

Rochester School Board
Policy Committee Agenda
School Department Board Room #1
May 17, 2018
6:00 PM

1. Pledge of Allegiance
2. Approval of the April 19, 2018 Minutes
3. Policies for 2st Reading:
 - EA – Support Service Goals
 - EB – Safety Program
 - EBA – A Suggested Safety Policy, Career and Technical Education Programs (*as amended*)
 - EBAA – Reporting of Hazards (*as amended*)
 - EBBD – Indoor Air Quality
4. Policies for 1st Reading
 - EBBB – Accident Reports
 - EBCB-R – Fire Drills
 - EBCC- Threats to Safety and Property
 - EBCE – Emergency Closings
 - EBCE – Weapons Prohibition
 - EBCE-R – Weapons Control Form
5. Public Comment
6. Other
7. Adjournment

Committee Members:

Amy Malone, Chair
Anne Grassie, Vice-Chair
Nathaniel Byrne
Raymond Turner
Robert Watson

**Rochester School Board
Policy Committee Minutes
School Department Board Room
April 19, 2018**

DRAFT

Members Present:

Mrs. Amy Malone, Chair
Mrs. Anne Grassie
Mr. Nathaniel Byrne
Mr. Raymond Turner
Mr. Robert Watson

Members Absent:

Also Present:

Mr. Michael Hopkins
Mr. Kyle Repucci
Ms. Sarah Harrington
Guests

Mrs. Malone called the meeting to order at 6:01 p.m. with a quorum present. Members participated in the pledge of allegiance.

Mr. Turner moved, second by Mrs. Grassie, to approve the minutes of the March 15, 2018 meeting. The motion passed unanimously.

Polices for 1st Reading/Review

Mr. Turner moved, second by Mr. Watson, to recommend to the Board for first reading policy EA, Support Service Goals. The motion carried unanimously.

Mr. Turner moved, second by Mrs. Grassie, to recommend to the Board for first reading policy EB, Safety Program. The motion carried unanimously.

Mr. Turner moved, second by Mr. Watson, to recommend to the Board for first reading policy EBA, A Suggested Safety Policy, Industrial Arts and Vocation Programs as amended. The motion carried unanimously.

Mrs. Grassie moved, second by Mr. Turner, to recommend to the Board for first reading policy EBAA, Reporting of Hazards as amended. The motion carried unanimously.

Mrs. Grassie moved, second by Mr. Watson, to recommend to the Board for first reading policy EBBB, Indoor Air Quality. The motion carried unanimously.

Public Comment

None

Other

Discussion ensued regarding the walk out planned at Spaulding High School on April 20, 2018. Mr. Hopkins will bring a draft procedure to the next Policy Committee meeting to be reviewed.

Adjournment

Mr. Byrne moved, second by Mrs. Grassie, to adjourn at 6:17 p.m. The motion passed unanimously.

Respectfully submitted,

Mrs. Amy Malone, Chair

EA

SUPPORT SERVICES GOALS

Support services are essential to the successful function of a school system. Management of auxiliary operations is therefore an important responsibility of the district administration. It should be remembered, however, that education is the district's central function, and all support services shall be provided, guided, and evaluated by this requirement.

In order to provide support services that are truly supportive of the educational program, the Board establishes these broad goals:

1. To provide a physical environment for teaching and learning that is safe and pleasant for students, staff, and public.
2. To provide for safe transportation for students to and from school and nutritious meals for students.
3. To provide support services resources and assistance with maximum responsibilities in terms of timelines and degree of fulfillment of the needs of the educational program as they develop.

Adopted: April 8, 1993
Board Review/Approved: November 13, 2008
Policy Committee Review: April 19, 2018, May 17, 2018

EB

SAFETY PROGRAM

The Superintendent will cause the formation of the Joint Loss Management Committee (JLMC) as required by RSA 281-A:60 and a Crisis Management Plan that conforms to the national Incident Command System.

The practice of safety shall also be considered a facet of the instructional plan of the District schools by incorporating educational programs in traffic and pedestrian safety, driver education, fire prevention, emergency procedures, etc., appropriately geared to students at different grade levels.

Each Principal, along with the JLMC shall be responsible for the supervision and implementation of a safety program for his/her school. General areas of emphasis shall include, but not be limited to: in-service training; accident recordkeeping; plant inspection; driver and vehicle safety programs; slips, trips, and falls prevention; fire prevention; catastrophe planning; and emergency procedures and traffic safety problems relevant to students and employees. The Superintendent, principal or designee shall be responsible for developing student safety procedures to be used on school buses, school grounds (including playgrounds), during authorized school activities (such as field trips), and within school building(s) (including classrooms and laboratories), off school grounds during school sanctioned activities (including, but not limited to, work-based learning and internships), and in the use of online resources.

In the case of an accident, the responsible party shall ensure that the accident is reported immediately to the designated staff member and the accident form is completed the day of any accident involving a student. This procedure for accidents and accident reporting are to be reviewed in September by the Principals, and staff at each school.

