

# **MILFORD SCHOOL DISTRICT**

## **DISTRICT-WIDE HANDBOOK**

**2015 - 2016**

The Milford School District Handbook is provided to you as a resource highlighting School Board policies and regulations that govern workplace operations and staff interactions with students, parents, and colleagues. This handbook is only one of several resources that you should review. Other important documents for you to become familiar with include your local building Staff Handbook, your school's Student Handbook, relevant collective bargaining agreement booklets, the Milford School District Professional Development Plan binder, and the Milford School Board Policy Manual. School Board Policy Manuals are located in each school's administrative offices and in each school's library. Additionally, the Policy Manual and many other District documents can be accessed on-line at [www.milfordk12.org](http://www.milfordk12.org).

Common understanding of these documents is helpful in minimizing workplace misunderstandings and in working toward our collective goal of providing a high quality and personalized education for every Milford student. Should you have questions throughout the school year about particular policies or regulations, please contact your building administrator or immediate supervisor. Enjoy a terrific school year.

Bob Marquis  
Superintendent of Schools

# TABLE OF CONTENTS

<b>SCHOOL BOARD/PERSONNEL</b>	
Calendar	1
School Cancellation/Delay	2
Board Employee Communications	3
Non-Discrimination	3
Cooperation & Respect	4
Personnel Records	4
Sexual Harassment	5
Dispute Procedure	5
Complaints and Grievances	7
Staff Conflict of Interest	7
Section 504 Rehabilitation Act of 1973	9
Staff Protection	9
Background Investigation and Criminal Records Check	10
Medical Examination of School Personnel	12
Supervision of Relatives	12
Professional Development	12
Substitute Teachers	13
Jury Duty	13
Exit Interviews	14
Temporary Alternative Duty	14
Seat Belt Use Policy	15
<b>PROFESSIONAL PERSONNEL</b>	
Professional Personnel	15
Hiring	15
Assignments	15
Evaluation of Teacher Job Performance	16
Removal of Teacher	16
Failure to be Re-nominated or Re-elected	16
Dismissal of Teacher	16
Reduction in Staff	17
Conditions of Resignation	17
<b>CLASSIFIED PERSONNEL</b>	
Classified Personnel	17
Hiring	17
Assignments	17
Evaluation of Job Performance	18
Staff Training	18
Leave of Absence	18
Reduction in Staff	18
Termination of Employment	19
<b>CURRICULAR DEVELOPMENT</b>	
Curricular Development, Adoption and Implementation	19
Selection of Instructional Materials	20
Controversial Issues	20
Title 1 Parent Involvement	22
<b>INSTRUCTIONAL POLICIES</b>	
Attendance, Absenteeism and Truancy	24
Retention/Promotion	25
Parental Objections to Specific Course Material	26
Homework	26
Class Size Guidelines	26
<b>MEDICAL REGULATIONS</b>	
Accidents & First Aid Care Policy	27
Use of Alcohol on School Grounds	27
No Smoking Policy	26
Medication Policy	28
Field Trip Medications	29
Child Abuse	29

Concussions and Head Injuries	30
Drug & Alcohol Policy	32
Drug Free Workplace Policy	33
Family Medical Leave	33
Use of Automated External Defibrillators	34
<b>STUDENT TREATMENT POLICIES</b>	
Student Records and Access	34
Lost Books and Materials	36
Notification of Disclosure of Directory Information	36
Weapons on School Property	36
Pupil Safety and Violence Prevention – Bullying	37
Interviewing Students	41
Gifted/Talented Education	42
Discipline and Due Process	42
Behavior Management	43
Use of Physical Restraint	43
Hazing	47
Student Release Precautions	48
Distribution of Printed Materials	49
Fund Raising Activities	49
National Competition Guidelines	49
Availability and Distribution of Healthy Foods to Students	50
<b>SCHOOL FACILITIES AND EQUIPMENT</b>	
Use of School Facilities	51
Use of School Owned Equipment	55
Emergency Management Protocol	56
Fire Drills/Evacuation of Building	56
Use of Video Surveillance on School Property	56
<b>BUSINESS MANAGEMENT</b>	
Building and Grounds Management	57
Student Transportation Management	58
District Travel Reimbursement	61
Purchasing	63
<b>GENERAL POLICIES</b>	
Donations	65
Public Solicitations in the Schools	65
Freedom of Assembly/Freedom of Religion	66
Non-School Sponsored Trip	66
Course Reimbursement	66
Employee Use of Social Media	67
Computer Software and Hardware Policy	69
Acceptable Computer, Network, and Internet Use Policy	70
Technology Property Check-Out Form	73
School Properties Disposal Procedure	74
Copyright Compliance	74
Wellness Policy	75
Daily Physical Activity	75
Use of Automated Telephone Messaging	76
Community Resources and Involvement	76
Safety Program	77

# MILFORD SCHOOL DISTRICT SCHOOL CALENDAR 2015-2016

Approved 3/16/15

	M	T	W	TH	F		M	T	W	TH	F
	8/24	8/25	8/26	8/27	8/28						
<b>SEPTEMBER</b> (24)	8/31	9/1	2	3	4	<b>FEBRUARY</b> (16)	1	2	3	4	5
	7	8	9	10	11		8	9	10	11	12
	14	15	16	17	18		15	16	17	18	19
	21	22	23	24	25		22	23	24	25	26
	28	29	30				29				
<b>OCTOBER</b> (20)				1	2	<b>MARCH</b> (22)		1	2	3	4
	5	6	7	8	9		7	8	9	10	11
	12	13	14	15	16		14	15	16	17	18
	19	20	21	22	23		21	22	23	24	25
	26	27	28	29	30		28	29	30	31	
<b>NOVEMBER</b> (17)	2	3	4	5	6	<b>APRIL</b> (16)					1
	9	10	11	12	13		4	5	6	7	8
	16	17	18	19	20		11	12	13	14	15
	23	24	25	26	27		18	19	20	21	22
	30						25	26	27	28	29
<b>DECEMBER</b> (17)		1	2	3	4	<b>MAY</b> (21)	2	3	4	5	6
	7	8	9	10	11		9	10	11	12	13
	14	15	16	17	18		16	17	18	19	20
	21	22	23	24	25		23	24	25	26	27
	28	29	30	31			30	31			
<b>***JANUARY***</b> (18)					1	<b>JUNE</b> (9)			1	2	3
	4	5	6	7	8		6	7	8	9	10
	11	12	13	14	15		13	14	15	16	17
	18	19	20	21	22		20	21	22	23	24
	25	26	27	28	29		27	28	29	30	

\*\*\*Primary Election Day – Date to be determined by Secretary of State. No School – Teacher workshop Day.  
Notification will occur early in the fall.

August 24 & 25	Teacher Workshop Days	January 18	Martin Luther King Day
August 26	First Day for Students	***January ??***	Teacher Workshop Day
September 4	No School	February 22-26	Winter Recess
September 7	Labor Day	March 8	Teacher Workshop Day
October 9	Teacher Workshop Day	April 25-29	Spring Recess
October 12	Columbus Day	May 30	Memorial Day
November 11	Veterans' Day	June 13	Tentative 180 <sup>th</sup> Student Day
November 25-27	Thanksgiving Recess	June 14-30	Emergency Make-Up Days
December 24-Jan 1	Holiday Recess		

<b>TWO (2) HOUR EARLY RELEASE DAYS</b>	<input checked="" type="checkbox"/> <b>NO SCHOOL</b>
--	--

### OPEN HOUSE SCHEDULE

Heron Pond Grade 2	August 24, 2015 (Ice Cream Social)	3:30 – 5:30 P.M.
Jacques Memorial Kindergarten	August 25, 2015 (Ice Cream Social)	3:30 – 5:30 P.M.
Milford Middle School	September 10, 2015	6:00 – 8:00 P.M.
Milford High School/Sage School	September 17, 2015	6:00 – 8:00 P.M.
Heron Pond Grades 2 & 3	September 24, 2015	6:00 – 8:00 P.M.
Heron Pond Grades 4 & 5	September 22, 2015	6:00 – 8:00 P.M.
Jacques Memorial Kindergarten	September 15, 2015	5:30 – 7:30 P.M.
Jacques Memorial Grade 1	September 16, 2015	5:30 – 7:30 P.M.
Milford High School/Sage School	February 11, 2016	6:00 – 8:00 P.M.

This calendar is subject to changes authorized by your School Board, Department of Education, or when school is closed because of dangerous traveling conditions or emergencies. The minimum requirement is 180 student days in session. Calendar reflects 190 days, meeting State requirements.

## SCHOOL CANCELLATION OR DELAY

In the event of inclement weather, the Milford Communications Center will be in contact with the Superintendent of Schools no later than 5:00 AM to make a recommendation regarding the conditions of the roads relative to the start of schools. The Superintendent will then make a decision on school opening no later than 5:30 AM. If the decision is to delay or close schools, a “delayed opening” or “no school” announcement will be broadcast on the following television and radio stations. In addition, Milford School District employees will receive an automated phone message indicating the status of the school day from the District’s Telecommunications System.

WMUR-TV	Manchester, NH	CH 9
WCVB-TV	Boston, Ma.	CH 5
CBS-TV	Boston, Ma.	CH 4
WZID	Manchester, NH	95.7 FM
WGIR	Manchester, NH	101.1 FM / 610AM
WOKQ	Dover, NH	97.5 FM
WBZ	Boston, Ma.	1030 AM
WMUR-TV	Website	<a href="http://www.thewmurchannel.com">www.thewmurchannel.com</a>
Milford School District	Website	<a href="http://www.milfordk12.org">www.milfordk12.org</a>

### USE OF FIRE WHISTLE

Delayed Opening	2 Blasts Pause 2 Blasts	6:30 AM
No School	2 Blasts Pause 2 Blasts	7:00 AM
Delayed Opening Changed to no School	2 Blasts Pause 2 Blasts	8:00 AM
Early Dismissal	2 Blasts Pause 2 Blasts	11:15 AM

2. All school Delayed Openings are for two (2) hours.
3. If weather conditions necessitate that a **delayed opening be changed to a school closing**, announcements will be made on the above listed radio and television stations by 8:00 AM.
4. Should students be **sent home early** due to inclement weather, announcements will be made on the same radio and television stations. School personnel will attempt to contact all parents/guardians of students through the eighth grade level to notify them of the early dismissal.

# **BOARD – EMPLOYEE COMMUNICATIONS**

(School Board Policy # 2126)

The Board desires to maintain open channels of communication between itself and the employees of the District. The basic line of communication will, however, be through the Superintendent of Schools.

## **Staff Communications to the Board**

All communication or reports to the Board or any Board sub-committee or advisory committee from staff members shall be submitted through the Superintendent. Staff members are also reminded that Board meetings are public meetings and, as such, provide an excellent opportunity to observe first-hand the Board's deliberations on problems of employee concern.

## **Board Communications to Staff**

All official communications, policies, and directives of employee interest and concern will be communicated to employee members through the Superintendent, and the Superintendent shall employ all such media as are appropriate to keep employees fully informed of the Board's problems, concerns, and actions.

## **Visits to Schools**

Individual Board members interested in visiting schools or classrooms will inform the Superintendent of such visits and make arrangements for visitations through the Principals of the various schools. Such visits shall be regarded as informal expression of interest in school affairs and not as "inspections" or visits for supervisory or administrative purposes. Official visits by Board members will be carried on only under Board authorization and with the full knowledge of the Superintendent and Principals.

## **Social Interaction**

Staff and Board members share a keen interest in the schools and in educations generally, and it is to be expected that when they meet at social affairs and other functions, they will informally discuss such matters as education trends, issues, and innovations and general District problems. However, employee members are reminded that individual Board members have no special authority except when they are convened at a legal meeting of the Board or vested with special authority by Board action. Therefore Board and staff members shall avoid discussions of personalities or personnel grievances in these instances.

# **NON-DISCRIMINATION**

(School Board Policy # 2401)

The Milford School District shall not discriminate in any of its educational programs, activities, or employment practices on the basis of age, race, creed, color, religion, national or ethnic origin, gender, marital status, sexual orientation, physical or mental disability, or economic status. Further, it shall affirm equal opportunity in all of its educational programs, activities, and employment practices.

The District will not discriminate against any employee who is a victim of domestic violence, harassment, sexual assault, or stalking.

This policy of non-discrimination is applicable to all persons employed or served by the District. Any complaints or alleged infractions of the policy, law or applicable regulations will be processed through the grievance procedure.

This policy is in compliance with the provisions of Title VI and Title VII of the Civil Rights Act of 1964, the Age Discrimination Act of 1967, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, The Individuals with Disabilities Education Act (IDEA of 2008), The Civil Rights Restoration Act of 1991, and the Americans with Disabilities Act of 1991, and the laws of New Hampshire pertaining to non-discrimination.

Any person having inquiries concerning the Milford School District's compliance with the regulations which implement these laws may contact the District's Gender/Title IX Coordinator, the Special Education Director, English for Speakers of Other Languages (ESOL) Coordinator, or the Superintendent of Schools.

## **COOPERATION AND RESPECT**

(School Board Policy # 2402)

Milford School District employees are expected to be cooperative and respectful in their interactions with their fellow employees, students, parents and community members.

No employee of the District shall in any way, directly or indirectly, be uncooperative or disrespectful to, or cause disharmony among, fellow employees, students, parents and community members.

## **PERSONNEL RECORDS**

(School Board Policy # 2413)

The Superintendent is authorized and directed to develop and implement a comprehensive and efficient system of personnel records, under the following guidelines:

1. A personnel folder for each employee, certificated and non-certificated, shall be accurately maintained in the administrative offices.
2. In addition to the application for employment and references, such folders shall contain records and information relative to compensation, payroll deductions, evaluations, and such other information as may be considered pertinent.
3. All personnel records of individual employees of the Board shall be considered confidential. They shall not be open for public inspection. The Superintendent and his/her designees shall take the necessary steps to safeguard against unauthorized use or disclosure of all confidential material.
4. Each employee shall have the right, upon request and within a reasonable period of time during normal business hours, to review the contents of his/her own personnel file, with the exception of references and recommendations provided to the district on a confidential basis by universities, colleges, or persons not connected with the district.
5. Lists of district employees' names and addresses shall be released only to governmental agencies as required for official reports, or as otherwise permitted by the School Board in accord with the State Board of Education regulations. A list of employees and their salaries

shall be tendered to any citizens upon request in accord with RSA 91-A. See also Mans v. Lebanon School Board, 112 NH 160 (1972).

## **SEXUAL HARASSMENT**

(School Board Policy # 2403)

### **PREAMBLE**

The Milford School District seeks to create and provide an educational environment which promotes an atmosphere of mutual respect. Such an environment must be free of sexual harassment.

Sexual harassment of any employee or student, by any other employee or student, or by any other person with whom an employee or student may interact to fulfill employment or school activities or responsibilities, is prohibited by State and Federal law and will not be tolerated by the Milford School District.

### **SEXUAL HARASSMENT**

Federal and State law prohibit sexual harassment. Sexual harassment includes unwelcomed sexual advances, requests for sexual favors, sexually motivated physical contact or other verbal or physical conduct of a sexual nature when:

1. Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, for obtaining employment or education, or
2. Submission to or rejection of that conduct or communication by an individual is used as the basis for decisions affecting that individual's employment or educational performance, or
3. That conduct or communication has the purpose or effect of unreasonably interfering with an individual's employment or educational performance, or
4. That conduct has the purpose or effect of creating an intimidating, hostile, or offensive working or educational environment.

## **DISPUTE PROCEDURE**

(School Board Policy # 2404)

The procedures and guidelines outlined in this policy shall be utilized to assist in resolving complaints and grievances\* within the following areas; Alleged Discrimination, Sexual Harassment, Violation of Title IX, Section 504, and any other such complaint and/or dispute, or any alleged violation of District Policy 2405.

A complaint is an assertion by an individual ("Aggrieved Individual") that he or she is the victim of a violation, misinterpretation, or inequitable application of District policies, regulations and procedures, existing laws, or other actions that adversely and directly affect the individual personally.

Complaint processing should be viewed as a positive and constructive effort which seeks to establish the facts upon which the complaint is based and come to a fair conclusion. Any person filing a complaint under this policy or who participates in any investigation of any such complaint, will



not be discriminated against nor be the subject of retaliation on account of such complaint or participation. Retaliation will be deemed a violation of this policy.

Procedures:

Whenever reasonable, an aggrieved individual is encouraged to discuss his/her grievance with the person involved in an attempt to resolve the matter informally. If the aggrieved party is not comfortable with informal resolution or if informal resolution is not achieved, a complaint must be filed and will be processed according to the following procedures:

1. Level One

- a. For Complaints of conduct not concerning Sexual Harassment (Sexual Harassment is defined and discussed on Policy #2406) a complaint will be presented orally and informally to the immediate supervisor for review and resolution.
- b. Alleged sexual harassment brought forth by an employee will immediately be referred to the Superintendent of Schools and shall move immediately to Level two.
- c. Alleged sexual harassment brought forth by a student will be brought to the Superintendent of Schools who may proceed to deal with the complaint as he or she sees fit. The Superintendent may omit any or all step(s) of this procedure. The Superintendent shall take any and all actions he or she deems necessary to keep any student safe from harm. Employees of the District may not and shall not engage in a sexual relationship with any student currently enrolled in the Milford School District. Unwelcomed sexual advances, requests for sexual favors, or verbal or physical conduct that has sexual connotations, by students or employees, will not be tolerated. Depending upon the circumstances and degree of the harassing behavior, the Superintendent may implement any discipline up to and including discharge or expulsion. Additionally, some forms of sexual harassment are considered violations of State criminal law and, as such, shall be referred to law enforcement authorities.

2. Level Two

- a. If, as a result of the informal meeting(s), the matter is not resolved satisfactorily the aggrieved person may within twenty (20) business days after the alleged policy violation present his/her grievance in writing to the Chairperson of the Grievance Committee c/o the Superintendent's Office, specifying the nature of the grievance and dates(s) of the occurrence and the remedy sought.
- b. The Grievance Committee consists of the following personnel, and will be gender balanced;
  1. Human Resources
  2. One member from each school appointed annually by each school's Leadership Team.
- c. The Grievance Committee shall make every effort to investigate and resolve the matter as quickly as possible (within 20 business days from the receipt of the written grievance), the Grievance Committee shall issue a written decision including any corrective action to be taken to the Aggrieved Person.

3. Level Three

- a. If the Aggrieved Person is not satisfied with the decision of the Grievance Committee, he or she may appeal the decision to the Superintendent within ten (10) business days after receipt.

- b. The Superintendent will, within twenty (20) business days of receipt of the appeal, investigate and render a decision, in writing, to the Aggrieved Person.
4. Level Four
    - a. If the Aggrieved Person is not satisfied with the decision of the Superintendent of Schools, he or she may appeal the Superintendent's decision to the School Board within ten (10) business days after receipt.
    - b. The Board will, within forty (40) business days of receipt of the appeal, investigate and render a decision, in writing, to the aggrieved person.
    - c. The Board's decision will be considered final.

#### New Hampshire Commission for Human Rights

In addition to this procedure, or instead of it, any individual may contact the New Hampshire Commission for Human Rights, 2 Chennell Drive, Concord, NH 03301. 603-271-2767. No retaliation or discrimination shall be allowed against any person who does contact the New Hampshire Commission of Human Rights reasonably believing that a violation of any protected rights has occurred.

\* Note: Other procedures are followed for the processing of grievances as defined in the collective bargaining agreements. Such procedures are set forth in agreements with staff units.

## **COMPLAINTS AND GRIEVANCES**

(School Board Policy # 2405)

The procedure to be followed by an employee regarding a personal grievance which is not covered by a negotiated agreement is to discuss the matter in a personal conference with the School Principal or with the immediate supervisor directly in charge. When the nature of the grievance dictates otherwise, the employee is always entitled to present his/her grievance to a higher supervisor. When the employee so decides, the initial conference on the grievance may be held with the Superintendent of Schools, or an unsatisfactory result of an interview with another supervisor may be appealed to the Superintendent of Schools.

