

Public Notice of Meeting
WILTON-LYNDEBOROUGH COOPERATIVE
POLICY COMMITTEE MEETING
Tuesday, April 30, 2024
Wilton-Lyndeborough Cooperative MS/HS-Library
6:00 p.m.

Videoconferencing: meet.google.com/trw-uitj-bvd

Audio: [+1 515-518-1729](tel:+15155181729) PIN: 413 075 472#

- I. CALL TO ORDER**
- II. REVIEW MEETING MINUTES**
 - a. 12/6/2023**
- III. OLD BUSINESS**
 - a. BDF - Facilities Committee Goals and Preparation of Capital Improvement Plan**
 - i. BDF-R - Project Request Worksheet
 - b. EBCA - Emergency Plans**
 - i. EB - Safety Program
 - ii. EBB - School Safety Program
 - c. EEA-Student Transport Services**
 - i. EEA-R - Procedure for Requesting Bus Stop Change
 - ii. EEAE - School Bus Safety Program
 - iii. EEAE-R - Regulations for Students Riding Buses
 - iv. ECAF - Audio and Visual Surveillance on School Buses
 - v. JICC - Student Conduct on School Buses
 - vi. Withdraw JICC-R - Student rules and Conduct on Bus
 - vii. Withdraw EEAE - Student Conduct on School Buses
 - viii. EEAG - Use of Private Vehicles to Transport Students
 - ix. EEAG-R - Statement of Insurance on Private Vehicles
 - d. DFCA - Crowdfunding**
 - e. EFCA - Meal Charging**
 - f. Withdrawn Policies Audit**
- IV. NEW BUSINESS**
 - a. KCD - Acceptance of Gifts**
 - b. EHB - Data/Records Retention**
 - c. EHB-R - Local Records Retention Schedule**
 - d. EH - Public Use of School Records**
 - e. BEC - Non-Public Sessions**
 - f. EEA - Student Transport Services**
 - g. DFCA - Crowdfunding**
 - h. EFCA - Meal Charging**
 - i. KB - Title I Parent Involvement in Education**
 - j. JFABD - Admission of Homeless Children and Unaccompanied Youth**
 - k. IHBBA - Limited English Proficiency Instruction**
- V. PUBLIC COMMENT**
- VI. SETTING NEXT MEETING DATE AND AGENDA**
- VII. ADJOURNMENT**

**WILTON-LYNDEBOROUGH COOPERATIVE
POLICY COMMITTEE MEETING MINUTES
Wednesday, December 6, 2023
Wilton-Lyndeborough Cooperative MS/HS-Library
6:00 p.m.**

- I. CALL TO ORDER** *meeting was called to order at 6:05pm, Brianne Lavallee and Jonathan Lavoie present Peter Weaver online*

- II. ADJUSTMENTS TO AGENDA** discussion was had that Tiffany was working on EBCA and has numerous recommendations for the committee but with her absence it may be better to wait for her to finalize the policy

A MOTION was made by Johnathan Lavoie and SECONDED by Brianne Lavallee to remove EBCA-Emergency Plans from the agenda and place them on the next agenda. Voting: 2 ayes, motion carried.

- III. REVIEW MEETING MINUTES
09/19/23**

A MOTION was made by Johnathan Lavoie and SECONDED by Brianne Lavallee to accept the minutes as written. Voting: 2 ayes, motion carried.

- IV. OLD BUSINESS**

- a. BDFF - Facilities Committee Goals and Preparation of Capital Improvement Plan :** Brianne Lavallee provided update, policy in review per direction of the board; Facilities Committee completed a first draft and provided it for review; policy was then forwarded to the NHSBA lawyer for review, following his feedback and cross reference with our current policies, and the NHSBA sample policies related to facilities this draft was created and includes questions/clarifications for Facilities Committee; the updated policy has been provided to Facilities to review. Additions to note include specific provisions relating to statutory rights charter schools have to school district property when the district is neither using the property and has no plan to use it within two years. It also accounts for new statutory obligations germane to unused facilities lacking in an official plan pursuant to RSA 194:61, as effected in HB 278. Under RSA 194:61, the District is required to submit a list of "unused facilities" to the DOE no later than January 1, 2022, and updated plans each July 1 thereafter. Sept. 2023; sample revised to reflect passage of HB365 which amended RSA 198:15-a. Discussion was had regarding feedback, Geoffry Allen is working on comparing the updates to his notes, Dennis Golding had agreed with the opinion that F1 subsection J conflicts with current policy, requested we discuss having the BA as a regular participant, clarification regarding "Director of Maintenance" vs. "Facilities Director" and review wording of the Budget Committee title. Discussion was had regarding fixing the sections "D1" should read "A" and "F1" should read "C" Discussion was had regarding adding "Shall tour and review all District facilities at least once annually." after Section C. c. Discussion was had that we can clean it up and send our changes to the facilities committee to have them clean it up and trim it down significantly. Brianne Lavallee will send it to Geoffry Allen, Facilities Chair to follow through with making the changes we are suggesting.

- b. JLCF-Wellness Policy:** Brianne Lavallee provided an update, policy has been under revision in past few meetings, JLCF was completely revised to conform to current federal regulations pertaining to school lunch and school breakfast programs, and N.H. Department of Education guidelines and to reflect SB 233 (2022 N.H. Laws Ch. 149) which amended RSA 200:11-b; discussion was had regarding Administration update after their review, it was noted that many of the links did not work, we will have to ask Nick to help with this, Also discussion was had regarding the request to change September 30th to October 15th; discussion was had regarding the verbiage in the water bottles section, number 3 “are filled exclusively with water” administration requests we discuss alternative verbiage. We still need to add the hyperlink to either the NHIAA (New Hampshire Interscholastic Athletic Association) or NFHS (National Federation of State High School Associations). Discussion was had regarding deleting the “Building Coordinator” wording throughout the policy and Peter Weaver will check over page 5 and it can go to the board if Admin has no further changes.

A MOTION was made by Johnathan Lavoie and SECONDED by Brianne Lavallee to send the policy to the Board after administration reviews the policy. Voting: 2 ayes, motion carried.

- c. JLCJ-Concussions and Head Injuries :** Brianne Lavallee provided updates completed as discussed at last meeting and a recommendation made to withdraw JHCI and JHCI-R once adopted.

A MOTION was made by Johnathan Lavoie and SECONDED by Brianne Lavallee to send the policy to the Board for review and adoption Voting: 2 ayes, motion carried.

V. NEW BUSINESS

- a. EEA - Student Transport Services :** Brianne Lavallee provided an update, this policy was reviewed after Administration had requested we look at it; Student policy was revised generally with duplicative language or content in the former version replaced with references to other applicable policies and procedures. Also, the revisions add a Transportation Coordinator, a position that was formerly referenced in many NHSBA samples but not specifically established. Clarification was added via an “Authorized Transportation Providers” subsection to define applicable services in accordance with the new contracted carrier provisions in SB 147 (Part III), which will be codified as RSA 376:2, VII. Revisions also included addition of the new requirement to provide transportation services to students attending CTE and alternative programs in accordance with RSA 188-E:8 (SB 148, Pt II). September, 2016: Amended to allow charter school pupils access to traditional transportation services under RSA 194-B:2, V.; discussion was had regarding the language in section A. paragraph 4 “or non-public schools...” Is this actually required if it’s a “private school” the language of RSA :

I. Any school district legislative body may vote to designate one or more of its schools as a chartered public school.

II. Every chartered public school shall make available information about its curriculum and policies to all persons, and parents and pupils considering enrollment in that school.

III. There shall be no application fee for pupil admission to any chartered public school.

IV. All chartered public schools shall accept qualified pupils from any school district. A pupil who meets the admission requirements of a chartered public school, and who is a resident of the district where the school is located, shall be given absolute admission

preference over a nonresident pupil. Once admitted and unless expelled, chartered public school pupils need not reapply for admission for subsequent years.

V. Attendance at a chartered public school for the purposes of transportation shall not constitute assignment under the provisions of RSA 189:6 and RSA 189:8. Pupils who reside in the school district in which the chartered public school is located shall be provided transportation to that school by the district on the same terms and conditions as provided for non-chartered public schools in the district and utilizing the same regular bus schedules and routes that are provided to pupils attending non-chartered public schools within that district.

VI. Upon approval by each of the district's legislative bodies and after a public hearing, 2 or more school districts may consolidate otherwise eligible resident pupils into one applicant pool for the purposes of an admissions lottery for designated chartered public schools.

VII. A chartered public school may be physically located outside the district establishing it, but shall be deemed within the school district for purposes of RSA 194-B.

Discussion was continued regarding the related policies, there will need to be a thorough review since many have not been updated since 2010 and may contain conflicting information; Kristie Laplante provide feedback regarding EEA-R having redundant language, NHSBA withdrew this policy in Sept 2021 for this reason, recommendation to withdraw it; EEAE needs the addition of #6 audio and video recording in relation to student discipline proceedings; EEAG will need significant updates and JICC will too. Brianne will work on this with Kristie LaPlante and bring final recommendations to the committee at the next meeting for final review.

