

Shaker Regional School District
Policy Committee Minutes
May 22, 2018
5:00 PM

Present: Michelle Lewis, Jodie Martinez, Eric Johnson and Michael J. Tursi

Eric called the meeting to order at 5:10 PM.

Discussed parents transporting students on field trips. Will bring policy to next meeting.

The following policies were reviewed, amended and action taken as follows:

JICE – Student Publications

- Add last line from NHSBA policy to line 21.
- Bring to full board as amended.

JICF – Gang Activity

- No changes. Update review date.

JJD – Student Participation Fees

- No changes. Update review date.

JLF – Child Abuse Reporting

- Add last paragraph from NHSBA policy after line 6.
- Bring to full board as amended.

The following policies will be reviewed at the next meeting:

- Pull next 4 in line for review for section J
- Transportation Policy
- Superintendent Evaluation – look at timeline

To Do: Consider training on reporting child abuse or neglect.

The meeting adjourned at 5:43 PM.

Respectfully submitted,

Michael J. Tursi

**SHAKER REGIONAL SCHOOL DISTRICT
POLICY COMMITTEE
MEETING AGENDA
CES
June 26, 2018
5:00 PM**

I. Call to Order

II. Policy Review

- a) **CBI R&P** – Superintendent Evaluation Procedure and Timeline
- b) **EEBB** – Use of Private Vehicles During School Hours
- c) **JICA** – Dress Code for Students
- d) **JIE** – Pregnant Students
- e) **JLCB** – Immunization of Students
- f) **JRA** – Student Records and Access
- g) **KR1** – Community Use of School Buildings and Grounds

III. Adjournment

Superintendent Evaluation Procedure & Timeline

Procedure:

1. Each member of the SRSD administrative team will be asked to complete the evaluation form. Administrators will be instructed to evaluate only those items that are relevant in their building/department. Administrators will be encouraged to include comments. These forms may be submitted anonymously and will be used primarily to inform the SRSB.
2. The Superintendent will complete a self-evaluation using the same instrument. Additional documentation may be provided by the Superintendent, if he/she feels it necessary in order for the board to have the information needed to complete the evaluation. The Superintendent may choose to present his/her self-evaluation to the SRSB, in non-public session.
3. Each member of the SRSB will complete the evaluation form and submit it to the SRSB Chairperson. The entire SRSB will then meet in non-public session, without the Superintendent, to reach a consensus from the individual evaluations submitted.
4. The SRSB, or appointed representatives, will meet with the Superintendent to discuss the evaluation.
5. The Superintendent will receive a written copy of the evaluation, signed by the SRSB Chairperson.
6. If individualized goals are set in a particular area, these goals will be included in the evaluation for the next evaluation cycle.

Timeline:

- Mid-May.....Evaluation tools given to SRSD Administrative team members
- June 1.....Administrative team members submit evaluations to the SRSB Chairperson
- June 1.....Superintendent submits self-evaluation and any supporting documentation needed to appropriately inform the SRSB
- July 1.....SRSB members prepare and submit individual evaluations to the SRSB Chairperson
- 2nd Board Meeting in July.....SRSB meets in non-public session to begin finalizing evaluation. SRSB will schedule additional meetings as needed, to finalize evaluation
- 1st Board Meeting in August.....SRSB (or appointed representatives) present evaluation to Superintendent for discussion and review of any newly established goals
- August - July.....SRSB meets in non-public session bi-monthly for progress monitoring of goals and standards

1

2 **USE OF PRIVATE VEHICLES DURING SCHOOL HOURS¹**

3 Any use of private vehicles for transportation of students **to or from** while school **on**
 4 **field trips, athletic events, or other school functions**, ~~is in session~~ must have prior
 5 authorization by the Superintendent or his or her designee. **Except in the case of an**
 6 **emergency or school evacuation, the Shaker Regional School Board (SRSB)**
 7 **specifically forbids any employee from transporting students, except the**
 8 **employee's own children, for school purposes without prior written authorization**
 9 **by the Superintendent or his or her designee.** These **Individuals** providing
 10 **unauthorized** student transportation do so at their own expense and liability.

11
 12 ~~No student shall be required to transport another student for school related activities.~~
 13 ~~No student shall be sent on school errands using any automobile.~~

14
 15 **Except in the case of an emergency or school evacuation, Any employee, student,**
 16 **or private citizen** ~~or other individual~~ using **his or her own or rented vehicle** their
 17 personally owned, rented or borrowed vehicle to provide **school-authorized student**
 18 transportation must have **must have auto liability insurance of not less than**
 19 **\$500,000 Combined Single Limit and provide a Certificate of Insurance naming the**
 20 **Shaker Regional School District (SRSD) as an Additional Insured. The SRSD will**
 21 **maintain liability insurance, which will be in excess of the owner's primary**
 22 **insurance for authorized student transportation.** ~~a current and valid driver's license~~
 23 ~~and maintain minimum auto liability insurance limits of \$100,000 per person and~~
 24 ~~\$300,000 per accident. Individuals that have been authorized to drive students must~~
 25 ~~provide evidence to the district of both their driver's license and insurance limits.~~

26 **Persons** These providing transportation **to students** on an incidental basis (i.e. not
 27 specifically as part of a contract to transport) must have a valid driver's license.
 28 ~~appropriate for the vehicle driven,~~ **Further, the vehicle used must have** and use a
 29 ~~vehicle which has a current N.H. New Hampshire~~ inspection sticker. **A commercial**
 30 **license is required for any vehicle that has a capacity of 16 or more.**

31 **No student shall be sent on school errands using any automobile.** No employee **or**
 32 **student** shall transport **another** students for **school-authorized transportation**
 33 ~~purposes without prior~~ **written permission** authorization **from (1) the driver student's**
 34 **parent or guardian; (2) each passenger student's parent or guardian; (3) written**
 35 **permission from the administration; AND (4) proof of appropriate insurance,**
 36 **licensing and vehicle maintenance as described above.** ~~by the Superintendent or his~~
 37 ~~or her designee and the child's parent or guardian.~~

38 Reimbursement for use of private vehicles may be made, but only if the **employee or**
 39 **other person** driver has **received** prior **written** approval of the **designated**
 40 **administrator** Superintendent.

