

Policy Committee Agenda: 9/4/2019, 4:45 – 5:45pm, Rm. 102 - SRHS

1. Call to Order; Approval of Agenda

2. Approval of draft minutes, 6/5/19 meeting: Called to order at 5:00 PM in SAU17 Conference Room. In attendance Board members Pam Brown, Larry Heath, Pete Broderick, Asst. Principal Dawson, Superintendent Ambrose. Minutes of 5/29/19 meeting were approved without change. Committee reviewed and amended NHSBA drafts of five new policies, JJFL: GUIDELINES FOR PROPER SPORTSMANSHIP, JJJ: ACCESS TO PROGRAMS BY HOME SCHOOL STUDENTS, JKB: DETENTION OF STUDENTS, JLCH: DO NOT RESUSCITATE ORDERS and JRB: CONFIDENTIAL STUDENT INFORMATION. Also discussed was repeal of outdated policy JK: SUSPENSION AND EXPLUSION OF STUDENTS. The six policy changes discussed were agreed ready for 1st and 2nd reading at the Board's meeting on June 12.

3. Old Business

A. Action items (Attached - see below)

i) Revision to JJJ: ACCESS TO PROGRAMS BY HOME SCHOOL STUDENTS

ii) Replace BCA: CODE OF ETHICS with sample NHSBA policies BCA: BOARD MEMBER ETHICS, BCA-R: SCHOOL BOARD MEMBER ETHICS - ACKNOWLEDGMENT Form and BCB: BOARD MEMBER CONFLICT OF INTEREST.

B. Updates

i) Required (due last Fall): IHBA: Evaluation Requirements for Children with Specific Learning Disabilities (not linked in Manual), IKFA: Early Graduation (required, missing from Manual) , ILBA: High School Graduation Competencies , IMBC: Alternative Credit Options, IMBA: Distance Education. – Bob Dawson

ii) Tabled: JBAA: SEXUAL HARASSMENT, JBAA-R: SEXUAL HARASSMENT REPORT FORM, JICK: PUPIL SAFETY AND VIOLENCE PREVENTION (Bullying). – Dawson

iii) Tabled: JJF: STUDENT ACTIVITIES FUND MANAGEMENT, and related policies JJF-R, JJF-R E1 through E12. (M Croteau's) – Matt Angell

iv) DAF: ADMINISTRATION OF FEDERAL GRANT FUNDS & revision to related fiscal policies.- Angell

4. New Business

NHSBA's SPRING/SUMMER 2019 POLICY UPDATE (Attached – see below)

5. Public comment

6. Adjourn

JJJ: ACCESS TO PUBLIC SCHOOL PROGRAMS BY NONPUBLIC, CHARTER SCHOOL AND HOME-EDUCATED PUPILS - NEW

Statement of Policy:

All pupils residing in the District, whether they are home educated, or are attending public chartered school or nonpublic schools, shall have access to curricular courses and co/extra-curricular programs offered by the District in accordance RSA 193:1-c and these administrative regulations.

The District will comply with the provisions of RSA 193:1-c allowing pupils who attend nonpublic schools, charter schools or are home educated equal access to the District's curricular courses and co/extra-curricular programs. The District recognizes that any School Board policies regulating participation in curricular courses and co/extra-curricular programs, cannot be more restrictive for non-public, public chartered school, or home educated pupils than the policy governing the District's resident pupils.

Home-educated students participating in school programs will be expected to adhere to **academic requirements outlined in RSA 193-A and** the same **academic-co-curricular rules** and behavioral guidelines as students fully enrolled.

Related: See also Policy IHBG

Legal References:

RSA 193:1-c, Access to Public School Programs by Nonpublic, Public Chartered Schools or Home Educated Pupils.

RSA 193-A, Home Education

History:

Effective: Month DD, 2019

BCA: CODE OF ETHICS - REPEAL CURRENT SANBORN document:

Statement of Purpose

The Sanborn Regional School Board believes that all persons employed by the Sanborn Regional School District including members of the School Board and any appointed persons, regardless of their particular job or role, have special legal and ethical obligations ensuing from two distinct disciplines: government service and education. The governmental dimension of these responsibilities imposes duties inherent in public service including the promotion and protection of public trust and confidence, avoidance of conflicts of interest and appearances of impropriety, as well as careful and informed management of the public funds. These duties must at all times guide the conduct of all employees who serve the School District.

