

Rochester School Board
Policy Committee Agenda
School Department Board Room
December 21, 2017
6:00 PM

1. Pledge of Allegiance
2. Approval of the November 16, 2017 Minutes
3. Policies for 2nd Reading:
 - IGE, Parental Objections to Specific Course Material
 - JOB, Protection of Pupil Rights Under 20 USC&1232H
 - JOB-R1, Notification of Rights under the Protection of Pupil Rights Amendment (PPRA)
 - JOB-R2, Sample PPRA Notice and Consent/Opt-Out Forms for Specific Activities
 - JOB-R3, *Proposed*- Parental Permission for Non-Academic Survey or Questionnaire (*draft/new*)
4. 1st Reading/Review
 - IMBC- Alternative Credit Option
 - DB – Annual Budget
 - DBB – Fiscal Year
 - DBD – Budget Planning
 - DBJ – Budget Implementation
5. Public Comment
6. Other
7. Adjournment

Committee Members:

Thomas O'Connor, Chair
Matthew Pappas, Vice-Chair
Travis Allen
Raymond Turner
Robert Watson

**Rochester School Board
Policy Committee Minutes
School Department Board Room
November 16, 2017**

DRAFT

Members Present:

Mr. Thomas O'Connor, Chair
Mr. Matthew Pappas
Mr. Travis Allen
Mr. Raymond Turner
Mr. Robert Watson

Members Absent:

Also Present:

Mr. Michael Hopkins
Mr. Kyle Repucci
Mrs. Amy Malone
Mrs. Karen Stokes
Guests

Mr. O'Connor called the meeting to order at 6:00 p.m. with a quorum present. Members participated in the pledge of allegiance.

Mr. Watson moved, second by Mr. Pappas, to approve the minutes of the September 21, 2017 meeting. The motion passed unanimously.

Policies for 2nd Reading

Mr. Pappas moved, second by Mr. Allen, to recommend to the Board for second reading and approval policy JFCC-R, Student Conduct on School Buses/Bus Regulations. The motion carried unanimously.

Mr. Pappas moved, second by Mr. Allen, to recommend to the Board for second reading and approval policy GBCD, Criminal History and Background Checks. The motion carried unanimously.

Mr. Allen moved, second by Mr. Pappas, to recommend to the Board for second reading and approval policy CA, Administration Goals. The motion carried unanimously.

Mr. Pappas moved, second by Mr. Allen, to recommend to the Board for second reading and approval policy CBE, Superintendent's Development Opportunities. The motion carried unanimously.

Mr. Watson moved, second by Mr. Allen, to recommend to the Board for second reading and approval policy CH, Policy Implementation. The motion carried unanimously.

Mr. Pappas moved, second by Mr. Watson, to recommend to the Board for second reading and approval policy CHA, Development of Regulations. The motion carried unanimously.

Mr. Watson moved, second by Mr. Pappas, to recommend to the Board for second reading and approval policy CHCA, Approval of Handbook and Directives. The motion carried unanimously.

Mr. Pappas moved, second by Mr. Watson, to recommend to the Board for second reading and approval policy CLA, Treatment of Outside Reports. The motion carried unanimously.

Mr. Allen moved, second by Mr. Pappas, to recommend to the Board for second reading and approval policy CM, School District Annual Report. The motion carried unanimously.

Mr. Turner moved, second by Mr. Pappas, to recommend to the Board for second reading and approval policy CMA, Records Retention Policy. The motion carried unanimously.

Mr. Pappas moved, second by Mr. Turner, to recommend to the Board for second reading and approval policy CMA-1, Internet Log/E-Mail/Voicemail Retention Policy. The motion carried unanimously.

Polices for 1st Reading/Review

Mr. Turner moved, second by Mr. Pappas, to recommend to the Board for first reading policy IGE, Parental Objections to Specific Course Material. The motion carried unanimously.

Mr. Pappas moved, second by Mr. Turner, to recommend to the Board for first reading policy JOB, Protection of Pupil Rights Under 20 USC&1232H. The motion carried unanimously.