¹ See also SRSD Policy IJOA

**AUTHORIZATION TO TRANSPORT
STUDENTS PARTICIPATING IN SCHOOL EVENTS**

STUDENT PASSENGER FORM

Student Name: _____

Activity: _____

Grade: _____

I, _____, hereby authorize _____
(hereinafter, "Driver") to transport my child to and from school events as part of the above-noted school activity. I understand that my child is required to follow all applicable laws regarding riding in a motor vehicle and is expected to follow the directions provided by the Driver.

I have read, understand, and discussed with my child that:

- He/she will be traveling in a motor vehicle operated by Driver and that my student is required to wear his/her seatbelt while traveling;
- All school rules apply while my child is being transported to/from a school activity. Thus, my child is aware that he/she will be subject to discipline at school for any violations of school rules;
- Riding in a motor vehicle may result in personal injuries or death; and
- My child is required to remain in his/her seat and not be disruptive to the vehicle of the driver.

I recognize that by participating in this activity, as with any activity involving motor vehicle transportation, my child may risk personal injury or permanent loss of life. I hereby attest and verify that I have been advised of the potential risks, that I have full knowledge of the risks involved in this activity, and that I assume any expenses that may be incurred in the event of an accident, illness, or other incapacity, regardless of whether I have authorized such expenses. As a condition of the transportation received, I, for myself, my child, my executors and assigns, further agree to release and forever discharge the Shaker Regional School District, its superintendent, school board, and their agents, officers, employees, students and volunteers from any claim that I might have myself or that I could bring on my child's behalf with regard to any damages, demands or actions whatsoever, including those based on negligence, in any manner arising out of this transportation. I have read this entire waiver and permission form, fully understand it, and agree to be legally bound by its terms.

Print Name

Date

Signature

**AUTHORIZATION TO TRANSPORT
STUDENTS PARTICIPATING IN SCHOOL EVENTS**

STUDENT DRIVER FORM

Driver Name: _____

Activity: _____

Grade: _____

I, _____, hereby authorize my child _____
(hereinafter, "Driver") to transport fellow students to and from school events as part of the
above-noted school activity. I have read Policy EEBB and hereby certify that:

- (1) Driver is properly licensed in the State of New Hampshire and that Driver's vehicle is insured by valid auto liability insurance of not less than \$500,000 Combined Single Limit and that the Shaker Regional School District is named as an Additional Insured on Driver's policy.
- (2) Driver's vehicle is mechanically fit and bears a current State of New Hampshire inspection sticker. All seat belts are in good working condition for all passengers, and Driver will require all passengers to wear seat belts while in the vehicle.
- (3) Driver agrees to drive in a safe and responsible manner and in compliance with all New Hampshire Motor Vehicle Laws, Rules and Regulations.

Vehicle Information:

Make: _____ Model: _____

Year: _____

Student Driver's License Number: _____

I understand that Driver and I may be held liable in the event of an accident, illness or injury that results from Driver's transportation of fellow students. I recognize that by participating in this activity, as with any activity involving motor vehicle transportation, Driver may risk personal injury or permanent loss of life. I hereby attest and verify that I have been advised of the potential risks, that I have full knowledge of the risks involved in this activity, and that I assume any expenses that may be incurred in the event of an accident, illness, or other incapacity, regardless of whether I have authorized such expenses. I, for myself, Driver, my executors and assigns, further agree to release and forever discharge the Shaker Regional School District, its superintendent, school board, and their agents, officers, employees, students and volunteers from any claim that I might have myself or that I could bring on Driver's behalf with regard to any damages, demands or actions whatsoever, including those based on negligence, in any manner

arising out of this transportation. I have read this entire waiver and permission form, fully understand it, and agree to be legally bound by its terms.

Print Name

Date

Signature

Declaration to Be Signed By Driver

I hereby certify that I am licensed in the State of New Hampshire and that I have provided Belmont High School with a copy of my driver's license, my insurance information, and this signed parental permission form. I further certify that I will only transport fellow students for the above-mentioned school activity and I will only transport students that the administration has authorized me to transport. I agree to drive a vehicle that is mechanically fit, with working seatbelts, and that I will require my passengers to wear their seatbelts while they are in my vehicle. I agree to drive in a safe and responsible manner and in compliance with all New Hampshire Motor Vehicle Laws, Rules and Regulations. I agree that I will not operate any mobile electronic device while I am driving unless it is an emergency.

Driver Signature: _____

Date: _____

For office use only:

_____ *copy of driver's license*

_____ *copy of insurance card*

_____ *signed permission form*

**AUTHORIZATION TO TRANSPORT
STUDENTS PARTICIPATING IN SCHOOL EVENTS**

EMPLOYEE/VOLUNTEER DRIVER FORM

Employee/ Volunteer Name: _____

Activity: _____

I hereby request permission from the Shaker Regional School District administration to transport students in my personal vehicle for the above-listed activity.