The educational responsibilities of each employee require that the educational and developmental interests of students must be of the highest priority. Employees should conduct themselves in a manner that promotes and supports the development of good character by teaching, enforcing, advocating and modeling ethical principles.

Statement of Policy

CORE PRINCIPLES

The first and greatest concern of the district shall be to promote the School District's mission to work in partnership with the community to educate all learners in a safe environment. The School District is committed to providing individuals with opportunities to develop the skills necessary to become responsible citizens who are capable of pursuing knowledge independently and making well-informed decisions. Employees are expected to acknowledge and accept responsibilities stated in this Code and interpret and to apply them so as to create an environment that fosters public and collegial trust, personal and institutional integrity, high levels of competence and accountability and a positive atmosphere characterized by integrity, fairness, respect and caring. As such, in carrying out the functions of their position, all employees are expected to:

- a. Be honest;
- b. Treat all persons with respect;
- c. Take responsibility and demonstrate accountability for their actions;
- d. Strive to be fair in all matters;
- e. Pursue excellence;
- f. Obey all laws and regulations;
- g. Avoid conflicts of interest or any appearance of impropriety;
- h. Work in co-operation with others to protect and improve the School District community and advance the well-being of students;
- i. Represent the School District in a manner that engenders public trust in its integrity and competence.

INTERPERSONAL RELATIONSHIPS

Honesty and Integrity. Employees must conduct themselves in a manner that engenders respect and justifies trust in their integrity, competency and devotion to the mission of the School District. Employees shall demonstrate personal trustworthiness by being honest and avoiding any form of falsification, misrepresentation, deception, or cheating.

Atmosphere of Integrity. Employees must strive to establish and uphold an atmosphere of integrity that encourages honesty and discourages all forms of dishonesty, deception or academic cheating. Employees shall assure that all official actions affecting students and co-workers, including but not limited to the assignment of grades; conclusions and recommendations incorporated in formal assessments, determinations of eligibility for special programs; accessibility to particular classes, teachers and programs; and inclusion or exclusion from sports or other co-curricular activities, shall reflect adherence to the highest standards of integrity and fairness.

Fairness. Employees shall be fair, open-minded and impartial in exercising their authority. They shall strive to assure that all actions promote fairness and equity for all employees, students and others affected.

Maintaining a Respectful Environment. The ability to resolve problems and work effectively as team members is often necessary to promote effectiveness. The cornerstone to a good working environment is respect. Employees shall strive to create and sustain a respectful, fair and caring environment by treating all persons including other District employees, students and parents with a high degree of respect by being civil and courteous and avoiding conduct that can reasonably be construed as abusive, rude or inappropriate.

Exploitative or Abusive Conduct. Employees shall strive to protect and safeguard the physical and mental well being of all persons in the working environment. Employees shall treat students and other School District employees with respect, never engaging in conduct that could reasonably be construed as exploitative, physically intimidating, discriminatory, harassing (in a sexual nature or otherwise), or abusive. Language that relates to race, ethnicity, religion, national origin, sexual orientation, age, sex, or disability in a profane or joking way shall not be used in any job-related situation.

Candor Regarding Working Relationships. Employees shall demonstrate a high degree of accountability by being candid and forthright in giving timely, complete and accurate information to help co-workers and members of the School Board to make informed and intelligent decisions.

IMPROPER CONDUCT

Avoiding Appearances of Impropriety Regarding Public Power or Resources. Employees are entrusted with stewardship over the Sanborn Regional public school system. In order to justify and maintain public trust and confidence in the integrity and competency of the School District, employees shall not engage in any conduct that involves misuse of funds, facilities, property, time or other public assets.

Improper Use of Position. Employees shall use the authority, discretion, powers and resources arising from their public position only to advance public interests and not to attain personal or private gain or advantage for himself or any other person. In dealing with personal matters, School District employees shall not use official letterhead, title, or badge or otherwise refer to their position with the School District to induce or intimidate persons to resolve disputes more favorably, provide preferential treatment, or give gratuities, discounts, and favors or provide other unwarranted personal or private benefits.

Unauthorized Use of District Facilities, Equipment, Supplies, and Mailing Lists. Employees shall not use nor allow others to use for non-District purposes, District equipment, supplies or mailing lists nor engage in or allow conduct resulting in the unauthorized use of any District resource. Except for occasional and limited personal use that does not interfere with the performance of official duties or create an

appearance of impropriety, employees shall not use nor allow others to use District facilities, equipment, supplies or mailing lists for personal purposes.