Mr. Pappas moved, second by Mr. Turner, to recommend to the Board for first reading policy JOB-R1, Notification of Rights under the Protection of Pupil Rights Amendment (PPRA). The motion carried unanimously.

Mr. Pappas moved, second by Mr. Turner, to recommend to the Board for first reading policy JOB-R2, Sample PPRA Notice and Consent/Opt Out Forms for Specific Activities. The motion carried unanimously.

Mr. Pappas moved, second by Mr. Turner, to recommend to the Board for first reading policy JOB-R3, *Proposed* – Parental Permission for Non-Academic Survey or Questionnaire as amended. The motion carried unanimously.

Public Comment

None

Other

None

Adjournment

Mr. Allen moved, second by Mr. Pappas, to adjourn at 6:15 p.m. The motion passed unanimously.

Respectfully submitted,

Mr. Thomas O'Connor, Chair

IGE

PARENTAL OBJECTIONS TO SPECIFIC COURSE MATERIAL

The Board recognizes that there may be specific course materials which some parents/guardians find objectionable.

A parent may object to specific course material, and request alternative instruction by submitting a written objection and request to the building principal. Alternative instruction, sufficient to meet State Minimum Standards, shall be provided if the parent and building principal agree upon such alternative instruction.

School District staff will make reasonable efforts, within the scope of existing time, schedules, resources and other duties, to accommodate alternative instruction for the student. Alternative instruction may be provided by the school, through approved independent study, or through other methods agreed to by the parent/guardian and the building principal. Any cost associated with the alternative instruction shall be borne by the parent.

The School District shall provide parents or legal guardians with at least two weeks advance notice for the instruction of human sexuality. The notice may be part of the overall course and curriculum outline at the beginning of the course, it may be a separate notice, or may be a notification about an upcoming classroom presentation. The intent of the policy is to require notification in sexual education classes, health classes, and biology classes. It does not require notification if it might be discussed as part of a literature class or other classes.

See Board Policy IIAC-E, Policy on Reconsideration of Library or Classroom Materials

RSA: 186:11

Adopted: March 8, 2012

Policy Committee Review: November 16, 2017, December 21, 2017

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JOB

PROTECTION OF PUPIL RIGHTS UNDER 20 USC §1232H

In accordance with the Protection of Pupil Rights Amendment [20 USC §1232h], the Rochester School Board will provide notice of their rights under this statute, when a student enters the Rochester School Department and at least annually thereafter. Notices will be included in Parent/Student Handbooks, may be sent through U.S. Mail, will be posted with this policy on the district's web site, and may be explained verbally.

Adopted: May 13, 2004

School Board Review/Approval: August 14, 2014

Policy Committee Review: November 16, 2017, December 21, 2017

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JOB-R1

Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents and students who are 18 or emancipated minors ("eligible students") certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical examinations. These include the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)
 1. Political affiliations or beliefs of the student or student's parent;
 2. Mental or psychological problems of the student or student's family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or parents; or
 8. Income, other than as required by law to determine program eligibility.
- Receive notice and an opportunity to opt a student out of
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- Inspect, upon request and before administration or use
 1. Protected information surveys of students;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum.

The Rochester School Department has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The Rochester School Department will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes. The Rochester School Department will also directly notify parents and eligible students at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.

- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents/eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605

Adopted: **May 13, 2004**
Board Review and Approval: August 14, 2014
Policy Committee Review: November 16, 2017, December 21, 2017

JOB-R2

SAMPLE PPRA NOTICE AND CONSENT/OPT-OUT FORMS FOR SPECIFIC ACTIVITIES

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, requires the Rochester School Department to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas ("protected information surveys"):

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes ("marketing surveys"), and certain physical exams and screenings.

Following is a schedule of activities requiring parental notice and consent or opt-out for the upcoming school year. (Please note that this notice and consent/opt-out transfers from parents to any student who is 18 or older or an emancipated minor under State law.)

SAMPLES:

Date: DATE
Grades: Five and Six
Activity: ABC Survey of At-Risk Behaviors.

