSA 193:3, II (a), "manifest educational hardship" means that a student has a documented hardship in his or her current educational placement; and that such hardship has a detrimental or negative impact on the student's academic achievement or growth, physical safety, or social and emotional well-being. Such hardship must be so severe, pervasive, or persistent that it interferes with or limits the ability of the student to receive an education.
2. Procedure for Determination of Manifest Educational Hardship.
 - a. Within thirty (30) days after receipt of the Superintendent's written determination described that reassignment is not in a student's best interest as described in paragraph A.2.a. above, the parent/guardian requesting a manifest educational hardship hearing shall submit a written application to the Superintendent detailing the specific reasons why they believe that the current assignment constitutes a manifest educational hardship.
 - b. The Superintendent shall duly notify the school board that the parent/guardian has requested a manifest educational hardship hearing, upon which the school board shall schedule a hearing to be held no more than 15 days¹ after the request has been received by the Superintendent. The Board shall provide at least two (2) full days notice of the hearing. The Board will conduct the hearing in non-public session, unless the parent/guardian requests the hearing be held in public session, subject to RSA 91-A:3, II(c).
 - c. Prior to or at such hearing, the parent/guardian shall provide to the Superintendent a specific request in writing that the student attend another public school or approved private school in the District, or attend a public school, public academy, or approved private school in another school district. The Superintendent shall provide such request to the School Board at the hearing. Although not required, the parent/guardian may include this request as part of the original hearing request.
 - d. At such hearing, the parent/guardian may present documents, witnesses, or other relevant evidence supporting their belief that the student is experiencing a manifest educational hardship. The

Superintendent may present such information as he or she may deem appropriate to assist the School Board in reaching its decision. The parties (or their appointed designee) shall have the right to examine all evidence and witnesses. The formal rules of evidence shall not apply. The Superintendent will assure the means for the Board to establish an adequate record of the hearing.

- e. The parent/guardian shall have the burden of establishing the presence of a manifest educational hardship by clear and convincing evidence, which means that the evidence is highly and substantially more likely to be true than untrue, and the Board must be convinced that the contention is highly probable.²
- f. The Board will render its decision in writing within seven (7) days after the hearing and will forward its written decision to the parent/guardian via means producing proof of delivery (e.g., courier, email, etc.). The decision will conform to the requirements of NH Dept. of Education Rule Ed 320(c)-(e).

- 3. Finding of Manifest Educational Hardship. If the School Board finds that the student has a manifest educational hardship, the School Board shall grant the parent's or guardian's request to reassign the student to another public school or approved private school in the District, or to a public school, public academy, or approved private school in another district.
- 4. Finding that Manifest Educational Hardship Was Not Established – Appeal to the New Hampshire State Board of Education. If the School Board finds that the parent/guardian has not met their burden of proof, the parent/guardian may appeal the local Board decision to the New Hampshire State Board of Education ("SBOE"), within thirty (30) days of receipt of the Board's written decision in accordance with NH Dept. of Ed. Rule Ed 204.01(g). If a parent/guardian believes that denial of a re-assignment under this policy upon the child's disability, the parent/guardian may appeal to the SBOE or file a complaint with the N.H. Human Rights Commission under RSA 354-A:28.
- 5. Tuition for Students Reassigned Upon Finding of Manifest Educational Hardship. If, after a finding of a manifest educational hardship - by either the School Board or the State Board - a student of the District is assigned to attend school in another district, or a student from another district is assigned to a school in this District, the district in which the student resides shall pay tuition to the district to which the child is reassigned.

Such tuition shall be computed according to RSA 193:4. The school board of the district in which the student resides shall approve the tuition payment consistent with its ordinary manifest approval process.

6. Transportation: Transportation for a student reassigned to schools in another district under this section B (manifest educational hardship) shall not be the responsibility of the District unless otherwise ordered by the SBOE.

