

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

**CONTOOCOOK VALLEY SCHOOL BOARD**

**POLICY COMMITTEE MEETING**

**Tuesday, January 3, 2023**

**6:00 PM**

**Location: SAU Finch Conference Room**

**Agenda**

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

- 1. Call to order**
- 2. Approval of the November 1, 2022 Minutes**
- 3. Policy Review**
  - KEC/IJL (IGE): Reconsideration of Instructional Materials and Educational Media/Library Collection Development/Library Collection Development/Parental Objections to Specific Course Material
  - DJ: Purchasing
  - DJE: Bidding Requirements
  - DBC: Budget Preparation Plan
  - DJB: Purchasing Procedures
  - JICA: Student Dress Code
- 4. Non-Public Session RSA 91-A:3 II (If Required)**
- 5. Policy Status Update:**

**Under review/revision by Administration:**

- IHBG: Home Education Instruction
- JJJ: Access to Public School by Nonpublic, Charter Schools, and Home Educated Students
- JLDDB: Suicide Prevention and Response
- IKL: Academic Integrity and Honesty – Education Committee Recommendation
- BBBF: Student Board Members (Reworked from Oct. 18<sup>th</sup> meeting)
- JLCB: Immunization of Students (Reworded and Re-lettered)

**Under review by Legal:**

- JLCF: Wellness
- IHBAA: Evaluation Requirements for Students

**Under review by Budget and Property:**

- Capital Plan Policy

**Under review with Nurses:**

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

**Future Agenda Items:**

- Fall Update Items

# KEC– Instructional and Educational Media (DRAFT REVISIONS)

## Statement of Intent

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

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

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

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

~~Religion – factual, unbiased material on all major religions has a place in school libraries. Ideologies – libraries should, with no thought toward swaying reader judgment, make available a balanced collection of primary and factual material, on the level of their students, on various ideologies or philosophies that exert or have exerted a strong force, either favorably or unfavorably, in government, current events, politics education, and other phases of life.~~



~~Profanity/obscenity materials shall be subjected to a test of literary merit and reality by media specialists and teachers who will take into consideration the maturity of students and the standards of the community.~~

#### Right to Criticize Educational media and the use of alternative media

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

The Board recognizes the right of an individual parent to request that ~~his~~ **their** own child not read ~~a given book~~ or view ~~a~~ certain educational media. When such a request is presented, the teacher and/or school administrator should resolve the situation, ~~perhaps~~ by arranging for use of alternative educational media ~~that meets~~ **meeting** ~~essentially~~ the same instructional purpose. This does not apply, however, to basic program texts and specific instructional materials that are part of the curriculum. The process to follow ~~in~~ the circumstance where a Parent, Guardian or adult student wishes to take exception to specific course material is set forth in Policy IGE.

The Board shall not permit any individual or group to exercise censorship over educational media; ~~or instructional materials or library collections~~, but recognizes that at times a reevaluation of the educational value of certain material may be desirable. Should an individual or group ask to have ~~any form of~~ educational media withdrawn from ~~curricular/school~~ use:

~~The Board shall not permit any individual or group to exercise censorship over educational media, instructional materials or library collections, but recognizes that at times a reevaluation of the educational value of certain material may be desirable. Should an individual or group ask to have any form of educational media withdrawn from school use.~~

- ~~1. District residents or ConVal parents/guardians not in agreement with a school on its selection of educational media and who wish a particular item of educational media to be reviewed must submit to the Principal a "Request for Reconsideration of Educational Media." The request forms shall be available at the school office. ¶~~
- ~~2. The Principal, upon receipt of a "Request for Reconsideration" will acknowledge receipt to the complainant and list anticipated steps to be taken. The Principal may form a building level Educational Media Review Committee and schedule meetings necessary to review the complaint and to write a report and recommendation to the Superintendent as to whether removal is warranted, and if so, the reason(s) why the item should be removed or blocked from use. In the alternative, the Principal may elect to review the request and author the report and recommendation to the~~



~~Superintendent. During the review process the educational media will remain in use unless the Principal or Superintendent elects to remove or restrict the material until a final decision is made. ¶~~