I have read Policy EEBB and hereby certify that:

- (1) I am properly licensed in the State of New Hampshire and that my vehicle is insured by valid auto liability insurance of not less than \$500,000 Combined Single Limit and that the Shaker Regional School District is named as an Additional Insured on my vehicle insurance policy.
- (2) My vehicle is mechanically fit and bears a current State of New Hampshire inspection sticker. All seat belts are in good working condition for all passengers, and I will require all passengers to wear seat belts while in the vehicle.
- (3) I agree to drive in a safe and responsible manner and in compliance with all New Hampshire Motor Vehicle Laws, Rules and Regulations.
- (4) I will not use a mobile electronic device while I am transporting students in my vehicle.

Vehicle Information:

Make: _____ Model: _____

Year: _____

License Number: _____

Employee/Volunteer Signature: _____

Date: _____

For office use only:

- _____ *copy of driver's license*
- _____ *copy of insurance card*
- _____ *signed permission form from parents*

1

2 **DRESS CODE FOR STUDENTS**

3 Parents have the responsibility to determine each student's dress, but such attire shall
4 not endanger the health or safety of the student, nor interfere with or potentially disrupt
5 the educational process of the school.

6 Building principals are authorized to issue regulations to implement this policy, provided
7 that such regulations are approved by the Superintendent.

8 The Superintendent shall publish rules and procedures related to this policy.

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Code JIE

2 **PREGNANT STUDENTS**

3 Maternal or paternal status shall not affect the rights and privileges of students to
4 receive a public education.

5

6 Pregnant students shall be permitted to continue in school in all instances when
7 continued attendance has the sanction of the expectant mother's licensed medical
8 provider. The School Principal may require a licensed medical provider's statement of
9 activity limitations.

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11 The Shaker Regional School District encourages students to complete their education
12 and will strongly support those efforts.

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IMMUNIZATIONS OF STUDENTS

Immunizations Required

All students shall be immunized prior to school admission, according to the requirements adopted by the Commissioner of the New Hampshire Department of Education.^{1,2,3}

Failure to be properly immunized may result in exclusion from school.⁴

Principals will notify parents/guardians of this requirement so that the necessary plans can be made with the student’s personal health care provider to ensure that the standard is met.

Evidence of immunization shall be maintained as part of the student’s permanent health record.⁵

Exemptions

A licensed physician may exempt a student from this requirement if the immunization(s) will be detrimental to his/her health.⁶ This exemption must be reviewed and reaffirmed by the physician annually. Parents seeking an exemption for their child due to religious reasons must present a notarized statement to the school nurse.⁷

In the event of an outbreak of a communicable disease, students who have been exempted from immunization requirements will be excluded from school for a period of time. The length of the exclusion will be established after consultation with the NH Department of Health and Human Services, if such students are considered to be at risk.⁸

¹ NH RSA 141-C:20-a
² See SRSD Policy JFAA
³ NH Department of Education School Health Resource Manual
⁴ NH RSA 141-C:20-a II
⁵ NH RSA 141-C:20-b II
⁶ NH RSA 141-C:20-c I
⁷ NH RSA 141-C:20-c
⁸ NH RSA 141-C:20-d

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2 **STUDENT RECORDS AND ACCESS**

3 The Shaker Regional School District (SRSD) shall develop and maintain a compre-
 4 hensive system of student records and reports dealing with all facets of the school
 5 program operation and which shall comply with the federal "Family Educational and
 6 Privacy Act of 1974" (FERPA)¹, No Child Left Behind Act (NCLB)², Health Insurance
 7 Portability and Accountability Act (HIPAA)³ and other applicable statutes governing
 8 student records.

9 These records shall be stored in a safe and secure manner. They are private records to
 10 be used only by the professional staff immediately concerned with the student's welfare.
 11 They shall also be made available to the parents or legal guardians of a minor student
 12 or a student of legal age (18 or older).

13 Protected Health Information

14 The SRSD recognizes an individual's right of privacy with regards to Protected Health
 15 Information (PHI). Except as otherwise permitted or required by law or this policy,
 16 individual health and medication information received by SRSD in the performance of its
 17 duties is deemed to be strictly confidential. Disclosure to anyone is prohibited unless
 18 that disclosure conforms to legal or operational requirements, or is specifically
 19 authorized, in writing, by the subject. Any disclosure, when permitted or required, shall
 20 be only the amount necessary and appropriate to the circumstances; will be made only
 21 to person(s) authorized to receive the information; and will be in accordance with the
 22 published rules and regulations related to this policy.

23 Directory Information

24 "Directory information" may be publicly released without permission of the parents. The
 25 SRSD designates the following items as directory information:

- 26 ♦ Student's name
- 27 ♦ Address
- 28 ♦ Participation in activities and sports
- 29 ♦ Photograph
- 30 ♦ Diplomas, honors and awards received
- 31 ♦ Most recent previous educational institution attended

32 Parents and eligible students will be notified of their rights under the Family Educational
 33 Rights and Privacy Act annually by publication in the student handbooks of each of the
 34 Shaker Regional Schools. Parents or legal guardians of a minor student or a student of
 35 legal age who do not want this information released must notify the school system in
 36 writing, each year, if any of the designated directory information is to be withheld.

