

Policy Committee Agenda: 3/27/19, 11:30 - 1 pm, SAU17 Conf Rm

1. Call to Order and election of subcommittee Chairperson

2. Approve draft minutes, 3/6/19 meeting:

Called to order at 4:45 PM in SAU 17 Conference Room. In attendance were Board members Pam Brown, Tammy Mahoney, Larry Heath, Director of Student Services Jodi Gutterman, and Superintendent Ambrose. Minutes of the 3/6/19 meeting were approved without changes. Committee reviewed drafts JLCF (WELLNESS POLICY) and JM (Student Award for Educational Purposes) on the Board's Agenda for 2nd read. New policy IHBAB (Students with Developmental Delays) was discussed at length. Ms. Gutterman explained the benefits of having the new policy, saying it provides clarification to parents who may have young children (ages 3 to 9) making progress at different rates in specific developmental areas. She indicated there are clear State guidelines and objective criteria for defining "developmental delay" and allows support for these young learners before the need for Special Education descriptor. The committee thanked Ms. Gutterman for her time. Brown reported on plans to revise BCA (existing Conflict of Interest/Ethics policy). She said policy BCA is "several pages long, and governs a variety of stakeholders, not simply the Board. Section B concerns only the Board's rights and responsibilities. We will need to remove the sections related to other stake holders e.g., employees in BCA and place them elsewhere in our manual." She noted NHSBA offers a dozen policies concerning employee Conduct and Conflicts of Interest. Some NHSBA samples the committee may want to review include: BCB – Board Member Conflict of Interest, GBD – Board-Employee Communications, GBEA – Staff Ethics, GBEAA – Confidential Student Information, GBEB - Staff Conduct, GBEBD – Employee Uses of Social Media, GBEBE - Employment of Relatives, GBEBE – Employee Gifts, GBI – Staff Political Activities, GCA - Professional Staff Positions, GCRD – Tutoring for Pay, JICDAA – Student-Employee Relations, KH – Public Solicitations in Schools, KHB – Advertising in Schools, GBE – Staff Rights and Responsibilities [we have this one], GBEBB – Student-Staff Relations [we have this one]. Brown displayed the list of policies from Sections D and E which are now ready for review at next Policy meeting. Agenda items tabled at the 3/6 meeting: IHBAA, IKFA, ILBAA, IMBC, IMBA [DISTANCE EDUCATION]; JJF, JJF-R-E1, JJF-R-E2 to R12 [Student Activities Fund]; BCA, BCB, BDF. Adjourned at 5:45 PM.

3. Old Business

3.1 DGD: SCHOOL DISTRIC CREDIT ACCOUNTS/CARDS. -- **New policy. see attached**

3.2 EHB: DATA RECORDS RETENTION. – **Revised. see attached**

4. New Business

4.1 BDE: BOARD COMMITTEES - **see attached**

BDE-E: BOARD COMMITTEE MISSIONS AND STATEMENTS OF PURPOSE - **see attached**

4.2: **D Policies: SEE BELOW (Or in GOOGLE DOCS folder)**

DBC (change in legal references)

DBJ (change in legal references, 1 regulatory language change)

DFA (send to finance committee for feedback// how much "investment money" involved annually?)

DFF (1 small wording change)

DGA (**New policy** – NHSBA sample language)

DGD (**New policy** – NHSBA sample language)

DH (No changes, “reaffirm”)

DI (**New policy** – NHSBA sample language)

DIC (Adds 1 updated legal reference)

DIH (**New policy** – NHSBA sample language)

DJC (1 minor wording change)

DJE (a wording addition)

DJF (**repeal – suggested no longer needed**)

DKA (**New policy** – NHSBA sample language)

DM (1 wording addition)

DO (1 policy-reference added)

4.3: E Policies: SEE BELOW (Or in GOOGLE DOCS folder)

EB-R (**repeal – no longer needed, wording merged into new EBB**)

EBB (**New policy** – includes old EB-R policy)

EBBA (updated w/ school nurse’s recommendations.)

EBBA-R (updated w/ school nurse’s recommendations. No NHSBA Sample of such policy exists....)

EBBB (No changes, “reaffirm”)

EBBC (No changes, “reaffirm”)

EBCE (1 change: now includes EBCE-R policy)

EBCE-R (**repeal – no longer needed, wording merged into revised EBCE**)

EC (revised, regulatory wording added) – **unclear what new wording is desired – ask Tom....**

ECAF (No changes, “reaffirm”)

EEA = **a mess**. 4 changes: now includes language of repealed policies EE, EEAC, EEA-R, **and EEAH?**

EE (**repeal – no longer needed, merged into revised EEA**)

EEA-R (**repeal – no longer needed, merged into revised EEA**)

EEAC (**repeal – no longer needed, merged into revised EEA**)

EEAH (**repeal? – no longer needed, merged into revised EEA**)

5. Public Comment. 6. Adjourn.

DGD: SCHOOL DISTRICT CREDIT ACCOUNTS/CARDS

The Superintendent or his/her designee is authorized to establish credit accounts, including the procurement of credit cards, in the School District's name. Any District credit account will be under the supervision of the Superintendent or the Business Administrator. [**← Will Phillips, NHSBA attorney comments: "Supervision does not exclude delegation, but I think the policy should be specific that one and or the other of the District's chief administrators is responsible for supervision."**] Credit cards may be issued in the District's name, and may, with written approval by the Superintendent or Business Administrator, include an individual user name.

Use of a District credit accounts shall be used only for the purpose of School District related business; i.e. the purchase of School District equipment, supplies, materials, conference registration, etc. Purchase shall be for items authorized by the adopted school district budget and by an approved purchase order. [**← Will Phillips, NHSBA attorney asks: "Is this truly the practice? All purchases made through a credit account have a PO first, including normal expense items? I know that some districts use approved cards for unanticipated expenses in lieu of the old practice of "petty cash".]** Use of a District credit card or credit account for personal or private purchases is strictly prohibited.

The School Board authorizes the Superintendent to develop administrative regulations to govern the use of the District credit accounts and credit cards, as needed.

All charges must be verified with receipts.

All credit card purchases will be included in monthly financial reports received by the School Board.



EHB: DATA RECORDS RETENTION

Statement of Purpose

~~The purpose of this policy should ensure that all pertinent records are stored safely and are stored for such durations as required by law.~~

Statement of Policy

~~The Superintendent shall develop procedures for a records retention system that is in compliance with RSA 189:29-a and Department of Education regulations. Additionally, the Superintendent shall develop procedures necessary to protect individual rights and preserve confidential information.~~

Special Education Records

~~As per Department of Education Administrative Rule 1119.01, Confidentiality Requirements, section (b)(1),~~

~~The District shall retain a student's special education records until at least the student's 25th birthday, unless written consent to destroy the records or a written request to destroy the records is received from the parent or, where applicable, the adult student pursuant to 34 CFR 300.624(b); and~~

~~The District shall maintain a copy of the last Individualized Education Plan (“IEP”) that was in effect prior to the student’s exit from special education until the student’s 60th birthday, and~~

~~The District shall provide parents, or where applicable the adult student, with a written notice of the District’s document destruction policies upon the student’s graduation with a regular high school diploma or at the transfer of rights, whichever occurs first, and~~

~~The District shall provide public notice of its document destruction policy at least annually.~~

~~Also, pursuant to 34 CFR 300.624, the District shall inform parents when personally identifiable information collected, maintained, or used under related to providing special education for their student is no longer needed to provide educational services to the child. The information must be destroyed at the request of the parents. However, a permanent record of a student's name, address, and phone number, his or her grades, attendance record, classes attended, grade level completed, and year completed may be maintained without time limitation.~~

~~See also JRA & GBJ~~

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)*~~

~~*34 CFR 300.624, Destruction of Information*~~

The Superintendent shall develop procedures for a records retention system that is in compliance with RSA 189:29-a and Department of Education regulations, and also addresses retention/destruction of all other records which are not subject to specific statutes or regulations. The procedures should ensure that all pertinent records are stored safely and are stored for such durations as are required by law. The Superintendent shall develop procedures necessary to protect individual rights and preserve confidential information.

This policy shall apply to all district records, irrespective of the specific medium of the record, i.e., paper, electronic, digital, cloud, etc..

A. Special Education Records.

1. Upon a student's graduation from high school, his or her parent(s)/guardian(s) may request in writing that the District destroy the student's special education records, including any final individualized education program.
2. The parent(s)/guardian(s) may, at any time prior to the student's twenty-sixth birthday, request, in writing, that the records be retained until the student's thirtieth birthday.

