

**Rochester School Board
Policy Committee Minutes
School Department Board Room
December 15, 2016**

DRAFT

Members Present:

Mr. Thomas O'Connor, Chair
Mr. Travis Allen
Mr. Robert Watson

Members Absent:

Mr. Matthew Pappas
Mr. Raymond Turner

Also Present:

Mr. Michael Hopkins
Mr. Kyle Repucci
Mrs. Christiane Allison

The meeting to order at 6:00 p.m. with a quorum present.

Mr. Allen moved, second by Mr. Watson, to approve the minutes of the September 15, 2016 meeting. The motion passed unanimously.

Policies for 2nd Reading

Mr. Allen moved, second by Mr. Watson, to recommend to the Board for second reading and review policy IKFA, Early Graduation. The motion carried unanimously.

Mr. Watson moved, second by Mr. Allen, to recommend to the Board for second reading and review policy JJIF, Daily Physical Activity.

Mr. Watson suggested that policy JJIF be brought forward to the Instruction Committee to review what is being done throughout the District at recess time and how it coincides with the Policy as written.

The motion on the floor carried unanimously.

Mr. Allen moved, second by Mr. Watson, to recommend to the Board for second reading and adoption policy KJ, Advertising in the Schools as amended. The motion carried unanimously.

Policies for 1st Reading

Mr. Watson moved, second by Mr. Allen, to take the following polices off the table:

- BDDE, Rules of Order
- EFB, Free and Reduced Lunch Price Policy
- EFC, Vending Machines
- JHH, Rochester School Department Health and Nutrition Policy
- KLC, Public Complaints Under Section 504 of the Rehabilitation Action of 1973
- KNAJ (also JFG), Questioning, Interrogating and Searching Students

The motion carried unanimously.

Mr. Watson moved, second by Mr. Allen, to recommend to the Board for first reading policy BDDE, Rules of Order to the Board as amended.

Mr. Watson suggested inquiring if there is an updated edition of Roberts Rules of Order: Parliamentary Procedure at a Glance by O. Garfield Jones to replace the 1971 edition currently followed.

The motion on the floor carried unanimously.

No action was taken at this time regarding policy EFB, Free and Reduced Price Lunch Policy.

Mr. Allen moved, second by Mr. Watson, to recommend to the Board for review policy EFC, Vending Machines. The motion carried unanimously.

Mr. Allen moved, second by Mr. Watson, to recommend to the Board for review policy JHH, Rochester School Department Health and Nutrition Policy. The motion carried unanimously.

Mr. Hopkins suggested that the policy could refer specifically to the established National School Lunch Guidelines during School Hours for process that is being followed in schools. Pros and cons were discussed regarding eliminating specific details regarding guidelines. More detailed discussion and review will be held at the January meeting.

No action was taken at this meeting regarding policy KLC, Public Complaints Under Section 504 of the Rehabilitation Act of 1973 (Grievance Procedure).

Mr. Allen moved, second by Mr. Watson, to recommend to the Board policy KNAJ, Questioning, Interrogating and Searching Students to the Board for first review. The motion carried unanimously.

Mr. Hopkins suggested that the Committee may want to group all policies related to discipline and review them altogether; and group all policies (included those currently tabled) related to medical issues together and review them at the same time. This will help ensure consistent process and procedure for these two broad areas.

Public Comment

None

Other

None

Adjournment

Mr. Allen moved, second by Mr. Watson, to adjourn at 6:21 p.m. The motion passed unanimously.

Respectfully submitted,

Mr. Thomas O'Connor

IKFA

EARLY GRADUATION

A high school student may complete the requirements for graduation at the end of the junior year by taking approved school courses and extra courses in the sophomore and junior years.

It is possible for a student to complete requirements for graduation at the end of the first semester of the senior year by taking approved summer school courses, extra courses in the sophomore year, junior year, and in the first semester of the senior year.

In order to qualify for early graduation a student must meet all course and credit requirements for graduation.

It is absolutely necessary that a student and parents do the necessary long-range planning for early graduation. A statement that the program is approved by parents is required.

To be eligible for early graduation a student must complete an application before the end of the previous semester. Application forms are available in the Guidance office.

Adopted:	April 8, 1993
Policy Committee Review:	October 18, 2012 (<i>tabled</i>)
	September 15, 2016; December 15, 2016

JJIF

DAILY PHYSICAL ACTIVITY

1. Purpose

The purpose of this policy is to promote increased physical activities for students in grades K-12 and to help students develop the knowledge and skills necessary to perform a variety of physical activities, maintain physical fitness, regularly participate in physical activity, understand the short and long-term benefits of physical activity, and value and enjoy physical activity as an ongoing part of a healthful lifestyle. In addition, the district encourages the staff to participate in and model physical activity as a valuable part of daily life.