37 Military Recruiters

38 Military recruiters or institutions of higher learning shall have access to secondary school
 39 students' names, addresses, and telephone listings unless the student or
 40 parent/guardian requests that such information not be released without prior written
 41 consent. The SRSD shall notify parents/guardians of the option to make such a request
 42 and shall comply with any requests received.⁴

¹ United States Code, Title 20, Chapter 31, Sec. 1232 g.

² PL 107-110, *The No Child Left Behind Act of 2001*

³ Health Insurance Portability and Accountability Act of 1996, Public Law 104-91

⁴ PL 107-110, *The No Child Left Behind Act of 2001*

1 Access by Others

2 The SRSD will require a written consent before information, other than directory
3 information, may be divulged to third parties.

4 The SRSD may disclose, without the consent or knowledge of the eligible student or
5 parent/guardian, personally identifiable information in the educational records of a
6 student to the Attorney General of the United States or his/her designee in response to
7 an ex parte order in the connection with the investigation or prosecution of terrorism
8 crimes. The SRSD is not required to record such disclosure of information and is
9 protected from liability for disclosing such information in good faith.

10 The Superintendent shall publish rules and procedures to implement this policy.

SHAKER REGIONAL SCHOOL DISTRICT ADMINISTRATIVE RULES AND PROCEDURES

COMMUNITY USE OF SCHOOL BUILDINGS AND GROUNDS

CODE KF-R&P 1

School buildings and grounds are designed primarily for school purposes and school-related activities, but they may also be used for meetings of students, employees, school-affiliated organizations (i.e., PTO and Booster Clubs), community groups, other organizations and commercial groups. Board approval is required for use of buildings and grounds by commercial groups.

A. General Guidelines:

1. The use of school buildings and grounds will be under the general supervision of the Director of Buildings and Grounds and the Superintendent of Schools.
2. Arrangements for the use of school buildings and grounds by groups will be conducted by school administrators. The building administrator shall be responsible for maintaining proper relationships with those organizations and to conduct all of the business arrangements. The building administrator or designee must be on duty at all times when a school building is being used by outside organizations.
3. Any organization using school property shall, in writing, indemnify and save harmless the School Board, the individual members thereof and any officials or employees, of and from any loss, damage, liability, or expense that may arise during, or be caused in any way, by such use or occupancy of school property. In the event property loss is incurred, the outside organization shall be billed for the damages. A Certificate of Insurance naming the Shaker Regional School District as an additional insured shall be provided prior to use of buildings and grounds. Such agreement shall be signed by an officer of the organization and provided to the District prior to use of the buildings and grounds.
4. When one of the following conditions exist, the building administrator shall confer with the Superintendent of Schools before making a decision regarding the use of the facility:
 - a. The using organization's purpose and objectives are not clearly identified, or
 - b. The program or its participants may cause unusual public concern or disturbance, or
 - c. There is questionable use in terms of the guidelines within this regulation.
5. Continual use of a school facility by any organization is contingent upon the organization taking proper steps to protect school property, to ensure complete safety, and to reimburse the School Board for expenses. If the facility is being misused by any organization, it is the duty of the principal to point out the problem to the organization so that misuses will be stopped. Continued misuse could lead to a denial of further use of school buildings and grounds.
6. When an organization requests the use of school buildings and grounds, they may be required to submit additional information on the purpose and objectives of the organization and on the purpose of the requested use of buildings and grounds.

B. Types of Groups Authorized to Use School Buildings and Grounds

1. Type A
 - a. School Board sponsored meetings and activities including school sponsored activities.
 - b. Branch or local meetings of approved local, state, national, and international professional education associations.

SHAKER REGIONAL SCHOOL DISTRICT ADMINISTRATIVE RULES AND PROCEDURES

- c. Activities sponsored by the Belmont and Canterbury Recreation Departments. These Recreation Departments shall provide, at their expense, adequate supervisory and custodial personnel for any after hour use of school buildings.
- d. School Board classified employee associations.
- e. School PTO groups and related parent groups.
- f. 4-H Clubs, Boys Scouts, and Girls Scouts.
- g. Classes for credit supported by or requested by officials of the Shaker Regional School District.
- h. Election polling places.

Type A organizations will have free use of the buildings and grounds, except for activities which are associated with fund raising. In the case of fund raising, only additional supervisory and/or custodial operations will be charged.

2. Type B
 - a. Charitable and civic organizations.
 - b. Community service organizations.
 - c. Organizations which sponsor activities which in the judgment of the Superintendent of Schools will play a significant role in community development and/or are of educational benefit to the community.
 - d. Other governmental units for the purpose of conducting business meetings.

Type B organizations will normally not be charged for the use of school buildings and grounds unless additional supervisory and/or custodial personnel are required or unusual circumstances require that the schools be reimbursed for special services. When meetings are held outside of the normal operating hours of the school, charges will be made for custodial and other personnel required for the meeting. In the case of fund raising by Type B organizations, the standard rental fee will be above the normal service.

3. Type C
 - a. Outside organizations which sponsor recreational and entertainment programs such as films, dramas, shows, etc., where admission is charged or where the main purpose is fund raising.
 - b. Any organization which does not qualify for Type A or Type B.
 - c. Athletic Camps, unless sponsored by the Shaker Regional School District.

Type C organizations will be charged the rental fees and other user fees according to the schedule. Custodial fees will not be charged if the program takes place during operational hours and there is no increase in the normal workload.

