Concord School District
Board of Education
Communications and Policy Committee

Date: October 10, 2017

Committee members present: Jennifer Patterson, Chair; Alana Kimball, Maureen Redmond-Scura, Tom Croteau

Administration: Terri Forsten, Superintendent; Donna Palley, Assistant Superintendent

Committee chairperson Jennifer Patterson called the meeting to order at 5:30 p.m. The purpose of the meeting was to review Board policies affected by the fall update of the NHSBA policy manual, and several proposed policies:

1. Policy 132 Agenda Preparation and Dissemination (NHSBA policy BEDB)
2. Policy 133 Minutes (NHSBA policy BEDG)
3. Policy 248 Response to Public Records Request (NHSBA policy BEDG-R, and also relative to NHSBA policy EH)
4. Policy 300 Fiscal Management Plan (NHSBA policy DIH)
5. Policy 301 Fraud Prevention (NHSBA policy DIH)
6. Policy 421 Payroll Periods (NHSBA policy DKA)
7. Policy 462 Background Investigation and Criminal Records Checks (NHSBA policy GBCD, GBCD-R)
8. Policy 538/750 Safety Program (NHSBA policy EBCA)
9. Policy 642 Opening Exercises and Patriotic Exercises (NHSBA policy IMDA)
10. Policy 650 Parental Request for Alternative Course Material (NHSBA policy IGE)

Several new policies recommended by NHSBA were proposed:

1. Proposed Policy 435 Staff Participation in Political Activities (NHSBA policy GBI)
2. Proposed Policy 632 Character and Citizenship Education (NHSBA policy IHAK)
3. Proposed Policy 634 Health Education Opt-Out Procedure and Form (NHSBA policy IHAM)
4. Proposed Policy 635 Advanced Course Work / Advanced Placement Courses (NHSBA policy IHCD/LEB)
5. Proposed Policy 692 Hazing (NHSBA policy JICFA)
Superintendent Forsten provided Committee members with copies of the New Hampshire School Boards Association (NHSBA) model policies that corresponded to the topics under review.

**Policy 132 Agenda Preparation and Dissemination** (NHSBA policy BEDB)

The Committee last revised this policy in April 2017. Superintendent Forsten suggested adding the sentence “Notices of meetings shall be consistently posted on the District’s website in a reasonably accessible location.” The Committee decided instead to modify **Policy 131 Regular School Board Meetings**, paragraph 2, to read “The Superintendent shall post notices of meetings on the District’s website in a reasonably accessible location” and to recommend the policy to the full Board for a first reading.

**Policy 133 Minutes** (NHSBA policy BEDG)

The Committee last revised this policy in January 2017. Superintendent Forsten noted that much of the language in the NHSBA policy is not in Policy 133. Ms. Patterson commented that it would be better to have more general references to RSA 91-A, as the specifics can and do change frequently through legislative action. The Committee decided to recommend Policy 133 to the full Board for a first reading, substituting the text from NHSBA policy BEDG for all the text in the current Policy 133.

**Policy 248 Response to Public Records Request** (NHSBA policy BEDG-R and also NHSBA policy EH)

The Committee last revised this policy in July 2017. Superintendent Forsten noted that the recommended NHSBA revision was not based on new legislation; rather, it provided clarity. The Committee decided this revision was not needed.

**Policy 300 Fiscal Management Plan** (NHSBA policy DA) and **Policy 301 Fraud Prevention** (NHSBA policy DIH)

The Committee last revised Policy 300 in September 2017. Superintendent Forsten suggested adding a new paragraph from NHSBA to the end of each of the above policies, "If the Superintendent is reportedly suspected of fraud, impropriety or irregularity, the suspicions should be reported to the School Board President. The School Board President is authorized to engage the District’s legal counsel or alternate legal counsel to initiate an investigation of the complaint and coordinate the investigative efforts with individuals and agencies as appropriate.”

Maureen Redmond-Scura recommended adding this paragraph only to the end of **Policy 301 Fraud Prevention**. There was some discussion about whether to add text to Policy 300 to make it clearer that this policy is the District’s fiscal plan; it was decided that the policy as written is adequate.