- b. DFGA-Crowdfunding :** Brianne Lavallee provided an update, policy was created at the request of Administration; discussion was had regarding the dollar amounts in this sample; they are intended to align with the amounts found in policy KCD because some of the amounts included in sample KCD are limited by statute. Our policy KCD was last updated in 2012 so it needs updating to reflect 2023 passage of HB207, which amended RSA 198:20-b, and increased the amount from \$5,000 to \$20,000 of unanticipated revenue a school board may accept without the need for 7 day notice and public hearing. Decision to remove 2nd paragraph, section B, section C to remove the beginning of the sentence, and remove section 5. KCD needs to be changed and added to our next agenda as well.
- c. JH - Student Absences and Excuses :** Brianne Lavallee provided update, policy review was requested by Administration; discussion was had regarding changing the name to "Attendance, Absenteeism, and Truancy"; discussion was had regarding proposed changes from Administration

A MOTION was made by Johnathan Lavoie and SECONDED by Brianne Lavallee to send the policy to the Board for review and adoption Voting: 2 ayes, motion carried.

- d. BBBE - Vacancies and Unexpired Term Fulfillment :** Brianne Lavallee provided update, policy revision at the direction of the board; substantially revised to: (a) include the statutory provisions and reference for the definition of a vacancy; (b) include 2021 amendments to RSA 671:33 (see, HB409 regarding determination of term fulfillment, and HB2 (2021 Session Laws Chapter 91 Section 318), regarding the manner in which at-large seats in cooperative districts are filled); (c) add "Vacancies" to the title; and (d) clarify that the statute applicable for most school board/officer vacancies is RSA 671:33, and not RSA 197:26). The comprehensive revisions also reflect some of the more nuanced or

hard-to-find legal requirements pertaining to vacancies so we can ensure consistency in our practice.

A MOTION was made by Johnathan Lavoie and SECONDED by Brianne Lavallee to send the policy to the Board for review and adoption Voting: 2 ayes, motion carried.

- e. **JKAA - Use of Child Restraint and Seclusion** : Jon Lavoie provided update, policy review required related to legislative update; This required policy seems to include our JKAA-R within it now. We should delete JKAA-R from our policy list after adopting the new JKAA. Our current JKAA has a preamble that I'm not sure is required. Discussion was had regarding section D line 2 Suggestion made to remove "district and" Peter Weaver will have Ned Pratt review our recommendations and get back to us with input.

A MOTION was made by Johnathan Lavoie and SECONDED by Brianne Lavallee to send the policy to the Board for review and adoption after Administration double checks it. Voting: 2 ayes, motion carried.

- f. **ACN - Nursing Mother Accommodation** : Jon Lavoie provided update; policy in review related to legislative requirements; discussion was had that it is now a required by law policy, Effective for 2023, both the state and federal legislatures (respectively, HB 358 and the Pump for Nursing Mothers ("PUMP") Act) passed laws mandating – with limited exceptions - accommodations in the workplace for employees who are nursing. Both statutes only apply to employees. However, students who are nursing are protected from discrimination under other statutes like Title IX and RSA 193:38, such that denying reasonable accommodation is discriminatory and exposes a district liability. As such, districts with high schools or other schools anticipating the possibility of students who have such needs may wish to adopt a singular policy for both students and employees. Discussion was had regarding the two options for wording in NHSBA sample, recommendation after discussion is to go with option 2.

A MOTION was made by Johnathan Lavoie and SECONDED by Brianne Lavallee to send the policy to the Board for review and adoption with changes as discussed Voting: 2 ayes, motion carried.

- g. **EFAA - Meal Charging** : Jon Lavoie provided update, policy in review following Administrative request; Policy was shared with Megan Nantel and Kristie Laplante; recommendations for minor grammatical changes as well as the following:

- 1) page 2 "Parental Restriction on Use of Student Meal Account" section removing the word establishing and replace with funding
- 2) page 3 recommendation to remove paragraph 4 and 5 and replace with "The District will enroll students found to be categorically eligible by the State of New Hampshire into the free and reduced meal program. When eligibility is established, the District will apply the earliest effective date permitted by federal and state law."
- 3) page 4, remove paragraph 4 and 5 and replace with "If the account continues to accumulate debt to negative \$50 or more and the parents/guardians do not respond to emails and/or phone calls, the District will send a letter to the parents/guardians directing them to have their student bring meals from home and cease utilizing the school meal program. If the student continues to use the school meal program, a second letter will be sent to the parents/guardians using certified mail return receipt requested."
- 4) Adding to the end of page 5 "There are situations in which students possess positive balances in their food service account either at the end of high school or because of leaving the District. The Food Service Director will notify those account holders in late

May of each school year of positive balances so they may be exhausted prior to the end of the school year or transferred to a sibling. Graduated students or students who have left the District have until October 1st of the following school year to request a reimbursement. After October 1st, any account balances under \$10 of graduated students or other students who have left the District will be retained by the Food Service Fund.”

Discussion was had regarding the legality of the proposed changes above, Administration will need to review again and bring back for our next meeting.

- h. **EHAB - Data Governance** : Brianne Lavallee provided update; policy in review in response to legislative changes; updated definitions with cyber security incident September 2023, revised EHAB by adding paragraph B.1(f), and second paragraph to Section G, both in response to passage of SB213, amending both RSA 189:66, V and RSA 189:70, IV(b). Also added "PII" to definition of confidential data in Section A. Revised Section B(1)(d) and Section F reflect the 2022 passage of HB1277 enacting new RSA 31:103-b (applicable to school districts as political subdivisions of the state), as well existing 359-C:19-21, regarding cybersecurity incidents and data breaches respectively; also updated legal references and added additional reference to and resources from the New Hampshire Department of Education. Nick Buroka has not yet reviewed it but changes are minor so we will move it forward and ask for his input, we can make changes at the board discussion if necessary.

A MOTION was made by Johnathan Lavoie and SECONDED by Brianne Lavallee to send the policy to the Board for review and adoption Voting: 2 ayes, motion carried.

- i. **BEDG - Meeting Minutes** : Brianne Lavallee provided update; review in response to legislative changes; revised to reflect the passage of HB321 (amending RSA 91-A:3, III relative to reviewing previously sealed minutes), with additional minor grammatical or formatting revisions throughout, e.g., §4, and ¶4.2.c . also a General re-write, merged minute sections regarding non-public sessions from BEC, restructured generally, and also included references reflecting 2021 amendments to RSA 91-A:3. Revised to reflect 2018 N.H. Laws Ch. 244's requirement that minutes include the identity of members making the first and seconds of all motions. Additional revisions to the policy are included to more clearly reflect the process for sealing non-public minutes. Revised to include requirements of 2017 N.H. Laws Ch. 234 concerning inclusion on a district website of board minutes – or a description of where and when minutes may be inspected. Additional revisions clarified requirements for content of minutes, availability of draft minutes. Discussion was had that we prefer option 2 for the review of the old minutes process so that will be the one we present to the board.. Related policy EH has not been updated since 2010, NHSBA updated theirs in 2019. Also noted that NHSBA has policy EH-R, which we do not have but it is an Administrative procedure that outlines how the public can make a right to know request and how the admin should follow through with it? Shall we look into adopting it? BEC was last updated by us in 2010, NHSBA did theirs in 2021 when elements of BEC that were specific to non-public minutes were moved to sample policy BEDG such that all minutes provisions are in one comprehensive sample policy. Additional changes to BEC include language clarifying on the one hand that non-public sessions may only occur during a public meeting, on the other hand may occur even if there is no reference on the meeting notice or agenda that such a session might occur. Final revisions include reference to Ed 303.01 directing Boards to require the presence of the Superintendent/designee at Board meetings, as well as a reminder that information discussed in non-public is confidential. We still have BEDG-R but it was withdrawn by NHSBA in 2019 and replaced by EH-R; EH-R is more clear and updated in regards to electronic records, I recommend we look at changing to EH-R and withdrawing BEDG-R.

A MOTION was made by Johnathan Lavoie and SECONDED by Brianne Lavallee to send the policy to the Board for review and adoption Voting: 2 ayes, motion carried.

- j. GBCD - Criminal Background** Peter Weaver provided an update, changes made in response to new legislation; revised to reflect: (1) passage of SB39, which reversed the 2020 legislation making the state responsible for criminal history records checks for transportation monitors, and (2) passage of SB136, prohibiting employment or appointment as volunteers of educators whose credentials have been revoked or are under current suspension. The changes relative to bus monitors are found in D.2 and footnotes 5 and 10, and the changes relative to suspended/revoked credentials are found in Section B. The only other significant change is found in Section D.5, wherein language allowing the Superintendent to share information about a criminal record for misdemeanor hires has been revised, with modifications to footnote 8 made to explain options the Board has for a district's policy concerning hiring of persons whose criminal history records check reveals charges, whether convicted or not, for non-section V offenses, and possible charges of Section V offenses that were later pled down or dismissed. Additional minor revisions throughout for clarification and/or style.