Misuse of Time. The time and services of all employees during working hours are assets of the District that should be used only for School District business. Employees shall avoid conducting personal business on District time.

Misuse of Personnel. Employees shall not direct, cause, induce or permit another District employee to perform personal services or confer a private benefit on District time.

Examination of Records. The School District reserves the right to review records to determine abuse of privileges relating to the use of District-owned telephones (including cellular phones), pagers, computers (including internet access), copy machines, automobiles and/or transportation vehicles.

CONFLICTS OF INTEREST

Employees shall employ independent objective judgment in performing their duties, deciding all matters on the merits, free of partiality or prejudice and unimpeded by conflicts of interest or other improper influences. Employees shall not engage in conduct that constitutes a Conflict of Interest, which shall be defined as use by an officer or employee of the authority of his or her office or the use of any confidential information received through his or her employment for the private pecuniary benefit of the employee, a member of the employee's immediate family (which includes for the purposes of this Code of Ethics the employee's spouse, domestic partner, parent, sibling and child), or a business with which the employee or a member of the employee's immediate family is associated.

Financial Interest. Employees shall not engage, or have any interest, financial or otherwise, direct or indirect, in any business, transaction or professional entity, either as a director, officer, partner, trustee, employee, or manager in that entity which conflicts with or impairs the proper discharge of official duties.

Contracting Decisions. Employees shall not recommend, vote or otherwise participate in the decision to make any contract valued at \$1,000 or more between the School District, including Student Activity Funds, and any business or entity in which the employee has a personal or financial conflict of interest.

Employees shall be deemed to have a financial conflict of interest in a decision if it is reasonably foreseeable that the decision will have a material financial effect on:

- a. The employee's immediate family distinguishable from its effect on the public generally;
- b. Any business entity in which the employee or a member of the employee's immediate family has a direct or indirect investment worth \$1,000 or more or in which the employee or a member of the employee's family is a director, officer, partner, trustee, employee, or holds any position of management;
- c. Any real property in which the employee or a member of the employee's immediate family has a direct or indirect interest worth \$1,000 or more;
- d. Any source of income for the employee or the employee's immediate family of \$1,000 or more.

The employee who has a financial conflict of interest because of their relationship with a business must recuse him or herself from any decision concerning that entity including any decision to contract or not to contract with the entity and the administration of the contract.

Personal Advertisements. Employees shall not advertise business or professional activities on School District property or use School District work hours, property or services to perform or promote personal or commercial enterprises or to campaign or raise money for any candidates for political office.

Employee Publications. Employees shall not participate in the review and approval of publications or materials for School District purchase if the officer or employee is the author/editor of or has any financial interest in the sale of such publications or materials.

Outside Income. Employees shall not accept any outside earned income in any situation where a reasonable person in the community could conclude that the receipt of the income would be inconsistent, incompatible or in conflict with their official duties.

General Limitation On Solicitation. Employees shall not solicit, directly or indirectly any payments or other benefits under circumstances that would create in the mind of a fair-minded, reasonable person the belief that such payments or benefits were provided with the intent to improperly influence the employee's actions.

Gifts and Gratuities. The acceptance of gifts, payments or other benefits from those with whom the School District does business can be improper. A gift is defined as anything of value which is provided to the extent that payment or consideration of equal or greater value is not received in return including but not limited to, tickets to sporting or cultural events, items of food, meals, use of facilities, forgiveness of debts, interests in real property, investments, or merchandise, or a rebate or discount (unless the rebate or discount is normally given to any member of the public). Because the employee may be in the position to make or influence a decision to spend District funds, he or she shall not solicit or accept any personal gifts, favors or benefits of more than nominal value during a calendar year from any single person or organization that might benefit from the decision. This provision does not apply to:

- a. Meals provided at an event at which the employee participates in a seminar or similar activity;
- b. Travel expenses and meals paid for by a local, state, federal or foreign government agency.

Conflict of Interest Resolution. In the event that a question of Conflict of Interest or the appearance of Conflict of Interest arises, the matter shall be referred to and investigated by the School District's legal council, who will report the results of the investigation to the School Board, with a recommendation as to how the conflict situation might best be resolved.

PERSONNEL MATTERS

Hiring and Promotion Decisions. The employees who are in a position to make or influence hiring or promotion decisions shall strive to select the person whose jobrelated competency and character most closely matches the need of the work site/district as demonstrated by qualifications, experience and work history and performance in the District's selection processes.