It is expected that most such grievances will be resolved satisfactorily through these procedures. However, in the event a grievance persists after a reasonable period following a concluding conference with the Superintendent of Schools, the employee may appeal to the School Board and the Board will set a date for a hearing on the grievance.

## **STAFF CONFLICT OF INTEREST**

(School Board Policy # 2406)

Employees of the Board will not engage in, or have a financial interest in, any activity that raises a reasonable question of conflict of interest with their duties and responsibilities as members of the school staff. This includes but is not limited to:

1. Employees will not participate for financial remuneration in outside activities wherein their position on the staff is used to sell goods or services to pupils or their parents.
2. Employees who have patented or copyrighted any device, publication, or other item will not receive royalties for use of such item in the district schools.

3. Employees will not engage in any type of work where the source of information concerning customer, client, or employer originates from information obtained through the school system.
4. School employees will not solicit or sell for personal gain any educational materials or equipment within the School District. (in the attendance areas served by the school to which they are assigned.) Nor will any employees make available lists of names of students or parents or employees of the district to anyone for sales purposes.
5. The district will not purchase supplies or materials from a staff member of the school district, nor from a member of the household of the staff member.
6. The Board instructs management to use discretion in the hiring of relatives in the areas of personnel management and payroll.

## **SECTION 504 REHABILITATION ACT OF 1973**

### **RIGHTS OF HANDICAPPED PERSONS POLICY STATEMENT**

(School Board Policy # 2407)

It is the policy of the Milford School District that no otherwise qualified individual with handicaps shall, solely by reason of his/her handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity sponsored by this school district.

For purposes of this policy and any implementing regulations, an individual with handicaps is a person who:

1. has a physical or mental impairment which substantially limits one or more of such person's major life activities, including learning;
2. has a record of such impairment; or
3. is regarded as having such an impairment.

#### **NOTICE**

Notice of the school district's policy on nondiscrimination in education and employment practices shall be given in the School District Policy Manual, posted throughout the district, and published in district statements regarding the availability of special education or employment positions.

## **STAFF PROTECTION**

(School Board Policy # 2409)

The Board confirms that it has voted to indemnify and hold harmless school district employees pursuant to RSA 31:105, relating to claims that may be entered against them as a result of carrying out their assigned responsibilities. Additionally, the Board confirms that it provides for liability coverage for all personnel through policies structured to provide coverage for actions identified in RSA 507-B, as well as professional liability insurance, workers' compensation, and unemployment compensation coverage.

### **1. Workers' Compensation**

All employees are covered by workers' compensation insurance paid for and provided by the District. This insurance coverage is provided for all employees regardless of assignment, length of assignment, and/or hours worked per day. Benefits afforded are for bodily injuries or illness and wage loss arising from accident or diseases suffered or contracted as a result of employment, as provided for by state law. In the event that an employee is injured and is collecting workers' compensation insurance, the District may pay to said employee the difference between workers' compensation and that employee's regular salary. In the event that an employee workers' compensation claim is determined to be fraudulent by the insurance company, the employee shall reimburse any supplemental compensation received from the District under this policy.

## 2. Unemployment Compensation

All employees are covered by unemployment compensation insurance paid for and provided by the District. This insurance coverage is provided for all employees regardless of assignment, length of assignment, and/or hours worked per day. Benefits afforded are for wage loss due to temporary unemployment through no fault of the individual, for those who meet eligibility requirements as provided for in state law. District employees with reasonable assurance of employment after a regularly scheduled vacation break are ineligible for benefits during such breaks.

## **BACKGROUND INVESTIGATION AND CRIMINAL RECORDS CHECK**

(School Board Policy # 2410)

### Definitions

The following words and phrases, as used in this Policy, shall have the following meanings:

Being in “Contact” with pupils means providing educational or other services to the District in an area where pupils are present.

“Regular Contact” with pupils means being in Contact with pupils: (1) on a daily basis for any period of time; or (2) regularly, once or twice a week, including but not limited to an art, music, or physical education teacher; or (3) as a substitute teacher being in Contact with pupils on a limited basis).

“Unsupervised Contact” with pupils means being in Contact with pupils when there are no other District employees present.

### Background Investigation

Per RSA 189:13-a, the Superintendent shall conduct a thorough investigation into the past employment history and other applicable background of any person considered for employment with the District. This investigation shall be completed prior to making an offer of employment.

The Superintendent shall develop a background investigation protocol for use in conducting a background investigation and shall keep a written record of all background investigations which have been conducted.

As part of the application process, each applicant for a position shall be asked whether he/she has ever been convicted of a crime and whether there are any criminal charges pending against him/her at the time of the application. The falsification or omission of any information on a job application or in a job interview, including, but not limited to, information concerning criminal convictions or pending criminal charges, shall be grounds for disqualification from consideration for employment or immediate discharge from employment.

### Criminal Records Check

Per RSA 189:13-a, each person age 18 or older considered for employment by the District shall submit to a criminal history records check. This includes, but is not limited to, former District employees who had previously resigned a position and are returning to the same or a different position.

Volunteers who will be in Unsupervised Contact with students shall also submit to a criminal history records check.

Contractors shall submit to the Superintendent a written verification that a background investigation and a successful criminal history records check has been conducted for all personnel who are in Unsupervised, Regular Contact with pupils.

The Superintendent is responsible to establish all necessary internal procedures relative to the initiation and completion of the criminal history records check.

Any person, with the exception of unpaid volunteers and Milford School District students, for whom the Board requires a criminal history records checks shall pay all fees and costs associated with the fingerprinting process and/or the submission or processing of the requests for the criminal history records checks, unless otherwise determined by the Board.

#### Conditional Employment

Any person who is offered conditional employment, as described in RSA 189:13-a, by way of individual contract or other type of letter of employment, will have clearly stated in such contract or letter of employment that his/her contract and continuation of employment is entirely conditioned upon the completion of a criminal history records check which is satisfactory to the District.

All persons employed under a conditional offer of employment may be covered under the District's health insurance and benefits programs. However, any such coverage will immediately cease and will not be subject to extension under COBRA, if the Board does not tender the person a final offer of employment by reason of application of this Policy.

#### Final Offer of Employment

A person who has been extended a conditional offer of employment, as outlined above, may be extended a final offer of employment upon the successful completion of a criminal history records check. When this final offer is accepted, the person shall be entitled to membership in applicable collective bargaining units subject to the requirements of RSA 273-A and shall immediately be covered by the terms and conditions of the collective bargaining agreement.

No person with a conditional offer of employment shall be extended a final offer of employment if such person has been convicted of any of the offenses, listed in RSA 189:13-a, V, or any of the following offenses: manufacturing, selling, administering, dispensing or distributing any controlled substance(s); or sexual misconduct.

In addition to the items listed above, a person may be denied a final offer of employment if he/she has been convicted of ANY felony. Such determination will be made by the Board on a case-by-case basis.

When the District receives a criminal history records check on a particular person which it finds unsatisfactory, the Superintendent shall dismiss said person within twenty-four (24) hours of the receipt of such report, excluding Saturdays, Sundays, or legally recognized holidays.

Additionally, a person may be denied a final offer of employment if the Superintendent becomes aware of other conduct which he or she determines would render the person unsuitable to perform the responsibilities of the position involved. Such determinations shall be made on a case-by-case basis.

#### Additional Criminal Records Checks

The Board may require a Criminal Records Check of any employee at any time.

## **MEDICAL EXAMINATION OF SCHOOL PERSONNEL**

(School Board Policy # 2411)

All school personnel, to include but not limited to administrative, secretarial, maintenance, cafeteria and transportation personnel in each school district shall be required to have a pre-employment medical examination by a licensed physician qualified to practice medicine in at least one of the states of the United States of America.

Any person who objects to all or part of any medical examination because of religious beliefs shall be exempt from said examination, except that no such exemption shall be granted if state or local authorities determine that such exemption would constitute a hazard to the health of persons exposed to the unexamined individual. The local school board shall further require additional medical examinations at specific intervals or upon the request of the local superintendent of schools during the period of employment. A written recommendation from the examining physician shall indicate that the employee is medically capable of performing his designated assignment.

## **SUPERVISION OF RELATIVES**

(School Board Policy # 2412)

District employees are not permitted to directly supervise, or be directly supervised by, a family member. If an employee is in a position to supervise a family member, the District will take appropriate action, which may include transferring one individual at its discretion.

For the purposes of this policy, family members will generally include an employee's spouse or domestic partner, child, grandchild, father, mother, father-in-law, mother-in-law, sister, brother, sister-in-law, and brother-in-law. If a District employee supervises a family member not specifically listed here, the District reserves the right to transfer one family member if it determines, in its sole discretion that a conflict of interest exists.

## **PROFESSIONAL DEVELOPMENT**

(School Board Policy # 2414)

Ongoing professional development is critical to sustaining a knowledgeable and current professional staff. In accordance with the New Hampshire Code of Administrative Rules, Part Ed 512, the Milford School District shall maintain a Professional Development Committee whose purpose is to develop and monitor the Professional Development Master Plan, under the direction of the Superintendent of Schools.

The purpose of the Professional Development Master Plan is to provide the faculty and staff of the Milford School District with tools to:

1. Guide educators in identifying and implementing meaningful activities that contribute to student achievement and improved teaching and learning in coordination with District goals and,
2. Guide educators in meeting individual credentialing requirements that contribute to overall educational improvement within the District.

## **SUBSTITUTE TEACHERS**

(School Board Policy # 2415)

The Superintendent or designee shall maintain a list of qualified substitutes who may be called on to replace teachers who are absent. Such a list shall be filed with the Principal of each school.

Insofar as possible, the Principal or designee will call substitutes on the substitute list for the area(s) for which they are listed. A substitute whose name does not appear on the substitute list may not be employed in the school district. The Principal will be responsible for seeing that the work of the substitute is as effective as possible and will provide him/her with a planned program. The rate of pay for a substitute shall be set by the School Board and be subject to periodic review.

Prior to employment all substitute employees must undergo a criminal records check, complete the required employment paperwork, and possess a minimum of a high school diploma.

The District has the following substitute teaching categories:

### **1. Daily Substitute Teacher**

A daily substitute serves as a replacement for a teacher on an incidental basis, which is anticipated to be less than 20 consecutive days. He/she shall be compensated at the daily substitute rate as established by the Board.

### **2. Long-Term Substitute Teacher**

A long-term substitute replaces a teacher who is absent for an extended period of time. A long-term substitute is one who works more than 20 consecutive days in the same position. He/she shall be compensated at the long-term substitute rate as established by the Board. A long-term substitute must be a certified teacher or have the Superintendent's permission to employ filed with the New Hampshire Department of Education.

### **3. Replacement Substitute Teacher**

A replacement substitute replaces a teacher who is on a leave of absence for a minimum of one-half year. He/she shall be compensated at the same track and step on the school district's teacher salary schedule as the teacher going out on leave, not to exceed the track and step for which the substitute would qualify based on degree earned and experience in prior teaching positions. The person must be a certified teacher or must have the Superintendent's permission to employ filed with the New Hampshire Department of Education.

## **JURY DUTY**

(School Board Policy # 2416)

Employees will not lose compensation as a result of jury duty. The employee is responsible for providing the initial notice that he/she has been called for jury duty to the building administrator, who will forward it to the payroll office. The employee will be compensated at his/her usual daily rate of pay by the District. Once jury duty service has been completed, the employee is required to provide the evidence from the Court that he/she appeared for jury duty to the payroll office, along with the payment issued for the service.



## **EXIT INTERVIEWS**

(School Board Policy # 2417)

Upon termination of employment, personnel of the Milford School District may, at the discretion of the School Board, be requested to appear before the Board in non-public session for the purpose of conducting an exit interview. Such non-public session shall include the members of the Board and others as they deem necessary.

## **TEMPORARY ALTERNATIVE DUTY**

(School Board Policy 2420)

### **I. Purpose**

The Milford School District adopts the policy that it is important to provide meaningful work during the time of healing and strengthening following a work-related illness or injury to retain the knowledge and expertise of the employee, and to maintain the dignity and respect of the employee associated with the respective positions.

Temporary Alternative Duty is meant to be temporary and transitional in nature to return the employee back to full duty. This program will last as long as the employee continues to transition back to the position at full duty, but not longer than 18 months. Once the transition concludes, the Supervisor shall re-evaluate the temporary program in which the employee is participating.

This program is not intended to address those situations in which an employee has been deemed to be permanently disabled and unable to resume his/her previous position.

### **II. Procedure**

- a) The injured employee shall have the treating physician complete the NH Workers' Compensation Medical Form (75 WCA-1). The District shall provide the employee's job description essential task analysis to the treating physician. Upon completion, the injured employee will be responsible for returning the form to his/her supervisor.
- b) The supervisor will work with the employee to facilitate a safe return to the work program with limitations listed by the treating physician. If a job description essential task analysis is needed for the treating physician to determine limitations, the employee will notify his/her supervisor. If necessary, the supervisor may contact the treating physician if additional information is needed regarding the employee's limitations.
- c) The employee shall obtain an updated medical form, completed by the treating physician following every medical appointment, but in intervals no longer than forty-five days. The form shall be returned to the supervisor.
- d) Additional modifications will be made to the temporary alternate duty program as necessitated by the treating physician's NH Workers' Compensation Medical Form. The supervisor will be responsible for reviewing the appropriateness of continuing the program or duty assignments as necessary.
- e) Steps a through d may be repeated until such time, but not longer than 18 months, as the employee is able to return to his/her normal position or has been determined to be permanently disabled.
- f) Appeals shall be in accordance with district procedures.

## **SEAT BELT USE POLICY**

(School Board Policy 2418)

All Milford School District employees operating or riding in either District-owned vehicles, or privately-owned vehicles being used for Milford School District business, are required to use seat belts. This excludes passengers on busses.

Adopted: 10/5/2009

## **PROFESSIONAL PERSONNEL**

(School Board Policy # 2500)

Professional personnel are defined as those individuals who require certification by the Department of Education and/or are licensed by state agencies as a condition of employment. In general, this refers to school administrators and those covered by the Master Agreement with the Teacher's Association. The following are general guidelines relative to their employment, none of which are to supersede any collective bargaining agreement.

## **HIRING**

(School Board Policy # 2501)

The Superintendent or his/her designee shall ensure that appropriate hiring practices are in place including the verification of experience levels and credentials, verification of appropriate number of references and the filing of appropriate interview documentation. No teacher may be elected by the Board unless nominated by the Superintendent.

All new positions and vacancies in the District will be posted in accordance with the Master Agreement.

## **ASSIGNMENTS**

(School Board Policy # 2502)

All assignments will be made in accordance with the Master Agreement. A teacher receives his/her assignment from the Superintendent. No teacher shall be assigned to a position for which he/she is not certified or eligible for certification.

The decision to re-assign personnel, requested in writing by the individual or others, shall rest entirely upon the mutual agreement of the Principals involved and with the approval of the Superintendent.

All considerations for re-assignments shall be treated on an individual basis with major emphasis placed on the implications and effects such re-assignment shall have on the educational program.

## **EVALUATION OF TEACHER JOB PERFORMANCE**

(School Board Policy # 2503)

The Superintendent/designee shall ensure that teacher performance evaluations are completed in accordance with the collective bargaining agreements. In the absence of a collective bargaining agreement, a written performance evaluation will be done annually.

The Superintendent/designee shall involve teachers and principals in the development of this policy and its corresponding appendix by providing such teachers with notice and an opportunity to comment on their provisions.

Teacher means any professional employee whose position requires certification as a professional engaged in teaching. The term teacher shall also include principals, assistant principals, librarians, and guidance counselors.

## **REMOVAL OF TEACHER**

(School Board Policy # 2505)

The Superintendent shall direct and supervise the work of teachers, and for cause, may remove a teacher or other employee of the District. The person so removed shall continue as an employee of the District unless discharged by the Board but not return to the classroom or undertake to perform the duties of his/her position unless reinstated by the Superintendent.

## **FAILURE TO BE RE-NOMINATED OR RE-ELECTED**

(School Board Policy # 2506)

Any Milford School District teacher who has a professional standard certificate from the State Board of Education and who will not be re-nominated, will be done so in accordance with RSA 189:14-a, except that such teacher will be notified in writing no later than March 31<sup>st</sup>. The Superintendent will also nominate teachers for re-election to the School Board no later than March 31<sup>st</sup>.

## **DISMISSAL OF TEACHER**

(School Board Policy # 2507)

The School Board may dismiss any teacher found by them to be immoral or incompetent, or one who shall not conform to regulations prescribed; provided, that no teacher shall be so dismissed before the expiration of the period for which said teacher was engaged without having previously been notified of the cause of such dismissal, nor without having previously been granted a full and fair hearing.

## **REDUCTION IN STAFF**

(School Board Policy # 2508)

The School Board is responsible for providing an annual budget that meets the programming needs of the District's students. Appropriate staffing is included within that budget. When circumstances occur such as a decrease in enrollment or termination of a particular program, the School Board retains the right to reduce the number of teachers on the District's staff.

To accomplish that, the School Board shall act in accordance with the procedures as defined within the collective bargaining agreement between the Board and the Teachers' Association and as applicable to RSA 189:14-a.

## **CONDITIONS OF RESIGNATION**

(School Board Policy # 2509)

Any teacher wishing to resign during the school year shall provide appropriate and timely written notice to the Superintendent. Any teacher who resigns after August 1st of the school year shall follow the conditions in accordance with the Master Agreement.

## **CLASSIFIED PERSONNEL**

(School Board Policy # 2600)

Classified employees include associates, secretaries, building and grounds staff, food service workers, and SAU employees. The Superintendent shall develop guidelines for the conditions of employment for classified employees, which may be reviewed by the Board.

## **HIRING OF CLASSIFIED PERSONNEL**

(School Board Policy # 2601)

The hiring of classified employees is the responsibility of the Superintendent who is authorized to issue a Notice of Employment to the employee.

All new positions and vacancies in the District will be posted for a two-week period unless an emergency arises that, in the District's discretion, should be immediately filled without posting.

## **CLASSIFIED PERSONNEL ASSIGNMENTS**

(School Board Policy # 2602)

Classified employees will be assigned to positions by the Superintendent or his/her designee. These assignments shall be made in the best interests of the District. No employee will be assigned to a position for which he/she is not qualified.

## **CLASSIFIED PERSONNEL - EVALUATION OF JOB PERFORMANCE**

(School Board Policy # 2603)

The Superintendent or his/her designee shall ensure a process for performance evaluations.

All observations of the work performance of an employee shall be made openly. All written evaluations of an employee will be shown to the employee prior to being placed in the employee's official personnel file, and the employee shall acknowledge receipt of a copy of the evaluation in writing.

Their immediate supervisor shall evaluate new employees at least once during the first year of employment exclusive of the evaluation(s) completed during the probationary period.

Employees who have been in the same position for more than one (1) year shall be evaluated at least once for each twelve-month period.

Employees within the system moving to a new position, and employees transferred or promoted to another position, within the District shall be evaluated once within three (3) months after the change become effective.

Evaluations, whenever possible, shall be made by a supervisor prior to March 31.

## **STAFF TRAINING**

(School Board Policy # 2604)

Classified employees may request attendance at workshops or training that are specific to improvement related to his/her assignment. Approval to attend such workshops and participate in courses will be at the sole discretion of the Superintendent or his/her designee. An employee may, at the discretion of the District, be required to attend specific training in order to maintain or obtain a position.

## **LEAVE OF ABSENCE**

(School Board Policy # 2605)

Requests for a Leave of Absence will be considered by the Superintendent when received prior to March 1st preceding the year being requested. Approval of such requests will be determined on the merits of the leave on an individual basis. Requests for leave received after March 1st will need to be of an emergency nature. Extended leaves of absence will be dependent upon being able to find and employ a suitable replacement for the duration of the leave.

## **REDUCTION IN CLASSIFIED STAFF**

(School Board Policy # 2606)

The School Board is responsible for providing an annual budget that meets the programming needs of the District's students. Appropriate staffing is included within that budget. When circumstances occur such as a decrease in enrollment or termination of a particular program, the District retains the right to reduce the number of Classified employees on the District's staff.