A MOTION was made by Johnathan Lavoie and SECONDED by Brianne Lavallee to send the policy to the Board for review and adoption Voting: 2 ayes, motion carried.

- k. KD - School District Social Media Websites :** Peter Weaver provided an update; review made following a discussion at the board level; we will change "twitter" to "X"

A MOTION was made by Johnathan Lavoie and SECONDED by Brianne Lavallee to send the policy to the Board for review and adoption Voting: 2 ayes, motion carried.

- l. Withdrawn Policies Audit Results :** Brianne Lavallee provided an update; the list pulled from NHSBA contained 11 policies that they have withdrawn and we have in place. Some can be withdrawn now if we send a recommendation to the board; others will need to be incorporated into other policies and then withdrawn;

- VI. PUBLIC COMMENT** Dennis Golding, Wilton, in regards to policy EFAA I would like to add that I do not agree with the wording "making student bring own lunch" that was discussed and suggests you do not include that language

VII. SETTING NEXT MEETING DATE AND AGENDA

- a.** JCA - 2023 passage of SB77 may prompt changes
- b.** Transportation policies
- c.** Inventory Management Policy
- d.** EHB and EHB-R

VIII. ADJOURNMENT

A MOTION was made by Johnathan Lavoie and SECONDED by Brianne Lavallee to adjourn Voting: 2 ayes, motion carried.

Meeting Adjourned at 7:40pm

EEA - STUDENT TRANSPORT SERVICES

Category: Recommended

Related Policies: ECEF, EEA-R, EEAE, EEAE-R, EEAEA, EEAEA-R, EEAG, EEAG-R, JICC, & JICK

A. General Operating Policy.

The District will make available transportation services to all regular education resident students grades K-12, who live at least 2 miles from their assigned school.

The Superintendent, or his/her designee, will fulfill the duties of Transportation Coordinator as described in this and other applicable Board policies.

Residency is determined under RSA 193:12. For children with parents/guardians residing in separate households, residency will be determined pursuant to RSA 193:12, I (a)(2) and, when applicable, parenting plans established under RSA 461-A. In such circumstances, the District is not required to provide transportation beyond the designated attendance area for the school to which the child is assigned, or beyond the geographical limits of the school district in which the child resides. Parents/guardians in such circumstances should contact the Superintendent's office with any questions or requests for special accommodations.

Attendance at a chartered public school for the purposes of transportation shall not constitute under the provisions of RSA 189:6 and RSA 189:8 Drivers may not load or unload pupils at other than authorized bus stops.

The District shall also provide transportation to, and pay transportation costs for, all students who reside in the District and attend a regional career and technical education center, or who attend an alternative program at a regional career and technical education center or other comprehensive high school. The Superintendent is responsible for recovering such transportation costs per RSA 188-E:8.

B. Establishment and Appeal of Routes, Schedules and Stops

The Superintendent, or his/her designee will establish bus routes, schedules and stops. Routes will be developed annually and posted.

The purpose of bus scheduling shall be to achieve maximum service with a minimum fleet of buses consistent with rendering equitable service to all eligible students. The measure of service rendered shall be the total time between leaving a bus stop in the morning and returning thereto in the afternoon on a regular bus trip. To the greatest extent possible, routes, schedules and stops will minimize and balance the time students spend on buses. However, priority in distance to stops will be given to younger children

Parents who wish to request a change or exemption from any of the Board transportation policies, including bus routes or bus stops, may engage in the request and appeal process detailed in **EEA-R**.

C. Authorized Transportation Providers

The District authorizes students to be transported to school or school activities via school bus drivers, and to school activities via contracted carriers. See Policy EEAE for details.

EEA - STUDENT TRANSPORT SERVICES

All other authorized transportation of students must be in accordance with Policy EEAG.

D. Student Conduct on School Buses

Bus drivers have the responsibility to maintain orderly behavior of students on school buses and will report, in writing, misconduct to the student's Principal.

Student conduct while on District transportation is regulated in accordance with Board policy JICC, and any District or school rules implementing the same. See the District's School Bus Conduct Rules included in the **Student Handbook**.

The Board authorizes the use of video and/or audio devices consistent with applicable law and School Board policies. Notwithstanding other Board policies, the Superintendent is authorized to allow video and/or audio recordings to the extent allowed by applicable law and in accordance with Board policies ECAF and JICK.

Students who violate regulations for student conduct within those policies may have bus riding privileges suspended. Such suspensions are in addition to other interventions or disciplinary consequences provided under the **Student Code of Conduct** and such other applicable Board policies and District or school rules and regulations. Parents/guardians may appeal transportation suspensions per Board policy JICC and accompanying administrative procedures.

District Policy History:

First Reading: September 14, 2010

Second Reading: October 12, 2010

Final Adoption: October 12, 2010

District revision history:

Legal References:

RSA 189:6, Transportation of Pupils

RSA 189:8, Limitations and Additions

RSA 189:9, Pupils in Private Schools

RSA 189:9-a, Pupils Prohibited for Disciplinary Reasons

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.

EEA-R - PROCEDURE FOR REQUESTING BUS STOP CHANGE

Category: Recommended

Related Policies:EEA

1. Complete the School Bus Stop Change Request Form, found on the following page, and send to SAU63 Business Office at:

192 Forest Rd

Lyndeborough, NH 03082

2. The proposed stop evaluation will be completed by the Transportation Coordinator or designee.
3. You will be notified within ten days of the decision, if a request is denied you may appeal the decision to the Business Administrator.
4. You may appeal the decision of the Business Administrator to the Superintendent within the next ten-day period.
5. Final appeals may be made to the Wilton Lyndeborough Cooperative School District.

District Policy History:

First reading:

Second reading/adopted:

District revision history:

Legal References:

XXX

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.

School Bus Stop Change Request Form

Parent:_____

Student's Name: _____ Grade: _____

Address: _____

Town: _____ State: _____ Zip: _____

Phone: __ (____) _____

Bus Route #: _____ Current Stop Location: _____

Residential _____ Commercial _____ Industrial _____ Other _____

Proposed Stop Location: _____

Reason for Change: _____

Date: _____

EEA-R - PROCEDURE FOR REQUESTING BUS STOP CHANGE

SCHOOL BUS STOP CHANGE EVALUATION FORM

Administrative Use Only

This form is designed to assist the Transportation Coordinator in evaluating current or proposed bus stops. Please use blue or black ink when completing this form.

Reason for Stop Change:_____

Location of Proposed Stop:_____

Date Evaluated_____Time Evaluated:_____am_____pm

This area is: Residential_____Commercial_____Industrial_____Other

Posted Speed Limit:_____MPH

During Observation, traffic was: Light_____Medium_____Heavy_____

Types of Vehicles Observed_____

Number of Students at Stop:_____Grade Level of Students_____

School Bus Stop Evaluation Data	Collection	Completed	Yes	No	N/A
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1. Is the bus stop located at least 100' prior to a right-turn lane?
2. Is the stop located in a right-turn lane?
3. Is the stop located at least 100' after an acceleration/merge lane?
4. Is the stop at least 100' from railroad tracks?
5. Is the stop visible minimum 500' in a 35 MPH or higher speed zone?
6. Is the stop visible at a minimum 750' in a 35 MPH or higher speed zone?
7. Is the stop located on a roadway that is used by heavy, commercial traffic?
8. Is the stop located near a retention pond or small body of water with a physical barrier between the stop and water, i.e. a guardrail or fence?
9. Is the stop located near an access/egress driveway of a commercial strip mall or apartment complex which would cause students to walk across traffic moving at 5 MPH or faster?
10. Is the stop free of obstructions that lessen student, motorist and school bus driver visibility including shrubbery, utility poles, walls, fences, trees, parked cars and/or other obstructions?
11. Does the stop location allow for sufficient water drainage/runoff?
12. Is the stop located within ¼ mile of another bus stop for the same route?
13. Is there sufficient room at the stop away from the roadway for students to safely wait for the school bus?
14. Is there sufficient room at the stop for students to de-board the bus then walk at least 15' away from the bus before it departs the stop?

EEA-R - PROCEDURE FOR REQUESTING BUS STOP CHANGE

15. In the absence of a sidewalk, is there a space/path minimum 4' wide that provides access/egress to/from the stop?

SKETCH OF SCHOOL BUS STOP

Be sure to include all relevant traffic signals, signs, pavement markings, sight obstructions, student and motorist behavior and roadway deficiencies at the stop.