Voting Affecting a Close Relative. Employees shall not vote on any expenditure that would result in a direct financial benefit to an immediate family member nor participate in any discussions regarding that expenditure.

PROCUREMENT PROTOCOL

Employees must discharge their duties impartially so as to assure fair competitive access to School District procurement by responsible contractors. They should conduct themselves in such a manner as to foster public confidence in the integrity of the School District's procurement process.

Procurement Information. Employees who have access to confidential information relating to contracts, construction, or procurement must maintain the confidentiality of such information and not disclose or use it for any purpose other than in the proper performance of the employee's duties.

Misrepresentations Prohibited. Employees shall not have official responsibility for a procurement transaction shall knowingly falsify, conceal, or misrepresent a material fact; knowingly make any false, fictitious or fraudulent statements or representations; or make or use any false writing or document knowing the same to contain any false, fictitious or fraudulent statement or entry.

Proscribed Participation in Procurement Transactions. Employees having official responsibility for a procurement transaction shall not participate in that transaction on behalf of the School District when the employee knows that:

- a. The employee or a member of the employee's immediate family have a financial interest pertaining to the procurement;
- b. A business or organization in which the employee, or a member of the employee's immediate family has a financial interest pertaining to the procurement; or
- c. Any other person, business, or organization with whom the employee or a member of the employee's immediate family is negotiating or has an arrangement concerning prospective employment is involved in the procurement.

Solicitation or Acceptance of Gifts. Employees having official responsibility for a procurement transaction shall not solicit, demand, accept, or agree to accept from a bidder, offeror, contractor or subcontractor any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal or minimal value, present or promised, unless consideration of substantially equal or greater value is exchanged.

Gifts by bidders, Offerors, Contractors or Subcontractors. No bidder, offeror, contractor or subcontractor shall confer upon any public employee having official responsibility for a procurement transaction any payment, loan, subscription, advance, deposit or money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value is exchanged.

Kickbacks Prohibited. It shall be a breach of ethical standards for any person to offer, give, or agree to give an employee to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or

controversy, or other particular matter, pertaining to any program requirement or a contract or subcontract, or to any solicitation or proposal therefore.

Contemporaneous Employment Prohibited. It shall be a breach of ethical standards for the employee who is participating directly or indirectly in the procurement process to become or be, while employed, the employee or agent of any contractor contracting with the School District.

IMPROPER CONDUCT REGARDING STUDENTS

Improper Influence. Employees shall not engage in nor cooperate with any conduct intended to improperly influence the actions, grades or assessments of any central, regional or local administrator, teacher, counselor, coach or other employee who makes decisions affecting students. For example, money or personal favors should not be offered in exchange for a decision affecting a student's grades.

Cheating and Improper Assistance. Employees shall not engage in nor cooperate with any conduct intended to improperly aid students in their performance on exams or participate in or allow actions designed to alter or falsify tests or grades.

Avoiding Appearances of Impropriety Regarding Students. Employees are entrusted with the physical and emotional safety and well being of School District students. To justify and maintain this trust, the employee shall not engage in any conduct that is likely to create in the minds of reasonable, impartial observers the perception that a relationship or interaction with one or more students is abusive, exploitative or otherwise improper. Dating relationships between employees and students are improper and are strictly prohibited.

Student Records and Personnel Files. Employees must not use or disclose confidential, private or sensitive information acquired in the course of official duties relating to student performance and records, personnel files or other District records except in the proper performance of the employee's job and in accordance with existing law and school policy.

REPORTING IMPROPER CONDUCT

Employees shall protect students and safeguard the public's trust by resolving any unethical, illegal or dangerous conduct observed or sensed by any employee. This obligation to report misconduct arises whenever the employee has personal knowledge that another employee's conduct constitutes:

- a. a violation of the law;
- b. gross mismanagement;
- c. a significant waste of funds;
- d. an abuse of authority;
- e. a substantial and specific danger to public health or safety;
- f. other conduct that could injure the reputation of the District or subject it to liability.

The employee shall not file frivolous or unsubstantiated complaints regarding misconduct of other employees, nor shall they abuse the process by which misconduct may be reported.

Reporting Procedures. In each school building the Principal is the person responsible for receiving oral or written reports of suspected unethical, illegal or dangerous conduct observed or sensed by any employee.

Upon receipt of this information the Principal must notify the Superintendent within 48 hours. If the complaint involves the building Principal, the complaint shall be filed directly with the Superintendent of Schools. If the complaint involves the Superintendent, it shall be filed directly with the School Board.