## **TERMINATION OF EMPLOYMENT – CLASSIFIED PERSONNEL**

(School Board Policy # 2607)

### 1. Voluntary

All employees terminating their employment shall provide their Administrator with a written letter of resignation at least two full weeks prior to the date of termination. This letter should include the date of the last day of employment with the District. Accrued paid time off is not intended for use in lieu of working during a period of notice. The Building Administrator will forward this letter to the Superintendent's Office.

### 2. Involuntary

Involuntary termination from any position is subject to approval by the Superintendent of Schools or his/her designee. The Superintendent of Schools shall provide a written notice of termination to any employee who has been terminated.

Upon a written request and receipt of a written notice of pending termination of employment, an employee shall be entitled to be present for a review of their termination by the School Board.

## **CURRICULUM DEVELOPMENT, ADOPTION AND IMPLEMENTATION**

(School Board Policy # 3005)

An important part of our students' education is the strength of the District's curriculum. Curriculum is a structure of concepts and skills that are taught to prepare students to become functioning citizens within a complex world. When curriculum is articulated and adopted, decisions on books, materials, supplies, and equipment are made to support that curriculum.

The Superintendent shall be responsible for establishing a process of curriculum review and development in the District and shall ensure that the appropriate committees to evaluate existing or proposed curriculum are established and functioning properly. The Superintendent shall also ensure that all curriculum areas are reviewed in a timely manner for their compliance to State standards and frameworks, as well as their applicability to the needs of the community and students. Whenever possible, consideration should be given to the integration of 21<sup>st</sup> century tools, including but not limited to, digital technology and communication tools, as well as the inclusion of available community resources.

No significant alteration of the curriculum shall be made without the approval of the Board, and any comprehensive review of a curriculum area shall be approved by the Board prior to implementation of any recommendation from such review.

The School Board is responsible to approve and provide instructional materials used by Milford students to support the curriculum based upon the Superintendent's recommendation. Such materials should provide quality learning experiences for students through enrichment, support, accuracy, and fairness. Materials should be current and appropriate to the developmental level of students.

# SELECTION OF INSTRUCTIONAL MATERIALS

(School Board Policy # 3025)

The School Board is responsible for providing current and appropriate instructional materials necessary for the implementation of approved curriculum and programs. Instructional materials include textbooks, teaching materials, media and software, equipment, and digital technologies that support effective instruction and student learning.

The Superintendent/designee is responsible for coordinating a periodic review and process for the updating of instructional materials. This includes assessment of curricular needs; budgetary guidelines and recommendations; textbook selection and adoption processes; purchasing, receiving and inventory procedures; and the sale, donation, and/or disposal of worn or outdated instructional materials.

## CONTROVERSIAL ISSUES

(School Board Policy # 3030)

### 1. Statement of Philosophy

It is the very essence of the democratic process to provide for students appropriate opportunities for discussion of controversial issues. Students profit from studying appropriate and significant issues which face them in the world today. It is the District's responsibility to provide for those studies. It is also the District's responsibility to provide the sort of instruction which will make the study of controversial subjects a true learning experience.

### 2. Student's Rights to Study Controversial Issues

- a. Students shall have the right to study appropriate controversial subjects which have political, economic, or social significance and of which the students should begin to have an opinion.
- b. Students shall have the right to free access to all relevant and appropriate information, including materials that circulate within the community.
- c. Students shall have the right to study in an atmosphere free from bias and prejudice.
- d. Students shall have the right to form and express their own opinion on controversial issues without jeopardizing their relations with teachers in the school.

### 3. Role of Teachers

- a. Teachers shall receive approval of the Principal or immediate supervisor and, if necessary, the Superintendent of Schools, when in doubt regarding the advisability of discussing certain issues in the classroom and/or using controversial materials.
- b. Teachers shall not impose their own opinions on the class but rather strive to keep the discussion open for the honest expression of all views and the presentation of all facts.
- c. When appropriate and reasonable, teachers shall act as facilitators of the discussion of controversial issues in class, taking care to point out opposing views, opinions and statements which are not substantiated by credible evidence. Propaganda, bias and distorted information shall be clearly identified as such.

- d. When appropriate, teachers shall create an atmosphere of freedom in the classroom in which the students recognize their right to form and express opinions on controversial issues.
- e. When inviting guest speakers/presenters, teachers shall inform the guest speaker/presenter in writing of the following:
  1. Profanity, vulgarity, and lewd comments are prohibited.
  2. Smoking is not permitted.
  3. The teacher/sponsor responsible for inviting the guest speaker, or any member of the school administration has the right and duty to interrupt or suspend the proceedings if the conduct of the guest speaker is judged to be in poor taste or interfering with the legitimate educational purpose and goals of the school district.

#### **4. Role of Administration**

The Principal/designee shall ensure that no group or individual presents arguments on controversial issues directly to the students in the school without authorization. Teachers may, with the Principal's approval, invite representatives of differing viewpoints to discuss issues with the class in order to clarify points.

#### **5. Challenged Materials**

When objections to instructional material or presentations are made by individuals, the Principal shall ensure a process for review. As with library materials, the basic principles of the freedom to read and of the professional responsibility of the staff must be defended rather than the materials.

If a complaint is made, the procedures are as follows:

1. The complainant shall file his/her objections in writing to the Principal.
2. The Principal shall inform the Superintendent.
3. The Principal shall form a committee of relevant staff members to investigate the complaint. The committee shall ensure the following as part of its investigation:
  - a. Provide an opportunity for the complainant to orally present his/her objections to the committee prior to an investigation.
  - b. Examine materials and/or presentations referred to it.
  - c. Examine the general acceptance of the materials by reading reviews.
  - d. Examine the material/presentation as a whole and not particular passages pulled out of context.
  - e. Meet as a whole to discuss the materials and to prepare a report.
  - f. Meet with the complainant to present the findings of the report.
  - g. Provide an opportunity to the complainant to appeal the decision to the Superintendent of Schools.
  - h. Provide an opportunity to the complainant to appeal the Superintendent's decision to the School Board.



# TITLE 1 PARENT INVOLVEMENT

(School Board Policy # 3065)

## **Statement of Purpose**

The mission of the Milford School District's Title I Program is to support and inspire students to become skilled, independent, life-long learners by providing personalized instruction that meets individual needs, within a rich learning environment. Each child's success depends on an active partnership between school staff and families. Since neither can do this job alone, we enlist the help of families and the community to achieve success for all children.

## **Parent Involvement in Developing the Policy**

An Advisory Committee, consisting of Title I parents, school staff, and the Title I Director, will meet to develop and annually review the District's Title I Parent Involvement Policy. The policy will be distributed to all parents of Title I students in the Milford School District.

## **Annual Meeting for Title I Parents**

At an annual meeting held in the fall, parents will be given information about the Title I Program and its guidelines. At the annual meeting Title I staff will:

- Distribute copies of the District's Parent Involvement Policy
- Distribute copies of the HQT Summary, regarding teacher qualifications
- Distribute to parents written information regarding the results of their child's assessment and the content of the program in which their child will be participating.

The curriculum in use at the school will be described and available for parents to review and ask questions. Parents will have the opportunity to review academic assessments used to measure student progress. Proficiency levels students are expected to meet will be explained. At this time, parents of Title I students will be given the opportunity to volunteer to serve on a Parent Advisory Committee.

## **Parent Advisory Committee**

Parent Advisory Committee members will work with school staff and the Title I Director to develop and evaluate policies, including the Parent Involvement Policy and the School-Parent Compact. The Committee will also collect data on the needs and interests of parents of Title I students in order to address these needs in presentations and/or at meetings. The Committee will meet at least three times a year to work together to develop Title I Family Nights to promote reading and mathematics and share effective reading and mathematics strategies.

## **Title I Family Nights/Meetings**

Parents will be informed of meetings in writing and, if possible, by phone call. If there is a need expressed, and if funds are available, Title I will arrange for students and/or siblings to be cared for on-site during the meetings free of charge to the parents. In addition, if needed, and if funds are available, transportation will be made available to parents wishing to attend.

## **School-Parent Compact**

According to Title I regulations, each school must share responsibility with the Title I parents for high student performance by developing a school-parent compact jointly with parents of children participating in the program. This compact must outline how parents, staff, and students will share responsibility for promoting high student achievement. Title I parents on the Advisory Committee will be involved in designing the compact. Parents will be encouraged to discuss the compact with their children before signing it and having their children sign it. Signing of the compact is voluntary, but will be strongly encouraged.

### **Types of Family Involvement**

There are many ways in which families can become involved in their children's education. The Milford School District values both the at-home contributions and those which take place at school and in the community. Many types of family involvement are needed in a school-family-community partnership that will help all children succeed. We encourage families to read at home with children, access technology at home to support learning, participate with their children in programs offered at the Wadleigh Memorial Library, volunteer at school, and attend school events, including Title I Family Nights held throughout the year.

### **Staff-Parent Communication**

Staff-Parent communication can take place in many different ways:

- Parent-Teacher Conferences
- Progress Reports
- Newsletters
- Meetings, phone calls, and classroom visits, as needed

School staff and parents are encouraged to take the initiative to contact each other. It is very important that staff-parent communication be clear, frequent, and two-way.

### **Evaluation**

There will be an annual evaluation of the Parent Involvement Policy held in the spring. The evaluation will include an assessment of how much family involvement is increasing, and what barriers to parental participation still need to be overcome. The Milford School District will revise its Parent Involvement Policy on the basis of this annual review. In addition, parent feedback will be gathered to assess the Title I Program's effectiveness and to help inform future decisions about its scope and content.

\* "Parents" and "Family" refer to all different types of care giving and guardianship relationships to which children belong.

# **ATTENDANCE, ABSENTEEISM AND TRUANCY**

(School Board Policy 3515)

School-aged children enrolled in the District must attend school in accordance with all applicable state laws and Board policies

## **Absences Defined:**

The School Board recognizes that absences from school may be necessary under certain circumstances. The Board recognizes two general types of absences; excused and unexcused. School officials determine whether a student's absences are excused or unexcused.

In general, the following are considered excused absences:

1. Absences due to illness, medical/dental appointments, or family emergencies.
2. Absences related to bereavement.
3. Religious reasons.
4. Waivers approved by the Superintendent under RSA 193:1, I
5. Other good cause as deemed acceptable by the Principal/designee.

In the event of a student's absence due to illness, bereavement, or religious observance, parents must contact the school and inform the school of the student's reason for absence. The Principal/designee may require parents/guardians to provide additional written documentation in support of their notice.

If parents/guardians wish for their child to be absent for reasons other than those listed above, the parent/guardian must provide a written explanation of the reason for the absence and the length of time the student will be absent. The Principal/designee shall make a determination as to whether the request meets good cause. Should the Principal/designee not authorize the request, the parents/guardians may appeal to the Superintendent.

## **Truancy:**

- Truancy is an unexcused absence as determined by the School Principal/designee.
- Ten half days of unexcused absence during a school year constitute habitual truancy.
- Half day absences shall be defined as a student missing more than two hours of school time but less than three and one half hours of school time.
- Full day absences shall be defined as missing more than three and one half hours of school time.
- The Principal/designee is responsible for managing truancy within the school building.

## **Intervention Process:**

1. When a student has accumulated six half-days of unexcused absences, the Principal/designee shall contact the parent/guardian to discuss the reasons for non-attendance.
2. When a student has accumulated eight half-days of unexcused absence, the Principal/designee shall contact the parent/guardian and request a meeting to discuss the matter and to develop an intervention plan to prevent further unexcused absences. The intervention plan may include an investigation into the causes of the truancy and strategies to prevent further truancy. The Principal/designee shall provide to the parent/guardian copies of RSA 193:1 and consequences should the student reach ten unexcused half-days. The Principal/designee shall also provide notice to the truant officer of the possibility of

habitual truancy and may include the officer at the meeting with the parent. The Principal/designee will also consider whether the school record keeping practices and notification to parents or guardians of the child's absences have an effect on the child's attendance.

3. When a student has accumulated ten half-days, a truancy report shall be formally filed with the truant officer and the Principal/designee may report the situation to the New Hampshire Division of Child, Youth, and Family Services (DCYF). Parents/guardians shall be notified by certified mail.

#### **Parental Notification:**

The Principal shall ensure that parents and guardians are notified of this policy by including it annually in the school's student/parent handbook.

## **PROMOTION AND RETENTION**

(School Board Policy # 3520)

The Milford School District recognizes that children learn at different rates and through varying styles. The District is committed to supporting the academic success of each student through personalized learning strategies. In general, most students demonstrate progress toward grade level standards that results in their promotion to the next grade level. While research does not generally support retention as a long-term beneficial practice for children, on rare occasions, it may be best for some students to repeat a grade level.

Before considering a student for retention, it is important that school personnel and parents have met to discuss the student's academic progress and that collaborative efforts to produce a successful school year for the student have been attempted. The decision to recommend the retention of a student in a grade level shall be carefully deliberated by school administration, teachers, and parents. Factors that influence the decision for retention include the child's chronological age, physical size, academic, social, and emotional growth, and attendance. A review of the student's personalized learning profile and cumulative file, an analysis of standardized learning assessments, and examination of appropriate teaching and learning strategies for the next school year shall provide information necessary to make the best placement decision for the student. Under no circumstances shall retention be considered for punitive reasons.

Each School Principal shall develop specific building-level procedures for retention decision-making that ensure that parents, except in unusual situations, are given adequate notification and input into the process no later than January 31st. Principals shall develop procedures that will study the reasons for a student's lack of progress and that will support personalized efforts to attempt to enable the student's success. Advancement from one grade to the next at the high school level shall be determined by earned credits.

As per the New Hampshire Department of Education's Administrative Rules, final decisions of child placement shall rest with the Superintendent of Schools.

## **PARENTAL OBJECTIONS TO SPECIFIC COURSE MATERIAL**

(School Board Policy # 3526)

In the event parents/guardians find specific course material objectionable, the parents/guardians may notify the Building Principal of the specific material to which they object and request that the student receive alternative instruction that meets state requirements in the particular subject area. This notification and request shall be in writing.

Parents may submit an alternative education proposal in writing to the Principal, and if the proposal is mutually agreeable, the proposal shall be implemented. The proposal must meet state minimum standards and any costs shall be borne by the parents/guardians.

The name of the parent or legal guardian and any specific reasons disclosed to school officials for the objection to the material shall not be public information and shall be excluded from access under RSA 91-A.

## **HOMEWORK**

(School Board Policy # 3555)

The term homework refers to an assignment from a teacher to students that is a logical extension of classroom curricula and is designed to be completed outside of class time. Homework can include a variety of learning activities such as research, lesson application, practice, and enrichment.

In general:

1. Assignment expectations shall be clearly presented, so as to be understood by students.
2. Assignments shall be meaningful and purposeful.
3. Time requirements for daily homework assignments shall be consistent and appropriate to the age and abilities of the students.
4. Daily homework shall not require students to have to access materials not readily available in most homes, school libraries, or public libraries.
5. Homework completion expectations shall be reasonable and teachers shall ensure reasonable make-up procedures for legitimate personal circumstances of students.
6. Teachers shall ensure an appropriate value of homework in relation to the grading system.
7. Homework shall not be assigned for disciplinary purposes.

Detailed homework guidelines may be developed at the building levels in order to further address particular abilities and needs of students at each level. The Building Principal shall ensure that homework guidelines shall be clearly communicated to parents.

## **CLASS SIZE GUIDELINES**

(School Board Policy # 3560)

When possible, the District shall adhere to all state laws and regulations pertaining to class size. When fiscal and/or facility limitations prevent such adherence, the District will seek alternative compliance through the New Hampshire Department of Education.

The District will strive to maintain the following class size ratios:

Kindergarten:	16:1
Grade One:	20:1
Grade Two:	22:1
Grades Three through Twelve:	25:1

# ACCIDENTS AND FIRST AID CARE POLICY

(School Board Policy # 4024)

School authorities have the responsibility to provide emergency care to protect the life and comfort of a child when in the school or participating in school-sponsored activities until authorized treatment is secured. Following this, the child should be placed under the care of his/her parent/guardian, upon whom rests the responsibility for subsequent treatment. If the child is transported or care is transferred to emergency medical staff, subsequent treatment is the responsibility of the parents. When possible, the district shall ensure that CPR and/or First Aid trained adults are available for all school sponsored events and activities, such as field trips, school sports events, and other such gatherings that are planned for students.

In the event that the parent or other responsible person is not available, the school shall retain supervision over an ill or injured child until appropriate medical personnel have arrived.

The school cannot assume responsibility for accidents occurring at home or during non-school sponsored activities.

Injuries occurring during school or school-sponsored activities must be duly recorded. The school nurse shall notify the Principal/designee and parents/guardians at once of all significant injuries or illnesses requiring medical attention.

If any person in good faith renders emergency care at the place of the happening of any emergency, or while in transit in an ambulance or rescue vehicle, to a person who is in urgent need of care as a result of the emergency, and if the acts of care are made in good faith and without willful or wanton negligence, the person who renders the care is not liable in civil damages for his/her acts or omissions in rendering the care, as long as he/she receives no direct compensation for the care from or on behalf of the person cared for. Any person rendering emergency care shall have the duty to place the injured person under the care of the physician, nurse, or other person qualified to care for such person as soon as possible and to obey the instructions of the qualified person. RSA 508:12

# USE OF ALCOHOL ON SCHOOL GROUNDS

(School Board Policy # 4055)

No person shall drink or have in their possession any intoxicating beverage while on school property, including school grounds.

# NO SMOKING POLICY

(School Board Policy # 4040)

State law prohibits students and adults from using tobacco products (including chewing tobacco) on school property at all times. (RSA 155:66) Any person who violates this provision shall be guilty of a violation and subject to a fine of not less than \$100.

It is a violation of State law for minors to possess tobacco and tobacco products. Any student found possessing tobacco products shall be referred to the appropriate legal enforcement agency, and in addition shall be subject to the following:

<b>1st offense</b>	One (1) day Suspension (Grades R thru 12)
<b>2nd offense</b>	Three (3) day Suspension
<b>3rd offense</b>	Five (5) day Suspension

The Milford School District smoking policy shall be, at least, as restrictive as current State Statute.

# MEDICATION POLICY

(School Board Policy # 4010)

Medication to be administered during school hours shall be regulated for the health and welfare of students. For clarification purposes, medication is defined within two categories, prescription and non-prescription. Prescription medications are those which are prescribed by a physician. Non-prescription medications are those available for public purchase without restrictions.

## Prescription Medications

1. Prescription medications should not be taken during school hours unless it is impractical to achieve medical regimen at home. Medications prescribed three times per day, for instance, can be given every eight hours and thus, should not have to be given at school.
2. Prescription medications must be brought to and from school by parents or guardians (or students if 18 years or older) with a written order from a health care provider, contained in a properly labeled pharmacy bottle, and accompanied by a parent permission form (unless the student is 18 years or older). Regardless of the age of the student, all prescription medications will be brought to the school nurse for safe storage, except for those prescriptions listed in number 4 below.
3. Prescription medications, parent permission, and new health care provider orders must be supplied to the school nurse at the start of each school year. All forms must be received prior to administration of medicine during the current school year. This includes all daily, short term, and emergency medications. The result of non-compliance to supply the Health Office with the above requirements will be at the discretion of the Principal after consultation with the School Nurse. School nurses are to notify parents of students who require medication of the need to secure new orders prior to June 1<sup>st</sup> of the preceding school year. Principals shall also provide notification through student/parent handbooks.
4. Prescription medications for asthma and severe allergic reactions (eg. inhalers and Epi-Pens) may be kept in the student's possession provided the health care provider's prescription for the medications and the directive for self-administration, as well as the parent/guardian permission form, are on file in the health office.
5. Unused prescription medications shall be brought home at the end of the school year by the parent or guardian or by students 18 years and older. Unclaimed prescription medications will be discarded at the conclusion of the school year.

## Non-Prescription Medications

1. Non-prescription medications are discouraged for student use during school time. Such medications will not be made available to students from the nurse, Principal, or designee, unless permission is authorized in writing from a parent or guardian.

## All Medications

1. The School Nurse shall be responsible for administering and observing the taking of medications. The Principal or designee, in the absence of the School Nurse, is permitted to assist and observe the taking of medications.
2. The School Nurse shall ensure that all medications that are provided to the school nurse are safely stored.