**Policy 421 Payroll Periods** (NHSBA policy DKA)

Superintendent Forsten suggested that the second sentence of this policy be removed. The Committee decided to revise the title of the policy to **Policy 421 Payroll Procedures**, and replace all text with the following text:
All salaries and supplements paid regular staff members, substitute or part-time personnel, and student workers will be paid through the business office at regular intervals not to exceed 14 days, unless the Commissioner of the Department of Labor has authorized a different interval in accordance with RSA 275:43, IV-a (a). Necessary procedures for accounting for the hours of part-time and hourly workers will be established by the Superintendent and carried out by administrative personnel. Compensation records kept by the business office will reflect an accurate history of the compensation and related benefits paid to each employee.

Pay Day Schedule
The District pays salaries on a regular schedule throughout the school year. There shall be no salary advances for any staff member.

Salary Deductions
Salary deductions are allowed. They are subject to the limitation of the accounting equipment. Authorized payroll deductions include:
1. Credit Union
2. Tax-Sheltered Annuities
3. Union Dues
4. Insurance Contributions
All salary deductions, other than those regulated by federal or state laws, will be deducted only upon written approval of the employee.

Legal References:
RSA 194-C:4 (II) (a), Superintendent Services
RSA 275:43. Payment of Wages; Hourly School District Employees

The Committee decided to recommend Policy 421 Payroll Periods, with revisions, to the full Board for a first reading. The Superintendent will check with the Business Administrator regarding the recommended revisions before the policy is brought to the full Board.

Policy 538/750 Safety Program (NHSBA policy EBCA)

The Board last revised this policy in September 2000. There have since been legislative changes. The Committee decided to replace all text with the following text:

The Superintendent is responsible for ensuring the District’s Emergency Response Plan conforms with the requirements of RSA 189:64 and addresses hazards including, but not limited to: acts of violence, threats, natural disasters, fire, hazardous materials, medical emergencies, and other hazards deemed necessary by the School Board or local emergency authorities. The emergency response plans will be based on and conform to the Incident Command System and the National Incident Management System.

The School Board directs the Superintendent to develop site-specific emergency response plans for each school building, to have each plan reviewed annually prior to September 1, and to submit the emergency response plans or if the annual review
does not change the plan, notice that the review has been completed to the Department of Education no later than September 1 each year. The Superintendent is authorized to provide a current building schematic floor plan in digital format to the Division of Homeland Security and Emergency Management of the Department of Safety. The Superintendent is responsible for ensuring that at least two times per year, the District conducts emergency response drills. The Superintendent will establish a relationship with local and state emergency and law enforcement authorities. The Superintendent or his/her designee will serve as a coordinator/liaison with these authorities.

Legal References:
RSA 189:64, Emergency Response Plans
Appendix: EBCA-R

The Committee discussed including language from the current policy, “educational Programs in traffic and pedestrian safety, fire prevention, emergency procedures, etc., appropriately geared to students at different grade levels.” It was decided that these items could be discussed at a later date with an eye to including them in the curriculum. Superintendent Forsten will explore whether the current safety plans address any of these components. This draft will be reviewed by the Director of Facilities and Planning. The Committee decided to recommend Policy 538/750 Safety Program, with revisions, to the full Board for a first reading.

**Policy 462 Background Investigation and Criminal Records Checks** (NHSBA policy GBCD, GBCD-R)

The Committee last revised Policy 462 in January 2017. Superintendent Forsten noted that fingerprinting is done in the Personnel office and sent to the NH State Police for review. RSA 189:13-a, III states that only the Superintendent will review a potential employee’s criminal history record from the State Police and will destroy the record following review. The FBI is also consulted. Their statement to the Superintendent may indicate that a given person’s criminal record “is not inconsistent with RSA 189-13”; and therefore could safely work with children in schools. Superintendent Forsten recommended replacing the CSD section titled Final Offer of Employment with the corresponding NHSBA section:

A person who has been extended a conditional offer of employment or conditional approval to work within the District as a contractor or employee of a contractor may be extended a final offer of employment or final approval upon the completion of a criminal history records check and a background check which is satisfactory to the Board.