If an employee is more comfortable bringing his or her concerns to a person other than the Principal or Superintendent, the employee should contact any teacher, counselor, or District Administrator with whom he/she is comfortable.

Prohibition of Retaliation. Employees shall not use or threaten to use official authority or influence to discourage, restrain or interfere with any other employee from reporting facts believed to constitute improper, unethical or illegal conduct nor shall they harass, punish or retaliate against any employee who has made a good faith complaint.

CONFIDENTIALITY

Confidential Information. Employees shall abide by all laws and District policies concerning confidential information. Employees shall not disclose confidential information concerning property, personnel matters, or affairs of the District or its employees, without proper authorization, or use such information to advance the financial or other private interests of the officer, employee or others. Nothing in this provision shall be interpreted as prohibiting the practice of "whistle-blowing." **Confidentiality of Meetings.** Employees must honor confidentiality agreements and policies concerning the content and source of comments and actions occurring during staff, faculty, parent and School Board meetings.

COMPLIANCE

Employees shall uphold all laws and regulations of the United States and the State of New Hampshire and all other applicable government entities, and the policies, procedures, rules and regulations of the School District, including applicable collective bargaining agreements.

ENFORCEMENT

Violations of this Code of Ethics may result in administrative or disciplinary actions including suspension or dismissal as well as referral to appropriate authorities for civil and/or criminal prosecution.

Determinations made with respect to potential violations of the Code of Ethics shall in no way preclude or replace any other any legal action or grievance procedures under any applicable collective bargaining agreement that may be warranted by the conduct.

Original Effective: September 16, 2009

Reaffirmed: August 10, 2010

BCA: BOARD MEMBER ETHICS - NEW

NHSBA Sample document

Category: Recommended. See also Appendix BCA-R [← this form shown below.]

In order to fulfill its duty under state law to provide education to pupils within the District, the Board adopts the following expectations for each of its members.

AS A MEMBER OF THE SCHOOL BOARD, AND IN ACCORDANCE WITH MY OATH OF OFFICE, I WILL STRIVE TO IMPROVE PUBLIC EDUCATION BY STRIVING TO ADHERE TO THE FOLLOWING EXPECTATIONS:

1. Attend all regularly scheduled Board meetings, insofar as possible, and become informed concerning issues to be considered at those meetings.
2. Understand that the Board, as governing body, does not manage the District, but rather sets the broad goals and standards for the District by way of policies adopted by a quorum of the Board at proper meetings under the Right-to-Know law.
3. Be informed about current educational issues by individual study and through information, such as those sponsored by my state and national school board associations.
4. Make decisions and take votes based upon the available facts, the full deliberation of the Board, and my independent judgment, and refuse to surrender or subordinate that judgement to any individual or special interest group.
5. Work respectfully with other Board members by encouraging the free expression of differing opinions and ideas.
6. Seek opportunities for the Board to establish systematic communication channels with students, staff, and members of the community.
7. Recognize that as a general principle the District and its students benefit when Board decisions, which have been made following consideration of all sides and vote of a quorum, receive the subsequent support of the whole Board, whenever practicable.
8. Respect the confidentiality of information that is privileged under applicable law or is received in confidence or non-public session.
9. Recognize that individual Board members are without authority to act relative to School District business, and that I may not individually commit the Board to any action except as specifically designated to do so by Board action.
10. Understand the chain of command and refer problems or complaints to the proper administrative office per applicable School Board policies.
11. Work with the other Board members to establish effective Board policies, and foster a relationship with the District administration toward the effective implementation of those policies and management of the District operations, personnel and facilities.
12. Communicate to the Superintendent and to the Board (only as consistent with the Right-to-Know law) expressions of public reaction to Board programs, policies and other Board actions.

13. Present personal criticisms concerning District operations, staff, etc. to the Superintendent, not to District staff, the public, or unnecessarily at a Board meeting.

14. Establish policies and protocols for systematic communications with students, staff, and members of the community. Support the employment of those persons best qualified to serve as school staff, and insist on a regular and impartial evaluation of all staff.

See also: Appendix BCA-R

History:

First reading: _____

Second reading/adopted: _____

Legal References:

189:1-a "Duty to Provide Education"; and RSA 189:1 "Days of School"

BCA-R: SCHOOL BOARD MEMBER ETHICS, ACKNOWLEDGMENT OF SCHOOL BOARD ETHICS POLICY -NEW

NHSBA Sample FORM

I, _____ *school board member name* _____, have read _____ *school district name* _____
School Board Policy BCA – School Board Ethics.