3. The School Nurse shall ensure that all medication distribution shall be recorded daily in a manner that is consistent with statewide regulations and in a manner that ensures a secure and detailed student medical history. Medications given for chronic conditions will be recorded annually on student's health records, if information is provided by the student or parent/guardian.

## **FIELD TRIP MEDICATIONS**

(School Board Policy # 4070)

The following procedure is to be followed for medication which needs to be taken by a student while on a field trip.

1. Such Medications shall be provided by the parents/guardians in a pharmacy-labeled container. Medication may be transferred by the parent/guardian and/or school nurse/designee from this container to a separate pharmacy labeled container for the purpose of school trips or school sponsored activities.
2. The quantity of medication shall be a one-day supply, whenever possible, or as small a quantity as necessary.
3. The School's Field Trip Medical Release Form must be completed by the parents/guardians in order for a student to receive medication while on a field trip.

## **CHILD ABUSE**

(School Board Policy # 5090)

Also Policy # 2408

It is the policy of the Milford School District that any teacher or other school employee who suspects that a child's physical or mental welfare may be adversely affected by abuse or neglect shall report to the Division of Children and Youth Services and gives the following information:

1. Name, address, age, and sex of student
2. Name and address of parent or caretaker
3. Name and address of the person allegedly responsible for abuse and neglect, if known
4. The name of siblings who may be in danger, if known
5. The nature and extent of injuries or description of neglect

It is not the responsibility of the school employee to prove that the child has been abused or neglected or to determine whether the child is in need of protection.

An abused child is a child under the age of eighteen (18) who has been sexually molested or exploited, been psychologically injured so that said child exhibits symptoms of emotional problems generally recognized to result from consistent maltreatment or neglect, or been physically injured by other than accidental means.

Neglect means the failure to provide necessary food, care, clothing, shelter, or medical attention for a child's physical, mental, and emotional health.

School personnel, who in good faith make a report of suspected child abuse or neglect, have immunity for any liabilities, civil or criminal. The good faith of the reporter is presumed.



The Division of Children and Youth Services Bureau of Child and Family Services is the State agency mandated to receive and investigate reports of suspected child abuse to determine whether or not abuse is occurring. This responsibility DOES NOT lie with the school.

All citizens of New Hampshire are mandated to make an oral report of any suspected child abuse immediately to the Bureau of Child and Family Services, New Hampshire Division for Children and Youth Services, a branch of the Department of Health and Human Services. School Personnel are specifically identified as mandated reporters.

Such an oral report is to be followed within forty-eight (48) hours by a written report, if requested, to the Bureau.

Schools must allow trained Bureau caseworkers and law enforcement personnel to enter school facilities, interview students, and audio or video tape the interview without the consent or notification of the parent or parents of a child if there is suspicion that the child has been abused or neglected.

Schools must allow the investigating caseworker from the Bureau to take, or cause to be taken, photographs and/or x-rays of children's injuries who are subjects of a child abuse report. Such photographs or x-rays may be taken without the consent of the child's parents or guardians. The Bureau may request and shall receive any assistance and information from schools that will enable it to fulfill its obligations to complete an investigation into alleged child abuse.

Persons willfully failing to report are guilty of a misdemeanor, which, under New Hampshire law, can mean a sentence of up to a year in jail and a \$1,000 fine.

Under State "right to know" laws, parents maintain the right of access to information compiled in their child's school records. However, it is also the school's right to withhold certain information which identified either the person who made the report or those who cooperated in a subsequent investigation, if the school believes the release of this information would be detrimental to the safety and interest of the reporting person.

## **CONCUSSIONS AND HEAD INJURIES**

(School Board Policy 4085)

The School Board recognizes that concussions and head injuries may occur in students who participate in school-sponsored athletic activities. The Board acknowledges the risk of significant injury when a concussion or head injury is not properly evaluated and managed. The Board recognizes that the majority of concussions will occur in "collision" sports. However, in order to ensure the safety of all District student-athletes, this policy will apply to students involved in any intramural program conducted outside the regular school day or competitive student sports programs between schools in grades four through twelve as identified by the Principal for students in grades four and five, and by athletic directors at the middle and high school levels.

### **Duty to Educate and Inform**

Consistent with the National Federation of High Schools (NFHS) and the New Hampshire Interscholastic Athletic Association (NHIAA), the District will utilize recommended guidelines, procedures and other pertinent information to inform and educate all District coaches, student

athletes, and parents/guardians of the nature and risk of concussions or head injuries, including the dangers associated with continuing to play after a concussion or head injury.

Annually, the District will distribute head injury and concussion information to all parents/guardians of student-athletes in competitive sport activities prior to the student-athlete's initial practice or competition.

Prior to the start of the season, all grade four through twelve coaches and advisors of school sponsored athletic activities including volunteers who directly supervise students, will complete training as recommended and/or provided by the NHIAA, the New Hampshire Department of Education, and/or other pertinent organizations. Training for experienced coaches shall occur at least once every two years. All coaches of competitive sport activities will comply with NHIAA recommended procedures for the management of head injuries and concussions.

Each spring, the Principal of students in grades four and five and athletic director/designee shall review any changes that have been made in procedures required for concussion and head injury management or other serious injury by consulting with the NHIAA, medical personnel, or other reliable resources. If there are any updated procedures, they will be adopted and used for the upcoming school year.

Identified sports include all NHIAA-sanctioned activities, including cheer/dance squads, and any other middle or high school sponsored sports or activities as may be determined by the school administration.

On an annual basis, concussion and head injury information shall be distributed to the student-athlete and the athlete's parent/guardian prior to the student-athlete's initial try-out, practice, or competition. This information may be included with the parent permission forms that allow students to participate in co-curricular athletics.

The Superintendent/designees will keep abreast of changes in standards regarding concussions and implement appropriate professional development activities.

### **Removal From Play and Protocol For Return To Play**

Any coach, official, licensed athletic trainer, or health care provider who suspects that a student-athlete has sustained a head injury in a practice or game shall immediately remove the student-athlete from play. A student-athlete who has been removed from play shall not return to play on the same day or until he/she is evaluated by a health care provider and receives written medical clearance and authorization from that health care provider to return to play. The student-athlete shall also present written permission from a parent/guardian to return to play. Athletic Directors, and the Principal of students in grades four and five, shall develop and implement an appropriate "return to play, medical clearance" form.

The District may limit a student-athlete's participation as determined by the student's treating health care provider.

### **Academic Issues in Concussed Students**

In the event a student is concussed, regardless of whether the concussion was a result of a school-related or non-school-related activity, school district staff should be mindful that the concussion may affect the student's ability to learn. In the event a student has a concussion, that student's teachers

will be notified by the Principal/designee. Parents/guardians are encouraged to contact the school Principal/designee should the concussion occur during a non-school activity. Teachers shall report to the school nurse if the student appears to have any difficulty with academic tasks that the teacher believes may be related to the concussion. The school nurse will notify the student's parents and treating physician. Administrators and district staff will work to establish a protocol and course of action to ensure the student is able to maintain his/her academic responsibilities while recovering from the concussion.

Section 504 accommodations may be developed in accordance with applicable federal law and board policies.

### **Education in the General Curriculum**

To the extent possible, the Board encourages the administration to implement concussion awareness and education into the District's physical education and/or health education curriculum. The administrative decision will take into account all relevant considerations, including time, resources, access to materials, and other pertinent factors.

### **School and Playground Activities**

Any staff member who observes or suspects that a student has sustained a head injury shall immediately contact the school nurse. The nurse shall then implement appropriate standards of care for the student and report the injury to the parents as soon as possible.

## **STUDENT DRUG AND ALCOHOL POLICY**

(School Board Policy # 4045)

The use, sale, transfer, distribution, possession, or being under the influence of unauthorized prescription drugs, alcohol, narcotics, unauthorized inhalants, controlled substances and illegal drugs is prohibited on any school district property, in any district-owned vehicle, or in any other district-approved vehicle used to transport students to and from school or district activities. This prohibition also applies to any district-sponsored or district-approved event. The use, sale, transfer or possession of drug-related paraphernalia is also prohibited.

For the purposes of this policy, a controlled substance shall include any controlled substance as defined in the Controlled Substances Act, 21 U.S.C. §812(c), or RSA 318-B, Controlled Drug Act.

Students may only be in possession of medication as detailed in Board Policy 4010. Searches of persons reasonably suspected to be in violation of this policy will be conducted in accordance with Board Policy 5095.

Any student who is found by the administration to be in violation of this policy shall be reported to the local law enforcement agency and subject to disciplinary action up to and including suspension, expulsion, or other discipline in accordance with the District's disciplinary policy. Strict compliance is mandatory. The school Principal/designee shall immediately report all incidents involving a

controlled substance to the appropriate local law enforcement agency and the Superintendent. All controlled substances shall be turned over to local law enforcement.

## **DRUG FREE WORKPLACE POLICY**

(School Board Policy # 4050)

The Milford School District provides a drug-free workplace in accordance with the Drug-Free Workplace Act of 1988 and its implementing regulations. The School District certifies that it will:

1. Notify all employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in school buildings, vehicles, and property owned and maintained by the District, and in established Drug Free School Zones.
2. Implement any of the following disciplinary actions (either alone or in combination) regarding an employee who is in violation of the policy:
  - a. Suspension.
  - b. Termination of employment.
  - c. Satisfactory participation in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health or law enforcement, or other appropriate agency, or as mandated by court order.
3. Establish a drug-free awareness program to inform employees about the dangers of drug abuse in the workplace, the District's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation and employee assistance programs, and the penalty that may be imposed on employees for drug abuse violations occurring in the workplace.
4. Make it a requirement that each employee be given a copy of this Policy.
5. Notify the employee that, as a condition of employment, the employee will abide by the terms of the Policy and will notify the District of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.
6. Notify the granting agency within ten (10) days after either receiving notice from an employee or otherwise receiving notice of such conviction.
7. Within thirty (30) days of receiving notice with respect to any employee who is so convicted, take appropriate personnel action against such an employee, up to and including termination, and/or require such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or Local health law enforcement, or other appropriate agency.
8. Make a good faith effort to continue to maintain a drug free workplace through implementation of all the provisions of this Policy.

## **FAMILY MEDICAL LEAVE**

(School Board Policy # 4065)

The School District will comply with the provisions of the Family and Medical Leave Act of 1993.

All Requests for such leave will be made to the Superintendent of Schools as detailed in the following District FMLA procedures.

Contact the Human Resources Department to request a FMLA Packet and complete the Family and Medical Leave of Absence Request Form and Payment Recovery Form. Submit the completed forms to your Building Administrator for approval, and send the signed forms to the Superintendent's Office thirty days prior to the absence period, when possible. Medical certification from a qualified physician must accompany this request. You will be notified of your eligibility for leave.

## USE OF AUTOMATED EXTERNAL DEFIBRILLATORS

(School Board Policy # 6011)

The School Board authorizes the use of Automated External Defibrillators (AED's) in emergency situations. The use, administration, and maintenance of the AED's is subject to the following conditions:

1. **Location of the AED's:** The Principal, following consultation with all appropriate staff, shall select the location for placement of the AED's.
2. **CPR/AED Training:** CPR/AED training will be offered by the school nurse or other certified instructor to all District employees. The District shall provide opportunities for staff to maintain certification. Each Principal/designee shall maintain a list of CPR/AED certified staff in his/her building.
3. **Maintenance:** AED's will be maintained by the School Nurse/designee. Maintenance shall be done according to the AED manufacturer's specifications. The School Nurse shall maintain a record of all maintenance that has been performed on the AED's.
4. **Registration:** All AED's shall be registered with the New Hampshire Department of Safety by the School Nurse.
5. **Incident Reporting:** The School Nurse/designee shall report all instances of AED use to the Superintendent, Building Principal, and New Hampshire Department of Safety.
6. **Liability Limitation:** The District and persons involved in the use of AED's shall enjoy the limitation of liability as specified in RSA 153:A-31 as well as other sources of law.
7. **Response Plans:** The Building Principal shall include CPR/AED emergency response plans in the staff handbook and shall ensure an annual review of those plans with the school staff. Building Principals shall also provide appropriate CPR/AED information in student/parent handbooks.

## STUDENT RECORDS AND ACCESS

(School Board Policy # 5020)

The Superintendent shall develop such procedures as are necessary to comply with the Federal Family Educational Rights and Privacy Act (FERPA), the Health Insurance Portability and Accountability Act (HIPAA), and other applicable statutes governing student records.

The Principal of each school will be the custodian of all student records for that school. Students and parents will have access to their school records. The school will notify parents and adult students annually of the following:

1. The type of records kept.
2. The procedure for inspecting and copying records.

3. The right for interpretation.
4. The right to challenge data thought to be erroneous, the procedures for correcting or expunging erroneous data or inserting a rebuttal statement.
5. The right to lodge a complaint with the U.S. Department of Education if mandates are not adequately implemented.

Additionally, the district will notify parents annually of the district's policy on the collection or use of personal information collected from students for the purpose of marketing or selling that information or otherwise providing that information to others for that purpose, including arrangements to protect student privacy that are provided by the agency in the event of such collection, disclosure or use.

The education records or school records include all materials directly related to a student that a school maintains. Records and notes maintained by a teacher, administrator, school physician, therapist, or school psychologist for his/her own use, and which are not available to others are exempt from this definition.

The school will require a prior written consent before information other than directory information may be divulged to third parties. An exception to this rule exists for school district employees who have legitimate interests in viewing the records, as well as officials in other schools, which the student seeks to enroll. A school district in which a student is enrolled or is in the process of enrolling in may request the student's education records from any district in which the student was formally enrolled to ascertain safety issues in incoming students and ensure full disclosure. The records, including the student's disciplinary records, will be forwarded to the requesting district within three (3) business days. Disciplinary records shall include but not be limited to all information that relates to a student assaulting, carrying weapons, possessing illegal drugs, including alcohol, and any incident that poses a potential dangerous threat to students or school personnel. Disciplinary records shall ensure appropriate confidentiality of all individuals.

When the schools transfer records to new educational institutions, the schools must notify parents of the transfer and of their right to review and contest the material. An exception exists for material under court order. Parents must be notified of such order prior to release

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

*Requests for Student Records From the School Board:*

Requests for access to student records must come from the Board Chair and must have been voted upon by the entire Board. Requests from individual board members to view student records will be denied. Such requests should be in writing. Any request from the Board to view or access student records must state and include a legitimate educational interest. "Legitimate educational interest" refers to any authorized interest or activity undertaken in the name of the school district. Board access to student records must be necessary or appropriate to the operation of the school district or to the proper performance of the educational mission of the Board.

*Military Recruiters/Institutions of Higher Learning:*

Military recruiters or institutions of higher learning shall have access to approved directory information, unless a secondary student or the parent of the student requests that such information not be released without prior written parental consent. The district shall notify parents of the option to make such a request and shall comply with any requests received. The school administrator may make the determination of when the recruitment meetings are to take place and reserves the right to deny such meeting where the holding of such meeting will materially and substantially interfere with the proper and orderly operation of the school.

## **LOST BOOKS AND MATERIALS**

(School Board Policy # 5045)

The School Principal/designee will develop and implement collection procedures from students and others responsible for lost or damaged school books and materials. Except for unique circumstances, it is expected that full replacement value of the book will be received. Such collected funds will be processed through the Business Administrator's office for accountability purposes.

## **NOTIFICATION OF DISCLOSURE OF DIRECTORY INFORMATION**

(School Board Policy # 5025)

In accordance with the Family Educational Rights and Privacy Act (FERPA), directory information is defined as follows: a student's name, address, telephone number, date of birth, and grade level; a student's parent's and/or guardians' names and address; a student's participation in school activities; a student's diploma, certificate, and awards; the height and weight of members of athletic teams.

The Milford School District will comply with all state and federal laws regarding the disclosure of student information as described in Policy 5020. Specifically, this information will be released to organizations that will not profit from it and/or will bring value to our students. This includes such organizations as the Parent-Teacher Organizations and school Booster Clubs. Directory information will also be released, unless parents/guardians notify the school otherwise, to newspapers and media, school yearbooks and school newspapers, activity programs, and the District or school's website. Parents will have the opportunity at the beginning of the school year to notify the schools of their desire not to have directory information released.

No directory information shall be released to individuals, organizations, and companies for the purpose of commercial profit.

## **WEAPONS ON SCHOOL PROPERTY**

(School Board Policy # 5008)

The term weapons includes, but is not limited to, firearms (rifles, pistols, revolvers, pellet guns, BB guns, etc.) knives, slingshots, metallic knuckles, firecrackers, billy-clubs, swords, pistol canes, black jacks, explosives, incendiaries, martial arts weapons or self-defense weapons (as defined by RSA 159:24 and RSA 159:20 respectively), or any other object or substance which, in the manner it is used or threatened to be used, is known to be capable of producing death or bodily injury.

Weapons are not permitted on school property, in school vehicles or at school-sponsored activities. This policy applies to staff, students and members of the public alike. Student violations of this policy will result in both school disciplinary action and notification of local law enforcement authorities. Members of the Staff and public who violate this policy will be reported to local law enforcement authorities.

Exceptions to this policy include the following:

1. Staff, students, or members of the public who bring in items for instructional purposes. Prior approval by the Principal along with an appropriate security plan for bringing the items to school is required.
2. Items possessed by staff that are job-related. Examples include custodians possessing pocket knives, and culinary teachers and kitchen staff possessing carving knives.

In addition, any student who is determined to have brought a firearm (as defined by 18 U.S.C. §921) to school will be expelled for not less than one year (365 days). This expulsion may be modified by the Superintendent upon review of the specific case in accordance with other applicable law.

Weapons under control of law enforcement personnel are permitted.  
All students will receive written notice of this policy at least once each year.

## **PUPIL SAFETY AND VIOLENCE PREVENTION – BULLYING**

(School Board Policy # 5009)

### **I. Definitions of Bullying:**

1. **Bullying.** Bullying is defined as a single significant incident or a pattern of incidents involving a written, verbal, or electronic communication, or a physical act or gesture, or any combination thereof, directed at another pupil which:
  - (a) Physically harms a pupil or damages the pupil's property;
  - (b) Causes emotional distress to a pupil;
  - (c) Interferes with a pupil's educational opportunities;
  - (d) Creates a hostile educational environment; or
  - (e) Substantially disrupts the orderly operation of the school.

Bullying shall also include actions motivated by an imbalance of power based on a pupil's actual or perceived personal characteristics, behaviors, or beliefs, or motivated by the pupil's association with another person and based on the other person's characteristics, behaviors, or beliefs.

2. **Cyberbullying.** Cyberbullying is defined as any conduct defined as "bullying" in this policy that is undertaken through the use of electronic devices. For purposes of this policy, any references to the term bullying shall include cyberbullying. Electronic devices include, but are not limited to telephones; cellular phones; computers; and pagers that are able to transmit instant messages, text messages, and websites.

### **II. Statement Prohibiting Bullying or Cyberbullying of a Pupil:**

The Board is committed to providing all pupils a safe and secure school environment. This policy is intended to comply with RSA 193-F. Conduct constituting bullying and/or cyberbullying will not be tolerated and is prohibited.

The District reserves the right to address bullying and, if necessary, impose discipline for bullying that:

1. Occurs on, or is delivered to, school property, school busses, or a school-sponsored activity or event on or off school property; or
2. Occurs off of school property or outside of a school-sponsored activity or event, if the conduct interferes with a pupil's educational opportunities or substantially disrupts the orderly operations of the school or school-sponsored activity or event.



### **III. Statement of False Accusations and/or Prohibiting Retaliation:**

#### **False Accusations:**

A student found to have wrongfully and intentionally accused another of bullying shall be subject to disciplinary consequences and/or interventions designed to address the behavior.

A school employee found to have wrongfully and intentionally accused a student of bullying shall be subject to discipline or other consequences to be determined in accordance with applicable law, District policies, procedures and collective bargaining agreements.