3. Absent any request by a student's parents to destroy the records prior to the twenty-sixth birthday, or to retain such records until the student's thirtieth birthday, the District shall destroy a student's records and final individualized education program within a reasonable time after the student's twenty-sixth birthday, provided that all such records be destroyed by the student's thirtieth birthday.
4. A permanent record of a student's name, address, and phone number, his or her grades, attendance record, classes attended, grade level completed, and year completed may be maintained without time limitation. 34 CFR 300.624.
5. The District shall provide parents/guardians, or where applicable, the adult student, with a written notice of the District's document destruction policies upon the student's graduation with a regular high school diploma or at the transfer of rights, whichever occurs first.
6. The District shall provide public notice of its document destruction policy at least annually.

B. Litigation Hold.

On receipt of notice from legal counsel representing the District in that a litigation hold is required, the routine destruction of governmental records, including paper and electronic or digital records, which are or may be subject to the litigation hold shall cease. The destruction of records subject to a litigation hold shall not resume until the District has received a written directive from legal counsel authorizing resumption of the routine destruction of those records in accordance with the retention requirements of this policy and the associated procedures.

C. Right-to-Know Request Hold.

On receipt of a Right-to-Know law request to inspect or copy governmental records, the Superintendent shall cease any destruction of governmental records which are or may be the subject of the request. The records shall be retained regardless of whether they are subject to disclosure under RSA Chapter 91-A, the Right-to-Know law. If a request for inspection is denied on the grounds that the information is exempt under this chapter, the requested material shall be preserved for no less than ninety (90) days and until any lawsuit pursuant to RSA 91-A:7-8 has been finally resolved, all appeal periods have expired, and a written directive from legal counsel representing the District authorizing destruction of the records has been received. _____

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*
- *NH Code of Administrative Rules, Section Ed. 1119.01, Confidentiality Requirements*
- *20 U.S.C. 1232g, Family Educational Rights and Privacy Act (FERPA)*

Appendix EHB-R, Records Retention Schedule.

Effective: February 3, 2010. Reaffirm: October 16, 2013. Revised: October 4, 2017. Revised: __ date 2019.



Current policy - BDE: BOARD COMMITTEES

[Replace -- with amended NHSBA Sample, shown below.]

Statement of Purpose

This policy details the manner in which school board committees are appointed and how sub-committees of the school board will support school board goals.

Statement of Policy

There shall be six standing committees: Personnel, Finance, Facilities, Policy, Public Relations and Excellence in Student Achievement (EISA). One representative from the Board will be assigned to Budget and Seacoast School of Technology. Other committees may be formed at the discretion of the Chairperson.

The Chairperson of the School Board shall make assignments to committees at his/her discretion within one month of his/her election. Committee assignments shall commence immediately and shall meet within one month of appointment. Prior to March of each year, committee chairs will produce a written status report and forward a copy of this report to the Superintendent of Schools.

The subsequent Chairs shall review the status report with the sub-committee members to ascertain new goals. The yearly goals shall be brought forward to the board and each subcommittee will produce a set of yearly goals for the committee's work which are aligned to the School Board's annual goals.

Related Policies: BBAA, BDA, BEDG

Original Effective: June 17, 1981. Revised: December 17, 1986. Revised: March 1, 1989. Reaffirmed: September 2, 1992. Revised: April 17, 1996. Revised: February 6, 2002. Revised: April 19, 2006. Revised: September 6, 2006. Reaffirmed: May 2011. Revised: May 4, 2016. Revised: October 19, 2016.

NHSBA Sample - BDE: COMMITTEES AND DELEGATES

Category R [SAU17 adjustments shown in **BOLD**:]

The Board may have the following standing committees as deemed necessary:

1. ~~Building and Maintenance~~ **Facilities**
2. ~~Extracurricular~~ **EISA**
3. Policy
4. Finance/~~Audit~~
5. ~~Transportation~~ **Personnel**
6. Negotiations
7. **Public Relations**
8. **One representative from the Board will be assigned to Budget Committee.**
9. **One representative from the Board will be assigned to the Seacoast School of Technology.**

Standing and special committees and delegations shall be ~~appointed~~ **coordinated** by the Chairperson of the Board and approved by vote of a majority of the Board. Committees will meet as needed on problems pertaining to said committee and will make recommendations for action by the full Board.

BDE-E: BOARD COMMITTEE MISSIONS AND STATEMENTS OF PURPOSE

[proposed revisions - shown in RED.]

FINANCE

The Finance Sub-Committee responsibilities are to:

- Review the monthly budget-to-actual financial data.
- Oversee bid documents, review submitted bids and make recommendations to the Board on service contracts and everything else not in Facilities Sub-Committee purview.
- Recommend to the Board any contract in excess of three years for Board approval.
- Review and refine the budget preparation process.
- Review annual audit.
- Approve any line transfer items per Policy DBJ.
- Confirm the District uses the services of a qualified auditing firm to review the School District's Financial Records and issue audited financial statements.

The committee shall be comprised of three school board representatives.

Revised: 2018

POLICY

The Policy Sub-Committee is responsible for the development and review of all school board policies which will be disseminated on the District's website. The Committee is specifically responsible for the following items:

- Maintaining policy review and schedule.
- Post approved policies on the web.
- Notifying affected parties of policy development and/or changes.
- Initiate the identification of policy changes required by NCLB.

The committee shall be comprised of three school board representatives.

Reaffirmed: 2010

PERSONNEL

The Personnel Sub-Committee will work to select and hire the best people for the District through the following tasks:

- Develop or refine job descriptions.
- Review personnel needs of the District.
- Recommend to the Chair of the Board, the process to be used and the people to be involved in selecting administrators for the District. (The Personnel Chair will be a member of all administrative search committees.)
- Organize the evaluation of the Superintendent of Schools.
- Recommend salary adjustments for non-union staff for budget consideration.
- Develop draft contracts.

The committee shall be comprised of three school board representatives.

Reaffirmed: 2011

FACILITIES

The Facilities Sub-Committee is dedicated to ensuring that all buildings and property of the district are properly maintained to provide an appropriate educational environment.

The Facilities Sub-Committee is responsible for the following:

- Overseeing the Capital Improvement Plan.
- Overseeing the district-wide Maintenance Replacement Schedule.
- Overseeing the development of the budget for buildings and grounds, Capital Improvement Plan, and to advocate for them during the budget review process.
- Overseeing the bid documents, reviewing the submitted bids and making recommendations to the board for the items on the C.I.P.
- Reviewing and approving alterations to the facilities and grounds.

The committee shall be comprised of three school board representatives.

Reaffirmed: 2008

PUBLIC RELATIONS

The Public Relations Sub-Committee will investigate and execute every opportunity to promote district-wide knowledge and awareness of facts relating to school programs at all levels, both academic and administrative. This sub-committee will also disseminate information promoting the District as a whole.

Some of the methods to be used:

- News media
- Newspapers
- District Newsletters and Bulletins via direct mail or sent home with students
- General population newsletters
- Letters to the Editor
- Web sites
- Local Access TV – Newton and Kingston
- Networking with community citizens
- Posters and notices on Town Hall bulletin boards
- State and federal representatives
- Community groups

The committee shall be comprised of three school board representatives.

Reaffirmed: 2010

EXCELLENCE in STUDENT ACHIEVEMENT (EISA)

The purpose of the Excellence in Student Achievement (EISA) Committee is to ensure the highest level of student achievement.

The committee is responsible for monitoring student performance and making recommendations to improve student achievement to the school board.

This committee will:

- Ensure data from statewide and district assessments are received and promptly reported to the School Board in an ongoing basis.
- Monitor institutional effectiveness by ensuring programs, curriculum, professional development and other budgeted activities are mapped to growth targets in academic and other performance indicators.
- Review yearly Academic Achievement Reports using the district indicators for student success/progress.
- Evaluate Board policies and Administration recommendations that impact student achievement and recommend to the Board resolutions which ensure programs support student achievement and successful programs are replicated where possible.

The committee ~~should~~ **shall** be comprised of three school board representatives, and non-voting curriculum directors, and teacher representation when needed.

Revised: 10/24/18. Effective: February 6, 2002. Revised: July 16, 2003. Revised: June 29, 2004. Revised: March 21, 2007 Revised: October 15, 2008. Revised: August 11, 2010. Revised: May 18, 2011. Revised: May 4, 2016. Revised: October 19, 2016. Revised: October 24, 2018.

DBC: BUDGET PLANNING

No substantive changes needed. Recommend adding legal references found in NHSBA sample. The applicable statutes relative to budget will always control. See Below.

Statement of Purpose

The purpose of this policy is to delineate the parameters, timeline and procedures for budget planning.

Statement of Policy

The Sanborn Regional School Board will adopt in August of each year, guidelines, including a detailed timeline, to govern the budget development for the following year.

The Superintendent of Schools, in consultation with the Business Administrator, will establish procedures for the involvement of staff in the development of the budget proposal.