COMMENTS

Note any unusual pedestrian or vehicular movements that occurred during the observation

Print Name

Sign Name

Date

Please forward this Business Office for SAU#63

EEAE- SCHOOL BUS SAFETY PROGRAM

Category: Recommended

Related Policies: ECAF, EEA, EEAE-R, GBCD, & JICC

A. School Bus Safety Program. The safety and welfare of student riders will be the first consideration in all matters pertaining to transportation. Safety precautions will include the following:

1. The Transportation Coordinator will assure that students using District transportation are provided annual instruction as to the proper procedure for boarding and exiting from a school bus, and in proper and safe conduct while aboard. See School Bus Conduct Rules at JICC. Additionally, the Transportation Coordinator will assure that emergency evacuation drills from school buses will be conducted at least two times a year to acquaint student riders with procedures in emergency situations (See RSA 189:6-a, I & II). Additionally, the Transportation Coordinator, is encouraged to establish guidelines for families relative to safe practices for students in between home and bus stops.
2. All vehicles used to transport children will be inspected on a regular schedule to see that they meet applicable safety regulations.
3. All drivers, whether employed by the District or a contracted vendor, and whether certified school bus drivers or contracted carriers under RSA 376:2, VII, will be screened before employment for physical condition, proper license, criminal records background check (per Board policy GBCD), and experience. The prior driving record of each driver will be checked for drug and alcohol or other convictions and a criminal records check must also be completed. All checks and screenings will be conducted in accordance with Board policy EEAEA.
4. To help ensure the health, welfare, and safety of students, passengers and others relative to District provided transportation, the School Board has authorized use of video and/or audio surveillance on school buses. Conducting such surveillance, and the use of any subsequent recordings in student disciplinary proceedings, will be in accordance with Board policy ECAF.
5. The School District or independent contractor will comply with all state and federal laws and regulations pertaining to the operation of school buses and will make these requirements known to bus drivers. It will also cooperate with local safety officials in formulating and accomplishing its school bus safety program.

EAAE- SCHOOL BUS SAFETY PROGRAM

B. Student Conduct on School Buses. Student conduct on District transportation shall be regulated in accordance with Board policy JICC, School Bus Conduct Rules See also Board policy EEA.

District Policy History:

First Reading: September 14, 2010

Second Reading: October 12, 2010

Final Adoption: October 12, 2010

Revision History:

Legal References:

NH Statutes	Description
RSA 189:13-b	<u>School Bus Driver & Transportation Monitor Criminal History Records Check</u>
RSA 189:6-a	<u>School Bus Safety</u>
RSA 189:9-a	<u>Pupils Prohibited for Disciplinary Reasons</u>
RSA 376:2, VII	<u>Motor Carriage of Passengers</u>
RSA 570-A:2	<u>Capture of Audio Recordings on School Buses Allowed</u>

Federal Regulations	Description
49 C.F.R. § 40.1-40.13 (2001)	<u>Transportation Workplace Drug Testing Program</u>
49 C.F.R. Part 391 (1995)	<u>Qualifications of Drivers</u>
49 CFR Part 382	<u>Controlled Substances and Alcohol Use and Testing</u>

Federal Statutes	Description
20 U.S.C. §1232g	<u>Family Educational Rights and Privacy Act (FERPA)</u>

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.

EEAE-R - SAFETY GUIDELINES FOR PARENTS/GUARDIANS of STUDENTS USING SCHOOL BUSES

Category: Recommended

Related Policies: EEAE

The following guidelines outline parent/guardian responsibilities relative to families using District school buses and transportation services.

1. Riding the school bus is a privilege. This privilege may be temporarily suspended or permanently revoked if a student's misconduct violates School Bus Conduct Rules, jeopardizes the safe operations of the school bus or the safety of the children riding this bus. See Board policies EEA and JICC.
2. Parents/guardians are responsible for the safety of their children from the time they leave home in the morning until the time they board the school bus; and at the end of the school day from the time the school bus departs the loading/unloading area and the children reach home. Once the child enters the school bus, the authority lies with the bus driver and the school.
3. Students should leave home early enough so that they arrive at the designated school bus stop point five (5) minutes before the scheduled arrival time of the school bus.
4. Parents/guardians should be aware of their responsibility not only for their child's behavior while on the school bus, but also their responsibility for damage caused by their child(ren) to the property of others, including the school bus. When a child walks to and from the bus stop, and while he/she waits at the school bus stop, and when he/she walks home from the school bus stop at the end of the school day, he/she must show consideration and respect for the property of those citizens whose homes and places of business are located along these routes.
5. Parents/guardians, together with the child, should develop a route to and from the school bus stop, or school, which minimizes the exposure of the child to vehicular traffic. Shortcuts through isolated fields and woods or across streams or railroad tracks can often be dangerous. Entering of abandoned houses or deserted buildings by children on their way to or from school should not be condoned. The route should be direct and uninterrupted.
6. Parents/guardians should walk with younger children to and from the school bus stop, using this opportunity to teach the child(ren) proper pedestrian practice. If the parents/guardians cannot accompany their child(ren), arrangements should be made, if possible, for older children (brother, sister, or neighbor) to escort the younger children to and from the school bus stop or school.

EEAE-R - SAFETY GUIDELINES FOR PARENTS/GUARDIANS of STUDENTS USING SCHOOL BUSES

7. Parents/guardians should develop in their child(ren) an awareness of the molestation (personal harassment) problem. Encourage children not to accept candy, soft drinks, money, toys or rides from strangers or to associate with anyone they do not know. If your child is confronted with these problems on his/her way to or from school, he/she should tell you or his/her teacher as soon as possible. This is a situation that should be referred to the police.
8. Parents/guardians should realize that weather determines how a child is to be dressed. Encourage your child to wear the type of clothing that will not only keep him/her warm and enable him/her to see where he/she is going, but also permit him/her to be seen. If the child(ren) cannot be seen by the drivers of vehicles, they are in danger. For example, white clothing is difficult to see in snow, but makes one clearly visible at night. If the weather is inclement, the child should be dressed for the occasion and leave a few minutes earlier than his/her normal starting time in order to reach the school bus stop or school safely and on time.
9. Inclement weather announcements regarding the closing of schools or delayed opening begin at approximately 6:00 a.m. During severe weather conditions, pertinent information concerning the transportation program will be announced on the radio.
10. The application of common sense is the best method of determining the role of the parents/guardians regarding the safety of children traveling to and from school, either as a passenger on a school bus or as a pedestrian

District Policy History:

First reading:

Second reading/adopted:

District revision history:

Legal References:

XXX

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.

ECAF - AUDIO and VISUAL SURVEILLANCE on SCHOOL BUSES

Category: Recommended

Related Policies: EEA, EEAA, & JICK

General Authorization.

Video cameras may be used on school buses to monitor student behavior. Audio recordings in conjunction with video recordings may also be captured on school buses, in accordance with the provisions of RSA 570-A:2.

NOTE CONCERNING AUDIO RECORDINGS: Recordings that include audio must also comply with the limitations of RSA 570-A:2, II (k)(2), which provides in pertinent part: "In no event, however, shall the recording be retained for longer than 10 school days unless the school district determines that the recording is relevant to a disciplinary proceeding, or a court orders that it be retained for a longer period of time. An audio recording shall only be reviewed if there has been a report of an incident or a complaint relative to conduct on the school bus, and only that portion of the audio recording which is relevant to the incident or complaint shall be reviewed."

Notification.

This policy constitutes notification that audio and video recordings may be made on school buses used in the district.¹ See also Board policy JICK - Pupil Safety and Violence Prevention.

The Superintendent or his/her designee shall ensure that there is a sign prominently displayed on the school buses informing the occupants of the school buses that such video and audio recordings are occurring. Notification of such video and audio recordings on the bus will also be included in the Student-Parent Handbook as well as the District and school websites.

Procedures Concerning Usage and Retention of Audio Recordings.

The Superintendent is charged with establishing additional administrative procedures consistent with this policy to address the length of time which any audio recording is retained, ownership of the recording, limitations on who may view and listen to the recording, and provisions for erasing or destroying the recordings. Video recordings without audio may be used, retained or destroyed as provided in Board policy EEAA.

Recordings may be viewed/heard only by the following persons and only after expressly authorized by the Superintendent:

- Superintendent or designee
- Transportation Coordinator
- Investigators or attorneys retained by district
- Business Administrator
- Building Administrator
- Law Enforcement Officers

ECAF - AUDIO and VISUAL SURVEILLANCE on SCHOOL BUSES

- Parent/guardian of any student involved in disciplinary proceedings and present on the recording.

The Superintendent is authorized to consult with the District's attorney relative to the use and retention of an audio and video recording either generally or in reference to a particular occurrence.

Student Records.

In the event an audio or video recording is used as part of a student discipline proceeding, such video may become part of a student's education record. If an audio or video recording does become part of a student's education record, the provisions of the Family Educational Rights Privacy Act (FERPA) shall apply.

District Policy History:

First Reading: September 14, 2010

Second Reading: October 12, 2010

Final Adoption: October 12, 2010

District revision history:

Legal References:

NH Statutes	Description
RSA 570-A:2	<u>Capture of Audio Recordings on School Buses Allowed</u>
Federal Regulations	Description
34 CFR. Part 99	<u>Family Educational Rights and Privacy Act Regulations</u>

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.