No person with a conditional offer of employment shall be extended a final offer of employment if such person has charges pending or has been convicted of any crime listed in RSA 189:13-a, V; or where such person has been convicted of the same conduct in another state, territory, or possession of the United States; or where such person has been convicted of the same conduct in a foreign country.
In addition to the felonies listed as disqualifying in pertinent and applicable law, a person may be denied a final offer of employment if he/she has charges pending or has been convicted of any crime, either a misdemeanor or felony, provided the basis for disqualifying the candidate is job related for the position in question and is consistent with business necessity. Such determination will be made by the Superintendent in accordance with the established protocol and on a case-by-case basis. If the Superintendent chooses to nominate an applicant who has a history of conviction of a crime or with pending charges for a position that must be approved by the Board, the Board shall be informed of that history in non-public session.

The Superintendent, or designee, will transmit each applicant’s Criminal Record Release Authorization Form and, where inked cards are used, the applicant’s fingerprint cards to the State Police. The State Police will then conduct the criminal history records check and will provide the Superintendent with the applicant’s criminal history record or confirmation that the individual does not have a record of being charged with or convicted of a crime. In accordance with RSA 189:13-a, III, only the Superintendent will review the criminal history record received from the State Police and shall destroy that document as required by law.

When the District receives a notification of an employee, contractor, contractor’s employee, or volunteer being charged with or convicted of a disqualifying offense under RSA 189:13-a, the Superintendent’s protocol, or other crime which is evidence of the individual’s unsuitability to continue in their role, the Superintendent shall take immediate appropriate action to remove the individual from contact with students. Employees shall be placed on paid administrative leave, if not subject to and immediately discharged. The Superintendent will then take appropriate employment or other action, consistent with law and any applicable employment agreement or contract to address the individual’s ongoing relationship with the District.

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

The Committee endorsed Superintendent Forsten’s recommendation to replace the CSD section titled Final Offer of Employment with the corresponding section from the NHSBA policy, above, and to recommend it to the full Board for a first reading.

**New – Policy 435 Staff Participation in Political Activities (NHSBA policy GBI)**

Superintendent Forsten noted that the Board does not currently have this policy and suggested there are no strong considerations it is needed. Ms. Patterson suggested that this policy may be more relevant in districts where the budget is approved directly by the voters, where there is an actual vote separate and distinct from a School Board vote, and did not perceive that this policy is needed. Mr. Croteau suggested that it might make sense to have this policy in place in case it was needed. Ms. Patterson noted the policy
narrowly defines political activities as only “partisan political activities.” The text of the new policy would read,

The Board recognizes that employees of the District have certain civic rights. Employees, as citizens, have a right to engage in political activities and to speak as a citizen on matters of public concern. Nevertheless, this right to engage in political activities and to speak as a citizen on matters of public concern may be reasonably conditioned by the Board as an employer when the employee is engaged in his or her work as an employee and is speaking pursuant to the employee’s official duties. This policy defines the types of conduct that are not permitted. The US Supreme Court has held that when public employees make statements pursuant to their official duties, they are not speaking as citizens for First Amendment purposes, and the Constitution does not insulate their communications from employer discipline. Employees will not advocate their personal political views or engage in political activities as defined in this policy when speaking pursuant to the employee’s official duties during hours of official employment. Employees will not exploit students in any way to promote the employee’s personal political views. Employees will not misrepresent their political views as those of the District. Examples of activities that are not permitted include:

1. Representing personal political views as those of the District; employees should always take adequate precautions to distinguish between their personal political views and those of the District;

2. Interfering with colleague’s exercise of political rights, citizenship rights, and responsibilities; and

3. Using District privileges, District resources, including but not limited to the District e-mail system or working time to promote political candidates, for partisan political activities, or to influence the vote of a voter on any question or office.

It is the intent of this policy that political activities be narrowly defined to mean only “partisan political activities” and influencing the vote of a voter on any question or office. Partisan political activities would include the posting of political circulars or petitions, collection and/or solicitation of campaign funds, solicitations for campaign workers and other activities of a clearly partisan nature, including those activities relating to local, state, or federal elections.