Planning will be related to the goals and objectives of the district and its programs. It should include an assessment of existing programs and an examination of alternative program possibilities.

The budget proposal must be within the parameters of board policy and include provisions for:

1. Programs to meet the needs of the entire student body.
2. Staffing arrangements adequate for proposed programs.
3. Maintenance of the district's equipment and facilities.
4. Capital improvements program for future growth of the district as needed.
5. Efficiency and economy.

The school board recommended budget will be forwarded to the school district budget committee.

RECOMMENDED CHANGE:

Legal References

RSA 195:12, Cooperative School District: Budget

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

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

RSA 32:5, Budget Preparation

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

Related policies: All Section D policies

Effective: June 17, 1981. Revised: September 16, 1992. Revised: June 3, 1998. Revised: November 5, 2008.

DBJ: LINE ITEM TRANSFER AUTHORITY

Recommend adding the following to third paragraph under Statement of Policy: "In no circumstance shall the total amount spent exceed the total amount appropriated at the District Annual Meeting, nor shall any excess funds be transferred from the unemployment compensation line." Also, I recommend adding the legal references appearing in NHSBA DBJ.

Statement of Purpose

The purpose of this policy is to authorize the action to be taken by the Superintendent when the School Board must deviate from its adopted budget.

Statement of Policy

The Sanborn Regional School District will engage the services of a qualified auditing firm and follow its adopted budget as closely as possible in the expenditure of funds. To this end, the School Board has established a Financial Handbook for the District which includes the procedures for line item transfers. All line item transfer of Ten Thousand Dollars (\$10,000.00) or more shall have the approval of the Finance Committee (a sub-committee of the School Board) and be reported to the full Board.

Any transfers which reallocate or reclassify funds budgeted for special education purposes, for uses other than special education, must have the approval of the School Board. Whenever such action is to be considered by the School Board, it must be properly noticed on an agenda for a regularly scheduled board meeting. In addition, any vote to reallocate or reclassify such funds shall require at least five votes in the affirmative (a super majority).

In no circumstance shall the total amount spent exceed the total amount appropriated at the District Annual Meeting, nor shall any excess funds be transferred from the unemployment compensation line.

Legal References:

RSA 32:10, Transfer of Appropriations

RSA 282-A:71, III, Unemployment Compensation

Revised: September 2013

Revised: July 1998, November 1999, March 2004, September 2009

Related policies: All Section "D" Policies

Effective: June 17, 1981. Revised: October 17, 1990. Revised: February 4, 1998. Reaffirmed: June 3, 1998. Reaffirmed: October 15, 2008. Revised: October 10, 2018.

DFA: INVESTMENT

I recommend that the policy committee/board compare the first sentence under Statement of Policy, and the second to last sentence and determine which delegation it adopts, and then adjust the language accordingly.

Statement of Purpose

To assign responsibility and objectives for the investing of school district funds.

Statement of Policy

The School Board authorizes the School District Treasurer, working in conjunction with the Superintendent and his/her designee and pursuant to RSA 197:23-a, to invest the funds of the District subject to the following objectives and standards of care.

Objectives:

The three objectives of investment activities shall be safety, liquidity, and yield:

1. Safety of principal is the foremost objective in this policy. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital by mitigating credit and interest rate risk. This will be accomplished by limiting the type of the investments and institutions to those stipulated by statute and fully covered by FDIC insurance or collateral approved pursuant to applicable law.
2. Liquidity of the investment portfolio shall remain sufficient to meet all operating requirements that may be reasonably anticipated.
3. Yield. The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above.

Standards of Care:

1. Prudence. The standard of prudence to be used by the District Treasurer and Superintendent, or his/her designee involved in the investment process, shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. They are directed to use the GFOA* Recommended Practices and Policy Statements Related to Cash Management as a guide to the prudent investment of public funds.
2. Ethics and conflicts of interest. The School District Treasurer and Superintendent, or his/her designee involved in the investment process, shall refrain from personal business activity that could conflict with the proper execution and management of the investment program or that could impair their ability to make impartial decisions. Employees and Investment officials shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial institutions with which they conduct business. They shall also disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officials shall subordinate their personal investment transactions to those of the School District, particularly with regard to the timing of purchases and sales.
3. Internal Controls. The District Treasurer and Superintendent or his/her designee shall

establish a system of internal controls which shall be documented in writing. The internal controls shall be reviewed periodically by the School Board and an independent auditor.

The investment of funds will be left to the discretion of the Finance Committee without prior approval of the Board.

The Board will periodically review the investment policy.

Legal References:

RSA 197:23-a, Treasurer's Duties

RSA 383:22, Public Deposit Investment Pool

Appendix: DFA-R Effective: October 15, 2008.

DFP: INCOME FROM SCHOOL SHOP SALES AND SERVICES

SEE RECOMMENDED CHANGE WITHIN DOCUMENT

Statement of Purpose

The purpose of this policy is to ensure appropriate pricing of goods and services generated by student services and products, and proper handling of any funds received.

Statement of Policy

The services and products provided through the district's various educational programs such as Industrial Arts and Home Economics, are not designed to be competitive with local businesses, nor to produce revenue for the district. However, when such services and products are made available to the public, the customer will be charged an amount sufficient to cover costs of materials, supplies, and parts used, and for insurance. Non-profit organizations and students enrolled in the course will be charged only the cost of the materials and parts used.

Moneys received from customers shall be turned into the school district central office for deposit in a designated depository. This money will be ~~refunded~~ **recorded** to the appropriate general fund account.

Related Policies: DM - Cash in School Buildings

Original Effective: January 4, 1984

Revised: June 3, 1998

Reaffirmed: November 5, 2008

DGA: AUTHORIZED SIGNATURES

Checks drawn on the general fund or any special fund (with the exception of the activity fund) will require the signature of the School District Treasurer, who is authorized to sign only after approval of manifests by the Board. Checks drawn on an activity fund will require two signatures.

The checks used by the District will be pre-numbered.

Legal Reference:

RSA 197:23-a, Treasurer's Duties

DGD: SCHOOL DISTRICT CREDIT CARDS **RECOMMENDED NEW POLICY**

(Completed earlier on Agenda – see at top)...

DH: BONDED EMPLOYEES AND OFFICERS

NO CHANGE NEEDED, reaffirm:

Statement of Purpose

The purpose of this policy is to ensure that the district has security against loss or damage caused by those officers and employees entrusted with district moneys, and to ensure compliance with state statutes.

Statement of Policy

The Board will provide a blanket bond to cover all employees, including the district treasurer, who handle school moneys. The cost of the bond will be paid by the district.

Related policies: DFC - Gate Receipts and Admissions. DFF - Income from School Shop Sales and Services. DM - Cash in School Buildings.

Original Effective: January 25, 1984. Revised: June 3, 1998. Reaffirmed: October 15, 2008.

DI: FISCAL ACCOUNTING AND REPORTING

The District's accounting system will be in conformance with the New Hampshire Financial Accounting Handbook published by the State Department of Education. An adequate system of encumbrance accounting will be maintained.

The Board shall receive financial reports and statements (typically presented in May) showing the financial condition of the School District. These statements/reports shall contain estimates which shall contain estimates to project cost for the full year including actual encumbered expenses. The School Board may ask for a statement or report at any time.

Legal Reference:

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

See also: DIC

DIC: FINANCIAL REPORTS AND STATEMENTS

SEE RECOMMENDED CHANGES below...

Statement of Purpose

The purpose of this policy is to ensure that the board receives timely updates on the financial status of the district.

Statement of Policy

The Sanborn Regional School Board shall receive monthly financial statements showing the financial condition of the school district as of the last day of the preceding month.

Such statement will reflect obligations incurred as well as those already paid. Such other financial records as may be determined necessary by either the school board or the administration shall be presented periodically.

Legal Reference:

RSA 194-C:4, II(a)

Related policy: DI

Original Effective: June 17, 1981. Reaffirmed: September 16, 1992. Revised: June 3, 1998. Reaffirmed: October 15, 2008.

DIH: FRAUD PREVENTION AND FISCAL MANAGEMENT

Authority

The Board expects all Board members, district employees, volunteers, consultants, vendors, contractors and other parties that maintain a relationship with the school district to act with integrity, due diligence, and in accordance with law in their duties involving the District's resources. The Board is entrusted with public funds, and no one connected with the District shall do anything to erode that trust.