In compliance with RSA 281-A:23-b, alternative/transitional work opportunities will be provided to all employees temporarily disabled by a work-related injury or illness.

It is required for all employees operating or riding in motor vehicles to use seat belts. This includes all employees operating School Department owned vehicles, passengers in School Department owned vehicles, and all employees operating personal vehicles while engaged in School Department business, and employees riding in a passenger vehicle while on School Department business. Violation of this policy will result in disciplinary action.

Adoption Date: April 8, 1993
Amended: March 9, 2006
Board Review/Approved: November 13, 2008
Amended: June 14, 2012
Policy Committee Review: April 19, 2018, May 17, 2018

EBA

~~A SUGGESTED~~ SAFETY POLICY
CAREER and TECHNICAL EDUCATION PROGRAMS

The personal safety of each student is of prime importance to the Rochester School District. We believe our students should be knowledgeable of and use safe practices. We further believe that the instilling of a safety attitude is a goal of all programs, and we presume that all courses shall include continuing safety instruction.

It shall be the policy of this School District that all applicable safety procedures listed in the New Hampshire Safety Standards for Career and Technical Education will be adhered to by all instructors. It shall be the goal of the District to comply with the same standards as they apply to facilities and equipment as is economically practical.

Each student will be given safety instructions related to the course being studied. Each student shall be expected to know and to follow the safety rules. Each student is expected to exhibit his/her knowledge of the safety rules, and a record shall be kept of this achievement. Behavior detrimental to the student or others cannot and will not be tolerated. Failure by a student to comply with the established rules and procedures set for each program may be cause for his/her removal from that program.

Parents shall be informed in writing of the possible safety hazards that normally occur as a part of a learning experience where students are being trained with the conditions typical of active work experience.

Adopted: April 8, 1993

Amended: November 13, 2008

Policy Committee Review: April 19, 2018, May 17, 2018

EBAA

REPORTING OF HAZARDS

City of Rochester School Department

Mr. Michael Hopkins
Superintendent of Schools
e-mail: hopkins.m@rochesterschools.com

Mr. Kent Hemingway
Assistant Superintendent of Schools
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Ms. Linda Casey
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Director of Student Services
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Date

Dear Parent or Guardian:

_____ is enrolled in [Program].

Each program has possible safety hazards that normally occur as a part of this learning experience. Therefore, we request that you read the following so that there will be no misunderstandings.

Each student will be given safety instructions related to the course being studied and will be expected to know and follow the safety rules. Behavior detrimental to the student or others cannot and will not be tolerated. Failure by a student to comply with the established rules and procedures set for each program may be cause of his/her removal from the program.

The personal safety of each student is of prime importance to us and we are doing everything possible to prevent any accidents.

If an accident does happen and medical treatment outside the school is needed, the parent or guardian is responsible for any and all expenses incurred.

If you have any questions please do not hesitate to call us here at school.

Yours truly,

Adopted April 8, 1993
Amended: November 13, 2008
Policy Committee Review: April 19, 2018, May 17, 2018

EBBD

INDOOR AIR QUALITY

In order to ensure that all school buildings have adequate indoor air quality, the Board directs the Superintendent to address methods of minimizing or eliminating emissions from buses, cars, delivery vehicles, and other motorized vehicles. The Superintendent may delegate the implementation of these methods to Building Principals. The Board encourages the Superintendent to utilize methods and recommendations established by various State agencies.

In addition to addressing methods eliminating emissions, Building Principals are directed to annually investigate air quality in their respective school buildings using a checklist provided by the New Hampshire Department of Education.

In support of this policy, the Superintendent is authorized to establish regulations and/or administrative rules necessary to implement anti-idling and clean air measures aimed at improving indoor air quality.

Adopted: December 9, 2010

Policy Committee Review: April 19, 2018, May 17, 2018

EBBB (see JHC)

ACCIDENT REPORTS

In case of an accident, the Principal will ensure that an accident form is completed by the end of the next school day.

Adopted: April 8, 1993
Board Review/Approved: January 13, 2009
Amended: February 9, 2012
Policy Committee Review: May 17, 2018

EBCB-R

FIRE DRILLS

Fire drills shall be scheduled by the Principal each month during the school year. The purpose of a fire drill is to train students, under staff direction, to move safely, quickly, and quietly from any location within the building to an assigned evacuation area outside.