I shall, to the best of my ability, adhere to all ethical statements and considerations contained within that policy.

Signature of School Board member

Date

Signature of School Board Chair

Date

Witness: _____

Superintendent

BCB: BOARD MEMBER CONFLICT OF INTEREST - NEW

NHSBA Sample document

(Category R)

As elected officials, school board members owe a duty of loyalty to the general public in protecting the school district's interests. Therefore, the Board declares that a conflict of interest is a personal, pecuniary interest that is immediate, definite, demonstrable, and which is or may be in conflict with the public interest.

A board member who has a personal or private interest in a matter proposed or pending before the Board will disclose such interest to the Board, will not deliberate on the matter, will not vote on the matter, and will not attempt to influence other members of the Board regarding the matter. Additionally, Board members should refrain from engaging in conduct or actions, that give the appearance of a conflict of interest, embarrass the Board, or personally embarrass another Board member.

It is not the intent of this policy to prevent the District from contracting with corporations or businesses with which a Board member is an employee. The policy is designed to prevent placing a Board member in a position where his or her interest in the public schools and his or her interest in his or her place of employment (or other indirect interest) might conflict, and to avoid appearances of conflict of interest even though such conflict may not exist. RSA 95:1 requires that "No person holding a public office, as such, in state or any political subdivision governmental service shall, by contract or otherwise, except by open competitive bidding, buy real estate, sell or buy goods, commodities, or other personal property of a value in excess of \$200 at any one sale to or from the state or political subdivision under which he holds his public office." Through the use of open competitive bidding or recusal of any Board member who has a conflict of interest, the Board will seek to obtain the best value for the district while avoiding impropriety or the appearance of impropriety.

Nepotism

The Board may employ a teacher or other employee if that teacher or other employee is the father, mother, brother, sister, wife, husband, son, daughter, son-in-law, daughter-in-law, sister-in-law, or brother-in-law of the Superintendent or any member of the Board. This paragraph shall also apply to any other person who shares the expenses of daily living with the Superintendent or any member of the Board. Such a relationship will not automatically disqualify a job applicant from employment with the school district.

However, the Board member shall declare his/her relationship with the job applicant and will refrain from debating, discussing, or voting on a nomination or other issue. In the case where the relationship is with the Superintendent, the Superintendent shall disclose the relationship to the Board as early as possible in the recruitment/selection process for the open position or in the case of someone currently employed by the district, before recommending any job related action pertaining to the individual. The Board shall determine whether, were the candidate selected, the supervisor - subordinate relationship between the Superintendent and the prospective employee will be sufficiently indirect, to not disqualify the candidate. If not disqualified, and prior to candidates for the position being screened and a nominee being selected, or the Board approving

any job related action, the Superintendent and the Board shall agree on a mechanism to address the conflict of interest. Where practical, the Board may designate another district staff member to fulfill the role of the Superintendent for the selection of a nominee for the position or take appropriate alternative steps. The job applicant is expected to declare his/her relationship with the Board member or Superintendent as well.

This shall not apply to any person within such relationship or relationships who has been regularly employed by the Board prior to the inception of the relationship, the adoption of this policy, or a Board member's election.

Legal References:

Marsh v. Hanover, 113 NH 667 (1973) and

Atherton v. Concord, 109 NH 164 (1968)

RSA 95:1, Public Officials Barred From Certain Private Dealings

Revised: May 2017

Revised: May 2007

Revised: July 1998, November 1999, February 2004, May 2006.

NHSBA, Note:

This policy is revised to incorporate the restrictions imposed by RSA 95:1. The policy recognizes the potential of a conflict of interest involving the Superintendent, this revision also adds a mechanism for addressing a conflict of interest between the Superintendent and a prospective district employee.

NEW HAMPSHIRE SCHOOL BOARDS ASSOCIATION
POLICY SERVICES
“SPRING” [release in SUMMER] 2019 POLICY UPDATE

Sample Policies Included in this Update:

Also new in this Update: Typographic, Grammatical or Reference Changes (see page 5)

BBBH – Organization and Operation of SAU Joint Board

[Optional policy]

Related Policy: SAU Policy BBBH-S

- We have revised policy BBBH to better describe the relationship between district policies and independent SAU board policies.