Definitions

Fraud, financial improprieties, or irregularities include but are not limited to:

1. Forgery or unauthorized alteration of any document or account belonging to the District.
2. Forgery or unauthorized alteration of a check, bank draft, or any other financial document.
3. Misappropriation of funds, securities, supplies, or other assets.
4. Impropriety in handling money or reporting financial transactions.
5. Profiteering because of insider information of district information or activities.
6. Disclosure of confidential and/or proprietary information to outside parties.
7. Acceptance or seeking of anything of material value, other than items used in the normal course of advertising, from contractors, vendors, or persons providing services to the District.
8. Destruction, removal, or inappropriate use of District records, furniture, fixtures, or equipment.
9. Failure to provide financial records to authorized state or local entities.
10. Failure to cooperate fully with any financial auditors, investigators or law enforcement.
11. Other dishonest or fraudulent acts involving District monies or resources.

Delegation of Responsibility

The Superintendent or designee shall be responsible to develop and implement internal controls designed to prevent and detect fraud, financial impropriety, or fiscal irregularities within the District, subject to review and approval by the Board.

The Superintendent shall be responsible for maintaining a sound system of internal controls that is designed to identify potential risks, evaluate the nature and extent of those risks, and manage them effectively.

District administrators are responsible to be alert to an indication of fraud, financial impropriety, or irregularity within their areas of responsibility.

The Superintendent shall recommend to the Board for its approval completion of a forensic audit when it is deemed necessary and beneficial to the District.

The Superintendent shall ensure the appropriate authorities are notified, pursuant to state law, when cases of fraud, embezzlement, or theft have been identified.

Guidelines

Reporting

An employee who suspects fraud, impropriety, or irregularity shall immediately report his/her suspicions to the Superintendent. If the report involves the Superintendent, the employee shall report his/her suspicions to the Board Chair. Employees who bring forth a legitimate concern or suspicion about a potential impropriety shall not be retaliated against. Those who do retaliate against such an employee shall be subject to disciplinary action.

Investigation

The Superintendent shall have primary responsibility for conducting necessary investigations of reported fraudulent activity.

Based on his/her judgment, the Superintendent shall coordinate investigative efforts with the District auditor, insurance agent, external agencies, and law enforcement officials, if applicable.

If the Superintendent is involved in the complaint, the Board Chair is authorized to engage the District's local legal counsel or alternate legal counsel to initiate an investigation of the complaint and coordinate the investigative efforts with individuals and agencies s/he deems appropriate.

Records shall be maintained for use in an investigation.

Individuals found to have altered or destroyed records shall be subject to disciplinary action. If an investigation substantiates the occurrence of a fraudulent activity, the Superintendent shall present a report to the Board and appropriate personnel.

If the Superintendent has not previously notified law enforcement and/or a regulatory agency with jurisdiction, the Board shall determine the final disposition of the matter, including whether the matter will be referred to the appropriate law enforcement and/or regulatory agency for further investigation or action.

Confidentiality

The Superintendent shall investigate reports of fraudulent activity in a manner that protects the confidentiality of the individuals and facts. All employees involved in the investigation are required to maintain confidentiality regarding all information about the matter during the investigation. Results of an investigation shall not be disclosed to or discussed with anyone other than those individuals with a legitimate right-to-know, until the results are made public.

Prevention

In order to prevent fraud, the Board directs that a system of internal controls be followed that include but are not limited to the following:

{ } Segregation of Duties - Where possible, more than one (1) person will be involved in pieces of financial transactions. No one (1) person shall be responsible for an entire financial transaction.

{ } Payments – Payments issued by the district shall be made only by checks or authorized automated clearing house (ACH) transfers, approved in the same manner as checks. No cash transactions shall be permitted. Check signers shall be approved annually by the Board and will consist of persons not involved in the transaction. All checks drawn from student activity accounts shall have at least two (2) signatures.

{ } Bank Reconciliations - Bank statements and cancelled checks shall be reconciled by individuals who are not authorized to sign checks, nor involved in check processing.

{ } Access to Checks - Physical and electronic access to School District checks and accounts shall be limited to those employees with designated business functions.

{ } Capital Assets - The business office shall maintain updated lists of district capital assets.

{ } Training - Administrators shall be responsible for ensuring that employees under their supervision receive training regarding fraud prevention.

Original Effective: _____, 2019.

DJC: PETTY CASH ACCOUNTS

Minor wording change – see below.

Statement of Purpose

The purpose of this policy is to establish guidelines for the use of petty cash accounts by the Superintendent of Schools and the building principals and/or their designees.

Statement of Policy

The Sanborn Regional School Board authorizes the Superintendent of Schools and principals to maintain petty cash accounts. Detailed procedures for the use of the accounts will be the responsibility of the Business Administrator, under the supervision of the Superintendent of Schools, subject to the approval of the board.

Petty cash funds may be established when necessary to expedite the purchase of minor items and/or provide immediate payment for minor services. Petty cash is not to be used as an alternative to regular purchasing procedures, especially where consolidated procurement allows more economical purchasing.

Expenditures against these funds must be itemized and documented with **detailed** receipts, and will be charged to the applicable budget code. After a budget item is exhausted, no expenditures against the item may be made from petty cash.

The custodian for such accounts at the schools will be the principal, and the account custodian at the central office will be the Superintendent of Schools. Account custodians will be responsible for ensuring that petty cash is not used as an alternative to consolidated purchasing.

Related policy: DM - Cash in School Buildings

Effective: January 25, 1984. Revised: November 4, 1992. Revised: June 3, 1998. Reaffirmed: October 15, 2008.

DJE: BIDDING REQUIREMENTS AND PURCHASING PROCEDURES

DJF has been merged into DJE – See added language, below.

Statement of Purpose

The purpose of this policy is to set forth the guidelines for bidding and purchasing goods and services. Further, the School Board recognizes the need to support the local economy, which in turn helps support the school district, while also ensuring the best use of district funds.

Statement of Policy

All contracts and purchases of supplies, materials, equipment, and contractual services in excess of \$20,000, shall be based, when feasible, on at least three competitive bids from qualified bidders. All purchases less than \$20,000 not competitively bid will be based, when possible, on at least three competitive price quotations. All purchases made in the open market shall be consummated after careful price comparisons are made. It shall be the policy of the Sanborn Regional School District to purchase locally, provided goods of equal quality and at competitive prices are available from local suppliers. The Business Administrator should ensure that items bought locally are competitively priced and that items or services secured at a savings to the school district from outside sources are equally considered. The Business Administrator shall also ensure that local or outside providers can provide on-time delivery and adequate services for the products or services represented in the bid. **The Business Administrator should not feel bound to purchase any item locally that can be secured at a savings to the school district from outside sources, nor shall he or she feel bound to purchase locally unless adequate service and delivery can be given by the local supplier.**

When bidding procedures are used, bids shall be advertised appropriately. Suppliers shall be invited to have their names placed on mailing lists to receive invitations to bid. When specifications are prepared, they will be mailed to all vendors and firms who have indicated an interest in bidding. The Business Administrator and/or his/her designee shall be responsible for maintaining the list of bidders.

All bids must be submitted in sealed envelopes, addressed to the Superintendent of Schools and plainly marked with the name of the bid and the time of the bid opening. Bids shall be opened at the time specified, and all bidders and other persons shall be invited to be present. The Superintendent designee will provide a written analysis of the bid results and make a recommendation of action to the Finance Committee or the Facilities Committee of the Sanborn Regional School Board depending upon which committee has jurisdiction over the specific bid.

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

The bidder to whom the award is made may be required to enter into a written contract with the Sanborn Regional School District.

The Sanborn Regional School Board reserves the right to waive the bid process.

Effective: June 17, 1981. Revised: November 17, 1982. Revised: December 17, 1986. Revised: June 3, 1998.
Revised: December 6, 2006.

RECOMMEND REPEAL of DJF: Its content is now MERGED into revised DJE - shown above.

DJF: LOCAL PURCHASING

Statement of Purpose

~~———— The purpose of this policy is to recognize the need to support the local economy, which in turn helps support the school district, while also ensuring the best use of district funds.~~

Statement of Policy

~~———— It shall be the policy of the Sanborn Regional School District to purchase locally, provided goods of equal quality and at competitive prices are available from local suppliers.~~

~~———— The Business Administrator should not feel bound to purchase any item locally that can be secured at a savings to the school district from outside sources, nor shall he or she feel bound to purchase locally unless adequate service and delivery can be given by the local supplier.~~

Original Effective: June 17, 1981. Revised: June 3, 1998. Reaffirmed: October 15, 2008.

DKA: PAYROLL PROCEDURES

All salaries and supplements paid regular staff members, substitute or part-time personnel, and student workers will be paid through the business office at regular intervals not to exceed 14 days, unless the Commissioner of the Department of Labor has authorized a different interval in accordance with RSA 275:43, IV-a (a).

Proper payroll procedures are dependent on staff attendance accounting and on the signing-in and signing-out of part-time and hourly workers. The necessary procedures for this will be established by the Superintendent and carried out by the administrative personnel.