- ~~3. A copy of the report shall be provided to the requestor. The report and recommendation shall be based on the points offered above, as well as, the principles governing the selection of all instructional materials and educational media. Additionally, the Board wishes to emphasize that: ¶~~

~~Educational media shall not be excluded because of the writer's race or nationality or his political or religious views. ¶~~

~~That the value of any educational media shall be judged as a whole, taking into account the purpose of the material, rather than individual, isolated expressions or incidents in the work. ¶~~

- ~~1. The Superintendent or his designee shall review the request and the report and recommendation, and shall render a decision in the matter. Should the solution be unsatisfactory to the Requestor, he/she may appeal the decision to the Board, within 10 days of receipt of the Superintendent's decision.~~

1. All matters of concern regarding educational media shall be reported to the school principal. The Assistant Superintendent shall be made aware of the concern within five (5) business days.
2. The school principal will contact the parent/guardian or resident to discuss the matter and explain the District policy.
3. Administration may schedule a meeting with the parent/guardian or resident and staff member(s) involved with the selection of the item in question in order to review the selection criteria and process as well as its intended use.
4. If the concern remains unresolved, the parent/guardian or resident shall be advised of the procedure for handling formal reconsideration. They will also be provided a Request for Reconsideration Form form which shall be completed and returned before formal reconsideration will be given.
5. If the formal request for reconsideration has not been received by the Assistant Superintendent within ten (10) business days, the item review shall be considered closed.
6. Upon receipt of a completed Request for Reconsideration Form, the Assistant Superintendent shall inform the Superintendent and establish a Reconsideration Committee.
7. At a minimum, the Reconsideration Committee shall consist of the Assistant Superintendent, a Principal or Assistant Principal, a teacher, a library media specialist, two parents (other than the requesting resident), and a school board

representative from the Education Committee. The Assistant Superintendent, at their discretion, may choose to appoint additional members.

8. The committee shall be provided with the request for reconsideration and will:
  - a. Read and/or examine the materials referred to it;
  - b. Check the general acceptance of the materials by reading reviews;
  - c. Weigh values and faults against each other and form opinions based on the materials as a whole and not on passages, statements, or images pulled out of context;
  - d. Meet to discuss the material and prepare a report containing their decision on the disposition of the matter;
  - e. File a copy of the report in the specific school and administrative offices.
9. The Assistant Superintendent shall notify the parent/guardian or resident of the decision and provide a copy of the committee's report.
10. The parent/guardian or resident may appeal the decision in writing to the Superintendent within five (5) business days. The Superintendent shall review the report, relevant materials, and the item under reconsideration.
11. Should the Superintendent uphold the decision, the resident may file a final appeal to the School Board. They will:
  - a. Present a written notice of appeal within five (5) business days;
  - b. Attach a copy of the original written request and a copy of the committee's report;
  - c. Request a hearing date with the School Board.
  - d. The School Board shall review the report, relevant materials, and the item under reconsideration.

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

*Category: Recommended*  
1st Read: July 23, 2019  
2nd Read: August 20, 2019  
Adopted: August 20, 2019



# IJL – Library Collection Development (DRAFT Revisions)

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

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

## Responsibility for Selection

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

## Selection Objectives

The ConVal School District shall provide materials that:

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



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

### Criteria for Selection

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

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

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

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

### Selection Process

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

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

### Special Selection Considerations

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

### Challenged Materials

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

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



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

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

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



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

### Collection Maintenance

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

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

### Disposal of Withdrawn Materials

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

### Resource Sharing

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

### Legal Reference:

*NH School Minimum Standards Ed 306.08 Instructional Resources*

Category: R

1st Read: February 4, 2013

2nd Read: March 4, 2013

Adopted: March 4, 2013

## IGE – Parental Objections To Specific Course Material (DRAFT REVISIONS)

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

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

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

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

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

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

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



to be used with respect to such instruction.

**Legal References:**

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

RSA 193:40, Prohibition on Teaching Discrimination

***Related policies: IHAM & KEC***

**First Read:** November 2, 2021

**Second Read:** November 16, 2021

**Adopted:** November 16, 2021

***District review/revision history:***

***Category: Priority/Required by Law***

# DJ – Purchasing

The function of purchasing is to serve the educational program by providing the necessary supplies, equipment, and services.