7. Review. A reassignment on the basis of manifest educational hardship shall be limited to no longer than the end of the ensuing school year and shall be subject to review by the School Board prior to any subsequent school year to determine that the manifest educational hardship still exists, with the understanding that the Board may, at its discretion, waive the review when it deems such to be appropriate.

C. Admission Requirements. Students reassigned under this Policy shall meet the admission requirements of the school to which the student is to be reassigned.

D. Statutory Reassignment Limit. The total reassignments or transfer made under this policy in any one school year will not exceed one (1) percent of the average daily membership in residence of a school district, or five (5) percent of the average daily membership in residence of any single school, whichever is greater, unless the School Board votes to exceed this limit.

E. Count of Reassigned Pupils, Tuition Payment and Rate, and Transportation. Pupils reassigned under this policy will be counted in the average daily membership in residence of a given pupil's resident school district. Said pupil's resident district will forward any tuition payment due to the District to which the pupil was assigned.

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

G. Special Education Placements. A placement made relative to a student's special education needs and services shall not be deemed a change of school assignment for purposes of this section.

Legal Reference:

RSA 193:3, III. (Change of School Assignment)

RSA 193:3, I, II, Manifest Educational Hardship

RSA 193:14-a, Change of School Assignment; Duties of State Board of Education

Ed320.01et seq.

Category: P

1st Read: September 6, 2022

2nd Read: September 20, 2022

Adopted:

~~JCA~~ JCB– Change of School within ConVal School District Schools

In circumstances where the best interests of a student warrant a change of school assignment **within the ConVal School District schools**, the Superintendent or his/her designee is authorized to reassign a student from the public school to which he/she is currently assigned to another **ConVal** public school. ~~or to approve a request from another Superintendent to accept a transfer of a student from a school.~~

Procedures for Reassignment of Students within the District:

1. The parent or legal guardian will submit a written request for student enrollment transfer to the home and receiving building principal. The written request will include a summary of the unique circumstances leading to the request for transfer. All requests will be reviewed on a case-by-case basis at the discretion of the Superintendent; priority in decision making given to the child, the school, and the district.
2. Once the request is received by the building principals, the home principal will schedule a meeting with the parent/guardian. This meeting shall occur within five days of receipt of the written request. All requests will be shared with the Director of Student Services.
3. If the home principal supports the transfer request, he/she will communicate the decision to the receiving building principal. Both administrators must support the request for the transfer to move forward. Once approved by both administrators, each will generate a joint, written notification to the Superintendents that outlines the agreement.

The Superintendent, within 10 school days of receipt of the agreement summary, shall review the submitted summary and approve or disapprove the agreement. A written placement decision shall be shared with the parent/guardian, as well as the two building principals.

4. If the home or receiving principal does not approve the request, the home principal will send a written denial, documenting the justification, to the parent/guardian within 15 days of receipt of the transfer request.
5. The parent may appeal the denial to the Superintendent. An appeal must be received within 10 days of receipt.
6. The Superintendent's reassignment decision shall be in writing, and shall be final and binding.

7. Parent/guardian requests must be made each year to the home and receiving principals, no later than March 15th. If the request is not received by March 15th, the student will attend school in the town in which the parent/guardian resides.

Legal Reference:

RSA 193:14-a, Change of School Assignment; Duties of State Board of Education

Category: 0

1st Read: September 6, 2022

2nd Read: September 20, 2022

Adopted:

JLC – Student Health Services CV Version

The School Board may appoint a school nurse to function in the school health program one or more school nurses to carry out appropriate school health-related activities including, but not limited to: providing direct health care to students; providing leadership, care coordination and qualitative improvement of school health services; promoting a healthy school environment and control/surveillance of infectious diseases; promoting health; serving in a leadership role for health policies and programs; and serving as a liaison between school personnel, family, community, and health care providers. The school nurses' responsibilities also include, but are not limited to: assessing and responding to individual student health needs through Individual Healthcare Plans, maintaining accurate health records, participating on 504, IEP or other school teams (as needed or required), health promotion, disease and injury prevention initiatives, student wellness, and other responsibilities and services as dictated by law or Board policy. Finally, the school nurse will assist the administration in developing/updating forms necessary and appropriate for health-related issues.