#### **Reprisal or Retaliation:**

The District shall discipline and take appropriate action against any student, volunteer, or employee who retaliates against any person who makes a good faith report of alleged bullying or against any person who participates in a proceeding relating to such bullying. The District shall take appropriate action for any individual who engages in reprisal and/or retaliation in accordance with applicable law, Board policy, and applicable collective bargaining agreements. Students who engage in this act may be subject to discipline up to and including expulsion. Employees who engage in this act may be subject to discipline up to and including termination of employment. Volunteers may be subject to exclusion from school grounds.

#### **Process To Protect Pupils From Retaliation:**

If the alleged victim or any witness expresses to the Principal/designee or other staff member that he/she believes he/she may be retaliated against, the Principal/designee shall develop a process or plan to protect that student from possible retaliation. Such plans may include warnings, rearranging of class schedules, and eliminating privileges, and other similar strategies.

### **IV. Protection of all Pupils:**

This policy shall apply to all pupils and school-aged persons on school district grounds and participating in school district functions, regardless of whether or not such pupil or school-aged person is a student within the District.

### **V. Disciplinary/Intervention Consequences for Violations of This Policy:**

The District reserves the right to impose disciplinary measures or interventions against any student who commits an act of bullying, falsely accuses another student of bullying, or who retaliates against any student or witness who provides information about an act of bullying.

### **VI. Distribution and Notice of This Policy:**

#### **Staff and Regular Volunteers:**

All staff and contracted school bus drivers shall be provided with a copy of this policy annually through staff handbooks. The Superintendent shall ensure that all school employees and regular volunteers receive annual training on bullying and related District policies.

#### **Students and Parents:**

All students and parents shall be provided with a copy of this policy annually through student/parent handbooks.

Students shall participate in education programs which describe expectations for student behavior and emphasize an understanding of harassment, intimidation, and bullying of students, the District's

prohibition of such conduct, and the reasons why the conduct is unacceptable. Students shall also be informed of the consequences of bullying conduct toward their peers.

The District shall also provide educational programs for parents and guardians for the purpose of preventing, identifying, responding to, and reporting incidents of bullying.

## **VII. Procedure for Reporting Bullying:**

The Principal/designee shall be responsible for receiving complaints of alleged violations of this policy.

### Student, Parent, Volunteer, and Visitor Reporting:

1. Any student who believes he or she has been the victim of bullying should report the alleged acts immediately to the Principal/designee. If the student is more comfortable reporting the alleged act to a person other than the Principal/designee, the student may tell any school district employee or volunteer about the alleged bullying.
2. Although students, parents, volunteers and visitors may report anonymously, formal disciplinary action may not be based solely on an anonymous report. Independent verification of the anonymous report shall be necessary in order for any disciplinary action to be applied.
3. Upon receipt of a report of bullying, the Principal shall commence an investigation consistent with the provisions of Section XI of this policy.

### Staff Reporting:

1. An important duty of the staff is to report acts or behavior that they witness that appears to constitute bullying. Any school employee or volunteer who witnesses, receives a report of, or has knowledge or belief that bullying may have occurred shall inform the Principal/designee as soon as possible, but no later than the end of that school day.
2. All District employees and volunteers shall encourage students to tell them about acts that may constitute bullying. For young students, staff members may provide direct assistance to the student.
3. Upon receipt of a report of bullying, the Principal/designee shall commence an investigation consistent with the provisions of Section XI of this policy.

## **VIII. Procedure for Internal Reporting Requirements:**

In order to satisfy the reporting requirements of RSA 193-F:6, the Principal or designee shall be responsible for completing all New Hampshire Department of Education forms and reporting documents of substantiated incidents of bullying. Upon completion of such forms, the Principal or designee shall retain a copy for himself and shall forward one copy to the Superintendent. The Superintendent shall maintain said forms in a safe and secure location. The District shall annually report substantiated incidents of bullying and cyberbullying to the NH Department of Education.

## **IX. Notifying Parents/Guardians of Alleged Bullying:**

The Principal/designee shall report to the parents/guardians of a student who has been reported as a victim of bullying and to the parents of a student who has been reported as a perpetrator of bullying within 48 hours of receiving the report. Such notification may be made by telephone, writing or personal conference. The date, time, method, and location (if applicable) of such notification and

communication shall be noted in the report. All notifications shall be consistent with the student privacy rights under the applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA).

#### **X. Waiver of Notification Requirement:**

The Superintendent may, within a 48 hour time period, grant the Principal/designee a waiver from the requirement that the parents/guardians of the alleged victim and the alleged perpetrator be notified of the filing of a report. A waiver may only be granted if the Superintendent deems such a waiver to be in the best interest of the victim or perpetrator. Any waiver granted shall be in writing.

#### **XI. Investigation Procedures:**

1. Upon receipt of a report of bullying, the Principal/designee shall, within 5 school days, initiate an investigation into the alleged act. If the Principal/designee is directly and personally involved with a complaint or is closely related to a party to the complaint, then the Superintendent shall direct another District employee to conduct the investigation.
2. The investigation may include documented interviews with the alleged victim, alleged perpetrator and any witnesses. All interviews shall be conducted privately, separately and shall be confidential. Each individual will be interviewed separately and at no time will the alleged victim and perpetrator be interviewed together during the investigation.
3. If the alleged bullying was in whole or in part cyberbullying, the Principal/designee may ask students and/or parents to provide the District with printed copies of e-mails, text messages, website pages, or other similar electronic communications. The District will conform to its policy number 5011, Searches of Students, Student's Property and School Owned Property.
4. A maximum of 10 school days shall be the limit for the initial filing of incidents and completion of the investigative procedural steps.
5. Factors the Principal/designee or other investigator may consider during the course of the investigation include, but are not limited to:
  - Description of incident, including the nature of the behavior;
  - How often the conduct occurred;
  - Whether there were past incidents or past continuing patterns of behavior;
  - The characteristics of parties involved, (name, grade, age, etc.);
  - The identity and number of individuals who participated in bullying behavior;
  - Where the alleged incident(s) occurred;
  - Whether the conduct adversely affected the student's education or educational environment;
  - Whether the alleged victim felt or perceived an imbalance of power as a result of the reported incident; and
  - The date, time and method in which parents or legal guardians of all parties involved were contacted.
6. The Principal/designee shall complete the investigation within 10 school days of receiving the initial report. If the Principal/designee needs more than 10 school days to complete the investigation, the Superintendent may grant an extension of up to 7 school days. In the event such extension is granted, the Principal/designee shall notify in writing all parties involved of the granting of the extension.
7. Whether a particular action or incident constitutes a violation of this policy shall require a determination based on all facts and surrounding circumstances and shall include

recommended remedial steps necessary to stop the bullying and a written final report to the Principal/designee.

## **XII. Response to Remediate Substantiated Instances of Bullying:**

Students and/or staff members facing discipline shall be afforded all due process required by law. Consequences and appropriate remedial actions for a student or staff member who commits one or more acts of bullying or retaliation may range from interventions up to and including expulsion of students and dismissal from employment for staff members.

Consequences for a student who commits an act of bullying or retaliation shall be varied and graded according to the nature of the behavior, the developmental age of the student, and the student's history of problem behaviors and performance. Remedial measures shall be designed to correct the problem behavior, prevent another occurrence of the problem, protect and provide support for the victim, and take corrective action for documented systematic problems related to bullying.

## **XIII. Reporting of Substantiated Incidents to the Superintendent:**

The Principal/designee shall forward all substantiated reports of bullying to the Superintendent upon completion of the Principal's/designee's investigation.

## **XIV. Communication with Parents upon Completion of Investigation:**

1. Within two school days of completing an investigation, the Principal/designee shall notify the students involved in person of the results of the investigation.
2. Within two school days, the Principal/designee shall notify by telephone the parents/guardians of the alleged victim and alleged perpetrator of the results of the investigation. Such notification shall be followed in writing within five school days.
3. In accordance with the Family Educational Rights and Privacy Act and other law concerning student privacy, the District will not disclose educational records of students including the discipline and remedial action assigned to those students and the parents of other students involved in a bullying incident.

## **XV. Use of Video and/or Audio Recordings in Student Disciplinary Matters:**

In accordance with RSA 570-A, Wiretapping and Eavesdropping, Section 570-A:2, and with Milford School Board Policy 2315, Student Transportation Management, Section 3, the District reserves the right to use such audio and/or video recordings on District property, including school buses, to ensure the safety and welfare of all, and to be used when applicable, as part of student discipline proceedings.

## **XVI. School Officials:**

The Superintendent of Schools is responsible for ensuring that this policy is implemented.

## **INTERVIEWING STUDENTS**

No student shall be interviewed or questioned during the time they are in school by persons other than the school staff without prior permission from the principal or his designee. The Principal shall approve requests based upon consent given by the student if he/she is eighteen years of age or older or the parent or guardian.

## **GIFTED/TALENTED EDUCATION**

(School Board Policy # 3060)

It is the policy of the Milford School Board that its schools address the unique learning needs for its gifted and talented students.

The procedures for the identification of Gifted and Talented students and the implementation of programming are determined at the appropriate building levels.

## **DISCIPLINE AND DUE PROCESS**

(School Board Policy # 5007)

Inappropriate student conduct that causes material and substantial disruption to the school environment, interferes with the rights of others, or presents a threat to the health and safety of others will not be tolerated. Students are expected to exhibit appropriate behavior.

Students will conduct themselves in a manner appropriate to their age level and maturity and with respect and consideration for the rights of others while on school district property or property within the jurisdiction of the school district; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district. Consequences for the misconduct will be fair and developmentally appropriate in light of the circumstances.

Students who fail to abide by this policy and the school regulations supporting it may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to participate in or obtain their education; conduct that is violent or destructive; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation, and expulsion.

Suspension means an in-school suspension, an out-of-school suspension, and/or a restriction from activities or loss of eligibility. An in-school suspension means the student will attend school but will be temporarily isolated from one or more classes while under supervision. An in-school suspension will not exceed ten consecutive school days. An out-of-school suspension means the student is removed from the school environment, which includes school classes and activities.

Expulsion means an action by the Board to remove a student from the school environment, which includes, but is not limited to, classes and activities, for a period of time set by the Board.

Due process in accordance with all applicable laws will be afforded to any student involved in a proceeding that may result in suspension, or expulsion. Students expelled from school may be reinstated by the Board under the provisions of RSA 193:13. The Superintendent may modify expulsion requirements as provided in RSA 193:14, IV.

Students and parents will be notified annually of this policy.

# **BEHAVIOR MANAGEMENT**

(School Board Policy # 5012)

Disciplinary action will focus both on consequences and on improving inappropriate behavior. The Superintendent shall set forth procedures for the management of student behavior designed to maintain an environment conducive to learning. Student conduct that disrupts instruction or impacts the rights of others may be cause for disciplinary action, including suspension.

No teacher, administrator, student, or other person will subject a student to corporal punishment or condone the use of corporal punishment by any person under his or her supervision or control. Permission to administer corporal punishment will not be sought or accepted from any parent, guardian, or school official.

Physical restraint is authorized when needed to protect the safety of the individual student and/or other students and employees. Documentation of any incident requiring such restraint will be provided to the Principal.

## **USE OF RESTRAINT AND SECLUSION**

(School Board Policy # 5013)

### A. Definitions:

1. "Restraint" means bodily physical restriction, mechanical devices, or any device that immobilizes a person or restricts the freedom of movement of the torso, head, arms, or legs. It includes mechanical restraint, physical restraint, and medication restraint used to control behavior in an emergency or any involuntary medication. It is limited to actions taken by persons who are school or facility staff members, contractors, or otherwise under the control or direction of a school facility.
2. "Restraint" shall not include:
  - a. Brief touching or holding to calm, comfort, encourage, or guide a child, so long as limitation of freedom of movement of the child does not occur.
  - b. The temporary holding of the hand, wrist, arm, shoulder or back for the purpose of inducing a child to stand, if necessary, and then walk to a safe location, so long as the child is in an upright position moving toward a safe location.
  - c. Physical devices, such as orthopedically prescribed appliances, surgical dressings and bandages, and supportive body bands, or other physical holding when necessary for routine physical examinations and tests or for orthopedic, surgical, and other similar medical treatment purposes, or when used to provide support for the achievement of functional body position or proper balance or to protect a person from falling out of bed, or to permit a child to participate in activities without the risk of physical harm.
  - d. The use of seat belts, safety belts, or similar passenger restraints during the transportation of a child in a motor vehicle.
  - e. The use of force by a person to defend himself or herself or a third person from what the actor reasonably believes to be the imminent use of unlawful force by a child, when the actor uses a degree of such force which he or she reasonably believes to be necessary for such purpose and the actor does not immobilize a child or restrict the freedom of movement of the torso, head, arms, or legs of any child.

3. "Medication restraint" occurs when a child is given medication involuntarily for the purpose of immediate control of the child's behavior.
4. "Mechanical restraint" occurs when a physical device or devices are used to restrict the movement of a child or the movement or normal function of a portion of his or her body.
5. "Physical restraint" occurs when a manual method is used to restrict a child's freedom of movement or normal access to his or her body.
6. "Seclusion" means the involuntary placement of a child alone in a place where no other person is present and from which the particular child is unable to exit, either due to physical manipulation by a person, a lock, or other mechanical device or barrier. The term shall not include the voluntary separation of a child from a stressful environment for the purpose of allowing the child to regain self-control, when such separation is to an area which a child is able to leave. Seclusion does not include circumstances in which there is no physical barrier between the child and any other person or the child is physically able to leave the place. A circumstance may be considered seclusion even if a window or other device for visual observation is present, if the other elements of this definition are satisfied.

#### B. Procedures for Managing the Behavior of Students:

The Superintendent/designee is authorized to establish procedures for managing the behavior. Such procedures shall be consistent with this policy and all applicable laws. The Superintendent/designee is further authorized to establish any other procedures necessary to implement this policy and/or any other legal requirements.

#### C. Circumstances in Which Restraint May Be Used:

Restraint will only be used to ensure the immediate physical safety of any person when there is a substantial and imminent risk of serious bodily harm to the student or others.

Restraint will only be used by trained school staff. Trained staff are those individuals who successfully complete and stay current in a training program that results in acquisition of skills in preventing restraints, evaluating risk of harm in an individual situation, use of approved techniques, and monitoring the effect of the restraint. The District shall identify personnel to be trained in the use of prevention strategies and physical restraint procedures. Staff will receive ongoing training to maintain the requirements of the training program chosen by the District.

Restraint will not be used as punishment for the behavior of a student.

Restraint will not be imposed for longer than is necessary to protect the student or others from the substantial and imminent risk of serious bodily harm.

No period of restraint of a student may exceed 15 minutes without the approval of a supervisory employee designated by the director to provide such approval. No period of restraint of a student may exceed 30 minutes unless an assessment of the mental, emotional, and physical well-being of the student is conducted by a trained and authorized employee.

#### D. Circumstances in Which Seclusion May Be Used:

The School Board recognizes the statutorily imposed conditions of seclusions and hereby adopts those conditions as defined by RSA 126-U:5-b, Conditions of Seclusion.

I. Seclusion may only be imposed in rooms which:

- a) Are of a size which is appropriate for the chronological and developmental age, size, and behavior of the children placed in them.
- b) Have a ceiling height that is comparable to the ceiling height of the other rooms in the building in which they are located.
- c) Are equipped with heating, cooling, ventilation, and lighting systems that are comparable to the systems that are in use in the other rooms of the building in which they are located.
- d) Are free of any object that poses a danger to the children being placed in the rooms.
- e) Have doors which are either not equipped with locks, or are equipped with devices that automatically disengage the lock in case of an emergency. For the purposes of this subparagraph, an “emergency” includes, but is not limited to:
  - 1. The need to provide direct and immediate medical attention to a child.
  - 2. Fire.
  - 3. The need to remove a child to a safe location during a building lockdown.
  - 4. Other critical situations that may require immediate removal of a child from seclusion to a safe location.
- f) Are equipped with unbreakable observation windows or equivalent devices to allow the safe, direct, and uninterrupted observation of every part of the room.

II. Each use of seclusion shall be directly and continuously visually and auditorially monitored by a person trained in the safe use of seclusion.

Seclusion may only be used when a student’s behavior poses a substantial and imminent risk of physical harm to the student or others.

Seclusion will be used only by trained school staff.

Seclusion will not be used as a form of punishment for the behavior of a student.

E. Prohibition of Dangerous Restraint Techniques:

The School Board recognizes and hereby prohibits the user of “dangerous restraint techniques” as defined in RSA 126-U:4, Prohibition of Dangerous Restraint techniques. No school or facility shall use or threaten to use any of the following restraint and behavior control techniques:

I. Any physical restraint or containment technique that:

- a) Obstructs a child’s respiratory airway or impairs the child’s breathing or respiratory capacity or restricts the movement required for normal breathing;
- b) Places pressure or weight on, or causes the compression of the chest, lungs, sternum, diaphragm, back, or abdomen of a child;
- c) Obstructs the circulation of blood;
- d) Involves pushing on or into the child’s mouth, nose, eyes, or any part of the face or involves covering the face or body with anything, including soft objects such as pillows, blankets, or washcloths; or
- e) Endangers a child’s life or significantly exacerbates a child’s medical condition.



II. the intentional infliction of pain, including the use of pain inducement to obtain compliance.

III. the intentional release of noxious, toxic, caustic, or otherwise unpleasant substances near a child for the purpose of controlling or modifying the behavior of or punishing the child.

IV. Any technique that unnecessarily subjects the child to ridicule, humiliation, or emotional trauma.

F. Reporting Requirements and Parental Notification:

I. In the event restraint or seclusion is used on a student, the building principal/designee will, within 24 hours, verbally notify the student's parents/guardian of the occurrence.

The building principal/designee, will within 5 business days after the occurrence, submit a written notification/report to the Superintendent/designee. The notification shall contain all the requirements and information as mandated by RSA 126-U:7,II, Notice and Record-Keeping Requirements.

II. A facility employee or school employee who uses restraint, or if the facility employee or school employee is unavailable, a supervisor of such employee, shall, within 5 business days after the occurrence, submit a written notification containing the following information to the director or his or her designee:

- a) The date, time, and duration of the use of restraint.
- b) A description of the actions of the child before, during, and after the occurrence.
- c) A description of any other relevant events preceding the use of restraint including the justification for initiating the uses of restraint.
- d) The names of the persons involved in the occurrence.
- e) A description of the actions of the facility or school employees involved before, during, and after the occurrence.
- f) A description of any interventions used prior to the use of the restraint.
- g) A description of the restraint used, including any hold used and the reason the hold was necessary.
- h) A description of any injuries sustained by, and any medical care administered to, the child, employees, or others before, during and after the use of restraint.
- i) A description of any property damage associated with the occurrence.
- j) A description of actions taken to address the emotional needs of the child during and following the restraint incident.
- k) A description of future actions to be taken to control the child's problem behaviors.
- l) The name and position of the employee completing the notification.
- m) The anticipated date of the final report.

The Superintendent/designee may develop a reporting form or other documents necessary to satisfy these reporting requirements.

Unless prohibited by court order, the Superintendent/designee will, within 2 business days of receipt of the notification required in the above paragraph, send by first class mail to the child's parent/guardian the information contained in the notification/report. Each notification/report prepared under this section shall be retained by the school for review in accordance with state board of education rules and the department of health and human services rules.

If a school employee has intentional physical contact with a student in response to a student's aggressive misconduct or disruptive behavior, the building principal/designee will make reasonable efforts to inform the student's parent/guardian as soon as possible, but no later than the end of the school day or the time of the return of the child to the parent/guardian, whichever is earlier. The building principal/designee will also prepare a written report of the incident within five business days of the incident. The report will include information required under RSA 126-U:7,V, Notice and Record-Keeping Requirements.

In any case requiring notification under paragraph IV, the school or facility shall, within 5 business days of the occurrence, prepare a written description of the incident. Such description shall include at least the following information:

- a) The date and time of the incident.
- b) A brief description of the actions of the child before, during, and after the occurrence.
- c) The names of the persons involved in the occurrence.
- d) A brief description of the actions of the facility or school employees involved before, during, and after the occurrence.
- e) A description of any injuries sustained by, and any medical care administered to, the child, employees, or others before, during, or after the incident.