STUDENT RULES AND CONDUCT ON THE SCHOOL BUS

1. Pupil shall arrive at the bus stop at least five (5) minutes before the bus is scheduled to arrive.
2. Pupil shall wait in a safe place, clear of traffic until the bus stops, door is open, red flashing lights are on, and the driver has directed you to proceed.
3. Pupil shall wait in an orderly line and avoid horseplay.
4. Pupil shall cross the road or street in front of the bus only after the bus has come to a complete stop and upon direction of the driver (10-foot minimum crossing distance).
5. Pupil shall go directly to an available or assigned set when entering the bus and move in toward the window.
6. Pupil shall remain seated until they have reached their designated stop and the bus has come to a complete stop. Aisles and exits must be kept clear at all times and emergency door will be used for emergencies only.
7. Everyone shall observe classroom conduct and obey the driver promptly and respectfully. The driver is in complete charge of the bus and his/her decisions and requests must be followed.
8. Pupil is permitted to carry only objects that can be held on his/her lap.
9. Pupil shall refrain from throwing or passing objects on, from or into buses.
10. Pupil shall refrain from eating and drinking on the bus.
11. Pupil shall respect the rights and safety of others.
12. Pupil shall refrain from leaving or boarding the bus at locations other than assigned stops at home or school. Students may ride only the bus that they have been assigned. (Exceptions will only be made with a note from a principal.)
13. Pupil is prohibited from extending head, arms or objects out of the bus windows. Students will not be allowed to lower windows without permission of the driver.
14. Only authorized riders will be permitted on the bus.
15. When necessary, students will be expected to sit three passengers to a seat.
16. Pupil is prohibited from using tobacco, alcohol, drugs, or any controlled substance. The police will be notified whenever a student is involved with the possession and/or use of alcohol, drugs, or any illegal substances.
17. Pupil shall refrain from the use of profane language, obscene gestures, excessive noise, fighting, wrestling or acts of physical aggression on the bus.
18. Pupil shall not carry hazardous material, nuisance items and animals onto the bus.
19. Pupil is prohibited from hitching rides via bumper or other parts of the bus.

20. Students/Parents will be held responsible for any and all damages to the bus perpetrated by the student.

There may be circumstances that could result in immediate suspension from the bus -- such disciplinary action to be at the discretion of the appropriate school administrator. The following procedure will be used whenever rules 1 through 15 have been violated:

FIRST OFFENSE will result in a letter of warning with a copy sent to the student's parents/guardians, and a copy kept on file in the School Administrator's Office and the Transportation Coordinator.

SECOND OFFENSE will result in one (1) hour after school detention. Parents must be notified prior to the implementation of the detention. It becomes the parents/guardians' responsibility to transport or arrange other transportation for their children home after a detention.

THIRD OFFENSE will result in an immediate five (5) day suspension from ANY bus. (This includes field trips, sports events or any activities.)

All suspensions represent school days, not calendar days.

For infractions 16 through 20 the following procedures will be followed:

FIRST OFFENSE will be an immediate five (5) day suspension from ALL buses.

SECOND OFFENSE will be an immediate ten (10) day suspension from ALL buses.

THIRD OFFENSE will result in the immediate suspension from ANY bus. "RSA 189:9 -- Pupils prohibited for Disciplinary Reasons. Notwithstanding the provisions of RSA 189:6-8, the Superintendent, or his representative as designated in writing, is authorized to suspend the right of pupils from riding in a school bus when said pupils fail to conform to the reasonable rules and regulations as may be promulgated by the school board. Any suspension to continue beyond twenty (20) school days must be approved by the school board. Said suspension shall not begin until the next school day following the day notification of suspension is sent to the pupil's parent or legal guardian.

I. If a pupil has been denied the right to ride a school bus for disciplinary reasons, the parent or guardian of that pupil has right of appeal within ten (10) days of suspension to the authority that suspended this pupil's right.

II. Until the appeal is heard, or if the suspension of pupil's right to ride the school bus is upheld, it shall be the parents' or guardians' responsibility to provide transportation to and from school for that pupil for the period of the suspension.

See Policies EEA, EEACC & JICC

First Reading: September 14, 2010

Second Reading: October 12, 2010

Final Adoption: October 12, 2010

EEAEC - STUDENT CONDUCT ON SCHOOL BUSES

Students using Wilton-Lyndeborough Cooperative School District transportation must understand that they are under the jurisdiction of the school from the time they arrive at the bus stop, until they exit the bus stop.

Pupils transported in a school bus shall be under the authority of the District and under control of the bus driver. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reasons for a pupil to be denied the privilege of transportation in accordance with the regulations of the Wilton-Lyndeborough Cooperative School Board.

The driver of the bus shall be held responsible for the orderly conduct of the pupils transported.

The Superintendent or his/her designee will develop rules and regulations for conduct on buses and these shall be printed in the Parent-Student Handbook.

Resolution of Conflicts

A parent who wishes to request a change or exemption from any of the Student Transportation policies shall direct that request first to the SAU Transportation Coordinator. If the parent is not satisfied by the ruling of the SAU Transportation Coordinator, he or she may appeal the ruling within five days to the School Business Administrator. If the parent is again not satisfied by the ruling, he or she may appeal to the Superintendent within the next five-day period. As a last appeal, the parent may request to appear before the Board's Transportation Committee.

Legal References:

RSA 189:9a, Pupils prohibited for Disciplinary Reasons

Appendix: JICC-R & EEA-R

First Reading: September 14, 2010

Second Reading: October 12, 2010

Final Adoption: October 12, 2010

EEAG - USE OF PRIVATE VEHICLES TO TRANSPORT STUDENTS

Any use of private vehicles to transport students to or from school, field trips, athletic events, or other school functions, must have prior authorization by the Superintendent or his/her designee. The Wilton-Lyndeborough Cooperative School Board specifically forbids any employee to transport students, except the teacher's own children, for school purposes without prior written authorization by the Superintendent or his/her designee. Individuals providing unauthorized student transportation do so at their own expense and liability.

Any employee or private citizen using their own or a rented vehicle to provide school-authorized student transportation must have automobile liability insurance of not less than \$500,000 Combined Single Limit and provide a Certificate of Insurance naming the Wilton-Lyndeborough Cooperative School District as an Additional Insured. The District will maintain liability insurance, which will be in excess of the owner's primary insurance for authorized student transportation.

Persons under contract with the school district to provide school transportation services must have a valid School Bus Driver Certificate/License in accordance with applicable rules and laws. All vehicles must be approved by the New Hampshire Department of Safety as meeting all applicable school bus safety standards. Parents transporting their own children are exempt from this requirement, per Department of Safety regulations.

Persons providing transportation on an incidental basis, i.e., not specifically as part of a contract to transport, must have a valid driver's license, and the vehicle used must have a current New Hampshire inspection sticker. A commercial license is required for any vehicle that has a capacity of 16 or more.

No student shall be sent on school errands using any automobile. No student will transport another student for school authorized transportation.

Reimbursement for use of private vehicles may be made, but only if the employee or other person has prior approval of the designated administrator.

Legal References:

New Hampshire Code of Administrative Rules Section Saf-C 1304.05, Exemption From School Bus Driver's Certificate

First Reading: September 14, 2010

Second Reading: October 12, 2010

Final Adoption: October 12, 2010

EEAG-R

STATEMENT OF INSURANCE ON PRIVATE VEHICLES

School Year _____

School _____ Date _____

The Wilton-Lyndeborough Cooperative School Board requires proof of insurance coverage in force on all private vehicles used for the transportation for all school-sponsored activities. The groups that may be transported include, but are not limited to, students, coaches, sponsors, faculty, and chaperones.

This form is to be completed for each private vehicle used for the transportation of school sponsored groups. It is valid for the school year in which it is filed. If the insurance policy expires or is cancelled during the school year, a new statement must be submitted.

DRIVER INFORMATION

Driver's Name _____ Age _____

Address _____ Phone _____

New Hampshire Driver's License:

Type: _____ Number: _____

VEHICLE INFORMATION

Vehicle Make _____ Year _____ Model _____

Inspection Expiration Date: _____

License Tag _____

INSURANCE INFORMATION

Name of Insured(s) _____

Policy Number _____

Insurance Company _____

Policy period: From _____ To _____

This policy provides the following recommended limits of liability coverage for private passenger cars and qualified multipurpose passenger vehicles (MPV) being used to transport students on field trips and other activities:

- Combined Single Limit (CSL) or
- Bodily Injury Limit--per person/per accident.

[] Yes

[] No

Insurance Agent _____

Address _____ Telephone _____

I certify that insurance policies, subject to their terms, conditions, and exclusions are at present in force with the company indicated and that the information above is correct.

Signature of Owner/Insured

Date

This information above has been verified.

Signature of Principal or Designee

Date

First Reading: September 14, 2010

Second Reading: October 12, 2010

Final Adoption: October 12, 2010

Category: Recommended

Related Policies: KCD, JLCF

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 Wilton Lyndeborough Cooperative School Board recognizes that crowdfunding campaigns and other forms of online fundraising have become an increasingly popular method by which educators and school sponsored activity groups 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 can subject both the District and its employees to significant potential legal liability.