Summary: This is an anonymous survey that asks students questions about behaviors such as drug and alcohol use, sexual conduct, violence, and other at-risk behaviors. The survey also asks questions of a demographic nature concerning family make-up, the relationship between parents and children, and use of alcohol and drugs at home.

Consent [for U.S. Department of Education funded, protected information surveys only]: A parent must sign and return the attached consent form no later than [insert return date] so that your child may participate in this survey.

Opt-out [for any protected information survey not funded by the U.S. Department of Education]: Contact [school official] at [telephone number, email, address, etc.] no later than [date] if you do not want your child to participate in this activity.

SAMPLE

Date: DATE
Grades: One through Six
Activity: Flu Shots
Summary: The County Department of Public Health Services will administer flu shots for influenza types A and B.

Opt-out: Contact [school official] at [telephone number, email, address, etc.] no later than [date] if you do not want your child to participate in this activity.

It is contrary to the policies of the Rochester School Department to release personally identifiable information about students to commercial services without specific prior permission to do so. Rather than release the protected information, parents or eligible students will normally be notified by the School Department of the availability of any services deemed to be sufficiently beneficial to the students or their families to warrant such notice (e.g. low cost student accident insurance, commercial driver education programs, etc.) and will be given sufficient information to permit them to contact the providers directly.

Consent: A parent must sign and return the attached consent form no later than [insert return date] so that your child may participate in this activity.

If you wish to review any survey instrument or instructional material used in connection with any protected information or marketing survey, please submit a request to [school official, address]. [School official] will notify you of the time and place where you may review these materials. You have the right to review a survey and/or instructional materials before the survey is administered to a student.

I [parent's name] give my consent for [child's name] to take the ABC Survey of At-Risk Behaviors on or about October 15, 2002.

Parent's signature

Please return this form no later than [insert date] to the following school official: [Provide name and mailing address.]

SAMPLE

Adopted: May 13, 2004
Board Review and Approval: August 14, 2014
Policy Committee Review: November 16, 2017, December 21, 2017

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JOB-R3 *(New)*

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PARENTAL PERMISSION FOR NON-ACADEMIC SURVEY OR QUESTIONNAIRE

RSA 186:11IX-d requires school districts must seek written parental permission for a student to take a non-academic survey or questionnaire. The Your Risk Behavior Survey is an exception to the law and this policy. It does not require written permission to participate, but a parent may opt out of the survey.

Each school is expected to make timely notification of the survey and provide a copy for the parent when possible.

Proposed: November 16, 2017, December 21, 2017

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IMBC

ALTERNATIVE CREDIT OPTIONS

Credit may be earned through alternative methods outside of regular classroom-based instruction offered by the district schools. Awarding of credits to be applied toward high school graduation will be determined by the high school principal, and will be granted only if the request fulfills the following:

- The request is submitted with a plan to achieve competency that meets or exceeds the rigorous academic standards required by the school for students enrolled in a credit course offered by the school.
- The plan includes clear expectations for performance.
- The plan includes clearly defined methods and expectations for assessment.
- Verification of the plan's merit can be evaluated in a timely fashion and does not cause unnecessary burden of the resources of the administration.

The Board encourages increased educational options for hospitalized or homebound students, dropouts, suspended or expelled students, young athletes, or other atypical students for whom regular classrooms are not practical or effective. It is hoped that such offerings will serve as a motivator for students with different learning styles.

Students earning credit via alternative methods will participate in all assessments required by the statewide education improvement and assessment program.

The Superintendent has established regulations and procedures for implementing this policy that will include:

- Definitions of allowable alternative learning opportunities
- Reasonable limits on the number of approved alternative courses that can be administered each school year – school-wide and per student
- The number of alternative credits each student may use toward graduation requirements
- Application and approval process
- Criteria for determining which requests satisfy a particular subject area requirement
- Identification of person(s) responsible for approval, supervision, and monitoring progress
- Requirements that alternative opportunities meet the same rigorous academic outcomes as traditional classroom delivery
- Assurance of student safety including physical and technological
- Assurance of equal access for all students
- Assurance that approved alternative learning opportunities are consistent with all policies of this board
- This procedure is available by contacting the High School Principal.