2. Rationale

According to the U.S. Surgeon General, regular physical activity is one of the most important things people can do to maintain and improve their physical health, mental health, and overall well-being. Additionally, regular physical activity prevents adverse health consequences of childhood obesity and reduces the risk of premature death in general and of cardiovascular disease, stroke, high blood pressure, colon cancer, and Type 2 Diabetes in particular. Promoting a physically active lifestyle among young people is important because:

- A. through its effects on mental health, physical activity can help increase students' capacity for learning and academic success;
- B. physical activity has substantial health benefits for children and adolescents, including favorable effects on endurance capacity, mental health, muscular strength, body weight, and blood pressure; and
- C. positive experiences with physical activity at a young age help lay the foundation for being regularly active throughout life.

3. Definitions

For the purposes of this policy:

- A. "extracurricular and co-curricular activities" refers to school-sponsored voluntary programs that supplement regular education and contribute to the educational objectives of the school.
- B. "health-related physical fitness" refers to cardio respiratory endurance, muscular strength and endurance, flexibility, and body composition.
- C. "interscholastic athletics" refers to organized individual and team sports that involve more than one school.
- D. "intramurals" refers to physical activity programs that provide opportunities for all students to participate in sport, fitness, and recreational activities within their own school.
- E. "developmentally appropriate daily physical activity" means physical activity that is suitable for the cognitive age and individual characteristics of students.
- F. "physical education" refers to the program of physical education in Ed 306.
- G. "recess" refers to regularly scheduled periods within the school day for unstructured physical activity and play.
- H. "chronic inactivity" means an ongoing sedentary lifestyle.
- I. "other related health problems" means:
 - J. physical illnesses;
 - K. psychological illnesses; and
 - L. injuries.
- M. "childhood obesity" means the term used to describe children and teenagers ages 2-20 who are considered overweight because their body mass index as defined by the Center for Disease Control and Prevention is greater than or equal to the 95 percentile.

4. Components of Policy

School leaders are encouraged to develop and implement a plan that supports physical activity and that may include, but not be limited to the following:

- A. a sequential physical education program that involves moderate to vigorous physical activity on a scheduled basis; teaches knowledge, motor skills, self management skills, and positive attitudes; promotes activities and sports that students enjoy and can pursue throughout their lives; and is coordinated with the health education curriculum;
- B. time in the elementary school day for supervised recess with physical activities encouraged;
- C. opportunities and encouragement for students to initiate and voluntarily participate in before and after-school physical activity programs, such as intramurals, clubs, and, at the high school level, interscholastic athletics;
- D. school support for community recreation and youth sports programs and agencies that complement physical activity programs;
- E. opportunities for staff to be physically active;
- F. provisions for acquiring adequate resources to include funding, personnel, appropriate equipment and facilities;
- G. strategies to involve family members in program development and implementation; and
- H. Strategies to encourage parents and guardians to support their children's participation in physical activities and to be positive role models for active life styles.

The program should attempt to make effective use of school and community resources and to equitably serve the needs of interested students and staff, taking into consideration differences of gender, cultural norms, physical and cognitive abilities, and fitness levels. Additionally, a school's developmentally appropriate daily physical activity program as recommended by Ed 310 shall be in addition to and shall not be a replacement for the physical education program requirement in Ed 306 and/or the school district's policies regarding physical education, extra or co curricular, intramural, and/or interscholastic athletics programs.

Schools may work with recreation agencies and other community organizations to coordinate and enhance opportunities available to students and staff for physical activity during their out-of-school time. Schools are encouraged to negotiate mutually acceptable, fiscally responsible arrangements with community agencies and organizations to keep school- or district-owned facilities open for use by students, staff, and community members during non-school hours and vacations. School policies concerning safety shall apply at all times.

Reference

RSA 189.11-a, Food and Nutrition Programs (Section V.)