A school nurse shall be a registered professional nurse licensed in New Hampshire, and certified by the New Hampshire Department of Education working within the nursing scope of practice as defined by New Hampshire Board of Nursing.

The Board may employ or contract with a Licensed Practical Nurse (LPN) or a Licensed Nursing Assistant (LNA) to work under the direct supervision of the school Registered Nurse (RN) within their respective scopes of practice. As provided by New Hampshire law, the school nurse is responsible for any the delegation of health care tasks.

Responsibilities of the school nurse, LPN, and LNA are outlined in the job descriptions for their respective positions. In addition, the Superintendent or his/her designee may assign additional duties to the school nurse, LPN, or LNA within the respective scopes of practice.

Personnel qualified to carry out appropriate school health-related activities as defined by EBBC/JLCE shall be available to each school in the District. All injuries or illnesses occurring during the school day shall be reported to the school nurse or the building principal. Accidents shall be reported in accordance with Board Policy EBBC. Students attending school during the extended day, night, or summer school programs, or any other time when the school nurse is not in the building, are to report all illnesses and injuries to the supervising adult. ~~The school nurse, principal, or designee will notify parents before a student who is injured or ill is permitted to go home and the student's dismissal will be contingent upon parent authorization.~~

Students will not be allowed to leave school due to injury or illness without first notifying either the school nurse, principal or designee as well as the student's parent/guardian or emergency contact on file.

Emergency medical care will be provided pursuant to the guidelines of Board Policy EBBC/JLCE. Any pupil who is required to take prescribed medication during the school day will do so in a manner consistent with District policies and procedures, including policy JLCD and appendix JLCD-R, and the provisions of Department of Education Rule 311.02.

Legal References:

RSA 200:27, School Health Services

RSA 200:29, School Nurse

RSA 200:31, School Health Personnel

NH Code of Administrative Rules, Sec. Ed. 306.12, School Health Services

Category: P

See also EBBC, JLCE

1st Read: September 6, 2022

2nd Read: September 20, 2022

Adopted:

JLCE - Emergency Care and First Aid

All School personnel have responsibilities in connection with injuries and emergencies occurring in school and at school-sponsored events, which may be classified as follows:

- (1) administering first aid;
- (2) summoning ~~medical assistance~~; school nurse, athletic trainer and/or EMS 911
- (3) notifying administration;
- (4) notifying parents; and,
- (5) filing accident/injury reports.

School personnel must use reasonable judgment in handling injuries and emergencies. Caution should be exercised not to minimize or maximize any injury or illness. All personnel will understand the proper steps to be taken in the event of an injury or emergency, including appropriate activation of EMS and obtaining additional staff assistance when possible. Personnel shall also understand their role as it relates to the District's Emergency Operations Plan and the site specific plan for their school.

The Superintendent or their designee(s) will ensure that at least one other person on staff, aside from the school nurse, has current first aid and cardiopulmonary certification (CPR). If the school nurse or licensed practical nurse is not available, the person(s) who have current first aid and CPR certification is authorized to administer first aid and CPR as needed.

The school will obtain at the start of each school year emergency contact information of parents/guardians for each student and staff member.

~~The school physician, school nurse, or specially trained staff members shall assist in the treatment of injuries or emergency situations. Such individuals have the authority to administer oxygen in case of a medical emergency, if available and if appropriate. This authorization extends to administering oxygen to students without prior notification to parents/guardians.~~

The school nurse or ~~other designated personnel~~ *school nurse delegatee* may administer ~~other~~ medications to students in emergency situations, provided such personnel has all training as is required by law. A school nurse shall be permitted to administer oxygen to a pupil in a medical emergency without parental permission or a physician's order. ~~Such medication may also be administered in emergency situations if a student's medical action plan has been filed and updated with the school district to the extent required by law.~~

If a school nurse or licensed practical nurse is not available to a school for any reason, at least one other person who has a current first aid and cardiopulmonary certification (CPR), including AED training, (automated external defibrillator) will be available (per Ed 306.12). Also required is annual training of the Health Office delegatee and other authorized staff in assisting in the administration of an Epi-pen, a metered dose inhaler, and/or an opioid antagonist. Being available means they must be on school grounds during school hours or present at scheduled school activities so that they can provide emergency care immediately, without prior notification to parents/guardians. However, parents/guardians shall be promptly notified after emergency assistance has been provided.