C. Limitations of Use

1. Board policy mandates that groups using school buildings and grounds will be consistent with the school's mission, and shall conduct activities that are orderly and lawful, not of a nature to incite others to disorder, and not restrictive by reason of race, creed, or color.
2. The use of alcoholic beverages in school buildings or on school grounds is prohibited.
3. Gambling (bingo, raffles, lotteries) is prohibited in school buildings and grounds unless a license is secured.
4. Smoking is not permitted in any school facility or on school property.
5. School buildings and grounds shall be used for dances only by public school groups.
6. School buildings shall not be used for parties and celebrations that are essentially private.

SHAKER REGIONAL SCHOOL DISTRICT ADMINISTRATIVE RULES AND PROCEDURES

7. There shall be no temporary or permanent signs, banners, pennants or the like placed in or on school buildings or on school grounds by any group except those associated with activities sponsored by the school or school PTO. Groups using the schools may place temporary identification signs on school grounds only during the actual hours school is used. At the conclusion of the use of the school, the group must remove the signs.
8. The use of the building by an outside organization should in no way restrict or limit the normal instructional program carried on during regular school hours. Further, the use of any school equipment is specifically prohibited unless prior approval had been received from the building administrator. If the school rents or furnishes any equipment technically difficult to operate, someone who is connected with the school and who has knowledge of such equipment must operate it. Salary for such services will be charged to the user group. School pianos shall not be moved without permission of the school administrator.
9. The hours of use by outside organizations shall be normally restricted to the period from one hour after the school day ends to 10:00 p.m. on weekdays and on Saturdays and Sundays from noon to 10:00 p.m. In some instances there may be deviations from these hours permitted by the building administrators if such deviations will in no way limit or restrict the school instructional program. Buildings must be evacuated promptly at specified times.
10. All use of schools by outside groups shall be automatically canceled when schools must be closed due to inclement weather or other conditions. Payments made will be returned under these circumstances.
11. An applicant group may cancel its permit without penalty if notice is given to the building administrator a minimum of 24 hours in advance
12. No enterprise, function, or activity which promotes any commercial product or results in private profit or commercial gain for any business enterprise can be conducted on school property.
13. It may be necessary for organizations to employ security personnel for certain types of programs. School administrators will determine the need for security personnel.
14. The use of kitchens and kitchen equipment shall be limited to school and school connected or related functions. These facilities are not available for rental to non-school organizations; arrangements for the use of kitchens may be made through the school principal and the food services director. Only District cafeteria employees shall be allowed to use cafeteria equipment.
15. Flammable materials cannot be used in places of assembly.
16. In no case can a permit be transferred from one group to another.
17. All use of school buildings and grounds shall comply with all state and local fire, health, safety, and police regulations.

D. Fee Structure

1. General Provisions
 - a. All Type C organizations will be charged rental and fees if they use a facility on a holiday, Sunday, or a Saturday in schools which are normally closed.
 - b. An organization will be charged at the rate of \$25 per hour for each assigned maintenance employee.
 - c. An organization will be charged at the rate of \$25 per hour for assigned cafeteria managers. Kitchens cannot be used to compete with private business.
 - d. An organization will be charged an appropriate fee for other personnel required for security, supervisory assistance and special services.

**SHAKER REGIONAL SCHOOL DISTRICT
ADMINISTRATIVE RULES AND PROCEDURES**

2. Rental Fees/Hourly Charges for Buildings and Grounds
 - a. Per Hour Charge Per Facility
 - Auditorium & Gymnasium: \$100.00 per hour
 - Classrooms: \$25.00 per hour
 - Classrooms with Equipment: \$50.00 per hour
 - b. Fees for the rental of grounds: \$25.00 per hour.
 - c. Any cost incurred for materials will be charged to Type A-C organizations.
 - d. Applications and rental fees for district-wide buildings and grounds will be handled by the Superintendent of Schools or his/her designee.
- E. Application and Financial Procedures
 1. Applications
 - a. Any organization wishing to use school property shall complete a Shaker Regional School District Use of Facilities Form.
 - b. Organizations holding regular meetings throughout the year need file only one application at the beginning of the year. However, special events sponsored by such organizations must be covered by separate applications whenever they occur.

EEAG - USE OF PRIVATE VEHICLES TO TRANSPORT STUDENTS

(Download policy)

Category R

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 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 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

Revised: April 2009

Reviewed: April 2004

Revised: July 1998, November 1999

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JICA - STUDENT DRESS CODE

(Download policy)

Category R

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

The following apparel is not to be worn during the school day: caps, hats, and other head gear; tank tops; clothing with offensive, vulgar, or racist language or pictures; tops that do not completely cover the mid-section; clothing that glorifies, encourages or promotes the use of alcohol or drugs.

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

Revised: November 2007

Reviewed: October 2004

Revised: July 1998, November 1999, August 2006

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JIE - PREGNANT STUDENTS

(Download policy)

Category R

Also [IHBCA](#)

Maternal or paternal status shall not affect the rights and privileges of students to receive a public education.

Pregnant students shall be permitted to continue in school in all instances when continued attendance has the sanction of the expectant mother's physician. The Board may require a physician's statement of activity limitations.

Reviewed: October, 2004

Revised: November, 1999

Revised: July, 1998

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IHBCA - PREGNANT STUDENTS

(Download policy)

Category: Recommended

See also [JIE](#)

Maternal or paternal status shall not affect the rights and privileges of students to receive a public education. Pregnant students shall be permitted to continue in school in all instances when continued attendance has the sanction of the expectant mother's physician. The Board may require a physician's statement of activity limitations.