#### G. Transportation: (RSA 126-U:12)

The school district will not use mechanical restraints during the transportation of children unless case-specific circumstances dictate that such methods are necessary.

Whenever a student is transported to a location outside the school, the Superintendent/designee will ensure that all reasonable and appropriate measures consistent with public safety are made to transport or escort the student in a manner which:

1. Prevents physical and psychological trauma;
2. Respects the privacy of the child; and
3. Represents the least restrictive means necessary for the safety of the child.

Whenever a student is transported using mechanical restraints, the Superintendent/designee will document in writing the reasons for the use of the mechanical restraints.

## **HAZING**

(School Board Policy # 5014)

No person associated with any organization sanctioned by the School District shall engage in or be associated with hazing, nor shall any such person participate in any secret fraternity or organization that is related to a District-sanctioned activity.

Student hazing means any act directed toward a student, or any coercion or intimidation of a student, to act or participate in, or submit to any act, when:

- 1) Such act is likely, or would be perceived by a reasonable person, as likely to cause physical or psychological injury to any person; and
- 2) Such act is a condition of initiation into, admission into, continued membership in, or association with any organization, even if the student willingly participates in the activity.

Hazing is further defined as an activity which recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation, admission, or affiliation with any organization sanctioned by the District.

“Endanger the physical health” shall include, but is not limited to, such physical acts as whipping, beating, branding, exposure to elements, forced consumption of food, alcohol, or drugs, or any forced physical activity, outside of that associated with acceptable athletic conditioning appropriate to the sport, that could adversely affect the physical health or safety of an individual.

“Endanger the mental health” shall include any activity which would subject the individual to mental stress such as sleep deprivation, exclusion from social contact, or any forced activity that would affect the dignity of the individual.

Students or employees who violate this policy will be subject to disciplinary action up to and including expulsion for students and termination for employees. All incidents of hazing should be reported to school authorities. The Superintendent/designee shall report to local law enforcement officials incidents of reported hazing to which he/she has knowledge.

## **STUDENT RELEASE PRECAUTIONS**

(School Board Policy # 5050)

All school personnel are to be instructed to refuse requests for students to leave the school grounds once they have come to the school or have been deposited there from the school buses or other vehicles. Students shall not leave the school grounds from the time they arrive until the time of their departure for home except as follows:

- a. Permission for schools or grade levels has been granted by the Superintendent/designee.
- b. Permission has been granted by the parents/guardians and approved by the Principal/designee, unless the student is eighteen years or older.

Any student being released during the school day must be released through the school office when he/she leaves and must report to the office when he/she returns, except that students who are ill may also be released through the Nurse's office.

Students traveling on school buses to school-sponsored activities will return from the activity on the bus unless released to their parents/guardians, or authorized in writing by their parents or guardians to travel home with someone else.

## **DISTRIBUTION OF PRINTED MATERIALS**

(School Board Policy # 5075)

One of the strongest links of communications between the District and the public is the pupil in the classroom.

The school administration shall take reasonable steps to ensure that the use of students as couriers is limited to carrying information about the school system, or a particular school, except as specifically provided in the following paragraph. School information may include publications, newsletters, notices, or other printed matter published under the name of the District, the individual school, or the recognized parent/teacher group.

Students may serve as couriers for information generated by non-school organizations, subject to the following conditions: (1) the information clearly states that it is not school-sponsored, (2) the information/activity is student-related, (3) the School Board, or the Superintendent, reserves the right to refuse any request for distribution of such information, on a case-by-case basis, and (4) the distribution of such information is subject to prior approval by the Superintendent or his/her designee.

Information published by the District, individual school, employee organizations or unions, recognized parent/teacher groups, or non-school groups which advocates a particular position on bond issues, political matters, labor relations issues, or District budgets will not be distributed through the use of students as couriers.

## **FUND RAISING ACTIVITIES**

(School Board Policy # 5080)

All fund raising activities involving the student body and/or teaching staff must be approved by the Principal.

Contributions shall be on a voluntary basis.

## **NATIONAL COMPETITION DONATION GUIDELINES**

(School Board Policy # 5100)

### **1. Introduction**

The Milford School Board encourages individual students and school sponsored student groups to enter state competitions, and to then enter national competitions when eligible based on the results of the state competitions. The Board may authorize partial funding by the District for the expenses associated with national competitions according to the following guidelines. The remaining costs to attend the national competition need to come from team fund-raising or through personal funding. The Board specifically reserves the right to fund more or less than the amounts indicated by the guidelines depending on budgetary constraints or other factors that may be considered at the time of request. The Board reserves the right to provide no funding at its sole discretion.

## **2. General Guidelines**

The Board will authorize District funding of \$500 per team or group, or 10% of the total eligible costs needed to be raised, not to exceed \$1500.00, whichever is higher. In no case shall the donation exceed the total expected cost of the trip.

## **3. Eligible Expenses**

Expenses that are eligible for consideration include transportation costs, meals expense, overnight accommodations, competition entrance fees, and other related expenses. Costs for reasonable and educational side trips may be included. For example, if the national competition is being held in Washington D.C., then costs for additional day(s) to visit the Smithsonian would be eligible, while costs for an extra day to go to an amusement park would not be eligible.

Eligible costs are only those that are associated with team or group members, their coaches or leaders, and a reasonable number of chaperones. The appropriate number of chaperones may vary depending on the type of the trip, the location of the trip, and the age group of the student participants. Costs for parents, siblings, relatives, or friends who also choose to go on the trip are not eligible for consideration.

## **4. Request Format**

Requests for donations towards trip expenses shall be submitted in writing to the Superintendent, who will then present it to the Board. The request shall provide a brief overview of the trip listing the itinerary, including any side trips. There shall be a trip budget that details the expected costs for the various categories of expense. The names of the eligible people and their roles shall be included.

# **AVAILABILITY AND DISTRIBUTION OF HEALTHY FOODS TO STUDENTS**

(School Board Policy # 5110)

The School District will support the availability and distribution of healthy foods and beverages in all school buildings during the school day.

The school day, in accordance with the Competitive Foods Standards, is defined as midnight prior to the start of school until thirty minutes following the conclusion of the school day\*.

Reimbursable meals are defined as food and/or beverages that are distributed/sold to students through the USDA school meals programs for breakfast and lunch.

Competitive foods are defined as ready to eat foods found in vending machines, snack bars, a la carte, fundraisers, school parties, and any other food and/or beverage distributed/sold to students on the school campus during the school day.

The Superintendent/designee is responsible for ensuring that all foods and beverages distributed within the District meet nutritional standards established by state and federal law relative to: (1) nutrient density; (2) portion size; and (3) nutrition targets, as defined in pertinent law.

Exceptions to the Standards:

1. In accordance with the NH Department of Education waiver, Principals may designate a total of nine days throughout the school year in which bake sales may be held during the school day in which foods that are sold are outside the nutrition standards.
2. Principals and teachers will promote the celebrations of holidays and birthdays with foods that meet the nutritional standards through school handbook information, newsletters, and distributions to parents and students.

The Superintendent/designee is responsible for implementing developmentally appropriate opportunities to learn food preparation skills that support nationally recognized research-based nutrition standards. The Superintendent/designee will provide information annually about the policy to the school community.

**\*Conclusion of School Day for Each School:**

High School:	2:12PM
Sage School:	2:00PM
Middle School:	2:10PM
Heron Pond:	3:00PM
Jacques School:	2:45PM

## **USE OF SCHOOL FACILITIES**

(School Board Policy # 6005)

### **I. General Information**

**A. Policy:**

It shall be the policy of the Milford School Board to make school facilities available for use by the general public whenever possible provided the group or organization meets the requirements as outlined below.

The use of school facilities for the purpose of advertising and/or promoting a private enterprise or providing services for students and/or faculty members for a non-school sponsored activity is permitted upon approval of the School Board/designee.

**B. Procedures For Application:**

1. Individuals or groups interested in using or renting school facilities shall contact the relevant School Principal's office for scheduling arrangements.
2. Reservations shall be made at least two weeks, but not more than four months, in advance of the date required. Exceptions may be made for annual events as determined by the Superintendent/designee.
3. Should school equipment be requested, the Principal/designee shall be informed at the time of initial request. School personnel may be required to be present at the event to supervise the proper use of the equipment. If it is deemed necessary that other school personnel be present to supervise the proper use of school equipment, their service will be billed to the renter. Additionally, there may be a fee associated with equipment use.
4. Once the request is approved by the Principal/designee, the applicant shall obtain the contract from the Superintendent's office.

5. Should kitchen or kitchen equipment be requested, the school kitchen manager or Windows on West Street chef must be contacted at the time of the initial request by the applicant. If kitchen or kitchen equipment is to be utilized, a food service employee will be required to be present.
6. Should the anticipated attendance for the event be greater than two hundred fifty (250) people, at one time, the applicant may be required to contact the Milford Fire Department to determine if crowd control measures are required. The cost, if any, for this will be borne by the applicant and will be billed by the Town of Milford to the applicant. Applicant chaperones may be required to complete Crowd Manager Training as required by the New Hampshire Fire Marshall.
7. The applicant shall attach insurance certificates, naming the Milford School District as an additional insured, to the rental contract prior to the authorization of the activity. See Section III for coverage requirements.
8. Applicants may request a waiver of fees, attached to the rental contract, for review and approval by the Superintendent/designee.
9. Rental contracts are not recognized as authorized until the Superintendent/designee has approved the request by signing the rental contract, a copy of which will be forwarded to the requester. Mere submittal of a rental request does not constitute approval.
10. The applicant shall confirm the reservation with the Principal/designee twenty-four (24) to seventy-two (72) hours prior to the activity to be sure that there is no conflict with school activities, recognizing that school activities may take priority (see Section II A1) even after rental contracts have been approved by the Superintendent/designee.
11. The Superintendent/designee shall have the authority to cancel facilities use due to unanticipated conditions. The schools do not assume the responsibility of contacting groups when such closures occur.

## **II. Regulations**

### **A. Availability of School Facilities:**

1. Priorities for Usage:
  - a. School-sponsored events.
  - b. Education-related (extension course, adult education, etc.).
  - c. Milford Groups not associated with the School District.
  - d. Out-of-Town Groups.
2. Except during organized events being held on the track and/or football field, the two outside lanes of the High School track are available for community use. Exceptions to such community use will be made in the interest of public safety.
3. Rentals will be accepted as long as they do not conflict with cleaning and maintenance schedules
4. Rentals will be accepted over school holiday breaks only if a Buildings and Grounds employee is willing to be on duty.

**B. Oversight:**

1. Adequate use of chaperones will be required at all activities involving children. The name(s) and contact information of chaperone(s) shall be provided on the rental contract.
2. All groups will be restricted to the areas designated in the Rental Contract.

**C. Specific Prohibitions:**

1. All decorations must be of fireproof materials as required by the Coconut Grove Fire Law. Open flames such as candles or sterno are prohibited. Pyrotechnics are prohibited.
2. Illegal games of chance are not allowed.
3. There will be no alcoholic beverages and/or smoking in any school building or on school property.
4. Only non-toxic biodegradable, non-phosphate cleaners may be used for car washes held on school property. Engine, undercarriage, and transmission washing is prohibited. Water is to be directed toward permeable, vegetated areas and away from impermeable paving and storm drains.
5. Football, baseball, softball, or soccer cleats are not to be worn on the High School track. The only cleats permitted on the High School track are running or track cleats.
6. Renters of school fields will insure that the use of loudspeakers/music systems are respectful of neighbors. When school systems are available the use of non-school exterior audio systems shall be prohibited.

**D. Other Conditions:**

1. The school reserves the right to operate any concession.
2. If any damages and/or excessive clean up costs occur, the organization will be billed accordingly.
3. The Superintendent/designee will consider exceptions to these rules and regulations on an individual basis upon written request. The Superintendent/designee shall have the authority to deny the rental of facilities for any purpose deemed to be unsafe, or an overuse of school facilities, or for groups who have caused damage to school facilities in the past.
4. The School Board reserves the right to deny the rental of facilities to any group or organization.

**III. Insurance Requirements**

- A. The following insurance requirements must be fulfilled before the Rental Contract of a school building for public use is accepted:

1. The renter shall purchase liability insurance to protect the Milford School District and its employees from claims for personal injury in an amount of coverage totaling \$1,000,000. per occurrence. The amount and type of insurance may be adjusted by the Superintendent/designee should it be deemed necessary.



2. The renter shall obtain workers' compensation insurance to protect the Milford School District from injury claims stemming from the renter's own employees on duty on Milford School District property during the term of the rental. Policy limits shall be in the amounts required by statute.
3. The Milford School District shall be named as Additional Insured for the activity under each policy.
4. Renters are responsible for personal injuries to persons attending the activity.

#### IV. Rental Fees and Related Costs

- A. The following fee schedule is for the rental of school facilities to for-profit organizations and for out-of-town individuals and organizations, (whether for profit or not):

1. Rental of Facilities

RENTAL AREA	STANDARD FEE
	(daily rates for periods of up to 12 hours)
High School Cafetorium	\$100.00
High School Gymnasium	\$100.00
High School Library	\$100.00
High School / Middle School Athletic Complex:	
Soccer Field	\$200.00
Softball Field	\$200.00
Football Field	\$300.00* see B. below for other costs.
Track	\$300.00* see B. below for other costs.
Middle School Cafetorium	\$100.00
Middle School Gymnasium	\$100.00
Middle School Library	\$100.00
Bales Gymnasium	\$100.00
Jacques Multi Purpose Room	\$100.00
Jacques Field	\$200.00
Heron Pond Gymnasium	\$100.00
Heron Pond Library	\$100.00
Heron Pond Cafetorium	\$100.00
Heron Pond Field	\$200.00
Classrooms	\$100.00
Computer Labs	\$100.00
Kitchen Area - Prepared Meal	\$50.00
Kitchen Area - Catered Meal	\$50.00
Windows on West Street – Prepared Meal	\$50.00
Windows on West Street – Catered Meal	\$50.00
Concession Stand	\$50.00

- B. All individuals and organizations using the High School football field and/or track will be subject to the following charges:
1. Buildings & Grounds staff as determined by the Superintendent/designee - Actual Hourly Rate
  2. Track/Football Field Lights - \$75.00 per hour

C. School Personnel Fees

1. Buildings & Grounds Staff

- a. The Superintendent/designee may require a buildings and grounds staff member to be present during indoor activities which are scheduled for times when a buildings and grounds staff member is not on duty, as well as for outdoor activities which require the use of indoor bathrooms. For High School football field and track use, see B. above. The Milford School District will pay for these services and then bill the renter at a rate not to exceed the actual cost to the District. Any expense is in addition to rental fees.
- b. If a buildings and grounds staff member not on duty is required, the Superintendent/designee will determine the hours and chargeable time appropriate for the activity.

2. Food Service/Windows on West Street

The Superintendent/designee will require a food service or Windows on West Street staff member, or a trained individual, to be present for any and all use of the school kitchen facilities. The Superintendent/designee will determine the hours and charges appropriate for the activity.

3. Other School Personnel

If the Superintendent/designee deems it is necessary that other school personnel be present to supervise the proper use of school equipment, their service will be billed to the renter.

D. Other

1. The above fees and/or requirements may be waived by the Superintendent/designee on a case by case basis. Requests must be made in writing to the office of the Superintendent.
2. All renters of school facilities are responsible to leave the facilities in at least the same condition as received. The Milford School District reserves the right to bill renters for damages to facilities and equipment and to deny future use of school facilities.

## **USE OF SCHOOL-OWNED EQUIPMENT**

(School Board Policy # 6015)

The School Board shall permit school equipment, excluding power tools and motorized vehicles, to be loaned to individuals or groups when reasonable and appropriate, and does not impede the educational process. The Superintendent/designee shall develop a written agreement to be completed by the borrower ensuring that equipment is returned in the same condition in which it was borrowed. Said agreements will specify the borrower's safety, liability and financial responsibility for the borrowed equipment.

The District reserves the right to deny any equipment from being borrowed when it sees fit. This policy does not apply to District owned computer equipment, such as computers and printers. Use of District-owned computer equipment is addressed in policy 6030.

## **EMERGENCY MANAGEMENT PROTOCOL**

(School Board Policy # 6010)

In the event of an emergency that threatens the safety of students and staff, the procedures followed will be those of the Emergency Management Plan.

1. The Principal/designee shall take immediate steps in accordance with the building level emergency plans to ensure the safety of staff and students.
2. The Principal/designee shall contact the Superintendent of Schools.
3. A threat assessment will be conducted by police, fire, and school officials.
4. Appropriate action with students and staff will be determined by the Superintendent of Schools/designee resulting from that assessment.
5. The Superintendent of Schools shall notify the School Board Chairman and arrangements will be made to notify remaining Board Members.
6. Approval to resume regular school functions rests with the Superintendent of Schools/designee.

## **FIRE DRILLS/EVACUATION OF BUILDING**

Ten evacuations of each building will be conducted each school year.

Teachers are responsible to close the door after the last student has left the area. It is suggested teachers carry rank books with them during the drills.

## **USE OF VIDEO SURVEILLANCE ON SCHOOL PROPERTY**

(School Board Policy # 5010)

The School Board authorizes the use of video surveillance equipment on District property in order to ensure the safety and welfare of all students, staff, and visitors on District property and to safeguard District facilities, grounds, and equipment. The Superintendent/designee will approve appropriate locations for surveillance equipment, though such devices are not to be placed, under any circumstances, in bathrooms and locker rooms.

Signs shall be posted in school buildings to provide notice that cameras may be in use. Parents and students may also be notified through student/parent handbooks.

Students will be held responsible for violations of school rules should they be recorded on surveillance cameras. Recordings containing evidence of a violation of school rules and/or state or federal law shall be retained until the issue of the misconduct is no longer subject to review or appeal as determined by the Superintendent/designee. In cases where violations are being

investigated, the following may review the recordings after being expressly authorized by the Superintendent/designee:

- Superintendent/designee
- Business Administrator
- Building Administrator
- Director of Buildings and Grounds
- Law Enforcement Officers
- Parents

In the event the recording is used as part of a disciplinary proceeding, such recording may become part of a student's educational record. Should the parents/guardians wish to view the recording as part of a subsequent disciplinary hearing, the Superintendent/designee shall take steps to ensure that the privacy rights of others, whether involved in the disciplinary incident or not, are protected. In general, the District shall retain video recordings until they are erased either through routine deletion or by copying over with a new recording.

## **BUILDINGS AND GROUNDS MANAGEMENT**

(School Policy 2305)

### **1. Insurance Program**

It is the policy of the District that all the property and personnel of the District shall be covered by a comprehensive plan of insurance including casualty, liability, fire insurance, etc.

In setting the amount of coverage, the Board shall follow wherever possible, the recommendations of the insurance underwriters.

The Board shall periodically invite bids for its insurance program on the basis of specifications provided by the Superintendent/designee.

### **2. Safety**

It shall be the policy of the Board to take every reasonable precaution for the safety of the students, employees, visitors, patrons, and all others having business with the District. The Board believes that safety is important to everyone concerned with the schools not only as a protective measure during school hours, but also as an instructional means of developing an appropriate mode of behavior to minimize accidents at all times.

Each Principal is responsible for the supervision of the safety program for his/her school, and the supervisor of the safety program for the entire District is the responsibility of the Superintendent/designee.

Each Principal, with the Director of Buildings and Grounds and Lead Custodian, shall periodically conduct safety inspections of the school and grounds and submit reports to the Superintendent of Schools or designee. Reports shall be submitted to the School board when appropriate or upon request.

Unsafe conditions shall be reported to the appropriate contact at each school immediately. If the conditions present an immediate threat to the safety of staff, students, or the public, the person notified will take reasonable steps to prevent injuries until the appropriate personnel arrive. All injuries reported as a result of slip, trip, and fall related incidents will be documented in the Slip, Trip, and Fall Log kept at the Superintendent's Office. Each incident will be reviewed by the Principal and forwarded to the SAU for entry into the log. The log itself will be

reviewed, at least quarterly, by the appropriate Principal/designee, building and grounds supervisor, and/or the Joint Loss Management Committee (JLMC).