Compensation records kept by the business office will reflect an accurate history of the compensation and related benefits paid to each employee.

Pay Day Schedule

The School District pays salaries on a regular schedule throughout the school year. There shall be no salary advances.

Salary Deductions

~~There will be no advance salary for any staff member.~~ Salary deductions are allowed. They are subject to the limitation of the accounting equipment **and department of labor laws**. Authorized payroll deductions include:

1. Credit Union
2. Tax-Sheltered Annuities
3. Union Dues
4. Insurance Premium Contributions
- 5. All deductions required by law or court order**

All salary deductions, other than those regulated by federal or state laws **and court order**, will be deducted only upon written approval of the employee.

Legal Reference:

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

RSA 275:43. Payment of Wages; Hourly School District Employees

DM: CASH IN SCHOOL BUILDINGS

SEE RECOMMENDED CHANGE, below:

Statement of Purpose

The purpose of this policy is to set guidelines for handling cash money (other than food service moneys) which may result from various school activities.

Statement of Policy

Moneys collected by school employees, student treasurers, or other school or volunteer personnel shall be handled with good and prudent business procedures, including proper record-keeping and procedures for not leaving money unattended. All moneys collected shall be accounted for, and directed without delay to the proper individual (principal or Superintendent of Schools **school secretaries**) for deposit.

Moneys left overnight in school shall be placed in a secured area, and will not exceed \$150.00. All schools shall provide for making bank deposits in order to avoid leaving money in a school building overnight.

Related Policy: DFC - Gate Receipts and Admissions. DFF - Income from School Shop Sales and Services. DJC - Petty Cash Accounts.

Effective: January 25, 1984. Revised: June 3, 1998. Reaffirmed: October 15, 2008.

DO: REIMBURSEMENT TO YEARBOOK PROGRAM

SEE one policy reference added, below:

Statement of Purpose

The purpose of this policy is to ensure that the high school yearbook will receive adequate financial support each year.

Statement of Policy

The Sanborn Regional School Board supports the position that students preparing the annual Sanborn Regional High School yearbook, ECHO, should not be penalized through failure of certain advertising patrons to honor their commitments to the yearbook staff.

Therefore, in accordance with the procedure established by the yearbook advisor relative to the collection of moneys for advertising contracts, the school board shall be apprised in May of each year of these outstanding debts and will appropriate equal funds from the current operating budget to cover these obligations so that the yearbook advisor will have funds that had been anticipated the prior October. Unfilled commitments will be reported in an open session of the school board.

Also, the school board will notify each debtor in writing of the action taken in his/her name.

Related policy: **DBJ**

Effective: June 15, 1977. Revised: March 1, 1989. Revised: June 3, 1998. Reaffirmed: October 15, 2008.

Start Es: ~~~~~

Repeal policy EB-R, and replace with NEW policy EBB, shown below.

~~EB-R: BUILDING SAFETY PROCEDURES~~

Statement of Purpose

~~It is the purpose of this policy to delineate the expectations of each principal with regard to building safety.~~

Statement of Policy

~~It is expected that each principal will:~~

- ~~1. Post evacuation procedures in each classroom and special areas that students occupy.~~
- ~~2. Post exit signs at all exterior doors and those interior doors constantly used for traffic flow or in case of an emergency.~~
- ~~3. Insist that all staff and students be responsible for keeping their area free of fire and safety hazards.~~
- ~~4. Carry out monthly inspection tours to ensure that building safety is maintained.~~
- ~~5. Communicate monthly with police and fire officials.~~

~~Effective: September 28, 1978. Revised: March 1, 1989. Revised: November 6, 1991. Revised: November 3, 1993. Revised: March 6, 2000.~~

RECOMMENDED NEW POLICY

EBB: SCHOOL SAFETY

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

1. Procedures that address the supervision and security of school buildings and grounds.
2. Procedures that address the safety and supervision of students during school hours and school-sponsored activities.
3. Procedures that address persons visiting school buildings and attending school-sponsored activities.

4. Training programs for staff and students in crisis prevention and management.
5. Training programs for staff and students in emergency response procedures that include practice drills.
6. Training programs for staff and students in how to recognize and respond to behavior or other information that may indicate impending violence or other safety problems.
7. Training and support for students that aims to relieve the fear, embarrassment and peer pressure associated with reporting behavior that may indicate impending violence or other safety problems.
8. Procedures for safe, confidential reporting of security and safety concerns at each school building.
9. Procedures for regular assessments by school security/safety professionals and law enforcement officers to evaluate the security needs of each school building and to provide recommendations for improvements if necessary.
10. Procedures for regular assessments by school climate professionals to determine whether students feel safe and to provide recommendations for improvements in school climate at each district building.
11. Procedures to provide for regular communications between district officials, law enforcement officers, fire department officials, city and county officials and local medical personnel to discuss crisis prevention and management strategies, including involvement by these parties in the development and revision of crisis prevention and management plans.
12. Training programs for staff and students in safety precautions and procedures related to fire prevention, natural disaster response, accident prevention, public health, traffic, bicycle and pedestrian safety, environmental hazards, civil defense, classroom and occupational safety, and special hazards associated with athletics and other extracurricular activities.
13. Procedures for the reporting of criminal activity to law enforcement. Each building principal shall be responsible for the supervision and implementation of the safe school program at his or her school. The principal shall submit annually, in the manner and by the date specified by the State Board of Education, a written report to the Board of Education concerning the learning environment in the school during that school year. The report shall contain, at a minimum, the information required by law.

Legal References:

RSA 193-D, Safe School Zones

RSA 193-F, Pupil Safety and Violence Prevention

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

EBBA: PREVENTION OF DISEASE, INFECTION TRANSMISSION AND ALLERGIC REACTIONS

SEE changes requested below per Nursing staff:

Statement of Purpose

The purpose of this policy is to set forth the expectations of the Sanborn Regional School Board with regard to ~~efforts to prevent disease, infection transmission, and allergic reactions; further, to train staff to handle various medical situations~~ **prevention and control of transmission of infectious diseases.**

Statement of Policy

The Superintendent of Schools will be responsible for ~~the effective implementation of training programs about~~ **education on the** techniques for preventing the spread of communicable and infectious diseases. ~~He/She will also be responsible for implementing training to handle reactions to various allergens.~~

~~These programs shall be comprehensive, carefully planned and presented to allay fears, and shall be provided for all staff. They shall include information on such medical issues as HIV/AIDS, severe allergies, pediculosis, and other diseases and conditions. The programs shall also include a demonstration of procedures and an opportunity for hands-on experience to demonstrate the person's proficiency in handling these situations.~~ **Education on prevention and control of infectious disease transmission will be provided yearly to all employees and students. The Superintendent will communicate with the Department of Health when appropriate to report communicable disease/infectious diseases. He/She will also communicate with school employees and school community when necessary about disease exposure.**

~~The attached maintenance procedures relative to the prevention of disease, infection transmission and allergic reactions shall be modified as needed according to current information.~~

Effective: October 7, 1992. Revised: March 6, 2000. Revised: August 22, 2001.

EBBA-R: PROCEDURES TO PREVENT DISEASE/INFECTION TRANSMISSION

SEE changes requested below per Nursing staff:

Statement of Purpose

The purpose of this policy is to detail the specific procedures to be followed in preventing the transmission of disease and infection.

Statement of Procedure

Handling of Blood and Body Fluids

~~Persons expecting to come into direct hand contact with body fluids (when treating bloody noses, handling clothes soiled by incontinence, or cleaning small spills by hand) shall wear disposable waterproof gloves. Gloves used for this purpose shall be put into a plastic bag or lined trash can, secured, and disposed of daily. Hands shall be washed for ten (10) seconds with soap and warm water after disposing of used gloves.~~

~~Persons having unexpected contact with body fluids, or if gloves are not available (for example, when wiping a runny nose, applying pressure to a bleeding injury outside the classroom, or helping a student in the bathroom), should wash his/her hands and other affected skin for ten seconds with soap and water after the direct contact has ended. This precaution is recommended to prevent exposure to other pathogens, not just HIV. Only blood, semen, vaginal secretions, and blood-contaminated body fluids can expose someone to HIV—wiping a runny nose does not pose a risk for HIV transmission. Contaminated disposable items (tissues, paper towels, and diapers, for example) shall be handled in the same manner as used gloves.~~

Hand Washing

~~Proper hand washing requires the use of soap and warm water and vigorous washing for at least ten seconds. If hands remain visibly soiled, more washing may be required. Scrubbing hands with soap will suspend easily removable soil and micro-organisms, allowing them to be washed off. Running water is necessary to carry away dirt and debris. Hands should be rinsed under running water and dried thoroughly with paper towels or a blow dryer.~~