~~Consistent with state law,~~ The school nurse may maintain a supply of asthma related rescue medication and the emergency medication epinephrine. ~~The school physician, if any, The school nurse, or specially~~

~~trained staff members~~ may also administer epinephrine to **any student** in case of a medical emergency, if appropriate. This authorization extends to administering epinephrine without prior notification to parents/guardians.

The school nurse can delegate epinephrine administration to a trained individual of any student who has epinephrine prescribed. The school nurse or other designated personnel may administer or make available to a student for self-administration a bronchodilator, spacer, or nebulizer for use in emergency or other situations as determined by the school nurse provided that:

- (a) The school has on file an asthma action plan for the student which shall be filed annually and updated as necessary with the school and includes an order from the student's health care provider to provide the student with an asthma rescue inhaler, including dosage information and permission for the student to use the school's stock in the event of an emergency; and
- (b) The student's parent/guardian has provided written permission to the school nurse to administer a bronchodilator, spacer, or nebulizer from the school's supply.

The school nurse shall notify the student's parent or legal guardian whenever a bronchodilator, spacer, or nebulizer from the emergency stockpile is administered to a student. The school nurse shall make the notification as soon as practicable in accordance with the contact information on file at the school.

A parent or legal guardian of any child may authorize a school employee, or person employed on behalf of the school in cases where there is no school nurse immediately available, to administer glucagon to a child in case of an emergency, while at school or a school sponsored activity. Glucagon administration training may be provided by a licensed physician, physician assistant, advanced practice registered nurse, or registered nurse, however in no case shall school nurses be required to provide training. The school administration shall allow school employees to voluntarily assist with the emergency administration of glucagon when authorized by a parent or legal guardian. The law currently requires that the state board of education, in conjunction with the American Diabetes Association, and the New Hampshire chapter of American Academy of Pediatrics, shall develop standards and guidelines for the training and supervision of personnel, other than the school nurse, who provide emergency medical assistance to students under this section. Such personnel shall only be authorized to provide such assistance upon successful completion of glucagon administration training. The school nurse, or school employee in cases where there is no school nurse immediately available, may administer glucagon to a child in case of an emergency, while at school or a school sponsored activity in compliance with a diabetes management plan or physician's order, signed by the student's health care provider, that prescribes the care and assistance needed by the student including glucagon administration.

~~The district will maintain all necessary records relative to the emergency administration of medication and will file all such reports as may be required under Board policy JLCD, or applicable laws or regulations. See below:~~

Records related to the emergency administration of any medication under this policy shall be made and maintained by the school nurse as provided in Board policy JLCD, District procedures and/or applicable

laws and regulations. The school nurse will follow other first aid reporting protocols, as may be determined by other Board policy or administrative directive.

~~Accident reports must be prepared and filed consistent with Board policy EBBB.~~ Replace with current language: *All accidents judged to be other than minor require an accident report to be filled out by the supervising adult and filed with the Principal and SAU Office within 24 hours of the incident per policy EBBB.*

The District makes it possible for parents/guardians to subscribe to student accident insurance at low rates. This program is offered each year during September. The District does not provide student accident insurance and the student accident insurance is not a program of the District.

Naloxone/Narcan and Opioid Antagonists:

The Board authorizes the District to obtain, store and administer naloxone/Narcan and/or other opioid antagonists for emergency use in schools.