It is the policy of the Board that alternative methods for the awarding of credit may include:

- Competency testing in lieu of enrollment *under the provisions of Policy ILBAA*
- Interdisciplinary credit
- Satisfactory completion of course requirements at another public school district, an approved private school or a home-schooling experience

- Transfer of credits earned by students before enrolling in the district, such as students moving into New Hampshire from another state or country
- Extended learning opportunities under the provisions of Policy IHBH
- Online/virtual learning opportunities under the provisions of Policy IMBA
- College Credit/Dual Credit: including the Governor's STEM Scholarship Program.
- Early Graduation
- Middle school acceleration to the extent that the course work exceeds the requirements for seventh or eighth grade, is consistent with the related high school course(s), and the student achieves satisfactory standards of performance.

If a student demonstrates knowledge and abilities on a placement pre-test developed by the school district for a particular course, the student shall not receive credit for the course, but shall be allowed to take a more advanced level of the subject or an elective.

Funding

Unless otherwise recommended by the Superintendent and approved by the Board, under ordinary circumstances students or their parents/guardians are responsible for all related expenses including tuition and textbooks. The District may pay the fee for expelled students who are permitted to take courses in alternative settings. If paid by the district and the course is not completed, the student must reimburse the district for the expenses.

Adopted: April 13, 2006

Amended: October 11, 2012

Policy Committee Review: December 21, 2017

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ANNUAL BUDGET

One of the primary responsibilities of the School Board is to secure adequate funds to carry out a high-level program of education.

The adopted annual school budget is the financial outline of the district's educational program; it is the legal basis for the establishment of tax rates. The annual school budget process is an important function of school district operations and should serve as a means to improve communications within the school organization and with the residents of the community.

The Superintendent will be responsible for preparing and presenting to the Board for adoption the annual school budget. The Board expects the Superintendent to work closely with the various committees of the Board, principals and other administrators in their respective areas in studying the needs of the schools and in compiling a budget to meet those needs. The principals are expected to confer with appropriate staff in getting budgetary requests and information on requirements.

Adopted:	April 8, 1993
Board Review/Approved:	September 11, 2008
<u>Policy Committee Review:</u>	<u>December 21, 2017</u>

DBB

FISCAL YEAR

The fiscal year is defined as beginning on the first day of July and ending on the thirtieth day of June following.

The school district treasurer is not permitted to honor any invoices against the school district that are in excess of the income and revenue appropriated for the school district for the school year beginning on the first day of July and ending on the thirtieth day of June following, except as may be authorized by a deficit or supplemental appropriation by the school district or by the State Board of Education as authorized by RSA 32:10-a.

Adopted:	April 8, 1993
Board Review/Approved:	September 11, 2008
<u>Policy Committee Review:</u>	<u>December 21, 2017</u>

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BUDGET PLANNING

The Superintendent will establish procedures for the involvement of staff in the development of the budget proposal.

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

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

1. Programs to meet the needs of the entire student body.
2. Staffing arrangements adequate for proposed programs.
3. Maintenance of the district's equipment and facilities.
4. Efficiency and economy.

Adopted:	April 8, 1993
Board Review/Approved:	September 11, 2008
<u>Policy Committee Review:</u>	<u>December 21, 2017</u>

DBJ

BUDGET IMPLEMENTATION

The district budget serves as the control to direct and limit expenditures. Overall responsibility for this control rests with the Superintendent, who will establish the procedures for budget control and reporting throughout the district.

The total amount which may be expended during the fiscal year for the operation of the school system is set forth in the budget. The total amount budgeted as the expenditure for each program is the maximum amount which may be expended for that classification of expenditures during the school year, except as a transfer of funds is authorized by the Board.

Legal Reference: RSA 198:1-198:7

Adopted: April 8, 1993
Board Review/Approved: September 11, 2008
Policy Committee Review: December 21, 2017

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