For purposes of this policy, “crowdfunding”, is the practice of using online sites (e.g, donorschoose.org, classful.com, etc.) to solicit donations, whether monetary or in-kind, on behalf of the School District, including any class, extra/co-curricular program. 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.

B. Unapproved Crowdfunding Prohibited.

Crowdfunding on behalf of the District is prohibited unless undertaken by a District employee or school sponsored organization 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 or student 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 approved crowdfunding campaign but are prohibited from otherwise engaging in crowdfunding on behalf of the District. Employees or students who participate in crowdfunding on behalf of the District are acting in their capacity as employees or students and are subject to all rules governing employee and student conduct.

Except in furtherance of an approved campaign, employees are prohibited from doing any of the following as part of a crowdfunding campaign: identifying as an employee of or stating an association with the District; using a District email address, school name,

DFGA - CROWDFUNDING

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.

C. Crowdfunding Request and Approval Procedures.

1. Crowdfunding Requests. Any request for approval of a crowdfunding campaign shall be requested using form [REDACTED] and shall include the following information:
 - a. ~~the employee's name, job title, 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.~~
2. ~~The Superintendent may create and make available a form, which may be online, to be used for such requests.~~
3. 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.
4. Approval Process. Notwithstanding anything to the contrary in Board policy KCD, Gifts and Bequests, 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 must submit form [REDACTED] in writing a fully completed approval request form to the building Principal. Notwithstanding any contrary provision in

DFGA - CROWDFUNDING

Board policy KCD, the Building Principal has authority to approve proposed campaigns seeking a dollar value up to the amount of \$500. 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 unacceptable inequity in the educational environment.

If a proposed campaign seeks a dollar value in excess of \$500, and the building Principal believes that the proposed campaign is in compliance with the requirements 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 \$2,500. 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 unacceptable inequity in the educational environment.
 - c. Review by the Board. Pursuant to RSA 198:20-b, unanticipated funds of \$20,000 or more also require a public hearing before acceptance after considering the Superintendent's or designee's recommendation, the Board will decide whether to approve or deny the proposed campaign.
5. ~~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;~~
 - d. ~~does not create significant disparities or inequities among similarly situated students;~~
 - e. ~~does not solicit funds for items or projects that are religious or political in nature or 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;~~

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- ~~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;~~
 - ~~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 JLCF;~~
 - ~~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.~~
6. Any crowdfunding campaign that does not fully comply with the requirements of this policy is prohibited. It is the responsibility of the employee 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.

7. 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.

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.

8. 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.

District Policy History:

First reading:

Second reading/adopted:

District revision history:

Legal References:

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

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.

EFAA - MEAL CHARGING

Category: Required

*Related Policies: AC, DAF, EFA, **EFE**, & JLCF*

The Wilton Lyndeborough Cooperative School District encourages all parents and guardians (hereinafter “parents”) to provide a healthy breakfast and lunch for their student(s). Parents are welcome to send students to school with a “brown bag/lunch box” meal. The District provides the opportunity to purchase breakfast and lunch from the school cafeteria. Each meal meets or exceeds the federal nutrition standards. Payment is expected no later than when the meal is served. Payment may be in cash (check) or as a debit against funds deposited into an established student lunch account.

The school lunch program is required by federal law to operate as a non-profit which must end each fiscal year without a negative balance. Uncollected debt must be paid to the school lunch program from other funds. The District’s policy is to quickly escalate efforts to bring student meal accounts into positive balance, to avoid circumstances where these accounts build significant debt.

Student Meal Accounts

The District uses a point-of-sale computerized meal payment system which has an account for all students. Parents of students who will be purchasing meals using this system are required to establish and maintain a positive balance in the student’s meal account.

Funds may be deposited into a student lunch account by cash, check, or on-line payment. Cash or checks made out to Wilton-Lyndeborough Cooperative School District should be presented to the Cashier at the cafeteria, the Principal’s Office, or the Food Service Office. A check may also be mailed to: 192 Forest Rd. Lyndeborough, NH 03082. The District utilizes the services of www.MyMealTime.com. The use of checks or on-line payments is encouraged, as each provides a record. Parents are responsible for any fees charged by the on-line service. In accordance with United States Department of Agriculture (“USDA”) guidance SP 02-2015, there will be no processing fee for deposits to a student meal account made by cash or check.

Bank fees incurred on any check returned for insufficient funds will be charged to the parent. The fee may not exceed \$25.00, RSA 358-C:5, I.) In accordance with RSA 358-C:5, notice of the fee charged for a check that is returned for insufficient funds shall be included in any letter sent to a Parent seeking payment because the student meal account has a negative balance.

Each notice to parents will include information on how to verify a student meal account balance, to resolve concerns regarding the accuracy of the account balance, or to obtain information on the school meal program, including the name, title, hours when available, phone number, and e-mail address of an appropriate member of the District staff.

EFAA - MEAL CHARGING

Parental Restrictions on Use of Student Meal Account

Parents/guardians who fund a meal account for their student are responsible for establishing any restrictions with their student that the parent chooses to place on use of the account; any restrictions must be submitted in writing to the Food Service Director. Unless restricted by the parent, a student may purchase a la carte items in addition to the regular meal choices. Parents must monitor the student's use of the meal account to ensure that a sufficient balance is available at all times for their student to charge for meals. (The District's on-line payment system www.MyMealTime.com allows a parent to check their student's balance at any time.)

The District's policy is to ensure that students have access to healthy meals and that no student will be subject to different treatment from the standard school meal or school cafeteria procedures. This policy applies to all meal offerings generally available at the cafeteria. Example: Breakfast and lunch. Students with insufficient funds in their meal account will not be allowed to charge snack items, beverages, and a la carte items.

Balance Statements

The Superintendent shall establish a procedure at each school requiring that a low balance statement be sent to parents whenever the balance in a student's meal account falls to or below a set amount that approximates the amount typically necessary to pay for one week of meals.

The notices will be sent by e-mail when practical, otherwise by a note, sealed in an envelope, can be sent home with the student. Notice prior to the account reaching zero is intended to reinforce the requirement that a positive balance be maintained in the student meal account. If a student meal account falls into debt, the initial focus will be on resuming payments for meals being consumed to stop the growth of the debt. The secondary focus will be on restoring the account to routinely having a positive balance. Only Those District staff who have received training on the confidentiality requirements of federal and state law, including the United States Department of Agriculture's ("USDA") guidance for school meal programs, and who have a need to access a child's account balance and eligibility information may communicate with parents regarding unpaid meal charges. Volunteers, including parent volunteers will not be used to communicate with parents regarding unpaid meal charges. 42 U.S.C. 1758(b)(6).

Free or Reduced Price Meals

The District participates in the federally supported program to provide free or reduced price meals to students from families whose economic circumstances make paying for meals difficult. Income guidelines for eligibility are based on family size and are updated each year by the USDA. The District will ensure parents are informed of the eligibility requirements and application procedures for free or reduced cost meals as well as the requirements of this policy.

EFAA - MEAL CHARGING

Parents shall be provided with a copy of this policy and an application for free or reduced cost meals annually at the start of the school year through a mailing or in the parents' handbook, upon enrollment of a transfer student during the school year, and as a component of all notices sent to parents seeking payment to correct a negative balance in the student meal account. The communication explaining the availability of the free or reduced price meals shall include all the elements required by federal regulation, 7 C.F.R. 245.5. Each notice shall also identify a member of the District staff, with contact information, who is available to answer questions or assist the parents with applying for free or reduced price meals.

As required by the Civil Rights Act of 1964 and USDA guidance, parents with Limited English Proficiency ("LEP") will be provided with information on this policy and the free and reduced price meal program in a language the parents can understand. The District will utilize USDA and community resources to fulfill this requirement. This policy and links to application materials for the free or reduced price meal program will be posted on the school website and made available to parents at each school.

The District will enroll students found to be categorically eligible by the State of New Hampshire into the free and reduced meal program. When eligibility is established, the District will apply the earliest effective date permitted by federal and state law.

Students Without Cash in Hand or a Positive Account Balance

Regardless of whether a student has money to pay for a meal or has a negative balance in the student meal account, a student requesting a meal shall be provided with a meal from among the choices available to all students. The only exception will be where the student's parents have provided the District with specific written direction that the student not be provided with a school lunch program meal, the student has a meal sent from home, or otherwise has access to an appropriate meal. Under no circumstances will a student's selected meal be thrown away because of the status of the student's meal account.

It is the parents' responsibility to provide their student with a meal from home or to pay for school prepared meals. Therefore, the District's policy is to direct communications to parents about student meal debt. When parents choose to provide meals sent from home, it is the parents' responsibility to explain to their student the necessity of the student not using the school meal program.