The acquisition of supplies, equipment, and services will be centralized in the business office, which functions under the supervision of the Superintendent, and through whose office all purchasing transactions are conducted.

While the School Board assigns the Superintendent the responsibility for the quality and quantity of purchases made, the Business Administrator shall be responsible for all phases of purchasing in accordance with school board policy; for requisitions, current order purchasing, writing of specifications for bids, deliveries, storages, and other tasks related to the purchases, acceptance and distribution of supplies.

The prime guidelines governing this responsibility are that all purchases fall within the framework of budgetary limitations and that they be consistent with the approved educational goals and programs of the District.

*Category: R*

Adopted: April 2, 1991

Amended: September 18, 2012

< DIE - Audits

DJC - Petty Cash Accounts (<https://schoolboard.convalsd.net/district-policies/d-fiscal-management/djc-petty-cash-accounts/>)

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## DJ - PURCHASING

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(Download policy)

### *Category R*

The acquisition of supplies, equipment, and services will be centralized in the business office, which functions under the supervision of the Superintendent, and through whose office all purchasing transactions are conducted.

The Board assigns the Superintendent the responsibility for the quality and quantity of purchases made. The prime guidelines governing this responsibility are that all purchases fall within the framework of budgetary limitations and that they be consistent with the approved educational goals and programs of the District.

The Business Administrator will be solely responsible for the final approval of all non-educational purchases. The Superintendent or his/her designee will approve educational purchases beyond budget limitations.

The Business Administrator shall be responsible for all phases of purchasing in accordance with Board Policy; for requisitions, current order purchasing, writing of specifications for bids, deliveries, storage, and other tasks related to the purchases, acceptance and distribution of supplies.

### **Legal Reference:**

*RSA 194-C:4 II (a), Superintendent Services*

*NH Code of Administrative Rules Section 303.01 (b), Substantive Duties of School Boards*

Revised: March, 2004

Revised: November, 1999

Revised: July, 1998

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# DJE – Bidding Requirements

All contracts for, and purchases of supplies, materials, equipment, and contractual services in the amount of ~~\$250,000~~ ~~15,000~~ or more, shall be based, when feasible, on at least three competitive bids. All purchases less than ~~\$15,000~~ ~~20,000~~ in amount may be made in the open market but shall, when possible and reasonable, be based on at least three competitive quotations or prices. All purchases made in the open market shall be completed after careful pricing.

When bidding procedures are used, bids shall be advertised appropriately. Suppliers shall be invited to have their names placed on mailing lists to receive invitations to bid. When specifications are prepared, they will be mailed to all merchants and firms who have indicated an interest in bidding.

All bids must be submitted in sealed envelopes, ~~addressed to the School Board,~~ and plainly marked with the name of the bid and the time of the bid opening. Bids shall be opened at the time specified and all bidders and other persons shall be invited to be present.

~~Bids for items anticipated to be in excess of \$250,000 shall be addressed to and awarded by the School Board. All other bids shall be addressed to and administered by the Business Administrator or Designee.~~

The Board reserves the right to reject any or all bids and to accept that bid which appears to be in the best interest of the District. The Board reserves the right to waive any formalities in, or reject, any or all bids or any part of any bid. Any bid may be withdrawn prior to the scheduled time for the opening of bids. Any bid received after the time and date specified shall not be considered. The Board also reserves the right to negotiate with a bidder when all bids exceed the budgeted appropriation.

The bidder to whom the award is made shall be required to enter into a written contract with the District.