Disinfectants

~~A solution of nine parts water and one part bleach (or 1/4 cup bleach to one gallon of water, or one tablespoon per one quart water) will destroy HIV and should be used to clean all body fluid spills. Higher concentrations of bleach can be corrosive and are unnecessary, unless a surface is heavily soiled with organic material and cannot be pre-cleaned before disinfection. Commercially available products approved by the CDC may also be used.~~

Disinfecting Hard Surfaces and Caring for Equipment

~~After removing the soil, apply a CDC-approved germicide* (like bleach water solution described above) to the equipment/instruments used. Mops should be soaked in this solution after use and rinsed thoroughly with warm water. Nondisposable cleaning equipment (such as dustpans and buckets) should also be rinsed in a germicidal solution. The solution should be promptly disposed of down a drain pipe. Gloves should be removed and discarded in appropriate receptacles, and hands washed as described above.~~

Laundry Instructions for Clothing with Body Fluids

~~Contaminated clothes must be laundered with soap and water to eliminate potentially infectious agents. Clothing with body fluids may be washed separately from other items. Pre-soaking may be required for heavily soiled clothing; otherwise, wash and dry as usual, following the directions provided by the manufacturer of the laundry detergent. If the material can be bleached, 1/2 cup of household bleach shall be~~

added to the wash cycle. If the material is not colorfast, 1/2 cup of non-chlorine bleach shall be added to the wash cycle

Students and staff will be instructed to use universal precautions at all times to prevent exposure to blood borne pathogens and to prevent the spread of infectious disease.

The Superintendent will ensure the district's health education program provides information about the prevention of infectious diseases, including the nature of blood borne pathogens and their transmission. He /She will provide information to help prevent the spread of contagious diseases.

Staff and students should treat all blood and other body fluids as being potentially infectious and practice standard precautions whenever dealing with them.

Standard Precautions Include:

- **Good hand hygiene**
- **Use of personal protective equipment (for example gloves, mask or eye protection).**
- **Safe handling and disposal of sharps.**
- **Proper blood/body fluid clean up and disposal.**

*reference: www.cdc.gov

Effective: October 7, 1992. Revised: March 6, 2000. Revised: January 21, 2004.

EBBB: ACCIDENT REPORTS
No changes needed, reaffirm:

Statement of Purpose

The purpose of this policy is to require the development of guidelines for accident reports in all of the District schools.

Statement of Policy

In the event of an accident on school grounds, the school district employee who witnessed or first responded to the accident must fill out an accident form within 24 hours of the accident. Such form must then be filed with Principal.

If the accidents involves the services of a physician and/or is likely to result in an insurance claim, two accident reports are to be prepared: one copy filed at the school office and one copy given to the SAU Office. If the incident is not one involving a physician and is unlikely to be an insurance case, it will be sufficient to prepare one coy to be filed at the school.

The procedures for accidents and accident reporting are to be reviewed in September by the Principal in association with school district staff of each school.

Legal References:

RSA 200, Health and Sanitation

NH Code Administrative Rules, Section Ed 306.12, School Health Services

NH Code of Administrative Rules, Section Ed 311, School Health Services

New: June 13, 2012.

EBBC: EMERGENCY CARE AND FIRST AID

No changes needed, reaffirm:

Statement of Purpose

The School Board recognizes that all personnel will understand the proper steps to be taken in the event of an injury or emergency.

Statement of Policy

All School personnel have responsibilities in connection with injuries and emergencies occurring in school and at school-sponsored events, which may be classified as follows: (1) administering first aid; (2) summoning medical assistance; (3) notifying administration; (4) notifying parents; and (5) filing accident/injury reports.

School Personnel must use reasonable judgment in handling injuries and emergencies. Caution should be exercised not to minimize or maximize any injury or illness. All personnel will understand the proper steps to be taken in the event of an injury or emergency.

The Superintendent, in consultation with school health personnel, will ensure that procedures are implemented in the schools to provide for emergency care and first aid for students, school staff and visitors who are injured or become ill at school. School health personnel will act in good faith and with reasonable care as required by law.

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

The school will obtain at the start of each school year, emergency contact information of parents or legal guardian for each student and staff member. See appendix JLCE-R for a sample form.

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

Additionally, the school nurse, or other designated personnel may administer other medications to students in emergency situations, provided such personnel has all training as is required by law. Such medication may also be administered in emergency situations if a student's medical action plan has been filed and updated with the school district to the extent required by law. The district will maintain all necessary records relative to the emergency administration of medication and will file all such reports as may be required. This authorization extends to administering epinephrine or an opioid antagonist without prior notification to parents/guardians.

For significant injuries, the staff person witnessing the event must fill out an accident report, which must be submitted to administration so that he/she is informed and a basis is established for the proper processing of insurance claims and remediation if necessary.

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

Use and storage of Naloxone/Narcan and Opioid Antagonists: The Board authorizes the District to obtain, store and administer naloxone/Narcan and/or other opioid antagonists for emergency use in schools.

The school nurse or other properly trained staff member may administer such medication in emergency situations without prior notification to parents/guardians.

Opioid antagonists will be available during the regularly scheduled school day. They may be available at other times at the discretion of the Superintendent.

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

All such medication will be clearly marked and stored in a secure space in the school nurse's office or other appropriate location. Such medication will be secured at all times except when needed for administration. The school nurse is responsible for storing the medication consistent with the manufacturer's instructions.

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

Records related to the administration of such medication shall be made and maintained by the school nurse. The school nurse will follow other first aid reporting protocols, as may be determined by other Board policy or administrative directive.

See also EBBB, JLCE, Appendix: JLCE-R.

Legal References:

RSA 200:40, Emergency Care

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

RSA 200:44-a, Anaphylaxis Training Required

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

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

RSA 318-B:15(c)

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

Ed 306.12, School Health Services

Effective: 11-6-2013. Revised: June 21, 2017. Revised May 2, 2018.

EBCE: SCHOOL CLOSINGS

Revision to EBCE is to: "REPEAL" EBCE-R and merge it into existing EBCE (see below):

Statement of Purpose

The purpose of this policy is to authorize the Superintendent of Schools to close schools when emergency events may threaten the safety of students, school staff, or school property.

Statement of Policy

The Sanborn Regional School Board authorizes the Superintendent of Schools to close the schools in the event of hazardous weather or other emergencies which present threats to the safety of students, school staff members, or school property.

No school, office, or system event cancellation or delay will be made without the direct authorization of the Superintendent of Schools. In the event the Superintendent is unavailable, such decisions will be made by the Director of Student Services or School Board Chairperson.

Announcements: When the Superintendent decides it is necessary to delay opening or closing any facility or school or cancel any school event, he/she will initiate all related communications to the public by radio, television, website, or other available means. The Superintendent shall use the automatic informational calling system (i.e. Alert Now) as applicable to announce closings, delays, early releases, and cancellations.

Delayed Opening of Schools: The Superintendent may delay the opening of schools upon determining that weather conditions appear extremely hazardous to operate school buses at the regular early morning hours, but that travel conditions will appreciably improve later in the morning. The public announcement will report the delayed opening, including the cancellation of morning kindergarten, if necessary. Schools and offices shall close on the regular schedules. After-school activities and events will not be affected by a delayed opening. The Superintendent shall use the automatic informational calling system to announce delays.

Closing of Schools Only for the Entire Day: When the Superintendent determines that weather or other conditions exist or will develop that would make it unwise to open one or more schools any time during the day, the announcement communicated to radio and television stations shall state that the school district is closed. If school is closed for the entire day, all evening programs will be cancelled. The Superintendent shall use the automatic informational calling system to announce closings of school.

Afternoon and Evening Program Cancellations: When schools are open to the end of the school day, but weather or other conditions deteriorate in the late afternoon, the Superintendent may decide to cancel afternoon and evening programs. Schools and offices should plan and communicate alternate dates and times to hold programs or events. The Superintendent shall use the automatic informational calling system to announce cancellations.

Weekend Closings: When weather or other conditions are predicted or develop that would make it hazardous to operate weekend programs or events, the Superintendent is responsible for decisions regarding cancellations and for notifying the appropriate media. The Superintendent shall use the automatic informational calling system to announce weekend closing or cancellations.

Students, parents, and staff shall be informed early in each school year of the procedures which will be used to notify them in case of emergency closings, whether action is taken before or during school hours. When schools are closed for emergency reasons, staff members shall comply with Board policy in reporting for work.

Related policy: EBCD.

Effective: September, 1982. Revised: September 1986. Revised: June 15, 1988. Revised: May 19, 1993. Revised: March 6, 2000. Revised: October 15, 2008. Reaffirm: October 16, 2013.