Initial efforts to contact parents will be by email or phone, however if those efforts are unsuccessful, letters to parents may be sent home in sealed envelopes with the student. Resolution of the problem should seek to ensure the student has ongoing access to an appropriate meal. Should the student's meal account balance fall below zero, a balance statement requesting immediate payment shall be sent to parents no less than once each month.

EFAA - MEAL CHARGING

If the account continues to accumulate debt to negative \$50 or more and the parents/guardians do not respond to emails and/or phone calls, the District will send a letter to the parents/guardians. b If the student continues to use the school meal program, a second letter will be sent to the parents/guardians using certified mail return receipt requested. Where extenuating circumstances of financial hardship exist and the family is not eligible for free or reduced cost meals, the District may work with the parents to identify and engage governmental and private charitable resources which are available to assist the family.

If a student with a negative balance in his or her meal account seeks to purchase a meal (or a la carte item) with cash or check, the student will be allowed to do so. There is no requirement that the funds be applied first to the debt.

Unresolved Debt

If the District determines that the best available information is that the parents are able to pay the expenses of the student's meals and the parents decline to cooperate with resolving the debt in a timely manner, the District shall send a letter to the parents directing them to have their student bring meals from home and cease utilizing the school meal program. The student may resume using the school meal program when a positive account balance is restored in the student's meal account. Note: this does not apply to free or reduced priced meals.

If the student continues to use the school meal program, a second letter shall be sent to the parents using certified mail, return receipt requested. Note: this does not apply to free or reduced priced meals.

If parents continue to fail to provide the student with a meal sent from home, continue to fail to provide funds for their student to use the school lunch program, continue to refuse to cooperate with reasonable requests by District staff to address the overdue debt, and the parent is believed to have the ability to pay, the Superintendent may pursue payment through civil legal action, including filing a claim in small claims court pursuant to RSA Chapter 503. The Superintendent is delegated authority to assess the likelihood that civil action will lead to payment, the resources required to pursue collection, and to pursue such action only when doing so is in the best interest of the District. Note: this does not apply to free or reduced priced meals.

The Superintendent shall try to identify non-profit charities that are willing to contribute funds to the district to assist in keeping a positive balance in the meal account of students whose parents do not qualify for free meals and who due to financial hardship are unable to consistently keep the student meal account in a positive balance.

If at the end of the fiscal year uncollected debt in student meal accounts must, as a last resort to fulfill federal requirements, be paid to the school meal program from other District funds, the

EFAA - MEAL CHARGING

parents' debt for unpaid meal charges shall be owed to the District. Note: this does not apply to free or reduced priced meals.

Applying the policy set forth above, the Superintendent shall determine if further collection efforts are in the best interest of the District. Any payments collected on debt that has been offset with District funds, shall be credited to the District. All debt collection efforts shall comply with RSA Chapter 358-C, New Hampshire's Unfair, Deceptive or Unreasonable Collection Practices Act.

There are situations in which students possess positive balances in their food service account either at the end of high school or because of leaving the District. The Food Service Director will notify those account holders in late May of each school year of positive balances so they may be exhausted prior to the end of the school year or transferred to a sibling. Graduated students or students who have left the District have until October 1st of the following school year to request a reimbursement. After October 1st, any account balances under \$10 of graduated students or other students who have left the District will be retained by the Food Service Fund.

Staff Enforcement of Policy/Training

A copy of this policy and refresher training shall be provided annually to all food service and school staff responsible for serving student meals or enforcing this policy. New staff with these responsibilities shall be provided with a written copy of the policy and training on the policy during their initial training or orientation. In accordance with federal requirements, a record shall be maintained documenting that new staff receive the policy and training. The record must also document that all applicable staff receive a copy of the policy and refresher training annually.

Student with Special Dietary Needs

Nothing in this policy prohibits providing an appropriate meal to a student with special dietary needs such as, but not limited to, diabetes, provided these needs have been documented in a health plan, Section 504, or IEP. If the meal is medically required, and the student has a negative student meal account balance, or does not have cash to purchase the meal, the necessary dietary needs will be met.

To request meal accommodations for students whose dietary needs qualify them for accommodation under law or to file a school meal program complaint with the District, contact WLC Food Services at phone number 603-732-9344.

To file a program complaint of discrimination with the USDA, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at:

http://www.ascr.usda.gov/complaint_filing_cust.html and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

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(1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
(2) fax: (202) 690-7442; or
(3) email: program.intake@usda.gov.
This District is an equal opportunity provider.

Nondiscrimination

It is the District's policy that in the operation of child feeding programs, no child will be discriminated against because of race, sex, color, national origin, age, or disability. 7 C.F.R. 245.5(a)(1)(viii). Students will not be denied meals due to the existence of other unpaid charges at the school or for disciplinary reasons.

Assessment for Neglect Reporting

If a student who has been determined to be ineligible for free or reduced cost meals or whose parents have refused to cooperate with filing an application for free or reduced cost meals is consistently not provided with meals, either through a meal sent from home or the payment for a meal through the school meal program, the Principal will assess whether a report of child neglect is warranted to the New Hampshire Department of Health and Human Services, Division for Children, Youth, & Families, as required by RSA 169-C:29-31.

District Policy History:

First reading:

Second reading/adopted:

District revision history:

Legal References:

USDA Guidance SP37-2016

Meaningful Access for Persons with Limited English Proficiency (LEP) in the School Meal Programs

USDA SP 46-2016

No later than July 1, 2017, all SFA's operating the Federal school meal program are required to have a written meal charge policy.

EFAA - MEAL CHARGING

<i>RSA 189:11-a</i>	<i><u>Food and Nutrition Programs</u></i>
<i>RSA 358-C</i>	<i><u>New Hampshire's Unfair, Deceptive or Unreasonable Collection Practices Act; NH Dept. of Education Technical Advisory - Food and Nutrition Programs</u></i>
<i>2 C.F.R. §200.426</i>	<i><u>Bad Debts</u></i>
<i>7 C.F.R §210.09</i>	<i><u>Agreement with State agency</u></i>
<i>7 C.F.R §210.10</i>	<i><u>Meal requirements for lunches and requirements for afterschool snacks</u></i>
<i>7 C.F.R §210.15</i>	<i><u>Reporting and recordkeeping</u></i>
<i>7 C.F.R. §245.5</i>	<i><u>Public announcement of the eligibility criteria</u></i>
<i>7 C.F.R. Part 15, Subpart A & B</i>	<i><u>Civil Rights Act of 1964 PENDING LINK</u></i>
<i>15 U.S.C. § 1692-1695</i>	<i><u>Federal Fair Debt Collection Practices Act (FDCPA)</u></i>
<i>42 U.S.C. 1758(b)(6)</i>	<i><u>Use or disclosure of information</u></i>

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.

KCD - ACCEPTANCE OF GIFTS

Category: Recommended

Related Policies: DFGA

Gifts from organizations, community groups and/or outside individuals, which will benefit the District, shall be encouraged. A gift shall be defined as money, real or personal property, and personal services provided without consideration.

Individuals or groups contemplating presenting a gift to a school or the District shall be encouraged to discuss in advance with the Building Principal or the Superintendent what gifts are appropriate and needed.

The Board reserves the right to refuse any gift that does not contribute to the achievement of the District's goals, or in which the ownership of the gift would tend to deplete the resources of the District. In determining whether a gift will be accepted, consideration shall be given to District Policies, School District goals and objectives (with particular emphasis on the goal of providing equal educational opportunities to all students) and adherence to basic principles outlined in the regulation that accompanies this policy.

The Superintendent may accept gifts subject to the terms of this policy in the amount of \$2,500 or less. The Superintendent will advise the Board in advance of acceptance if possible, or if after acceptance, at the next regularly scheduled Board meeting. Gifts in excess of \$2,500 may only be accepted by the Board. Additionally, pursuant to RSA 198:20-b, III, gifts in the amount of \$20,000 or more shall require the Board to hold a public hearing regarding any action to be taken with the gift. For gifts of less than \$20,000, the Board will post notice of the gift in the agenda of the next regularly scheduled Board meeting and will include notice in the minutes of the meeting in which the gift is discussed. The acceptance of all gifts will be made in public session.

Any gift accepted shall become the property of the district, may not be returned without the approval of the Board, and is subject to the same controls and regulations as are other properties of the District. The Board shall be responsible for the maintenance of any gift it accepts.

At the time of acceptance of the gift, there will be a definite understanding with regard to the use of the gift, including whether it is intended for the use of one particular school or all schools in the District. The Board will make every effort to honor the intent of the donor in its use of the gift, but reserves the right to utilize any gift it accepts in the best interest of the educational program of the District. In no case shall acceptance of a gift be considered to be an endorsement by the Board of a commercial product, business enterprise or institution of learning.

It is the responsibility of the Superintendent or designee to process the appropriate forms to update the District's inventory and to notify the donor of acceptance or rejection of a gift.

Voluntary contributions by District employees of supplies or other minor items of personal property to be used in classrooms or school programs with an aggregate value over the school year of less than \$250 are permitted without further approval or documentation. Receipt of

KCD - ACCEPTANCE OF GIFTS

voluntary contributions being made by District employees with a value of \$250 or more must be approved as required in this policy for gifts from individuals not employed by the District.