## **Federal Funds**

~~All purchases for property and services made using federal funds are conducted in accordance with all applicable Federal and State laws and regulations, the Uniform Grant Guidance, and the District's written policies and procedures. See Board Policy DAF.~~

~~See also: Policy DJ, Purchasing  
Policy DJB, Purchasing Procedures~~

## **Legal References:**

*RSA 194-C:4 II (a), Superintendent Services*

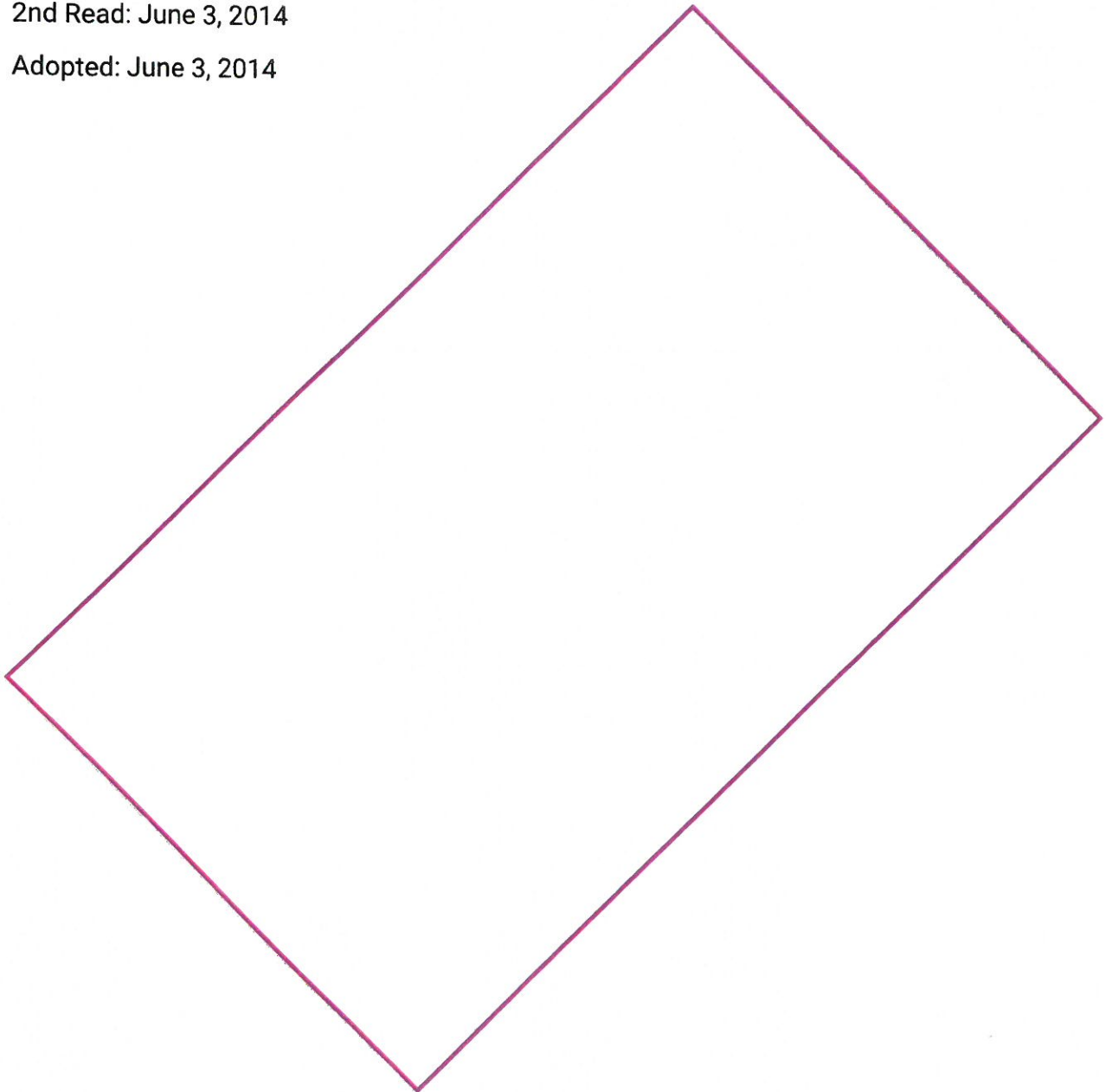
*NH Code of Administrative Rules, Section Ed. 303.01 (b), Substantive Duties of School Boards*

*Category: R*

1st Read: September 17, 2013

2nd Read: June 3, 2014

Adopted: June 3, 2014



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## DJE - BIDDING REQUIREMENTS

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(Download policy)

### *Category R*

All contracts for, and purchases of supplies, materials, equipment, and contractual services in the amount of \$5,000 or more, shall be based, when feasible, on at least three competitive bids. All purchases less than \$5,000 in amount may be made in the open market but shall, when possible, be based on at least three competitive quotations or prices. All purchases made in the open market shall be completed after careful pricing.