All schools will comply with the following rules and procedures:

1. Rules for fire evacuation will be posted in each room. These rules will indicate the primary and alternate exits and the evacuation area to which the student should proceed upon leaving the building. The posted rules will be discussed with each class using the room, during the first day(s) of the school year.
2. A district fire alarm signal will be used for fire drills only; another signal will be established by the Principal for return to class.
3. No person is to remain in the building during fire drills.
4. Evacuation areas will be at least 50 feet (100 feet, if possible) away from buildings and out of driveways.
5. It is each student's responsibility to move quickly, quietly, and in an orderly manner through the assigned exit to the assigned evacuation area.
6. The teacher will be responsible for:
 - a. Seeing that windows are closed.
 - b. Assuring that electrical circuits and gas jets are turned off.
 - c. Maintaining order during the evacuation.
 - d. Assigning students to hold the doors open, if their group is the first to evacuate from such doors; and instructing students holding doors to rejoin the class after the last person has passed through the doors.
 - e. Taking the roll book and checking roll when the class is in the assigned evaluation area. The name of any student not accounted for will be reported immediately to the Principal or his/her designee.
7. The exercise will be observed by the Pprincipal.

Adopted: April 8, 1993
Board Review/Approved: November 13, 2008
Amended: November 10, 2010
Policy Committee Review: May 17, 2018

EBCC

THREATS TO SAFETY AND PROPERTY

The Rochester School Board recognizes that one of its primary duties is to protect the safety of students, staff and others who may be present, from time to time, on school property and at school events. The Board also recognizes its duty to protect school assets, including property, buildings and equipment, from damage and destruction.

Further, the Board recognizes that discussion in a public forum, such as school board meetings, of the detailed plans and procedures intended to address threats to the safety of persons and property may serve to reduce the effectiveness of those plans.

The Board, therefore, authorizes the administration of the Rochester School Department and its schools to update plans and procedures currently in place and to review and assess the potential effectiveness of those plans and procedures as needed to address future threats.

Adopted: May 8, 2003
Board Review/Approved: November 13, 2008
Policy Committee Review: May 17, 2018

EBCD

EMERGENCY CLOSINGS

The Superintendent or designee is empowered to close the district schools or to dismiss them early in the event of hazardous weather or other emergencies which threaten the health or safety of students and personnel. If conditions affect only a single school, only that school shall be closed.

The Superintendent shall weigh these factors and shall take action to close the schools only after consultation with traffic and weather authorities. Students, parents, and staff shall be informed early in each school year of the procedures which will be used to notify them in case of emergency closing. When schools are closed for emergency reasons, staff members shall comply with Board Policy in reporting for work.

Adopted: April 8, 1993
Amended: November 13, 2008
Policy Committee Review: May 17, 2018

EBCE

WEAPONS PROHIBITION

The possession of weapons shall be prohibited in school facilities, on school property, on school buses, and at school functions at all times and by all persons except by authorized law enforcement officers acting within the scope of their professional capacity or individuals who have written permission from the Superintendent of Schools in accordance with RSA 193-D (Safe School Zones Act).

Weapons include, but are not limited to, firearms, explosives, incendiaries, martial arts weapons as defined by RSA 159:24, electronic defense weapons as defined by RSA 159:20, clubs, billies, metallic knuckles, knives including but not limited to kitchen knives, jackknives, switchblade knives, double-bladed knives, stiletto knives, swords, daggers, dirk knives, blades or sharps, razor blades and box cutters; or containers containing chemicals such as pepper gas or mace.

Likewise, objects fashioned to look enough like dangerous weapons that they could be mistaken for an actual weapon are subject to the same prohibition.

Persons violating this policy will be immediately directed to leave school premises, subject to enforcement by police if necessary. Staff members violating this policy will be subject to disciplinary action in accordance with other Board policies, state and local law, and collective bargaining agreements.

Student violations of this policy will result in both school disciplinary action and notification of the local police. Suspension or expulsion could result.

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 of Schools upon review of the specific case in accordance with other applicable law.

All students will receive written notice of this policy once each year.

Adopted: March 10, 1994

Amended: January 14, 1997

Amended: November 13, 2008

Amended: December 12, 2013

[Policy Committee Review: May 17, 2018](#)

EBCE-R

WEAPONS CONTROL FORM

_____ is granted permission
(name of person bringing weapon to school)

bring the following weapon(s) on to school property:

(describe weapon(s) in detail)

Date weapon(s) will be brought to school: _____

Signed: _____ Date: _____

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I understand that the permission granted above binds me to the following rules:

1. Weapon(s) will be transported and carried to school by non-student adult(s).
2. Weapon(s) may be handled by students in the classroom setting, but only under the close supervision of adults.
3. Weapon(s) will be under my constant observation at all times while in the school.
4. My instruction to students will only contain reference to safe and responsible use of the weapon(s).

**I agree without reservation to the rules established above:**

\_\_\_\_\_ (printed name) \_\_\_\_\_ (signature)

The following are included within the definition of weapon in 18 U.S.C. Section 921:

- Any weapon which will, is designed to, or may readily be converted to expel a projectile by the action of an explosive.
- The frame or receiver of any weapon described above.
- Any firearm muffler or firearm silencer.

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|---------------------------------|---------------------|
| Adopted:                        | January 14, 1997    |
| Board Review/Approved:          | November 13, 2008   |
| <u>Policy Committee Review:</u> | <u>May 17, 2018</u> |