Adoption Date: September 8, 2005

Policy Committee Review: April 17, 2014 (*tabled*); May 12, 2014 (*tabled*); June 17, 2014 (*tabled*)
September 15, 2016; December 15, 2016

KJ

ADVERTISING IN THE SCHOOLS

Neither the facilities, the name, the staff, nor the ~~children~~ students of the schools, school system, nor any part thereof shall be employed in any manner for advertising or otherwise promoting the interests of any commercial or other non-school agency or organization except that:

1. The school may cooperate in furthering the work of any nonprofit, community-wide social service agency, provided that such cooperation does not restrict or impair the educational program of schools.
2. The schools may use films or other educational materials bearing only simple mention of the producing or sponsoring firm.
3. The schools may participate in radio or television programs under acceptable commercial sponsorship when such participation is supplementary or beneficial to the program of the schools.
4. The Superintendent may, at his or her discretion, announce or authorize to be announced any lecture or other community activity of particular educational merit.
5. The schools may, upon approval of the Superintendent, cooperate with any governmental agency in promoting activities in the general public interest which are nonpartisan and non-controversial and which promote the education or other best interests of the pupils.
6. School publications may accept and publish paid advertising under established procedures.
7. Promotional literature will not be distributed through the schools except for recognized educational and youth-oriented organizations.

Adopted: April 8, 1993
Policy Committee Review: December 18, 2014; *January 22, 2015(tabled)*
September 15, 2016; December 15, 2016

BDDE

RULES OF ORDER

Except as otherwise provided by law, regulation of the State Department of Education, or by the Board, meetings of the Board shall be conducted in accordance with **the most recent edition of Robert's Rules of Order, as contained in: Parliamentary, Procedure at a Glance by O. Garfield Jones (New York: Hawthorn Books) ~~1971~~.**

Adopted: April 8, 1993

Board Review/Approved: July 10, 2008

Policy Committee Review: May 20, 2010 (tabled); **June 17, 2010; July 15, 2010 (tabled);
March 17, 2011(tabled);
December 15, 2016**

EFC

VENDING MACHINES

The installation and use of vending machines in the schools will be controlled so that they will not offer competition to the school lunch program or encourage students in poor eating habits.

Vending machines may be operated by the School Food Services Department for the sale of beverages in employee lunchrooms. The funds derived from such sales will accrue to the food service program revenue budget. Students will not make purchases from these machines.

Vending machines may also be operated by the school in employees' lounges for employee use only. The funds derived from such operation will accrue to the internal accounts fund for the individual school.

Vending machines may be operated after school hours for students' use. The profits derived from such operations will accrue in the school's student activities fund or its internal account fund.

The Food Services Director and principal(s) will submit to the Superintendent annual financial reports on each account.

Adoption Date: April 8, 1993
Policy Committee Review: December 18, 2008, *tabled 12/18/08*
December 15, 2016

JHH

ROCHESTER SCHOOL DEPARTMENT HEALTH AND NUTRITION POLICY

Introduction

The Mission of the Rochester School Department is to ensure quality educational experiences. Scientific research has identified a positive relationship among adequate nutrition, physical activity, and academic success, and early healthy lifestyle choices can have lifelong benefits in the prevention of many debilitating ailments. The Rochester School System Health and Nutrition Policy is designed to provide healthy food choices while in school, encourage physical activity, and improve health education of our students.

Rochester School Snack Sales and Vending Machine Policy

All schools will have a designated in-school volunteer as the contact person for compliance with the policies.

Snack and Vending Machine Sales -

All snack foods sold to students during School Hours in locations overseen by the School District shall meet the following guidelines:

- **Fat** - no more than 35% of total calories from fat or 7 grams maximum per serving (with the exception of nuts or seeds).
- **Saturated Fat and Trans Fat** - no more than 10% of calories from saturated fat and/or trans fat or 2 grams maximum per serving
- **Added Sugar** - no more than 30% by weight or 15 grams maximum per serving (excludes sugars naturally occurring in fruits, vegetables and dairy).
- **Sodium** - No more than 480 mg per serving
- **Serving Size** - Sale of items containing more than one serving per size is discouraged.

Beverage and Vending Machine Beverage Sales

All beverages sold to students during School Hours in locations overseen by the School District shall meet the following guidelines:

- **Juices** - 100% fruit and vegetable juice only, 16 oz. or smaller container
- **Water** - Pure water, nothing added
- **Milk** - 1% fat or less, 4 grams per ounce or less total sugars (i.e., lactose + added sweetener) 10-16 oz. Container or less
- **Flavored Water** - Not carbonated unless exempted by the USDA, No caffeine. Minimum 5% RDA of specified nutrients* (*Vitamin C, Vitamin A, niacin, riboflavin, thiamin, calcium and iron)
No more than 10 calories per 8 oz serving from sugar or other calorie sweeteners
Only non caloric sweeteners approved by USDA

Noncompliant Beverages:

- **Sports Beverages and Sodas** - Regular and diet (Available only 30 minutes after the last instructional period of the day.)

If items do not meet the above listed criteria, the Superintendent may approve those items for sale on an annual basis.