**3. Security**

The Director of Buildings and Grounds after consultation with the Building Principal, shall be responsible to establish and maintain a procedure which will assure building security after regular school hours.

**4. Cleaning Programs**

An effective cleaning program is important to prevent deterioration of the school buildings and grounds. It is the responsibility of the Director of Buildings and Grounds to coordinate an efficient cleaning program.

**5. Repairs**

It is the policy of the Board that the Business Administrator shall prepare and keep up to date with the Director of Buildings and Grounds in consultation with Building Principals, a continuous program of repairs and maintenance of buildings and grounds. Each year prior to the preparation of the budget, the Business Administrator shall submit to the Superintendent a recommended program of repairs and maintenance for the next fiscal year. Upon adoption and financing of this annual program, he/she shall proceed with plans and specifications for all projects requiring public bidding of contracts and with the program of work on all other items.

**6. Emergency Repairs**

Should an emergency occur which might endanger the safety of students and/or employees or impair the functioning of the school, the Building Principal shall notify the Superintendent who will assume the responsibility for initiating proper action.

**7. Air Quality on School Property**

The Superintendent/designee shall establish procedures to eliminate and/or minimize the effect of emissions from buses, cars, and other motorized vehicles upon students and school employees. Anti-idling and clear air measures established by state and federal environmental services shall be taken into account.

The Superintendent/designee shall make a good faith effort to evaluate physical conditions that can impact indoor air quality, including general cleanliness, ventilation, moisture control, and chemical use and storage. A checklist developed by the Department of Education shall be completed and filed annually with the Department. The Superintendent/designee who has conducted said report under RSA 200:11 shall be immune from civil liability.

## **STUDENT TRANSPORTATION MANAGEMENT**

(School Board Policy # 2315)

**1. Contracted Services**

Student transportation to and from school is provided through contracted services in accordance with bid specifications. The Superintendent/designee is responsible for the preparation of the specifications for contracted transportation services and to have the services put out to bid. All contracted buses shall be maintained and inspected as required by the laws and rules of the State of New Hampshire.

**2. Scheduling and Routing**

The scheduling and routing of the contracted buses is the responsibility of the Business Administrator/designee. Each year, prior to the opening of school, he/she shall meet with the

contractor to determine the routes and time schedules, taking into consideration primarily the safety and well-being of the students. He/she will also coordinate for scheduling of buses with the opening and closing of all schools to obtain maximum efficiency in the use of the buses. Pupils attending private schools, up to and including the twelfth grade, shall be entitled to the same transportation privileges within the District as are provided for pupils in public schools. The final determination of schedules and routes shall be vested in the School Board through the Superintendent/designee.

The Milford School District provides student transportation in accordance with the laws and rules of the State of New Hampshire. Kindergarten students are provided transportation to school for the morning program and from school for the afternoon program; mid-day transportation is the responsibility of the parent(s)/legal guardian(s). Full Day students through grade 5 are provided transportation to and from school. Students in grades 6 through 12 who live at least one and one half (1 ½ ) miles from school are provided transportation to and from school.

Kindergarten, Readiness, and first grade students may not be discharged from afternoon buses unless:

- Child is met by a parent or guardian;
- Child is to be met by another adult when a parent/guardian has provided signed, written instruction;
- Child is released with or met by an older sibling (2<sup>nd</sup> grade and above) when a parent/guardian has provided signed, written instruction;
- A parent/guardian has provided signed, written instruction that the child is to be released to walk to his/her destination alone from the bus stop;

Any person meeting a Kindergarten, Readiness, or first grader who is not known to the bus driver may be required to show identification to the driver.

### **3. Use of Bus Video/Audio Recorders**

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

Notification of such recordings is hereby established in this policy. The superintendent/designee will ensure that there is a sign prominently displayed on the school buses informing the occupants of the school buses that such video and audio recordings are occurring.

The Superintendent is charged with establishing administrative procedures to address the length of time the recording is retained, ownership of the recording, limitations on who may view and listen to the recording, and provisions for erasing or destroying the recordings.

All recordings shall be retained for a period not to exceed ten (10) days, unless the Superintendent determines that the recording is relevant to a disciplinary proceeding.

Recordings may be reviewed only by the following persons and only after expressly authorized by the Superintendent/designee.

- Superintendent/designee
- Business Administrator
- Building Administrator
- Law Enforcement Officers
- Transportation Contractor Official
- Parents

Parents of a student against whom a recording is being used as part of a disciplinary proceeding will be permitted to listen to the recording.

In the event a video recording is used as part of a student discipline proceeding, such video may become part of a student's educational record. Should the parents/guardians wish to view the video recording as part of a subsequent disciplinary hearing, the superintendent/designee shall take steps to ensure that the privacy rights of other students on the bus, whether involved in the disciplinary incident or not, are protected.

#### **4. Transporting Ill Students**

It is the responsibility of the parent to provide transportation for children sent home because of illness. In instances when a parent or legal guardian is not available to provide transportation for an ill child, a person or persons duly authorized by the parent or legal guardian may transport the child.

#### **5. Emergency Transportation**

When an immediate response is needed, particularly when time is of the essence, transportation will be at the discretion of the Building Principal/designee. If a student requires transportation by ambulance, the cost of the ambulance service will be the responsibility of the parents.

#### **6. Use of Private Vehicles to Transport Students**

6.1 District employees who are not employed primarily to transport students may drive students to and from school-related functions only during regular school hours in a district-owned or private vehicle only with the prior written permission of the Superintendent/designee and only if employees are not reimbursed for any associated expenses. District employees including paid coaches, officials and advisors, may not drive students before or after regular school hours unless they meet the requirements of federal and state regulations and other applicable school district policies, as well as receive prior written permission of the Superintendent /designee.

Individuals requesting permission of the Superintendent/designee must submit the following with their written request:

1. An insurance certificate indicating current automobile insurance coverage limits of not less than \$100,000 per person, \$300,000 per accident liability; \$100,000 property damage; and \$5,000 medical payments. The certificate must clearly indicate that the vehicle that will be utilized in the transport is covered on the policy. In lieu of a certificate of insurance, an insurance policy declaration page containing this information is acceptable.
2. A written acknowledgement signed and dated by the employee, and the owner of the insurance policy if the policyholder is not the employee, indicating the employee/policyholder fully understands that by NH law, their insurance is primary.
3. Valid operator's license for each person who will be driving.
4. Valid registration for the vehicle to be utilized in the transport.
5. Proof of current inspection of the vehicle to be utilized in the transport.
6. Written permission of the employee's principal or supervising administrator.
7. Permission may be requested for a series of events and/or for like reasons over an extended period of time.

6.2 Except as provided in Section 6.1 above or in cases of emergency, individuals not specifically contracted by the district to transport students, including but not limited to private citizens; parents/guardians; students; unpaid coaches, officials and advisors; and volunteers who provide transportation to and/or from school, field trips, athletic events, or any school function whatsoever, without the prior written authorization of the Superintendent/designee, do so at their own risk, expense, and liability.

Individuals requesting permission of the Superintendent/designee must submit the following with their written request:

1. Documentation that a criminal records check has been completed.
2. An insurance certificate indicating current automobile insurance coverage limits of not less than \$100,000 per person, \$300,000 per accident liability; \$100,000 property damage; and \$5,000 medical payments. The certificate must clearly indicate that the vehicle that will be utilized in the transport is covered on the policy. In lieu of a certificate of insurance, an insurance policy declaration page containing this information is acceptable.
3. A written acknowledgement signed and dated by the employee, and the owner of the insurance policy if the policyholder is not the employee, indicating the employee/policyholder fully understands that by NH law, his/her insurance is primary.
4. Valid operator's license for each person who will be driving.
5. Valid registration for the vehicle to be utilized in the transport.
6. Proof of current inspection of the vehicle to be utilized in the transport.
7. Written permission of a parent/guardian of each student being transported, except the individual's own children, indicating the following:
  - a. Student's name
  - b. Student's address and home phone number
  - c. Dates of transportation
  - d. Departure and destination locations
8. Permission may be requested for a series of events and/or for like reasons over an extended period of time.

No student shall be sent on school errands using any automobile.

## **DISTRICT TRAVEL REIMBURSEMENT**

(School Board Policy # 2335)

Upon approval from the Superintendent/designee, permission shall be granted to employees to travel at District expense on school business. The Superintendent shall establish procedures for reimbursement in order to insure efficient practices.

### **A. Definitions:**

**In-District Location:** any location within the town of Milford to which employees travel to conduct business on behalf of the School District.

**Temporary Place of Business:** a location outside the town of Milford to which employees travel to conduct business on behalf of the School District.

### **B. Mileage Reimbursement:**

Any employee wishing to be reimbursed for mileage expenses incurred under this section must complete a Monthly Request for Travel Reimbursement Form (T2A) containing a compilation of expenses incurred. Requests for mileage reimbursement shall be submitted in a timely fashion, and no later than the conclusion of the fiscal year.

Travel reimbursement for use of private transportation is at the rate established by the Internal Revenue Service and shall be subject to the following conditions:

### **Non-Reimbursable Expenses**



- **Commuting Expenses:** No employees shall be reimbursed for the cost of traveling between home and any in-district location, unless such reimbursement is allowed as part of a negotiated agreement with a bargaining unit.

### Reimbursable Expenses

- **Limitations:** All mileage expense reimbursement shall be limited to the direct travel distance between two locations.
- **In-District Locations:** Employees may be reimbursed for mileage expenses incurred traveling between two in-district locations to perform school district business. The Superintendent/designee shall maintain and disseminate a chart showing the mileage between the various schools and school-related facilities.
- **Temporary Place of Business:** Employees may be reimbursed for mileage expenses incurred traveling between an in-district location and a temporary place of business to perform school district business or between their home and a temporary place of business to perform school district business as follows:

The District will pay mileage reimbursement for the lesser of the following:

- Miles traveled from an employee's place of work to the temporary place of business and back.
- Miles traveled from an employee's home to the temporary place of business and back.

For mileage reimbursement, employees shall attach a printout of the directions and trip distance to support all out-of-district travel.

### **C. Conferences, Seminars, Workshops:**

Upon approval from the Superintendent/designee, permission shall be granted to employees to attend work-related conferences, seminars, or workshops at District expense.

Any employee wishing to be reimbursed for expenses incurred under this section shall complete a Travel Approval/Reimbursement Form (T1/T2) and submit it, for approval using the following procedure:

1. **Prior to Travel:**  
Complete part A of the Request for Travel Approval/Reimbursement Form (T1/T2), and the estimated expense column prior to the meeting date. Submit to your Principal or immediate supervisor for approval and signature. The Principal will forward to the SAU for the Superintendent/designee's pre-approval. When pre-approved, the T1/T2 form is returned to the employee. Travel that has not been pre-approved may not be eligible for reimbursement.
2. **After Travel:**  
Complete the actual expense column on the T1/T2 form after the event, attach receipts, and the certificate of attendance, and forward to the SAU for final approval and payment. This shall be completed within sixty (60) days following the event or reimbursement may not be granted.
3. All receipts must be original, itemized receipts from the hotel, restaurant, or other venue. Credit card receipts alone, without itemization, shall not be accepted. Receipts may not be shared – each individual must request his/her own receipt(s). If the meeting involved multiple days, employees are to complete an Itemized List of Costs form, as included in the

Professional Development Plan, and submit to the SAU along with the Request for Travel Approval/ Reimbursement Form (T1/T2).

4. Reimbursement for meals is capped at \$35 per person per day. Gratuities may be included in the meal reimbursement but shall not be reimbursed for more than 15% of the bill, unless a higher amount is automatically applied by the restaurant. This meal reimbursement shall only apply for meals and non-alcoholic beverages and shall not include incidentals, entertainment, or personal expenses.
5. For mileage reimbursement, employees shall attach a printout of the directions and trip distance to support all out-of-district travel. Mileage reimbursement for conferences and workshops is the same as mileage reimbursement in Section A (above).
6. Travel reimbursement forms shall not include any pre-paid expenses covered by the District. (eg. registrations paid in advance by purchase order)
7. If an employee chooses not to attend a District pre-paid, pre-registered workshop, s/he will be required to reimburse any costs incurred by the District.

## **PURCHASING**

(School Board Policy # 2330)

The Milford School District purchases supplies, equipment and services necessary to support its educational programs. The District is charged with the responsibility to provide the highest quality products and services at the optimum value and service level.

A successful purchasing program depends upon a partnership of the District's Business Office staff, the administration of each school and our suppliers of goods and services. The District and its vendors must share the following philosophy:

Every purchase must maximize the value of the District's resources through timely delivery of competitively priced, quality materials and services.

Only by working together will the District and its vendors assure mutually beneficial business relationships.

### **1. Purchasing Policy**

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

The School Board declares its intention to purchase competitively, without prejudice and to see maximum educational value for every dollar expended.

The School Board assigns the Superintendent the responsibility for implementing the purchasing policy. The primary objectives governing this responsibility are that all purchases fall within the framework of the policy and of the budgetary limitations, and that they be compatible with the approved educational goals and programs of the District.

Purchasing procedures consistent with appropriate local, state and federal statutes, and sound financial management will be developed by the Superintendent/designee.

The acquisition of supplies, equipment and services will be centralized in the District's Business Office, with the cooperation of the administration of each school.

**2. Cooperative Purchasing**

The Board, at its option, will join in cooperative purchasing with other school districts and the town, through the Board of Selectmen, to take advantage of lower prices for bulk purchasing and to reduce the administrative costs involved in bidding.

**3. Local Purchasing**

It shall be the policy of the school district to purchase locally, provided goods of equal quality, and at competitive prices, are available from local suppliers. The District is not required to purchase any item locally that can be secured at a saving to the school district from outside sources, nor shall he/she feel bound to purchase locally unless adequate service and delivery can be given by the local supplier.

**4. Bidding Requirements**

All contracts for, and purchases of: supplies, materials, equipment, and contractual services, for a single purchase order or for a related group of purchase orders, in the amount of \$1,500 or more will be based, when feasible, on at least two competitive bids or quotations.

All contracts for, and purchases of: supplies, materials, equipment, and contractual services, for a single purchase order or for a related group of purchase orders, in the amount of \$5,000 or more will be based, when feasible on at least three competitive bids or quotations unless waived by the School Board.

All contracts for, and purchases of supplies, materials, equipment, and contractual services for a category of items that in aggregate will result in anticipated total spending of \$10,000 or more during a school year, will be based, when feasible, on at least three competitive bids or quotations unless waived by the School Board.

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

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

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

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

The bidder to whom the award is made may be required to enter into a written contract with the district which may require bonding, security deposit, and retainer.

The Superintendent shall have the authority, on behalf of the School Board, to accept bids less than \$20,000.

## **DONATIONS**

(School Board Policy # 2329)

1. Purpose - The Milford School Board welcomes donations to the District. The purpose of this policy is to establish consistent guidelines for the acceptance and use of donated items.
2. Delegation to Superintendent - Except as noted below, the School Board delegates the responsibility for acceptance of donations, in accordance with the terms of this policy, to the Superintendent of Schools. This delegation includes the determination as to whether or not a specific donation is appropriate and / or useful and also includes the right to reject donations deemed unsuitable.
3. Exceptions - Contributions of equipment or services that may involve major costs for installation or maintenance, initial or continuing financial commitments from the District, or other contractual obligations shall be presented by the Superintendent of Schools to the School Board for consideration. Information about the contribution shall be presented, in writing, to the School Board at one meeting and voted on at a subsequent meeting no less than two weeks later.
4. Suitability and Use - Donations of all items shall be subject to the same standards of selection that govern similar purchased items. The use of donated items shall be subject to the same controls and regulations governing the use of other similar school-owned property.
5. Ownership - Upon acceptance, all gifts shall become the property of the Milford School District, who may dispose of such gifts at its discretion at any time.
6. Monetary Gifts - In lieu of specific instructions, the School Board shall determine the use of any monetary gifts, grants, or bequests.

## **PUBLIC SOLICITATIONS IN THE SCHOOLS**

(School Board Policy # 5085)

As a general policy there will be no solicitation within the schools for any purpose whatsoever. No commercial enterprise may be represented in the schools and there will be no sale of goods or services on the premises.

Requests for the exceptions to this rule must be submitted to the Superintendent/designee prior to implementation of the requested activity.

The Superintendent/designee reserves the right to grant exceptions. Examples of these exceptions include the following:

- A. Activities conducted by Dollars for Scholars for the purpose of raising funds for scholarships for graduating seniors.
- B. Parent-teacher organization membership activities.
- C. Private music lessons given on school property.
- D. Class insignia jewelry.

The purpose of this policy is to ensure maximum instruction time for teachers and students, and in no way reflects a negative attitude toward many of the very worthwhile civic and charitable activities sponsored within the community, either on a strictly local basis or as part of a regional, state, or national activity. The above does not apply when buildings are rented by an organization.

No funds will be solicited from school district employees on school property by organizations or individuals not employed by the school district or without prior approval.

## **FREEDOM OF ASSEMBLY/FREEDOM OF RELIGION**

(School Board Policy # 5096)

The Board recognizes that the United States Constitution's First Amendment imposes two equally important obligations on public schools.

First, schools shall not forbid students acting on their own from expressing their personal religious views or beliefs. Second, schools may not endorse religious activity or doctrine and students may not coerce participation in religious activity.

Students shall have the same right to engage in religious activities and discussion as they have to engage in other comparable activities. In general, this means that students may pray in a non-disruptive manner during the school day when they are not engaged in school activities and instruction, subject to the same rules as apply to other speech rights.

On each school day, before classes of instruction officially convene, a period of not more than 5 minutes shall be available to those who may wish to exercise their right to freedom of assembly and participate voluntarily in the free exercise of religion. There shall be no teacher supervision of this free exercise of religion, nor shall there be any prescribed or proscribed form or content of prayer.

## **NON-SCHOOL-SPONSORED TRIP**

(School Board Policy # 5097)

A non-school-sponsored trip is defined as an experience that involves students traveling outside of the community that is arranged within the school environment but is not sponsored by the school.

All non-school sponsored trips must be clearly identified as such at all student and parent meetings and on all trip related literature. Use of school facilities for the organization of such trips shall be in accordance with District policy. The District shall have no obligation to ensure that such trips will not infringe upon the regular attendance and education of its students. If such a trip results in the need for students to be absent from school, make-up work will be in accordance with school procedures. The District assumes no liability for non-school sponsored trips.

## **COURSE REIMBURSEMENT**

(For Teachers who have completed one year of service in the Milford School District)

1. Complete the "Request for Course Approval and Reimbursement" form PRIOR to taking course and give it to the Principal. The Principal will sign the form and submit to the Superintendent of Schools' Office for approval/disapproval.

2. Request will be reviewed by the Superintendent of Schools and the form will be returned to professional staff member indicating approval or disapproval of course.
3. Upon completion of course, fill out Part B of form "Request for Course Reimbursement" and submit to the Superintendent of Schools' Office accompanied by Transcript of Grade, Receipt of Payment, Statement of Current Cost per Credit charged by College/University.
4. Payment will be made in accordance with the procedures set forth in the Administrators'/Teachers' Master Agreements and the Milford School Board.
5. Forms are available only from the individual school offices and not from the Superintendent of Schools' Office.

## **EMPLOYEE USE OF SOCIAL MEDIA**

(School Board Policy 2297)

Employees are to be aware that they may face disciplinary action when an employee's use of personal social media involves any one of the following:

1. Interferes with, disrupts or undermines the effective operation of the School District;
2. Is used to engage in harassing, defamatory, obscene, abusive, discriminatory, threatening, or other similar inappropriate communications;
3. Creates a hostile work environment;
4. Breaches confidentiality obligations of School District employees; or
5. Violates the law, Board policies and/or other school rules and regulations.