In the event a student informs a staff member that the student is pregnant, the following general guidelines will apply.

School staff members are reminded that they do not have the same relationship with students that the student would have in a medical setting.

Any staff member who learns that a student is pregnant or is informed of such by the pregnant student will immediately inform the building principal, school nurse and school/guidance counselor.

Staff members cannot promise that information told to the staff member by the student will remain confidential. Staff members should inform the student that pertinent laws may require the staff member to share the information if the student's health, safety or welfare is at risk.

If a pregnant student is a minor, the school building principal may need to contact state social service agencies. This determination should be made after consultation with the student nurse, school nurse, school/guidance counselor, and other employees whose input is needed.

Any other school district action or response will be made by the building principal, on a case-by-case basis, after consideration of all pertinent information.

School staff may provide the pregnant student with information relative to medical health facilities, mental health resources, and counseling resources.

NHSBA Note, April 2016: Significant additions are made to this policy in response to member requests for guidance relative to school district responsibilities with respect to pregnant students. NHSBA reminds its members that matters involving student pregnancy are significantly complex. NHSBA advises its members to contact local legal counsel in the event such a situation arises.

Revised: April 2016

Revised: July 1998, November 1999

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JLCB - IMMUNIZATIONS OF STUDENTS

(Download policy)

Category R

Any child being admitted to the District must present proof of meeting immunization requirements. Failure to comply with this provision may result in exclusion from school for the child. The school nurse, principal or designee is responsible for documenting that all students have been immunized prior to school entrance in accordance with RSA 141-C:20-a.

Principals will notify parents/guardians of this requirement at the earliest possible date, so that the necessary plans can be made with the family physician or other medical resources to accomplish this standard prior to a child being admitted to school.

A student shall be exempted from the above immunization requirements if he/she presents written documentation in accordance with RSA 141-C:20-c from his/her physician that immunization will be detrimental to his/her health. A child will be excused from immunization for religious reasons, upon the signing of a notarized form by the parent or guardian stating that the child has not been immunized because of religious beliefs.

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

Legal References:

RSA 141-C:20-a, Immunization

RSA 141-C:20-c, Exemptions

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

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

NH Code of Administrative Rules, Section Ed. 311.01, Immunization Program

Revised: February 2007

Reviewed: October 2004

Revised: November 1999

Revised: July 1998

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JRA - STUDENT RECORDS AND ACCESS - FERPA

(Download policy)

Category: Recommended

Related Policies: [EHB](#) & [JRC](#)

A. General Statement. It is the policy of the School Board that all school district personnel will follow the procedures outlined herein as they pertain to the maintenance of student records. Furthermore, it is the policy of the School Board that all school district personnel will follow the provisions of the Family Educational Rights Privacy Act (FERPA) and its corresponding regulations.

B. "Education Record". For the purposes of this policy and in accordance with FERPA, the term "educational record" is defined as all records, files, documents and other material containing information directly related to a student; and maintained by the school district; or by such other agents as may be acting for the school district. Such records include, but are not limited to, completed forms, printed documents, handwriting, videotape, audiotape, electronic or computer files, film, print, microfilm and/or microfiche. Educational records do not include records of instructional, supervisory, and administrative personnel and educational personnel ancillary thereto which are in the sole possession of the maker thereof and which are not accessible or revealed to any other person except a substitute.

C. "Directory Information". For the purposes of this policy, and in accordance with the provisions of FERPA and New Hampshire RSA 189:1-e, the term "directory information" means:

1. Students' name(s), address(es), telephone number(s), and date(s) of enrollment;
2. Parents'/guardians' name(s) and address(es);
3. Students grade levels, enrollment status and dates of attendance;
4. Student photographs;
5. Students participation in recognized school activities and sports;
6. Weight and height of members of athletic teams;
7. Post-high school plans; and
8. Students' diplomas, certificates, awards and honors received.

Except for elements of a student's directory information which the student's parents or an eligible student has notified the District not to disclose, the District may release or disclose student directory information without prior consent of the student's parents/eligible students. Within the first three weeks of each school year, the District will provide notice to parents/eligible students of their rights under FERPA and that the District may publish directory information without their prior consent. Parents/eligible students will be given until [_____?? date to be determined after consultation with Superintendent] to notify the District in writing of any or all directory information items that they refuse to permit the District to release or disclose. Notice from a parent/eligible student that any or all directory information shall not be released will only be valid for that school year and must be re-issued each school year.

D. "Personally Identifiable Information". "Personally identifiable information" is defined as data or information which makes the individual who is the subject of a record known, including a student's name; the student's or student's family's address; the name of the student's parent or other family members; a personal identifier such as a student's Social Security number; the student's date of birth, place of birth, or mother's maiden name. "Personally identifiable information" also includes other information that, alone or in combination, is linked or linkable to a specific student, that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with a reasonable certainty or other information

requested by a person who the District reasonably believes knows the identity of the student to whom the education record relates.

E. Annual Notification/Rights of Parents and Eligible Students. Within the first [_____] weeks of each school year (Superintendent to determine; NHSBA recommends three or four)], the District will publish notice to parents and eligible students of their rights under State law, Federal law, and this policy. The District will send a notice listing these rights home with each student. The notice will include:

1. The rights of parents or eligible students to inspect and review the student's education records;
2. The intent of the District to limit the disclosure of information in a student's record, except: (a) by the prior written consent of the parent or eligible student; (b) as directory information; or (c) under certain, limited circumstance, as permitted by law;
3. The right of a student's parents or an eligible student to seek to correct parts of the student's educational records which he/she believes to be inaccurate, misleading, or in violation of student rights; this includes a hearing to present evidence that the records should be changed if the District decides not to alter them according to the parent's or eligible student's request;
4. The right of any person to file a complaint with the United States Department of Education if the District violates FERPA; and
5. The procedure that a student's parents or an eligible student should follow to obtain copies of this policy.