Rochester Schools Milk Purchasing Policy

The Rochester School System requests that Milk purchasing as of the Fall of 2004 consist of no more than 20% higher fat milk (whole milk and 2% milk) and the remaining 80% to consist of lower fat milks (1% milk, skim milk and flavored milks). All the current choices will continue to be offered, but in changed percentages. The program will be monitored to assure that the choices are available, to meet federal guidelines.

Background

The recommended choices for this policy, nonfat (skim) and 1 percent (low-fat) milk, contain 86 to 105 calories in each eight-ounce glass, and 0.4 to 2.4 grams of fat. Whole milk is appropriate for toddlers and for people who are having trouble getting all the fat and calories they need. But at 155 to 160 calories and almost 9 grams of fat per glass, it's not the best choice for most children, especially those who consume more fat and calories than they need.

Wellness Policy

The Board recognizes the importance of proper nutrition and developmentally appropriate physical activity as ways of promoting healthy lifestyles, minimizing childhood obesity, and preventing other diet-related chronic diseases. The Board also recognizes that health and student success are inter-related. It is, therefore, the goal of the Board that the entire learning environment be aligned to positively influence a student's understanding, beliefs, and habits as they related to good nutrition and physical activity.

A District-wide wellness advisory committee will be established with the purpose of assessing the nutrition and physical activity environment throughout the district and making recommendations to the Board for a comprehensive wellness program. The committee will consist of representation from parents, students, the school's food service program, the School Board, administration, and the public. Program implementation will be monitored and progress evaluated, with an annual report to the Board.

As part of the program, students will be given opportunities to gain the knowledge, skills, behavior, and motivation needed to be physically active for life through daily activity offerings such as recess periods, physical education classes, walking programs, the integration of physical activity into the academic curriculum, and after-school programs including intramurals, interscholastic athletics, and physical activity clubs. The Board directs the building principals to encourage student physical activity on a daily basis.

Adopted: July 8, 2004
Amended: August 11, 2005
Amended: September 14, 2006
Policy Committee Review: August 16, 2012 (tabled)
December 15, 2016

KNAJ (also JFG)

QUESTIONING, INTERROGATING and SEARCHING STUDENTS

1. Definitions

As used herein these terms are defined as follows:

- A. "Interrogation" is an inquiry of a student by an agent or employee of any law enforcement agency, excluding inquiries that are not part of an investigation;
- B. "Investigation" is the gathering of information to determine whether, or to prove that, there has been a violation of law, or a breach of the rules and/or policies of the School District;
- C. "Parent" is a student's legal custodian or guardian.
- D. "Questioning" is an inquiry of a student by an employee of the School District, excluding inquiries that are not part of an investigation;
- E. "School District" shall mean the Rochester School Department.
- F. "School Property" means all property owned by the School District, and includes student lockers, desks, and similar items and locations owned by the School District.
- G. "Search" is a physical examination of a person or place, by either an employee of the School District or an employee or agent of any law enforcement agency as part of an investigation.
- H. "Student" means any student enrolled in the Rochester Public Schools, regardless of age.

2. Principles

- A. The School District has an absolute right to question students about the conduct of any student or School District employee or agent while the questioned student is on school premises, or engaged in school activities and under the control of school district employees or agents at any location, including extra-curricular activities.
- B. It is the policy of the school to cooperate with law enforcement agencies in the interest of the larger welfare of all citizens.
- C. The School District is responsible to parents for the welfare of the students while they are in the care of the school. This responsibility includes respecting the exclusive right of parents to advise their children, and acknowledging that students may not recognize and appreciate the different roles of school employees and law enforcement officials.
- D. School District employees shall not investigate violations of law, except when such conduct also constitutes a violation of School District policies. In such event, School District employees shall focus their inquiries on conduct that violates School District policies.
- E. School District employees shall not engage law enforcement officers or agents, or employees of law enforcement agencies, in investigations of violations of School District policies, regulations, rules, and procedures except to conduct or assist in a search as authorized in Paragraph 3-C-3 or to seek assistance in determining whether such violations may also constitute a violation of the law, requiring further involvement of law enforcement officers.
- F. Students shall have no reasonable expectations of privacy in School District property

3. Policies

A. Questioning:

1. A student may be questioned without prior notification to the student's parents.
2. Questioning will occur only on the property of the School District or at the location of a school sponsored event.
3. No law enforcement officer or agent, or employee of any law enforcement agency shall be present during questioning unless the school official conducting the questioning has a reasonable basis to believe that a person will likely suffer harm unless a law enforcement officer is present.
4. School District employees shall not provide law enforcement agencies with any information learned during questioning, except that School District employees shall comply with all statutes mandating reporting of information to any authority, with all court orders, and with all reporting requirements under School District policies.
5. The School District shall promptly notify the parents of any student who, during questioning, provides information implicating the student in any violation of law.