Copy of ECBE-R

EMERGENCY PROCEDURES

Statement of Purpose

The purpose of this procedure is to detail the range of decisions to be made by the Superintendent of Schools in emergency situations and to assign specific responsibilities.

Statement of Procedure

At the discretion of the Superintendent of Schools, and depending upon circumstances, one of the following decisions will be made regarding school attendance:

DECISION TO DELAY OPENING OF SCHOOLS

1. The Superintendent will notify the School Board, Bus Company, Administrators, Café Services, Fremont SAU, Seacoast Charter School, Staff Members and Students via the automated informational calling system (i.e. Alert Now).
2. School opening and bus pick-ups will be two hours later than normal, depending upon circumstances.
3. A call for a delayed opening may be "upgraded" to closing depending upon circumstances.

DECISION NOT TO OPEN SCHOOL FOR THE DAY

1. The Superintendent will notify the School Board, Bus Company, administrators, Café Services, Fremont SAU, Seacoast Charter School, staff members and students will be notified via the Alert Now Emergency Telephone System no later than 6:00 a.m.

DECISION TO DISMISS STUDENTS BEFORE THE END OF THE SCHOOL DAY

1. In the event of an unusual emergency situation, schools may be dismissed prior to the end of the school day.

Steps will include:

- a. The Superintendent of Schools will make decision.
- b. The Superintendent will notify all administrators.
- c. Normal notification procedures will be followed; i.e., radio, television, etc.
- d. Secondary schools will be dismissed one hour before elementary schools.
- e. Principals will notify parents of students via the automated informational calling system.

COMMUNICATION SYSTEMS UTILIZED BY SANBORN REGIONAL

1. When it becomes necessary to delay, not to open schools for the day, or to dismiss students during the operating day, it will be announced on the radio and television stations indicated below:

Television/Radio	NH Radio
Channel 9 – WMUR-TV	97.5 FM (Dover) WOKQ
Channel 4 – WBZ-TV	100.3 FM (Portsmouth) WHEB
Channel 5 – WCVB-TV	
Channel 7 – WHDH-TV	
Channel 25 – FOX-TV	

Revised: September 1986. Revised: June 15, 1988. Revised: May 19, 1993. Revised: March 6, 2000. Revised: February 1, 2005. Revised: September 2007. Reaffirm: October 16, 2013.

EC: BUILDINGS AND GROUNDS ALTERATIONS

Note says, "Committee [Facilities?] to review dollar limit in penultimate paragraph":

Statement of Purpose

The purpose of this policy is to prescribe the approval process required for alterations to buildings and grounds.

Statement of Policy

Whenever an alteration to a building or ground area in the district is anticipated, the procedures included in this policy shall be followed.

Building alterations are any changes to the buildings or grounds, both temporary or permanent, and are broken into the following categories:

- Decorative* These are ornamental-type changes to the interior or exterior of the buildings and include things such as painting of rooms or hallways and artist-in-residence projects.
- Building* These are any changes to the facility that may alter the floor plan of the building. This includes items such as removing or constructing a wall.
- Grounds* These are any changes to the grounds or site improvements. Items such as removing or planting of trees or constructing monuments are included in this category.

All alterations to buildings and grounds will require approval from all of the following (see EC-E Request to Alter Form):

Building Principal

Director of Buildings and Grounds

Business Administrator

The Business Administrator shall report to the Facilities Committee all significant alterations and shall seek the Board's approval for all projects over \$2,500 in total cost, regardless of funding source.

The Facilities Committee will be the final local authority on facility alterations or improvements, except those projects requiring formal bidding under Policy DJE as designated by the Sanborn Regional School Board.

In the event the District receives money from the state School Building Aid program, the superintendent will develop a 20-year maintenance plan, as required by statute.

IS THIS SECTION TO BE INCLUDED IN OUR POLICY ?? → NHSBA Note September 2012: RSA 198:15-b requires school districts that are approved for school building aid after August 18, 2012 develop a 20-year maintenance plan "that identifies and defines the program and activities necessary to achieve the design life expectancy of the building. Such program shall include activities having to do with scheduled repairs, upkeep, minor alterations, and enhancements of the building. The maintenance plan shall also consider preventive maintenance supporting building systems and components."

The development of a maintenance plan is not required for school districts already receiving building aid.

Legal References:

RSA 198:15-b, Amount of Grant.

Effective: September 4, 2002. Reaffirm: October 16, 2013.

ECAF: AUDIO AND VIDEO SURVEILLANCE ON SCHOOL BUSES

SEE 1 change below. And there is a "recommendation from Steve Gadd at Salter Transportation: Under 'Student Conduct' consider adding a reference to vaping and animals (pets)" ← ??????.....

Statement of Purpose

The Sanborn Regional School District views safety to be the most important aspect of its transportation program. To this end, the School Board has determined that camera equipment (video and audio) may be installed on the buses to monitor student behavior and assure safety for all students.

Statement of Policy

The Following procedure shall be used regarding camera equipment:

1. All footage/recordings will be the property of the school district.
2. All footage/recordings will be considered confidential and is to be viewed only as provided in this policy.

3. Footage/recordings shall be reviewed only 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~~ **footage/recording** which is relevant to the incident or complaint shall be reviewed.
4. The parents or legal guardian of a student against whom a recording is being used as part of a disciplinary proceeding have the right to listen to and view the recording.
5. Recordings shall not be retained for more than ten school days, unless the superintendent, or designee, determines that the recording is relevant to a disciplinary proceeding, or a court order that it be retained for a longer period of time.
6. Annually, parents and students shall be advised that video and audio equipment is used on school buses to monitor behavior.
7. A notice will be posted on all buses that "this bus may use video and audio recording equipment to monitor student behavior".
8. 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 Policy JRA shall apply.

Legal Reference:

RSA 570-A:2 Capture of Audio Recordings on School Buses Allowed.

Effective: January 3, 2007. Revised: October 16, 2013.

EEA: STUDENT TRANSPORTATION SERVICES

EEA updated - now includes old EE, EEA-R, EEAC, EEAH policies. See below:

KEEPING?? --

Statement of Purpose

It is the purpose of this policy to describe how the Sanborn Regional School District shall deliver its transportation services.

Statement of Policy

The Sanborn Regional School Board shall contract its transportation services with a qualified vendor who is selected as a result of the board's evaluating competitive proposals.

Terms of the contract agreement shall include those factors necessary to operate a safe and efficient system for the district. A copy of the signed agreement will be maintained in the files of the Superintendent of Schools.

~~Related policies: EE, EEAA, EEAC~~

RECOMMENDED REVISIONS BASED ON CONSOLIDATION OF EE, EEA, EEA-R, EEAC, EEAH:

The District will provide pupil transportation services consistent with applicable law.

Per RSA 193:12, students who are deemed legal residents of the school district pursuant to a divorce decree or parenting plan developed under RSA 461-A will not necessarily be provided for students admitted under this provision and under corresponding law. The Superintendent or designee will make all determinations as to whether transportation will be provided in such circumstances. The Superintendent or designee's decision will be final.

ADDED FROM SRSD POLICY EE ---

Transportation Management

The Sanborn Regional School District transportation shall be organized to provide service based on safety, efficiency, adequacy and economy. Through the use of contracted services, the following shall be taken into consideration in developing the school transportation system:

1. Every school bus ride in itself is a learning experience, and the school bus ride should also leave pupils in the proper frame of mind to take full advantage of the instructional program offered.

2. Certain rules and regulations pertaining to the transportation of public school pupils in the State of New Hampshire have been established as contained in the Revised Statutes Annotated. Items covered in these statutes which shall be strictly enforced are as follows:

a. Specifications governing school bus equipment

b. Inspections of buses

c. Qualifications for school bus drivers

d. Driving regulations

3. Certain other regulations governing school buses are set forth in Rules and Regulations for School Transportation adopted May 1978 by the Division of Motor Vehicles, Department of Safety, State of New Hampshire.

4. The Sanborn Regional School Board shall establish its school bus system to conform to or exceed minimum standards as set forth by the State.

General Operating Policy

The Superintendent, ~~subject to review by the Board,~~ and/or designee shall establish the bus schedule and routes. Routes will be developed annually and posted. Pupils who attend chartered public schools within the district and pupils who attend private schools shall be entitled to the same transportation privileges within the District as are provided for pupils in public school. Bus stops shall be established under the direction of the Superintendent. ~~A bus stop so established will be designated as authorized when the School Board has approved its designation as such.~~ The Sanborn Regional School Board shall be the final local authority on bus

scheduling and routing, and further appeals shall be made to the State Department of Education. Drivers may not load or unload pupils at other than authorized bus stops.