New Hampshire law, RSA 659:44-a Electioneering by Public Employees provides that no public employee, as defined in RSA 273-A:1, IX, shall electioneer while in the performance of his or her official duties. No public employee shall use government property or equipment, including, but not limited to, e-mail systems, telephones, facsimile machines, vehicles, and computers, for electioneering. For the purposes of this law, “electioneer” means to act in any way specifically designed to influence the vote of a voter on any question or office. A person violating this law may be guilty of a misdemeanor.

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A “public employee,” with limited exceptions including those in a confidential relationship with the Board, means any person employed by the District. This is a criminal offense. Allegations of violations of this law may be investigated and prosecuted by the Attorney General and law enforcement.

The Committee decided to recommend new Policy 435 Staff Participation in Political Activities to the full Board for a first reading.

**Policy 650 Parental Request for Alternative Course Material** (NHSBA policy IGE)

The Board adopted this policy in 2012. Superintendent Forsten noted that related NHSBA policy IGE offers more details, including a parent notification process on content related to human sexuality or human sexual education; this is in accordance with HB 103. Mr. Croteau noted a related issue that arose many years ago in a Concord elementary school; the discussion was why, if the School Board adopted curriculum, any particular piece of curriculum would be singled out. The Board does not, for example, ask for parental permission to teach geometry or English. Ms. Patterson noted that at least the second paragraph of NHSBA policy IGE must now be included in response to 2017 House Bill 103, Laws of 2017 Chapter 9. The text of the revised policy would read:

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

In the event a parent/guardian finds specific course material objectionable, the parent/guardian may notify the building Principal of the specific material to which they object and request that the student receive alternative instruction, sufficient to enable the child to meet state requirements for education in the particular subject area. This notification and request shall be in writing.

The building Principal and the parent must mutually agree to the alternative instruction. The alternative instruction agreed upon must meet state minimum standards.

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 method agreed to by the parent/guardian and the building Principal. Any cost associated with the alternative instruction shall be borne by the parent.

Nothing in this policy shall be construed as giving parents/guardians the right to appeal to the Board.

Parents who wish for particular instructional material to be reviewed for appropriateness may submit a request for review in accordance with Board Policy 651 Citizen’s Request for Reconsideration of Instructional Materials.

Parents and legal guardians shall be notified by e-mail, other written means, website/social media posting, or phone call not less than two (2) weeks in advance of
use of the curriculum course material to be used for instruction of human sexuality or human sexual education, that the material is available for inspection at the school. The notice will identify and provide contact information for the member of staff or faculty a parent or guardian should contact to arrange an opportunity to inspect the curriculum course material.

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

In accordance with the federal Protection of Pupil Rights statute, as a school district that receives federal Department of Education funds, the Superintendent shall develop procedures to allow parent/guardian of a student to inspect any instructional material used as part of the educational curriculum for the student. The procedures will provide reasonable access to instructional material within a reasonable period of time after the request is received.

Legal References:
RSA 186:11, IX-c & IX-e State Board of Education; Duties.
20 U.S.C §1232h, (c)(1)(C), Protection of pupil rights

Ms. Patterson suggested retaining the phrase “for their student,” at the end of the first sentence, and the third paragraph, “The name of the parent or legal guardian and any specific reasons disclosed to school officials for the objection to the material shall not be public information and shall be excluded from access under RSA 91-A.”

Mr. Croteau expressed concern about alternative instruction; specifically, the possibility that development of an entire alternative tutorial on a given subject might be required under this policy. The Committee decided to forward this new policy, with changes noted, to the full Board for a first reading.

New – Policy 632 Character and Citizenship Education (NHSBA policy IHAK)

Superintendent Forsten noted the Board does not currently have this policy, which is required by law. The text of NHSBA policy IHAK reads:

Those in charge of curriculum development will have the responsibility for integrating into the curriculum, as appropriate, the following principles:

1. Humanity, benevolence, truth and honesty with self and others, in accordance with Part 2, Article 83 of the New Hampshire Constitution.
2. Fairness, integrity and justice.
4. Community service.
5. Pursuant to RSA 186:13, the rights and responsibilities of citizenship.
6. Each individual has dignity and worth.
7. A free society requires respect for persons, property, principles and self.