B. Interrogation:

1. No interrogation shall occur on the property of the School District, unless:
 - a. An authorized representative of a law enforcement agency requests permission to do so from the principal of the school where such interrogation is to occur; and
 - b. Such principal or his or her authorized representative, first determines that:
 - 1) Such interrogation is directed to a student who is the victim of a crime, such interrogation is about the crime of which the student is victim, and the circumstances do not allow time to take the student to an appropriate law enforcement agency; or,
 - 2) There is a reasonable basis to believe that a person will likely suffer harm unless the interrogation occurs at the school; or,
 - 3) The student's parent has been notified of the request to conduct an interrogation and has granted permission for such interrogation to occur on school property.
2. Upon making a determination under §1, above, that an interrogation on school property is appropriate, the principal or authorized representative shall immediately make every reasonable effort to contact and inform a parent or guardian of the student to be interrogated, unless the law enforcement officer requesting the interrogation informs the principal that doing so is contrary to the interests of the student to be interrogated. The principal or representative shall offer the parent or guardian an opportunity to immediately speak with the student, and if the parent or guardian accepts the opportunity, the principal or representative shall interrupt the interrogation and afford the student an opportunity to speak privately with the parent or guardian.
3. If a principal or authorized representative makes a determination under §1, above, that an interrogation on school property is appropriate, the person making the determination shall make a written report to the Superintendent of Schools by 9:00 AM of the next working day after making such determination, stating specifically and completely all information upon which the principal relied in making such determination, and all actions taken by the principal or representative with respect to the said interrogation. The Superintendent shall provide a complete copy of such report to the parent or guardian.
4. No employee of the School District shall participate in or be present during any interrogation.

C. Searches

1. School officials may:
 - a. Search school property at any time for any reason; and,
 - b. Investigate conduct of a student that violates the rules of the School District, by requiring the student to produce all contents of his or her pockets and clothing, pocketbook, purse, wallet, book bag, backpack or other carrying or storage device.
2. With the approval of the Superintendent or designee, conduct searches of school facilities and lockers, in cooperation with the Rochester Police Department and/or New Hampshire State Police, using dogs trained to detect illegal drugs or explosives. Except in emergency situations, such searches will be conducted during evening hours, on weekends, or at times when there are few or no students in the building being searched.
3. A search of a student must be reasonable under all of the circumstances. It must be justified at its inception and reasonably related in scope to the circumstances giving rise to the search. A school official conducting such a search must have reasonable grounds to believe that the search will turn up evidence that the student has violated or is violating the rules of the school. The search must be conducted in a way that is reasonably related to the objective of the search, and not excessively intrusive in light of the age and sex of the student and the nature of the suspected infraction.
4. If a school official acts under C-1-b; no employee or agent of any law enforcement agency shall participate in or be present during such action, except that the school official authorizing the search may utilize law enforcement personnel to carry out or assist in the search if reasonably necessary to protect the safety of any person.
5. If a school official acting under C-1-a or C-1-b; above, finds what is believed to be any firearm, explosive device, controlled substance, or other contraband, the school official shall promptly turnover said material to the appropriate law enforcement agency.
6. When a search is conducted by an agent or employee of a law enforcement agency, the principal or authorized representative shall immediately make every reasonable effort to contact and inform a parent or guardian of the student whose person or effects are to be searched, unless the law enforcement officer requesting the search informs the principal that doing so is contrary to the interests of the student to be searched

D. The principal or authorized representative shall make and submit a written report to the Superintendent of Schools by 9:00 AM of the next working day after the search is conducted, stating specifically and completely all information pertaining to the search. The Superintendent shall provide a complete copy of such report to the parent or guardian unless parental notice has been withheld under ¶3-C-5

E. Arrest

1. School officials shall cooperate with any court order to arrest or detain any student, by identifying and producing such student for any law enforcement official seeking to effectuate said order.
2. A student may not be released into the custody of persons other than a parent or legal guardian without permission from said parent or legal guardian unless placed under arrest or detained by court order
3. If a student is removed from the school by legal authority, school officials should notify parents of this action as soon as possible.

Adopted: April 8, 1993

Amended: September 13 2001; November 10, 2004; December 12, 2013

Policy Committee Review: December 18, 2014; January 22, 2015 (*tabled*); December 15, 2016