BBBH-R – Organization and Operation of SAU Joint Board

[WITHDRAWN]

Related Policy: District Policy BBBH and SAU Policy BBBH-S

- Former “policy” BBBH-R has been substantially revised and re-coded as BBBH-S. See sample policy BBBH-S for more complete information regarding the revisions. The re-coding to “-S” is to clarify that the policy is one of the SAU board, and not the individual district. The “-S” also distinguishes this policy from NHSBA’s “-R” designation, which generally is used to designate sample administrative regulations or procedures that are included for convenience of the administration, subject to review by the Board only as may be requested by the board. (See, for instance, NHSBA sample policy BGD).

BBBH-S – Organization and Operation of SAU Joint Board

[Recommended policy]

Related Policy: BBBH

- The revisions to former BBBH-R (re-coded as BBBH-S) are to more closely track applicable statutes, and to provide guidance at multiple district requests as to the representative and weighted voting provisions of RSA 194-C. The recoding to “-S” is to clarify that the policy is one of the SAU board, and not the individual district. The “-S” also distinguishes this policy from NHSBA’s “-R” designation, which generally is used to designate sample administrative regulations or procedures included for convenience of the administration, subject to review by the Board only as may be requested by the board. (See, for instance, NHSBA sample policy BGD). Additionally, a provision was added clarifying that a SAU treasurer is appointed from the SAU board, unlike a school district treasurer -which under RSA 671:6, is an independent elected position.

BEDDA – Board Meeting – Rules of Procedure & Order

[Recommended policy]

Related Policy: BEC, BEDA, BEDB, BEDC, & BEDH

- Except as provided in RSA 91-A with respect to open meetings and minutes, and the First Amendment relative to public comment, there are few requirements in statutes or regulations which dictate how a board should conduct its meetings. Rather, the rules of procedure or rules of order are a matter of local board policy. The contents of this policy are based upon NHSBA best practice guidelines for small deliberative bodies. We have offered this alternative policy after requests for something more specific than current sample BEDD, and clearer to those not traditional rules of order.
- This policy is an ALTERNATIVE policy to NHSBA sample policy BEDD and procedures document BEDD-R. Boards adopting BEDDA should formally (i.e., vote to) REPEAL/WITHDRAW current BEDD and the corresponding BEDD-R. The “Recommended” designation above, does not place BEDDA over BEDD/BEDD-R, but rather to one election or the other.

DAF – Administration of Federal Grant Funds

[Priority/Required by Law policy]

Related Policy: DI, DID, DJ, DJC, DJE, DJF & DK

See Also: ADB, EFAA, EHB, JICI, & JRA

- REVISIONS IN JULY 2019 – July revisions include the addition of a SubRecipient Monitoring and Management sub-policy as DAF-11, and the addition of a “buy American” provision in DAF-4 regarding food service procurement. As to the new DAF-11, procedures for oversight of subrecipients is required under the UGG, even if a “policy” is not. Other than new DAF-11 and the addition of the Buy American provision in DAF4.C, the only changes to DAF are to formatting, the adoption notes, and the legal references.

GBEA – Staff Ethics

[Recommended policy]

Related Policies: GBEAB, GBEB, & GBEBB

- NHSBA revised policy GBEA, along with the related policies GBE, GBEB, and GBEBB, for better internal consistency relative to conduct, and to include provisions aligning with the New Hampshire Code of Ethics and Code of Conduct for Educators, passed in November 2018.

GBEAB – Mandatory Code of Conduct Reporting – All Employees

[Recommended policy]

Related Policies: GBEA, GBEB, GBEBB, JICK, & JLF

- This is a NEW POLICY to establish the district “reporting procedures” called for by Ed 510.05 (a) of the newly enacted (11/18) Code of Conduct for NH Educators, Ed. 510.01-510.05 (the “NH Code of Conduct”). NHSBA has also revised its sample policy GBEB (Staff Conduct) to incorporate by reference as employment standards the provisions of the NH Code of Conduct (without incorporation, the NH Code of Conduct would only pertain to credentialing status by the state as opposed to standards which can be enforced by the District. Additionally, the incorporation expressed in GBEB and this GBEB, applies to all employees, designated volunteers, and third-party contractors.

GBEB – Staff Conduct

[Recommended policy]

Related Policies: GBEA, GBEAB, & GBEBB

- NHSBA revised policy GBEB, along with the related policies GBE, GBEA, and GBEBB, for better internal consistency relative to conduct, and to include provisions aligning with the New Hampshire Code of Ethics and Code of Conduct for Educators, passed in November 2018.