F. Procedure To Inspect Education Records. Parents or eligible students may inspect and review that student's education records. In some circumstances, it may be more convenient for the record custodian to provide copies of records.

Since a student's records may be maintained in several locations, the school Principal may offer to collect copies of records or the records themselves from locations other than a student's school, so that they may be inspected at one site. If parents and eligible students wish to inspect records where they are maintained, school Principals will determine if a review at that site is reasonable.

Although not specifically required, in order that a request is handled in a timely manner, parents/eligible students should consider submitting their request in writing to the school Principal, identifying as precisely as possible the record or records that he/she wishes to inspect. The Principal will contact the parents or the eligible student to discuss how access is best arranged for their inspection or review of the records (copies, records brought to a single site, etc.).

The Principal will make the needed arrangements as soon as possible and notify the parent or eligible student of the time and place where the records may be inspected. This procedure must be completed within fourteen (14) days that the request for access is first made. Note: the fourteen (14) day limit is required under New Hampshire RSA 189:66, IV, in contrast to the forty-five (45) day period otherwise allowed under FERPA.

If for any valid reason such as the parent's working hours, distance between record location sites or the parent or student's health, a parent or eligible student cannot personally inspect and review a student's education records, the Principal may arrange for the parent or eligible student to obtain copies of the records.

When records contain information about students other than a parent's child or the eligible student, the parent or eligible student may not inspect and review the records of the other students. If such records do contain the names of other students, the Principal will seek consultation with the Superintendent and/or the District's attorney to determine how best to proceed. Where practicable, it may be necessary to prepare a copy of the record which has all personally identifiable information on other students redacted, with the parent or eligible student being allowed to review or receive only a copy of the redacted record. Both the original and redacted copy should be retained by the District.

G. Procedures To Seek To Correction of Education Records. Parents of students or eligible students have a right to seek to change any part of the student's records which they believe is inaccurate, misleading or in violation of student rights. FERPA and its regulations use both "correct/ion" and "amend". For the purposes of this policy, the

two words (in all of their respective forms) shall mean the same thing unless the context suggests otherwise. To establish an orderly process to review and correct (amend) the education records for a requester, following processes are established.

1. First-level decision. When a parent or eligible student finds an item in the student's education records that he/she believes is inaccurate, misleading or in violation of student rights, he/she should submit a written request asking the building Principal to correct it. If the records are incorrect because of clear error and it is a simple matter to make the change, the Principal should make the correction. If the records are changed to the parent's/eligible student's satisfaction, both parties shall sign a document/form stating the date the records were changed and that the parent/eligible student is satisfied with the correction.

If the Principal believes that the record should not be changed, he/she shall:

- a. Provide the requester a copy of the questioned records at no cost;
- b. Ask the parent/eligible student to initiate a written appeal of the denial of the request for the change, which will be forwarded to the Superintendent;
- c. Forward the written appeal to the Superintendent; and
- d. Inform the parents/eligible student that the appeal has been forwarded to the Superintendent for a decision.

2. Second-level decision. If the parent/eligible student wishes to challenge the Principal's decision to not change the student record, he/she may appeal the matter to the Superintendent. The parent/eligible student shall submit a written request to the Principal asking that the matter be appealed to the Superintendent. The Principal will forward the appeal to the Superintendent.

The Superintendent shall, within ten (10) business days after receiving the appeal:

- a. Review the request;
- b. Discuss the request with other school officials;
- c. Make a decision whether or not to make the requested correction to the educational record;
- d. Schedule a meeting with the parents/eligible student if the Superintendent believes such a meeting would be necessary; and
- e. Notify the parents/eligible student of the Superintendent's decision on their request to correct the student's educational record.

If the Superintendent determines the records should be corrected, he/she will make the change and notify the parents/eligible student in writing that the change has been made. The letter stating the change has been made will include an invitation for the parent/eligible student to inspect and review the records to verify that the records have been corrected and the correction is satisfactory. If the records are changed to the parent's/eligible student's satisfaction, both parties shall sign a document/form stating the date the records were changed and that the parent/eligible student is satisfied with the correction.

If the Superintendent determines the records are will not be corrected, he/she will notify the parents/eligible student in writing of his/her decision. Such letter will also notify the parents/eligible student of their right to an appeal hearing before the School Board.

3. Third-level decision. If the parents or eligible student are not satisfied with the Superintendent's decision, they may submit a written request for a hearing before the School Board. The parents/eligible student shall submit the request for a hearing with the Superintendent within ten (10) business days of the date of the Superintendent's written decision in level-two. The Superintendent will inform the School Board of the request for a hearing and will work with the School Board to schedule a hearing within forty five (45) days of receipt of

the request. Once the meeting is scheduled, the Superintendent will inform the parents/eligible student in writing of the date, time and place of the hearing.

The hearing will be held in non-public session consistent with the provisions of RSA 91-A:3, unless the parent/eligible student requests that the hearing be held in public session. The School Board will give the parent/eligible student a full and fair opportunity to present evidence relevant to the issues raised under their request. The parents/eligible students may be assisted or represented by one or more individuals of their own choice, including an attorney.