When bidding procedures are used, bids shall be advertised appropriately. Suppliers shall be invited to have their names placed on mailing lists to receive invitations to bid. When specifications are prepared, they will be mailed to all merchants and firms who have indicated an interest in bidding.

All bids must be submitted in sealed envelopes, addressed to the Board, and plainly marked with the name of the bid and the time of the bid opening. Bids shall be opened at the time specified and all bidders and other persons shall be invited to be present.

The Board reserves the right to reject any or all bids and to accept that bid which appears to be in the best interest of the District. The Board reserves the right to waive any formalities in, or reject, any or all bids or any part of any bid. Any bid may be withdrawn prior to the scheduled time for the opening of bids. Any bid received after the time and date specified shall not be considered. The Board also reserves the right to negotiate with a bidder when all bids exceed the budgeted appropriation.

The bidder to whom the award is made shall be required to enter into a written contract with the District.

### **Legal References:**

*RSA 194-C:4 II (a), Superintendent Services*

*NH Code of Administrative Rules, Section Ed. 303.01 (b), Substantive Duties of School Boards*

Revised: March, 2004

Revised: November, 1999

Revised: July, 1998

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# DBC – Budget Preparation

The Superintendent will establish procedures for the involvement of staff in the development of the budget proposal.

The School Board will adopt guidelines and a schedule each year for the timely submission of the budget to the Board.

## **Legal References**

RSA 195:12, Cooperative School District: Budget

RSA 197:5-a, School Meetings & Officers: Budget

RSA 32:4, Preparation of Budgets: Estimate of Expenditures and Revenues

RSA 32:5, Budget Preparation

RSA 40:13, Use of Official Ballot

NH Code of Administrative Rules- Section Ed 302:02 (a), Substantive Duties of the Superintendent.

*Category: R*

1st Read: September 18, 2012

2nd Read: November 13, 2012

Adopted: November 13, 2012

< DB - Annual Budget

DBJ - Transfer of Appropriations (<https://schoolboard.convalsd.net/district-policies/dbj-transfer-of-appropriation-2/>)



## **DBC-R – Budget Preparation Procedure**

Budget preparation is a complex process. It involves time and effort at every level of administration. As per policy DBC, the School Board will adopt guidelines and a schedule each year for the timely submission of the budget to the Board. The following budget guidelines will be evaluated annually by the Board and communicated to the Superintendent no later than September 1.

The Superintendent will be responsible for preparing and presenting the annual budget to the Board for adoption. The Superintendent will present the first draft of the budget to the Board no later than November 15, with a scheduled date communicated to the Superintendent no later than September 1.

Annually, the Board will consider district wide fiscal capacity and economic factors to determine if guidelines will include a budget cap and the amount of the cap. If deemed a necessary, a vote of the board with the amount will be communicated to the Superintendent no later than September 1.

All reiterations of the proposed budget shall include supporting documentation and detail, presented in a consistent, user-friendly format developed by the Superintendent. The Board will communicate any request to change the format or supporting detail prior to July 1, the start of a new budget cycle.

The Board will be responsible for further budget development in collaboration with the Superintendent following the presentation of the first budget draft. The Superintendent may make a recommendation to the Board as to the priority order of proposals throughout the development process.

Board expectations from preparation through adoption:

- The budget process will be developed in such a way as to facilitate a well-defined, well-planned budget that will use comprehensive information systems to develop a data-driven budget linking school spending to desired educational outcomes.
- The process will incorporate strategic and deliberative methods by setting goals; analyzing spending patterns; building consensus on an effective approach; choosing the right budget development model; and tracking historical costs and economic trends.