The school nurse or other properly trained staff member may administer such medication in emergency situations. Opioid antagonists will be available during the regularly scheduled school day. They may be available at other times at the discretion of the Superintendent.

The Superintendent is authorized to procure such medication on behalf of the District.

All such medication will be clearly marked and stored in a secure space in the school nurse's office or other appropriate location. The school nurse is responsible for storing the medication consistent with the manufacturer's instructions and Board policy JLCD and District procedures.

Local law enforcement and emergency medical service personnel will be notified if such medication is administered by the District.

Legal References:

RSA 200:40, Emergency Care

RSA 200:40-a, Administration of Oxygen by School Nurse

RSA 200:40-b, Glucagon Injections

RSA 200:44-a, Anaphylaxis Training Required

RSA 200:54, Supply of Bronchodilators, Spacers or Nebulizers

RSA 200:55, Administration of Bronchodilator, Space or Nebulizer

Ed 306.04(a)(21), Emergency Care For Students And School Personnel

Ed 306.12, School Health Services

1st Read: September 6, 2022

2nd Read: September 20, 2022

Adopted:

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: September 20, 2022

Adopted:

FF - 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 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;
5. A person who made a significant philanthropic or financial contribution made by the person to the school district.

First Read: September 20, 2022

Second Read:

Adopted:

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. 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.

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.
14. 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.

Legal References:

RSA 193-D, Safe School Zones

RSA 193-F, Pupil Safety and Violence Prevention

RSA 281-A: 64 Safety Provisions

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

First Read: September 20, 2022

JICI – Dangerous Weapons On School Property

This Policy applies to school employees and students. This policy does not apply to any School Resource Officer(s) or other law enforcement officials that are present in the ConVal School District. Weapons are not permitted in school buildings, on school property, in school buses 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: September 20, 2022

2nd Read:

Adopted:

CONTOOCCOOK VALLEY SCHOOL DISTRICT FIELD TRIP PROPOSAL

1. Name: Ellen Kidd (8th grade team) Grade: 8 School: GBS

2. Destination: Washington, DC

3. Date(s) of Trip: April 17-21, 2023 Time(s): From _____ to _____

4. Description of Trip:

see attached itinerary
Statue of Liberty - New Jersey side, Washington, D.C., memorials, Arlington Cemetery, National Cathedral, US Capitol, Ford's Theater

5. How will this trip relate to your program and/or curriculum?

The 8th grade curriculum for social studies is toward a Nation, Building a Nation, The New Republic, Industrial Revolution, Manifest Destiny, The Causes of the Civil War, Civil War, and Economics during these events.

6. Transportation will be by: Bus Co. _____ Private Car _____ Other Capital Tours, Inc.
(Private cars require completion of District Use of Private Vehicle Form by individual drivers)

7. Ratio of Adults: 5 per 6 to Number of Students: 55 ish

Ellen Kidd 9/13/22 Kathleen 9/13/2022
Staff Signature Date Principal Signature Date

SCHOOL USE ONLY: All items must be checked before the Principal/Assistant Principal will sign

TBD Bus Form If Necessary
TBD Fee Paid By _____
TBD Chaperones Listed On The Reverse
TBD Permission Slips To Parents/Guardians Prepared
TBD Office Notified With Accurate Lists of Students

TBD Kitchen Notified If Lunches Would Be Affected
✓ UA Team Notified
✓ Posted on Events Calendar
TBD Notified Nurse to prepare Medicine
✓ CPR/First Aid Trained: Paul Bolduc (Name)

SCHOOL BOARD APPROVAL REQUIRED FOR TRIPS OF MORE THAN TWO (2) DAYS (REFER TO FIELD TRIP POLICY IJOA).

Proposal forms must be submitted to the Principal by April 1st, to the Superintendent by May 1st and approved by the School Board no later than the August meeting for trips during the new school year

Date Received at SAU Office _____ Date Approved/Not Approved by School Board _____
(Please Circle One)

Superintendent/Board Chairman Signature _____

Adopted: May 1, 2001
Form Updated: April 2019