ADDED FROM SRSD POLICY EEAC ---

The following factors will be considered in developing scheduling and routes:

- 1. No student shall be required to ride to and from a designated school for more than 45 minutes each way.**
- 2. Routes and bus pick-up points will be established taking into consideration:**
 - a. safety of students**
 - b. safety of the buses**
 - c. time and length of the runs**
 - d. consolidation of bus pick-up and drop-off points**
 - e. traffic on major highways, through streets, and cul-de-sacs**
 - f. road conditions**
- 3. Elementary students (grades K - 5) will not be required to ride on the same bus with secondary school students (grades 6 - 12) except in unusual circumstances.**
- 4. Elementary students (grades K - 5) will be transported to schools in their respective towns (unless special considerations or programs are approved by the Sanborn Regional School Board); middle school students will be transported to the Sanborn Regional Middle School in Newton; and high school students will be transported to the Sanborn Regional High School in Kingston.**

Late buses to transport students who remain at school for extra help, disciplinary reasons, extra-curricular activities, and athletics will be provided at the discretion of the Sanborn Regional School Board.

ADDED FROM SRSD POLICY EEAH ---

Student Transportation Insurance

It is the policy of the Sanborn Regional School District that the carrier shall maintain general liability insurance of \$2,000,000 and automobile liability insurance of 5,000,000.

The cost of this insurance is to be borne by the contracted vendor.

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. Parents of children whose conduct on school buses endangers the health, safety and welfare of other riders will be notified that their children face the loss of school bus riding privileges in accordance with the student discipline code. The school Principal will have the authority to suspend the riding privileges of students failing to conform to bus rules and regulations. The Board must approve suspensions of riding privileges that continue beyond twenty (20) days.

ADDED FROM SRSD POLICY EEA-R ---

Walkers and Riders

According to the Articles of Agreement establishing the Sanborn Regional School District, the district shall provide transportation for ALL pupils in grades

1-12 to the schools within the district. Such transportation shall be consistent with and in addition to the provisions of RSA 189:6 and 189:8.

Elementary students (grades K-5) shall not be required to walk more than one-half mile

where feasible to an established bus pick-up point. Middle and high school students shall not be required to walk more than one mile.

Elementary students (grades K-5) riding on school buses must present notes from their parents/guardian to the school if they will not be riding on their assigned buses.

Kindergarten through grade two students will not be discharged from a school bus unless a parent, guardian, or known adult is present at the stop. Parents or guardians may opt out of this policy in writing to the school principal.

Students who drive private vehicles to and from school may be required to show adequate cause or justification.

The Sanborn Regional School Board reserves the right to refuse transportation to any student who because of misbehavior or other reasons causes or becomes a safety hazard.

Resolution of Conflicts

Parents who wish to request a change or exemption from any of the Student Transportation policies shall direct that request to the SAU Transportation Coordinator. If the SAU Transportation Coordinator's ruling does not satisfy the parent, he/she may appeal the ruling within five days to the Superintendent. If the parent is again not satisfied by the ruling, he/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.

IS THIS SECTION TO BE INCLUDED IN OUR POLICY?→ NHSBA Note - September 2016: Amendments to this Sample Policy are necessary due to the passage of HB 1272, which amends RSA 194-B:2, V, by allowing charter school pupils access to traditional school district bus and transportation services. School districts are not required to expend additional resources or alter bus routes in order to provide this accommodation.

Pertinent changes to this Sample Policy are found in the heading "General Operating Procedure."

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

RSA 193:12, Legal Residency Required

RSA 194-B:2, V, Chartered Public Schools; Establishment

IS THIS REF TO BE RETAINED? → Appendix: EEA-R & JICC-R

Revised: September 2016. Revised: April 2004, May 2006, August 2006, August 2008, September 2013

Below, “old” policies: EE, EEA-R, EEAC. Now to be repealed:

~~EE: STUDENT TRANSPORTATION MANAGEMENT~~

Statement of Purpose

~~———— The purpose of this policy is to describe the manner in which the Sanborn Regional School District transportation services shall be managed.~~

Statement of Policy

~~———— The Sanborn Regional School District transportation shall be organized to provide service based on safety, efficiency, adequacy and economy. Through the use of contracted services, the following shall be taken into consideration in developing the school transportation system:~~

- ~~1. Every school bus ride in itself is a learning experience, and the school bus ride should also leave pupils in the proper frame of mind to take full advantage of the instructional program offered.~~
- ~~2. Certain rules and regulations pertaining to the transportation of public school pupils in the State of New Hampshire have been established as contained in the Revised Statutes Annotated. Items covered in these statutes which shall be strictly enforced are as follows:~~

- ~~a. Specifications governing school bus equipment~~

- ~~_____ b. Inspections of buses~~
- ~~_____ c. Qualifications for school bus drivers~~
- ~~_____ d. Driving regulations~~

~~3. Certain other regulations governing school buses are set forth in Rules and Regulations for School Transportation adopted May 1978 by the Division of Motor Vehicles, Department of Safety, State of New Hampshire.~~

~~4. The Sanborn Regional School Board shall establish its school bus system to conform to or exceed minimum standards as set forth by the State.~~

~~Related policies: EEA, EEAA, EEAC, EEAE~~

~~Effective: June 20, 1979. Revised: March 6, 2000.~~

EEA-R WALKERS AND RIDERS

Statement of Purpose

~~_____ It is the purpose of this policy to define eligibility for use of the Sanborn Regional student transportation services.~~

Statement of Policy

~~_____ According to the Articles of Agreement establishing the Sanborn Regional School District, the district shall provide transportation for ALL pupils in grades~~

~~1-12 to the schools within the district. Such transportation shall be consistent with and in addition to the provisions of RSA 189:6 and 189:8.~~

~~_____ Elementary students (grades K-5) shall not be required to walk more than one-half mile *where feasible* to an established bus pick-up point. Middle and high school students shall not be required to walk more than one mile.~~

~~_____ Elementary students (grades K-5) riding on school buses must present notes from their parents/guardian to the school if they will not be riding on their assigned buses.~~

~~_____ Kindergarten through grade two students will not be discharged from a school bus unless a parent, guardian, or known adult is present at the stop. Parents or guardians may opt out of this policy in writing to the school principal.~~

~~_____ Students who drive private vehicles to and from school may be required to show adequate cause or justification.~~

~~_____ The Sanborn Regional School Board reserves the right to refuse transportation to any student who because of misbehavior or other reasons causes or becomes a safety hazard.~~

Related Policies: AA-E, EEAE

Effective: June 20, 1979. Revised: June 15, 1989. Revised: March 6, 2000. Revised: February 21, 2001. Revised: October 20, 2010. Reaffirm: September 18, 2013.

EEAC: SCHEDULING AND ROUTING

Statement of Purpose

The purpose of this policy is to assign responsibility for establishing school bus schedules and routes to the Superintendent of Schools, and to define factors to be considered in same.

Statement of Policy

The Superintendent of Schools and/or designee shall be responsible for establishing the bus schedule and routes.

The following factors will be considered in developing scheduling and routes:

1. No student shall be required to ride to and from a designated school for more than 45 minutes each way.
2. Routes and bus pick up points will be established taking into consideration:
 - a. safety of students
 - b. safety of the buses
 - c. time and length of the runs
 - d. consolidation of bus pick up and drop off points
 - e. traffic on major highways, through streets, and cul-de-sacs
 - f. road conditions
3. Elementary students (grades K-5) will not be required to ride on the same bus with secondary school students (grades 6-12) except in unusual circumstances.
4. Elementary students (grades K-5) will be transported to schools in their respective towns (unless special considerations or programs are approved by the Sanborn Regional School Board); middle school students will be transported to the Sanborn Regional Middle School in Newton; and high school students will be transported to the Sanborn Regional High School in Kingston.
5. Late buses to transport students who remain at school for extra help, disciplinary reasons, extra-curricular activities, and athletics will be provided at the discretion of the Sanborn Regional School Board.

~~The Sanborn Regional School Board shall be the final local authority on bus scheduling and routing, and further appeals shall be made to the State Department of Education.~~

~~Related policies: EEA, EEAA~~

~~Effective: June 20, 1979. Revised: January 2, 1985. Revised: October 1985. Revised: June 15, 1988. Revised: November 21, 1990. Revised: March 6, 2000. Revised: October 2, 2013.~~

~~EEAH: STUDENT TRANSPORTATION INSURANCE~~

~~Statement of Purpose~~

~~It is the purpose of this policy to specify the amount of insurance to be maintained on each school bus that is a part of the contract with the transportation vendor.~~

~~Statement of Policy~~

~~It is the policy of the Sanborn Regional School District that the carrier shall maintain general liability insurance of \$2,000,000 and automobile liability insurance of \$5,000,000.~~

~~The cost of this insurance is to be borne by the contracted vendor.~~

~~Effective: June 20, 1979. Revised: March 6, 2000~~