The following practices should guide resource allocation decisions in conjunction with the strategic plan, annual goals and the capital improvement plan:

1. The calculation of school budgets based on individual students and their educational needs;
2. The development of strong information systems and their use to support planning, monitoring, and evaluation of resource use;
3. Ensure building level program needs are met;
4. Ensure district level goals are met;
5. Provide for equitable and adequate funding of all schools/programs;
6. Maintenance of the District's equipment and facilities;

7. Employ efficiency and economy;
8. Be easily understood;
9. Build trust and foster teamwork between all constituent groups served;
10. Foster community support.

So that student achievement is improved and district-wide programs and facilities are enhanced in quality.

All drafts of the budget shall include a separate written justification and all associated costs with a proposed funding source (operating budget, separate warrant article, capital reserve fund or debt service) for the following categories of budget requests:

1. Any Reallocation of Resources for Academic Improvement- including adding a new program or the proposed discontinuation of a program
2. Special Program Requests
3. Non-Reoccurring Facility Upgrade Requests
4. Staff Additions
5. Any amounts that exceed a budget cap set by the School Board

The Board may find exceptions to this procedure necessary. If the Board believes it is in the best interest of the district, they may issue additional guidelines before the first budget is drafted. If the Board votes to adopt any additional guidelines, they will be communicated to the Superintendent no later than Sept. 1

Category: O

Governance Procedure

References: Policies DB, DBC

Adopted:

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## DJB - PURCHASING PROCEDURES

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(Download policy)

### *Category O*

Procedures for purchasing will be developed by the Superintendent or his/her designee.

Purchasing procedures will be designed to avoid assumption of risk and to ensure the best possible price for the desired products and services.

These procedures will require that all purchases are made on properly approved purchase orders and that for items not put to bid, price quotations will be solicited.

Special arrangements may be made for ordering perishable and emergency supplies.

### **Legal References:**

*RSA 194-C:4 II (a), Superintendent Services*

*NH Code of Administrative Rules Section 303.01 (b), Substantive Duties of School Boards*

Revised: March, 2004

Revised: November, 1999

Revised: July, 1998

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## DJB - R Purchasing Procedures

Fiscal management can only be achieved through proper and consistent purchasing procedures for the procurement of supplies, equipment, and services for the ConVal School District. These purchasing procedures are to ensure not only the proper encumbrance for forecast purposes, but to ensure management of funds is in compliance with District policy, generally accepted accounting principles, and the rules of the New Hampshire Department of Education. This procedure shall:

- A. Provide for the consistent accountability of all District funds.
- B. Require that purchases be supported by purchase orders, contracts, or itemized procurement card (p-card) receipts. Payment shall be made only upon receipt of an original invoice or monthly p-card statement, and acknowledgement by the school or person receiving the goods or service of the completion of the order. When authorized by the Superintendent or Business Administrator to complete a cash purchase, school personnel shall submit the original itemized receipt for reimbursement.
- C. Require school personnel to maintain a clear audit trail from receipt of funds to disbursement of funds.

Purchase requisitions must be entered in the District's financial software containing the budget unit organization and object codes to be charged, and bear the electronic approval of the Administrator. Orders that must be put to bid or have solicited price quotations must have a copy of the bid or quotation provided. The SAU Business Office shall verify that District policy and correct accounting codes are followed prior to the issuance of a purchase order. It shall be the responsibility of the Administrator to request a budget transfer of funds to cover any order that may take an account over-budget for the SAU to review and approve.

Expenditures that are less than the amount allocated to a particular budget unit/object line shall be authorized using the purchase order system in the following manner:

- \$0 to \$2,500                      Building Principal approval
- \$2,501 to \$10,000              District Accountant
- \$10,001 & above                Business Administrator

All procurement should occur with the best interest of the District to ensure the best possible price and quality for the desired products and services are received. The ConVal School Board reserves the right to reject any or all bids and to accept other than a low bid if it serves the best interest of the School District. Any bid may be withdrawn prior to the scheduled time of opening. Any bid received after the time and date specified shall not be considered.