The School Board will issue its final decision in writing within thirty (30) days of the hearing, and will notify the parents/eligible student thereof via certified mail, return receipt requested. The School Board will base its decision solely on the evidence presented at the hearing. The School Board's written decision will include a summary of the evidence and the reasons for its decision.

If the School Board determines that the student record should be corrected, it will direct the Superintendent to do so as soon as possible. The Superintendent will then contact the parents/eligible student for a meeting so they can review and inspect the records to verify that they have been corrected. At this meeting, both parties shall sign a document/form stating the date the records were corrected and that the parent/eligible student is satisfied with the correction.

The School Board's decision will be final.

4. Parent/Eligible Student Explanation to be Included in Record. Notwithstanding the resolution of any request to correct a student's record(s), in accordance with section (a)(2) of FERPA, a parent or eligible student may insert into that student's educational record a written explanation respecting the content of the record.

H. Disclosure of Student Records and Student Information. In addition to directory information, the District may disclose student records and student information without consent to the following parties on the condition that the recipient agrees not to permit any other party to have access to the released information without the written consent of the parents of the student, and under the conditions specified.

1. School officials with a legitimate educational interest. School officials with a legitimate educational interest may access student records. "Legitimate education interest" refers to school officials or employees who need to know information in a student's education record in order to perform the employee's employment responsibilities and duties.
2. Other schools into which a student is transferring or enrolling, upon condition that the student's parents be notified of the transfer, receive a copy of the record if desired, and have an opportunity for a hearing to challenge the content of the record. This exception continues after the date that a student has transferred
3. Officials for audit or evaluation purposes.
4. Appropriate parties in connection with financial aid.
5. Organizations conducting certain studies for, or on behalf of the School District. Student records or student information will only be provided pursuant to this paragraph if the study is for the purpose of: developing, validating or administering predictive tests; administering student aid programs; or improving instruction. The recipient organization must agree to limit access to the information and to destroy the information when no longer needed for the purpose for which it is released.
6. Accrediting organizations.
7. Judicial orders or lawfully issued subpoenas, upon condition that parents and the student are notified of all such orders or subpoenas in advance of compliance therewith by the District, except when a parent is a party to a court proceeding involving child abuse or neglect or dependency. The Principal shall consult with the Superintendent and legal counsel as needed to ensure compliance with the judicial order and applicable law.
8. Health and safety emergencies.

I. Maintenance of Student Records and Data. The Principal of each building is responsible for record maintenance, access and destruction of all student records. All school district personnel having access to records shall place great emphasis upon privacy rights of students and parents.

All entries into student records must be dated and signed by the person access such records.

The principal will ensure that all records are maintained in accordance with applicable retention schedules as may be established by law.

J. Disclosures Made From Education Records. The District will maintain an accurate record of all requests for it to disclose information from, or to permit access to, a student's education records and of the information it discloses and persons to whom it permits access, with some exceptions listed below. This record is kept with, but is not a part of, each student's cumulative school records. It is available only to the record custodian, the eligible student, the parent(s) of the student or to federal, state or local officials for the purpose of auditing or enforcing federally supported educational programs.

The record includes:

1. The name of the person who or agency which made the request;
2. The interest which the person or agency has in the information;
3. The date on which the person or agency made the request;
4. Whether the request was granted and, if it was, the date access was permitted or the disclosure was made; and
5. In the event of a health and safety emergency, the articulable and significant threat to the health or safety of a student or other individuals that formed the basis for the disclosure; and the parties to whom the agency or institution disclosed the information.

The District will maintain this record as long as it maintains the student's education record. The records do not include requests for access or information relative to access which has been granted to parent(s) of the student or to an eligible student; requests for access or access granted to officials of the District who have a legitimate educational interest in the student; requests for, or disclosures of, information contained in the student's education records if the request is accompanied by the prior written consent of a parent/eligible student or if the disclosure is authorized by such prior consent or for requests for, or disclosures of, directory information designated for that student.

The records of a request for the correction of an educational record, including any appeal of a denial of that request, if the educational record is ultimately corrected shall not be treated as part of the educational record of the student and shall be preserved separately.

History:

First reading: _____

Second reading/adopted: _____

Legal References:

RSA 91-A:5,III, Exemptions, Pupil Records

RSA 189:1-e, Directory Information

RSA 189:66, IV, Data Inventory and Policies Publication

20 U.S.C. §1232g, Family Educational Rights and Privacy Act

34 C.F.R. Part 99, Family Educational Rights and Privacy Act Regulations

NHSBA history: Revised - May 2018; September 2009; November 2006; March 2005; April 2004

NHSBA revision note, May 2018: This update to JRA includes several important modifications to reflect (1) a state requirement that Districts respond to parent requests for access to their student's records within fourteen (14) days; (2) to remove birth date/place of birth information from the list of "directory information"; and several other content changes to better reflect the requirements of FERPA and applicable regulations. We have also added "post-high school plans" to the list of items included as directory information. NHSBA adoption considerations: As noted, this update includes a removal of a student's birth date and place of birth from the list of data included as "directory information" (section C). The reason for this is to limit the potential for identity theft. There is, however, no prohibition to including that information. Also, neither FERPA, nor State law, require that a request to inspect records or for copies of records be submitted in writing. Staff should be trained (as they should be with Right to Know requests) to direct parents/eligible students to appropriate forms, procedures and/or personnel, but to also be prepared to process the request whether it is in writing or not.

w/p-update/2018spring/JRA Student Records 2018-5(f)

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