JEBA – Early Entrance into Kindergarten [Recommended policy]

Related Policies: JCA, JEB, & JEC

- This is a NEW POLICY prepared in response to requests from member districts regarding criteria for allowing early admittance to kindergarten. Because of the frequency of parents seeking such admittance, NHSBA does not recommend an avenue of appeal to the School Board. Such review may be appropriate in extraordinary cases under the statutes and policies relating to best interests or manifest educational hardship. (See e.g., NHSBA sample policies JCA & JEC).

JFABD – Education of Homeless Children and Unaccompanied Youth

[Priority/Required by Law policy]

Related Policies: EEA, JFA, JFAA, & JFABE

- This NHSBA substantially revised sample policy JFABD with the aim to reflect changes to the McKinney-Vento Act, most specifically the removal of children “awaiting foster care” from the definition of homeless, (see new policy JBABE) and requirements regarding transportation of homeless students. The revisions to JFABD, also include clarification of an LEA’s responsibilities and limitations when dealing with disputes and decision making with respect to enrollment or transportation of homeless students.

JFABE – Education of Children in Foster Care [Recommended policy]

Related Policies: EEA, JFA, JFAA, & JFABD

- This is a NEW POLICY to reflect changes to the McKinney-Vento Act (included as part of ESSA) which create several substantive and procedural requirements relative to enrollment, education, and transportation of children placed (or awaiting placement) in foster care.

JIA – Student Due Process

[Recommended policy]

Related Policies: JIC, JICD, JICDD, JICK

- Sample policy JIA has been revised to better coordinate with RSA 193:13, and Ed. 317.04. Language regarding students with disabilities has also been added.

JICD – Student Discipline and Due Process [Priority/Required by Law policy]

Related Policies: JI, JIA, JIC, JICDD, & JICK See Also: Appendix JICD-R

- NHSBA revised policy JICD to format, and a rewrite of the first sentence of the introductory paragraph. The new language is to clarify that the behavioral standards are not enumerated in JIC itself, but are included in either district specific administrative regulations, and/or other policies.

JICDAA – Employee – Student Relations

[WITHDRAWN]

Related Policies: GBE, GBEA, GBEB, & GBEBB

- Previous sample policy JICDAA was identical to an earlier version of GBEBB. In order remove the redundancy, NHSBA is withdrawing previous sample JICDAA which was identical to the earlier iteration of GBEBB. The latter policy has been revised concurrent with the withdrawal of JICDAA to align with other staff conduct and ethics policies, as well as the New Hampshire Code of Ethics and Code of Conduct for Educators, passed in November 2018.

JIHD – Student Interviews and Interrogations

[Optional policy]

Related Policies: JLF

- NHSBA revised this policy to reflect the specific provisions of RSA 169C:38, IV regarding interviews of children who are suspected of being abused or neglected, and with minor grammatical or formatting changes.

JLCC – Head Lice / Pediculosis

[Recommended policy]

- Revisions to JLCC include a retitling to accurately reflect the subject matter, and minor modifications to clarify when a child with active head lice should/may be excluded, and the process for checking classmates and minimizing stigma.

JLF– Reporting Child Abuse or Neglect

[Priority/Required by Law policy]

Related Policy: GBEBA, IJOC, & JICK

- Sample policy JLF was revised to (a) more closely track the requirements RSA 169-C, (b) clarify the participation of the principal, (c) include reference to the NH Code of Conduct for Educators, and (d) provide a mandate for annual training. See adoption notes above for further information.

Typographic, Grammatical or Reference Changes: NHSBA has made slight grammatic, typographic, or reference edits to the sample policies/procedures below. The edits do not in any way affect the substance of the policies. To the extent a district chooses to edit its own versions, Board action should not be required. Please note that copies of these policies are not included in the update but can be located on the NHSBA policy website.

CBI – Superintendent Evaluation and Goal Setting

[Recommended policy]

See Also: Appendices CBI-F1 and CBI-F2

- Included “See Also: CBI-F1 and CBI-F2”.

CBI-F1 – Superintendent Evaluation and Goal Setting Form

- Recoded from CBI-R to CBI-F1.

CBI-F2 – Evaluation of the Superintendent

- Recoded from CBI-R to CBI-F2.

EBCA – Crisis Prevention & Emergency Response Plans

- Removed second NHSBA disclaimer at the end.

IJNDB – School District Internet Access for Students

- Recategorized from Priority/Required by Law to Withdrawn.

JIC – Student Conduct

- Changed “Identical Policy” reference to “Related Policies”.