Purchases and projects involving expenditures in excess of the following dollar amounts shall be expected to comply with these practices:

- \$0 to \$10,000                      Best interest of the District supported by informal quotes from an adequate number of qualified sources

## DJB - R Purchasing Procedures

- \$10,001 to \$20,000 Request at least three (3) documented quotes (if available)
- \$20,001 to \$100,000 Request at least three (3) written quotes in response to District developed Requests for Quotations or Bid documents
- \$100,001 to \$249,999 Request written sealed bids
- \$250,000 & above Require School Board authorization

### Exceptions to Bidding or Written Quotation Requirements:

- Purchases made through collaborative purchasing groups.
- Purchases of utilities, where competitive sources are not available.
- Purchases involving the acquisition of personal or professional services.
- Purchases of proprietary maintenance contracts, where alternate “authorized” sources are not available.
- Renewal of current vendor service contracts where quality and timely performance is a critical requirement and where the Business Administrator determines renewal is in the best interest of the District.
- Purchases involving minor repairs.
- Purchases involving major repairs where bidding or formal request for quotation (RFQ) requirements are waived by the Business Administrator due to the urgency of the repair.
- Purchases involving a documented sole source of supply (e.g. textbooks and technology) or Board approved sole source vendors.
- Any other purchases deemed to be within the best interest of the District and approved by the Board.

No exception shall be made nor procedure followed that is contrary to New Hampshire or Federal law.

Construction projects with a cost in excess of \$100,000 must be approved by the School Board.

All bids and Requests for Proposals shall be issued from the SAU Business Office unless otherwise stated by the Superintendent.

The District complies with the requirements of State law and the Uniform Guidance for conflicts of interest and mandatory disclosures for all procurements with federal funds.

Each employee, board member, or agent of the school system who is engaged in the selection, award or administration of a contract supported by a federal grant or award and who has a potential conflict of interest must disclose that conflict in writing to the Superintendent, who, in turn, shall disclose in writing any such potential conflict of interest to NHDOE or other applicable pass-through-entity.

A conflict of interest would arise when the covered individual, any member of his/her immediate family, his/her partner, or an organization which employs or is about to employ any of those parties has a financial or other interest in or received a tangible personal benefit from a firm considered for a contract. A covered individual who is required to disclose a conflict shall not participate in the selection, award, or administration of a contract supported by a federal grant or award.

## DJB - R Purchasing Procedures

Covered individuals will not solicit or accept any gratuities, favors, or items from a contractor or a party to a subcontractor for a federal grant or award. Violations of this rule are subject to disciplinary action.

Purchase orders or District procurement cards are to be used in every possible instance. Blanket purchase orders may be issued to vendors where repeated purchases of incidental items take place. All blanket purchase orders must be approved by the Business Administrator. The requirement for purchase orders may be waived by the Business Administrator.

Employees provided with a District procurement card for business purchases must follow the procedures established for p-card purchases.

In the event that a function and object line would become over expended, the expenditure must be approved by the Superintendent or designee. Every effort shall be made to find savings in other areas of the budget to offset such expenditure.

The Superintendent, with the advice of the Business Administrator, may institute a partial or full freeze on expenditures at any time to protect the District against a potential deficit.

All purchasing, whenever possible and in the best interest of the District, shall be done cooperatively through collaborative purchasing groups (e.g. State of New Hampshire bids and U.S. Communities) or with other districts and/or municipalities to take advantage of lower prices for bulk purchasing, and to reduce the administrative costs involved in bidding.

Any individual who places an order without complying with the purchase order or p-card procedures shall be responsible for the payment of or return of the items received.

Administrative procedures relating to purchasing shall be recommended by the Business Administrator and approved by the Superintendent of Schools.

In the event of an emergency, the Superintendent or Business Administrator may approve a purchase outside the regular procedure. The Board shall be notified at the next regularly scheduled board meeting of such purchases over \$20,000.

These procedures shall be reviewed annually and all changes require School Board approval.

### **Federal Funds**

All purchases for property and services made using federal funds are conducted in accordance with all applicable Federal and State laws and regulations, the Uniform Grant Guidance, and the District's written policies and procedures. See Board Policy DAF.