### **A. Rules Concerning Personal Social Media Activity**

1. An employee's mention, discussion or reference of the Milford School Board, the Milford School District or the District's individual schools, programs, or teams on personal social networking sites are not official School District communications. Such communications are the personal views of the employee. An employee who does mention, discuss or reference the Milford School Board, Milford School District or the District's individual schools, programs, or teams is solely responsible for ensuring his or her views are not interpreted as official communications by the Milford School Board or Milford School District.
2. Employees are required to maintain appropriate professional boundaries with students. For example, on Facebook, absent a non-school relationship (e.g., relative, family friend, or personal friendship unrelated to school), it is not appropriate for a teacher or administrator to "friend" a student or otherwise establish special relationships with selected students through personal social media. It is not appropriate for an employee to give students access to personal postings unrelated to school.
3. Unless given written consent, employees may not imply that their site is officially associated with individual schools, programs or teams of the School District.
4. Employees are individually responsible for their personal communications through social media.

5. Employees are required to comply with all of the Board's policies and procedures with respect to the use of computer equipment, networks, or electronic devices when accessing social media sites. Any access to personal social media activities while on school property or using School District equipment must comply with those policies, and may not interfere with an employee's duties at work.
6. All communications through personal social media must comply with the School Board's policies concerning confidentiality, including the confidentiality of student information. If an employee is considering sharing information and is unsure about the confidential nature of the information, the employee shall consult with his/her Superintendent/designee prior to communicating such information.
7. Employees may not post a link to a personal social media page on the District's website or the websites of individual schools, programs or teams, or post District material on a social media site or webpage that may interfere with or disrupt the operation of the schools, is inappropriate, creates a hostile work environment, breaches confidentiality, or violates law and/or School Board policy.

## **B. Rules Concerning District-Sponsored Social Media Activity**

1. Employees must obtain the written permission of their Superintendent/designee In order to use social media sites as an educational tool, or to support co-curricular activities or programs of the School District.
2. If an employee wishes to use Facebook or other similar social media site to communicate meetings, activities, games, responsibilities, announcements etc., for a school-based club, activity, organization, or sports team, the employee must also comply with the following rules:
  - a. The employee must set up the club, as a group list which will be "closed" (e.g. membership in the group is limited to students, parents and appropriate school personnel), and "monitored" (e.g. the employee had the ability to access and supervise communications on the social media site).
  - b. When Facebook, or similar social media sites, is used as the social media site, members will not be established as "friends", but as members of the group list. When other social media sites are used, the employee will establish a similar parameter on the basis of the functionality of the social media site utilized.
  - c. Anyone who has access to the communications conveyed through the site may only gain access by the permission of the employee (e.g. teacher, administrator, supervisor or coach). Persons desiring to access the page may join only after the employee invites them and allows them to join.
  - d. Parents shall be permitted to access any page that their child has been invited to join.
  - e. Access to the page shall only be permitted for educational purposes related to the club, activity, organization or team.

- f. The employee responsible for the page will monitor it regularly.
  - g. The employee's supervisor shall be permitted access to any page established by the employee for a school-related purpose.
  - h. Employees are required to maintain appropriate professional boundaries in the establishment and maintenance of all such District-sponsored social media activity.
3. All communications through District-sponsored social media must comply with the School Board's policies concerning confidentiality. If an employee is considering sharing information and is unsure about the confidential nature of the information, the employee shall consult with his/her Superintendent/designee prior to communicating such information.
  4. Employees may not use District-sponsored social media communications for non-school private financial gain, political, commercial, advertisement, proselytizing, or solicitation purposes.
  5. Employees may not use District-sponsored social media communications in a manner that misrepresents views as those of the School Board, individual school or School District, or in a manner that could be construed as such.

### **C. Disciplinary Consequences**

Violation of the Board's policy concerning the use of social media or related administrative regulations may lead to discipline up to and including the termination of employment, consistent with state and federal law.

### **D. Definitions**

Social media includes, but is not limited to, social networking sites such as Twitter, Instagram, Facebook, LinkedIn, YouTube, and MySpace.

## **COMPUTER SOFTWARE AND HARDWARE POLICY**

(School Board Policy # 6030)

### **Personal Computer Equipment Use:**

The use of staff owned personal computers is permitted in the School District with prior reasonable notification of the Technology Director or designee. The use of staff owned equipment is subject to a yearly verification of the latest operating system patches and virus protection, which will be provided if needed. The systems will also be limited to Internet access with basic local network access, such as School web E-mail and Power School. The maintenance and repair of staff owned personal computers is the responsibility of the owner of the system.

Items that are restricted from use on the District wide networks are servers, networking equipment and non-licensed software.

The use of personal printers is allowed, however the maintenance, repair and troubleshooting related to the printer is the **sole** responsibility of the employee.



### **Computer Loan Program:**

The Computer Loan program has been established to aid staff members in their familiarization with the computers they will be using in their classrooms or workplace. This program will be available during the summer months, however, exceptions will be made during the school year if required as part of the staff members' daily activities. The staff member agrees to take responsibility for reasonable care and safekeeping of the computer during the term of the loan. Milford School District retains liability for maintenance or loss of the computer due to theft or catastrophe except if caused by negligence or willful actions of the staff member. In the event of loss or damage, the staff member agrees to cooperate fully with the District, its insurance agent and insurance carrier to provide complete information regarding the loss or damage. Staff member further agrees to refrain totally from using any software not provided in advance by the District and is responsible for becoming familiar with the operation of the equipment.

Before removing any hardware from the District, the staff member must fill out and sign the current hardware check out form available from the building Principal and receive signature authorization

from all those listed on the equipment check out form. The staff member also must agree to return the equipment by the designated time indicated on the equipment check out form. Staff members who use the computer during the school year will return the equipment before the end of the school year for updates and inspection.

### **District Provided Software for Home Use:**

There are a number of software licenses that allow for the dual use of software at home and school. Software ranges from anti-virus programs to office productivity suites. Given that certain restrictions may apply to the use of such software, staff members are encouraged to contact the Director of Technology for guidance.

### **Care for District Computers:**

Users of District computers are expected to respect the District's property and be responsible in using the equipment. Staff are to follow any District instructions regarding maintenance or care of the equipment. Staff members may be held responsible for any damage caused by the staff member's intentional or negligent acts in caring for district computers under the staff member's control. The District is responsible for any routine maintenance or standard repairs to district computers. A staff member is expected to timely and properly notify the District of any need for service.

Staff members are not to delete or add software to District computers without District permission. Due to different licensing terms for different software programs, it is not valid to assume that if permission is given to copy one program, then it is permissible to copy others. The use of non-licensed or "pirated" software is strictly prohibited.

## **ACCEPTABLE COMPUTER, NETWORK, AND INTERNET USE POLICY**

(School Board Policy # 2295)

The Milford School District offers students and staff access to various technologies and the Internet to use for teaching, learning or other school district business. The opportunity to use the network goes "hand in hand" with the responsibility to use computers and the Internet properly. Access is a

privilege, not a right, and that access requires responsibility. Safe and responsible use of the Internet and the devices that connect to it is a priority of the Milford School District.

For purposes of this policy, "user" means any person authorized to access the School District's computer systems or networks including, but not limited to, the Internet. Users are expected to demonstrate ethical behavior that is of the highest order when using technologies and when accessing the Internet for teaching, learning and other school district business. Users are also expected to follow all guidelines stated in this policy as well as any additional guidance provided verbally or in writing by IT staff, teachers or administration.

### **Use of the Internet**

Resources available on the Internet vary in quality and appropriateness for school purposes; therefore, it is important that all users make sure that Internet materials and information are school appropriate. Unlike other teaching and learning materials, the very nature of the Internet may not allow for the same formal selection processes for Internet resources as for textbooks and library resources, so the responsibility for appropriateness rests with users.

The use of the Internet by students is for research and other educational purposes as assigned by a teacher or related to school curriculum and activities. Within the guidelines of the Children's Internet Protection Act (CIPA), freedom of speech and access to information will be honored.

Activities not permitted include, but are not limited to:

1. Sending or displaying offensive messages or pictures ("If you cannot wear it on a tee shirt in school, it is not allowed on a District's computer screen");
2. Using obscene or offensive language;
3. Harassing, insulting, or attacking others online or any other behavior that can be considered cyberbullying;
4. Damaging or disabling computers, computer systems or computer networks;
5. Violating copyright laws;
6. Using others' passwords, name or accounts;
7. Trespassing in others' folders, work or files;
8. Engaging in illegal activities;
9. Hacking of any kind;
10. Soliciting or proselytizing for commercial ventures, political or religious causes, outside organizations or other non-School business related purposes;
11. Copyright infringement, loading or downloading non-licensed software applications like screensavers, games, graphics/multimedia utilities, etc. onto school computers;
12. Signing up for any promotions or catalogs and leaving messages or anything else on the Internet that requires your name or anyone else's name or other personal information and that is not related to legitimate school business.
13. Loading, downloading or accessing any content prohibited in an educational setting as determined by the Superintendent/designee.

## **Internet Safety**

The Children's Internet Protection Act (CIPA) and the Protecting Children in the 21<sup>st</sup> Century Act mandate specific strategies to foster safe and responsible use of technologies and to prevent adverse computer and Internet use by school-age children. The District will allow students and staff to access instructional resources and information from the Internet using District technologies and networks while protecting them from cybercrime and information inappropriate for minors. It will take the following steps to promote safe and appropriate online behavior:

1. **Internet Policy agreement**

This Internet policy will be provided in staff and student/parent handbooks and users will be required to agree to adhere to the policy annually with a signature on the staff and student handbooks and again, each time they sign onto the network by accepting the electronic acceptable use reminder.

2. **Content filtering**

The District will use a content filtering package prescribed by and compliant with CIPA to block obscenity, pornography and other sites deemed harmful to minors.

While the District will make every effort to choose and use appropriate filtering software, it recognizes that filtering is not 100% effective and cannot guarantee that all objectionable material will be blocked. The District also recognizes that the filter may block legitimate material that the student may access outside of school or perhaps not discover it at all.

3. **Supervision and monitoring**

Teachers and staff will monitor, within reason, the use of computers, other technologies and the Internet. During school, teachers will guide students toward appropriate materials. Administrators, or their designees, may review files and communications (including electronic mail) without notice to ensure that users are using the system responsibly. Users should not expect that files and information stored on devices, servers or disks are private.

4. **Instruction**

The District will develop and implement Information and Technology Literacy curriculum and instruction that promotes safe and appropriate online behavior including interacting with others through social networking websites, chat rooms and other forms of messaging, and cyberbullying awareness and response.

## **Policy Violations**

Any actions that might harm computer equipment, software, data, another user, or the Internet, or that show disregard for the proper procedures set up for network access will not be tolerated. Inappropriate use may result in limits or a suspension of the user's technology use or Internet privileges, disciplinary action, and/or legal action in accordance with the law, Board policy and administrative regulations. Further, any users of the School District's computer systems or networks who intentionally violate the District's policy and who intentionally damage the computer systems or network or misuse the Internet shall assume legal and financial liability for such damage.

## Milford School District Technology Property Check-Out Form

- This form is to be used when district staff uses school technology equipment away from school property.
- Read this document carefully before you sign. There are certain legal and financial obligations placed upon you when using district property away from school grounds.
- If you do not agree with any portion of this document, do not sign the document or remove school district technology equipment from district premise.

**Agreement:**

I assume full responsibility for the care and maintenance of the equipment I have listed on this form. Care is defined as returning the equipment free of marks, dents, cracks, scratches, or other physical damage. Maintenance is defined as using the equipment only for its intended purpose, observing proper operation procedure, supervising equipment to keep others from using the equipment, and assuming full financial responsibility for all equipment failure that may occur while the equipment is in my possession. If the equipment fails to perform in its normal fashion, I will contact the district office as soon as possible to arrange for repairs to be made. All repairs must be made by district technology staff or agents authorized by district technology staff.

For computer use: I agree not to install, uninstall, or copy any computer software to or from this computer. If computer virus software is included with my computer, I will maintain this scanning software while I use this computer. While the computer is in my possession, I will be the sole user of this computer and will not use the computer for financial profit.

For printer use: I agree to assume full responsibility for printing supplies of paper and ink (toner). School district supplies will be removed prior to check-out of the printer. I will consult with my building technology person about the proper ink and paper needs for the printer prior to printer check-out.

---

Item(s) I am checking out.

Item 1 Description: \_\_\_\_\_ Serial #: \_\_\_\_\_

Item 2 Description: \_\_\_\_\_ Serial #: \_\_\_\_\_

School Year Check out: I agree to return the technology equipment on the agreed upon date of \_\_\_\_\_.

Summer check out: I agree to return the technology equipment no later than two full weeks prior to the first day of teacher attendance for the next school year.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Building Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Director of Computer Technology Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**This form must be signed by employee, Building Principal, and Director of Computer Technology prior to check out of the technology equipment.**

# **SCHOOL PROPERTIES DISPOSAL PROCEDURE**

(School Board Policy # 6035)

The Board authorizes the disposal of capital items according to the following priority actions:

1. Sale of the items to the highest bidder through a process that is fair and in the best interest of the District.
2. Donation of items to Milford students and/or Milford residents.
3. Donation of such items to charitable organizations and schools.
4. Removal of items to the Milford recycling center, or other disposal methods used by the District.

Sale of real estate will be by the vote of the electorate of the School District at an annual or special School District meeting, and the revenue derived therefrom will be returned to the general fund to defray costs of current expenses, unless otherwise directed by the voters.

Fixed asset inventories will be amended to reflect changes in values through disposal.

## **COPYRIGHT COMPLIANCE**

(School Board Policy # 2296)

The School Board recognizes that federal law makes it illegal to duplicate copyrighted materials without authorization from the holder of the copyright, except for certain exempted purpose. Severe penalties may be imposed for unauthorized copying or using audio, visual or printed materials and computer software, unless the copying or using conforms to the "fair use" doctrine.

Under the "fair use" doctrine, unauthorized reproduction of copyrighted materials is permissible for such purposes as criticism, comment, news reporting, teaching, scholarship or research.

The District encourages its employees to enrich the learning programs by making proper use of supplementary materials. All District employees must comply with federal copyright laws, as well as publisher licensing agreements. Under no circumstances shall it be necessary for District employees to violate copyright requirements in order to perform their duties properly. The District cannot be responsible for any violations of copyright law by its employees.

Any staff member who is uncertain as to whether reproducing or using copyrighted material complies with the District's procedures or is permissible under the law should contact the Superintendent/designee. The Superintendent/designee will assist staff in obtaining proper authorization to copy or use protected materials when such authorization is required.

## **WELLNESS POLICY**

(School Board Policy # 2285)

The Milford School Board recognizes that there is a connection between good health and a student's ability to learn effectively. As such, and in conjunction with Healthy Hunger-Free Kids Act of 2010 (Pub. L. 111-296) and the State of New Hampshire *Minimum Standards for School Approval (Ed 306.02, Ed 306.04, and Ed 306.11)*, the Board is committed to a healthy school learning environment through nutrition education, physical activity, and the promotion of wellness at all school sites.

In order to support that goal, the Board shall establish a Wellness Advisory Committee. The charge to the Committee shall be to develop guidelines, recommend and monitor goals for nutrition education and physical activity, develop recommendations for all available foods on school sites, assure that school meals are not less restrictive than federal requirements, and establish a plan for measuring implementation of this policy. Committee membership shall include parents, teachers, students, and representatives from the School Board, administration, food services, and health services. Attempts will be made to ensure all buildings have some form of representation. The Committee shall report to the School Board in accordance with the School Board calendar, and this report shall be made available to the public on the district's website and in School Board minutes.

The Board supports efforts to implement nutrition education for all students and encourages the promotion of daily physical activity. The District shall ensure that reimbursable school meals meet the program and nutrition standards required by federal regulations. The Board encourages the development of guidelines for each school for the sale of beverages and snacks through vending machines and for the establishment of recommendations in areas such as school stores, student celebrations, and concession stands. The Board encourages the implementation of other reasonable and appropriate activities that support school wellness efforts.

The Board directs the Superintendent to develop procedures to implement this policy with consideration given to the recommendations of the Wellness Advisory Committee.

## **DAILY PHYSICAL ACTIVITY**

(School Board Policy # 2286)

The Board recognizes that developmentally appropriate daily physical activity, exercise and physical education are ways to minimize health risks created by chronic inactivity, childhood obesity, and other related health problems. The Board recommends that students and staff participate in developmentally appropriate physical activity and exercise for at least 30 to 60 minutes each day as a way to minimize these health risks. The Board recommends the following practices:

1. Encourage parents/guardians to support their children's participation in enjoyable physical activities, and recognize that parents/guardians act as role models for active lifestyles;
2. Support special programs such as student and staff walking programs, family fitness events, and events that emphasize life-long physical activity;
3. Integrate health and physical activity across the school curriculum;
4. Encourage student-initiated activities that promote inclusive physical activity on a school-wide basis;
5. Support adequate resources that include program funding, personnel, safe equipment, and facilities;
6. Provide professional development opportunities for all school staff that will assist them to effectively promote enjoyable and lifelong physical activity among youth, and that will assist school staff to recognize their influence as role models for active lifestyles;

7. Establish relationships with community recreation and youth sports programs and agencies to coordinate and complement physical activity programs;
8. Encourage physical activity recess periods; and
9. Support a tracking and evaluation method to ensure that all students are engaging in developmentally appropriate daily physical activity.

## **USE OF AUTOMATED TELEPHONE MESSAGING**

(School Board Policy # 2290)

The School Board authorizes administrative use of automated telephone messaging in order to expedite communications to parents and staff. In order to safeguard the privacy of parents and staff, use of this technology shall be limited to the following:

1. Non-emergencies such as the following: announcements of report card distribution dates, school sponsored Open House type events that affect either an entire grade or the entire school.
2. Emergency announcements such as the following: cancellation of school, delay of school openings, early dismissal of school, or bus delays due to mechanical breakdowns or accidents.
3. Under no circumstances shall the automotive telephone system be used as a marketing tool for political purposes or for private enterprise profit, including sales of yearbooks, class rings, and the like.
4. All other situations not addressed above shall be subject, when possible, to the approval of the School Board.
5. Activation of the system will be limited to those designated by the Superintendent. Each activation will require the approval of the Superintendent.

At all times, sensitivity to privacy and appropriateness will prevail.

## **COMMUNITY RESOURCES AND INVOLVEMENT**

(School Board Policy # 1012)

The School Board encourages the use of community resources to assist in furthering the educational programs of its schools. The Board expects that schools will encourage parent involvement at all age levels through parent educational activities and programs, frequent communication of both school and individual student performance and progress, and support for civic and business partnerships and collaboration. Schools shall work with community resources effectively to assist in advancing student knowledge and skills for success in preparing children for school, while in school, and transitioning to employment or further education.

## **SAFETY PROGRAM**

(School Board Policy # 2245)

The Superintendent will cause the formation of a Joint Loss Management Committee as required by RSA 281-A:64,III, and an Emergency Management Plan that conforms to the National Incident Command System.

The practice of safety shall be considered part of the instructional plan of the District by including age appropriate programs in traffic and pedestrian safety, driver education, fire prevention and emergency procedures.

Each Principal shall be responsible for the implementation and supervision of a safety program in his school. General areas of emphasis shall include, but not be limited to driver and vehicle safety, accident recordkeeping, facility inspection, fire prevention, traffic and safety issues, and emergency management.

The Principal shall be responsible for developing and implementing student safety procedures on school property and during school activities both on and off school grounds.



# MILFORD SCHOOL DISTRICT

SAU 40  
100 West Street  
Milford, NH 03055  
603-673-2202  
Fax 603-673-2237

**Robert Marquis**  
Superintendent of Schools

**Jennifer Burk**  
Business Administrator

---

## Milford School District District Wide Handbook – 2015-2016

The Milford School District Handbook is provided to you as a resource highlighting School Board policies and regulations that govern workplace operations and staff interactions with students, parents, and colleagues.

Common understanding of these documents is helpful in minimizing workplace misunderstandings and in working toward our collective goal of providing a high quality and personalized education for every Milford student.

PLEASE TAKE THE TIME TO READ THE HANDBOOK AND RETURN THIS FORM WITH YOUR DATED SIGNATURE TO YOUR SCHOOL OFFICE ACKNOWLEDGING YOU HAVE READ IT.

I, \_\_\_\_\_ (PRINT NAME) have read the Milford  
School District - District Wide Handbook.

\_\_\_\_\_  
(YOUR SIGNATURE)

\_\_\_\_\_  
(DATE)