Active solicitation of gifts to be received by the District, including by any school, classroom, or extra/co-curricular program in the District, through online crowdfunding or donor websites (e.g, donorschoose.org, classful.com, etc.) must be approved in accordance with Board policy DFGA.

District Policy History:

First reading: August 14, 2012

Second reading/adopted: August 28, 2012

Final Adoption: September 25, 2012

District revision history:

Legal References:

NH Statutes	Description
RSA 189:70	<u>Educational Institution Policies on Social Media</u>
RSA 198:20-b	<u>Appropriation for Unanticipated Funds Made Available During Year</u>

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.

EHB - DATA/RECORDS RETENTION

The Superintendent shall develop procedures for a records retention system that is in compliance with RSA 189:29-a and Department of Education regulations. The procedures should ensure that all pertinent records are stored safely and are stored for such durations as are required by law. Additionally, the Superintendent shall develop procedures necessary to protect individual rights and preserve confidential information.

Legal References:

RSA 91-A, Right to Know Law

RSA 189:29-a, Records Retention and Disposition

NH Code of Administrative Rules, Section Ed 306.04(a)(4), Records Retention

NH Code of Administrative Rules, Section Ed 306.04(h), Records Retention

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

Appendix EHB-R, Records Retention Schedule

First Reading: May 11, 2010

Second Reading: July 13, 2010

Final Adoption: August 10, 2010

LOCAL RECORDS RETENTION SCHEDULE

<u>Type</u>	<u>Local/State Record Recommended</u>	<u>State/Federal Mandated Retention</u>
<u>Business Records</u>		
Accident Reports		
Employee	6 years or term of employment	
Student	6 years after age of majority	
Annual Audit	Permanent	
Annual Report (District)	Permanent	
Application for Federal Grants		5 years
Architectural Plans	Permanent	
Engineering Surveys		
Asbestos Removal		
Bank Deposit Slips	Keep until Audit	
Bond Issue Materials	Permanent	
Child Labor Permits	1 year	
Contracts	1 year	
Certified Educator	Permanent	
Collective Bargaining Agreements	Permanent	
Correspondence for Business	4 years	
Deeds	Permanent	
District Meeting Minutes & Warrant		
*Enrollment Reports		
Resident Pupil Membership Forms	14 year	
Fall Reports A-12-A (RSA 189:28)	Permanent	
*Pupil Registers (RSA 189:27-b)	Permanent	
School Opening Reports	3 years	
Statistical Report A-3 (RSA 189:28)	Permanent	
*Federal Projects Documents		5 years after submission of final audit report and documentation for expenditures, unless there is an ongoing audit.
FICA Reports - monthly	6 years	

<u>Type</u>	<u>Local/State Record Recommended</u>	<u>State/Federal Mandated Retention</u>
Quarterly Form 941	6 years	
Fixed Trip Requests/Confirmation	1 year	
Fixed Assets Schedule	Permanent/as updated	
Form C-2 Unemployment	6 years	
Wage Report (DES 100)		
Invoices	Until audit	
MS-22 Budget Form	6 years	
MS-23 Budget Form	6 years	
MS-25 Budget Form	6 years	
Minutes of Board Meetings	Permanent	
Purchase Orders	Until audit	
Request for Payment Vouchers	Until audit	
Requisitions	Until audit	
*Retirement Reports	1 year	
Monthly		
Student Activities Records/Accounts	Until audit	
Time Cards		
Bus Drivers	5 years	
Custodial	5 years	
Secretarial	5 years	
Substitute Teachers pay slips	5 years	
Travel Reimbursements	Until audit	
Treasurer's Receipts		
Cancelled Checks	6 years	
Treasurer's Report	6 years	
Vocational Education		
AVI Forms	1 year	
Vocational Center Regional Contracts	20 years	
Federal Vocational Forms		6 years
Vouchers Manifests	Until audit	
*W-2's Yearly		6 years
*W-4 Withholding Exemption Certificate		6 years
*W-9		6 years
*941-E Quarterly Taxes		6 years

Personnel Records

Application, including Criminal Records	Term of Employment
Attendance Records	
Leaves	1 year
Request for Leaves	1 year
Class Observation Forms	1 year
Criminal Record Check	Term of Employment
*Civil Rights Forms	6 years
Dues Authorization	Term of Employment
Evaluations	Term of Employment
HIPAA Documentation	6 years
Medical Benefits Application	Term of Employment
Medical Examinations	Term of Employment
Re-employment Letter of Assurance	1 year
Retirement application	Term of Employment
Separation from Employment	
Form/Letter	6 years
Staff Development Plan	Term of Employment

Student Records

Disciplinary Records	Term of Enrollment
Early Dismissal	1 year
Emergency Information Form	1 year
Health and Physical Records, including Immunization Record	Term of Enrollment
Medical Reports	Term of Enrollment
Registration Form	Term of Enrollment
*Applications for Free Lunch	6 years
Transcripts	Permanent
Attendance	Permanent
Grades	Permanent
Assessment Results	Permanent

Internal Records

Child Abuse Reports/Allegations	Permanent
Criminal Investigation	Permanent
Criminal Records Check	
Unsuccessful/Unfavorable	1 year
Personnel Investigations	Permanent
Sexual harassment	Permanent

Special Education Records

At a minimum, records for special education students should be kept as long as the student is in a program and there is district liability for the education of the student. Given court decisions that are retroactive, it might be prudent to retain records for at least six (6) years after the termination or completion of the program.

See Policy EH, EHB, GBJ & JRA

First Reading: May 11, 2010

Second Reading: July 13, 2010

Final Adoption: August 10, 2010

EH - PUBLIC USE OF SCHOOL RECORDS

The Superintendent is hereby designated the custodian of all records, minutes, documents, writings, letters, memoranda, or other written, typed, copied, or developed materials possessed, assembled, or maintained by the Wilton-Lyndeborough Cooperative School District.

1. All requests for public information are to be forwarded to the Superintendent immediately upon receipt. The Superintendent shall thereupon make a determination as to whether or not the information requested is public in nature. If public, the Superintendent shall provide the information in a timely manner.
2. In accordance with RSA 91-A:4, if the Superintendent finds the information to be public in nature, he or she shall direct that it be reproduced on the premises. The party requesting the information is to be charged the cost of reproduction. If the requested record or document is in active use by the district or is otherwise unavailable, the party requesting the information will be informed that the record is not currently available and that he or she will be notified immediately upon it becoming available.
3. If the Superintendent finds the information not to be public in nature, he or she shall so inform the requesting party that the information is not a public record.
4. If the Superintendent is unable to ascertain whether or not the information requested is public in nature, he or she is hereby authorized to request, on behalf of the Wilton-Lyndeborough Cooperative School Board, an opinion from the Board's attorney as to the nature of the information. Such opinion requests will be made within ten (10) days of the original request for the information. The Superintendent shall notify the person requesting such information that an opinion is to be requested of the attorney and shall notify such person immediately upon receipt of an answer from the attorney.

Note

NHSBA previously categorized this policy as Mandatory/Required by Law, Category P. Upon further research, it is not required by law. NHSBA still recommends you keep this policy in place.

Legal References:

RSA 91-A:4, Minutes and Records Available for Public Inspection

First Reading: September 14, 2010

Second Reading: October 12, 2010

Final Adoption: October 12, 2010

BEC - NON-PUBLIC SESSIONS

Category: Recommended

Related Policies: BEDDA, BEDG, & BEDG-R

The Board may meet in non-public session for any of the purposes set out in RSA 91-A:3. **Non-public sessions may only occur after a duly noticed public meeting has been called to order, and before that meeting is adjourned.** Once the public meeting has been convened, the Board may enter non-public session at any time during such meeting if a majority of the Board, by roll-call vote, find that sufficient grounds under 91-A:3, II exists. A non-public session may occur during a duly notice meeting irrespective of whether a non-public session appeared on either the meeting notice or meeting agenda.

The motion calling for a non-public session will state the matter(s) to be discussed and will state the statutory reason(s) for entering non-public session.

The Board shall record minutes of all non-public sessions, and such minutes shall be made available and or “sealed”, in accordance with RSA 91-A:3. Required content and availability regarding minutes of non-public sessions are described in Board policy BEDG – Minutes.

The minutes of the non-public session constitute the record of that session. Information discussed in non-public session shall remain confidential except to the extent the same is required to be disclosed subject to applicable law or court order, or as authorized by the Board.

The Board shall require the presence of the Superintendent or his/her designee (see N.H. Dept. of Education Rule Ed 303.01(f)), except those non-public sessions that pertain to the Superintendent’s employment.

Each year the Superintendent is directed to obtain and provide to each Board member copies of any NHSBA Non-Public Session Checklist, and update the same during the year as made available by NHSBA.???

District Policy History:

First reading:

Second reading/adopted:

District revision history:

Legal References:

XXX

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.