See Also: Policy DJ, Purchasing  
Policy DJE, Bidding Requirements



# JICA – Student Dress Code

The ConVal School Board recognizes that student individual dress is primarily a parental responsibility that should reflect concern for health and safety of students, staff, and others. When the dress of an individual student constitutes a health problem, is unsuitable for school wear, is a danger to any person, or causes a substantial and material disruption or substantial disturbance, the principal shall take appropriate action to correct the situation.

Building Principals are authorized to issue regulations consistent with this policy and developed collaboratively to provide on appropriate level of consistency throughout the District. Such regulations should be approved by the Superintendent of Schools or designee.

Category: R

1st Read: September 2, 2014

2nd Read: November 18, 2014

Adopted: November 18, 2014

# STUDENT DRESS CODE

Category: *Optional*

Related Policies: *JIC*

## **ADOPTION/REVISION NOTES –**

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

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

The Board recognizes that student individual dress is primarily a parental responsibility that should reflect concern for health and safety of students, staff and others. When the dress of an individual student constitutes a health problem, is unsuitable for school wear, is a danger to any person, or causes a substantial and material disruption or substantial disturbance, the principal shall take appropriate action to correct the situation.

The dress code within each school shall be administered fairly, consistently, and equally to all students. The dress code shall not be enforced in a manner that discriminates against a particular viewpoint or results in a disproportionate application of the dress code relative to students’ gender, gender identity, sexuality, race, ethnicity, household income, or body type or size.

Enforcement must accommodate clothing worn by students as an expression of religious beliefs (e.g., head scarves) and worn by students with disabilities (e.g., protective helmets). Enforcement shall not indirectly discriminate against students based on hair texture and or hairstyles, including, but not limited to, braids, locks, and twists.

District Standards: [<sup>1</sup> Delete fn.]

<sup>1</sup> [Delete fn.] A board may decide to either adopt district specific dress code standards or allow each school to adopt its own set of specific standards – ESPECIALLY for K-12 districts. The lists in this section are EXAMPLES of objective standards.

**STUDENT DRESS CODE****A. Students must wear:**

1. A Shirt/dress (with fabric in front, back, under the arms, with straps/sleeves and covering the mid-section);
2. Pants, skirt, leggings, shorts, etc.; and
3. Shoes.

**B. Students must not wear:**

1. Tops that do not completely cover the mid-section;
2. Caps, hats, and other head gear;
3. Clothing depicting hate speech, offensive, vulgar, or racist language or pictures;
4. And clothing that glorifies, encourages or promotes the use of alcohol or drugs.

Building Principals shall assure that any District or School standards are included in the Student Handbook and otherwise communicated to students annually.

Notwithstanding District or School standards, some courses and school activities may require adjustments to attire and hairstyle or may require specific attire to ensure safety during academic activities (e.g., science labs or PE).

Students who violate this policy will be given an opportunity to correct the situation by either changing the clothing, removing the clothing (if appropriate), wearing it inside-out, or other means as determined by the principal so the student is in compliance with this policy. Students who repeatedly violate this policy may face more severe punishment, including detention, in-school suspension, or out-of-school suspension.

School staff shall not confront students on dress-code violations in a manner that unnecessarily disciplines or publicly shames the student. When a school staff member or school administrator discusses a dress code violation with a student, it is recommended that another adult should be present and at least one of the two adults should be the same sex as the student.

**District Policy History:**

*First reading:* \_\_\_\_\_ *Last revised:* \_\_\_\_\_

*Second reading/adopted:* \_\_\_\_\_ *Reviewed/reaffirmed:* \_\_\_\_\_

*Other district policy history:* \_\_\_\_\_

**Legal References:**

U.S. Constitution, 1<sup>st</sup> Amendment  
 RSA 189:15, Regulations  
 RSA 193:38, Discrimination in Public Schools



**STUDENT DRESS CODE**

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

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

**NHSBA history:** Revised Aug. 2022, Nov. 2007, Aug. 2006, Oct. 2004, Nov. 1999, July 1998

**NHSBA revision notes, Aug. 2022,** updated to include provisions intended to minimize discrimination against protected classes, and minimize risk of inadvertent, perceived or real harassment in the enforcement of such a code. Also recoded policy as optional.

w/p-update/2022-U2 Fall/JICA Dress Code 2022-U2 (F)

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