8. Each individual has a right to learn and freedom to achieve.

9. Each individual, regardless of age, gender, race, creed, color, religion, marital status, sexual orientation, national or ethnic origin or disability, has the right to equal opportunity.

10. Each individual has the right to personal liberties.

11. Each individual is responsible for his/her own actions, and should exercise self-discipline where and when appropriate.

12. Each individual has a responsibility to the group as well as to the total society.

13. A democratic government is established by majority vote.

14. Democratic societies are based on law.

15. Problems are solved through reason and orderly processes.

16. An individual should be tolerant of another’s beliefs and should have the freedom to express his/her own.

17. Each individual has the right to work, to pursue an occupation and to gain satisfaction from personal efforts.

Teaching in the area of character and citizenship will take place throughout the K-12 program.

Legal References:
New Hampshire Constitution, Part 2, Article 83
RSA 186:13
NH Code of Administrative Rules, Section Ed 306.04(a)(5), Character and Citizenship
NH Code of Administrative Rules, Section Ed 306.04(i), Character and Citizenship

Ms. Patterson suggested moving the reference in item no. 1 to the NH constitution to the end of that phrase. After some discussion about the source of the list above, Superintendent Forsten was asked to confer with NHSBA, further refine the policy and bring it back to the Committee.

New – Policy 634 Health Education Opt-Out Procedure and Form (NHSBA policy IHAM)

Superintendent Forsten noted the Board does not currently have this policy, which is required by law. NHSBA sample policy IHAM with the Committee’s modifications reads:

Consistent with Department of Education requirements, health and physical education, including instruction about parts of the body, reproduction, and related topics, will be included in the instructional program.

Parents/guardians, or students over 18 years of age, who do not want their child to participate in a particular unit of health or sex education instruction for religious
reasons or religious objections, are allowed to have their child opt-out of such instruction.

Parents/guardians who wish to have their child opt-out of such instruction are required to complete the District opt-out form and state the particular unit of curriculum in which the student is not to participate. Any student who is exempted by request of the parent/guardian under this policy may be given an alternative assignment sufficient to meet state requirements for health education. The alternative assignment will be provided by the health or physical education teacher in conjunction with the Principal.

Parents/guardians who do not want their child to participate in a particular unit of health or physical education for religious reasons must complete a Health or Physical Education Opt-Out form.

Opt-Out forms are available from either the health education teacher or the Principal. Opt-out requests must be submitted annually and are valid only for the school year in which they are submitted.

Legal References:
20 U.S.C §1232h, (c)(1)(C), Protection of Pupil Rights
RSA 186:11, IX-c & IX-e Notice to Parents/Guardian Required
NH Code of Administrative Rules, Section Ed 306.40, Health Education Program
NH Code of Administrative Rules, Section Ed 306.41, Physical Education Program
RSA 186:11, IX-b, Health and Sex Education
Appendix IHAM-R, Health or Physical Education Opt-Out Form
Policy 650 Parental Request for Alternative Course Material

Health and Sex Education Exemption/Objectionable Course Material: Opt-Out Form
I, __________________ (parent/guardian) request that my child, __________________ be excused from participating in certain units of health or sex education instruction or that I object to the course material described below.

I request that the District waive the class attendance of my child in a class or courses on:

[ ] Comprehensive sex education, including in grades 6-12, instruction on the prevention, transmission, and spread of AIDS.

[ ] Family life instruction, including in grades 6-12, instruction on the prevention, transmission and spread of AIDS.

[ ] Instruction on diseases.

[ ] Recognizing and avoiding sexual abuse.

[ ] Instruction on donor programs for organ/tissue, blood donor and transplantation.

Please identify the grade level, class, and building: ____________________________
Or I object to this course material being used for my child’s education: (describe the specific course material in detail): __________________________________________________________

I understand that I am requesting the school to excuse my child from certain units of curriculum or specific course materials that are required by state law. I further understand that in lieu of receiving instruction in this unit of health education, my child may be required to receive alternative learning in health education that is sufficient to enable my child to meet state requirements for health education. I understand that I may be responsible for the additional costs of the alternative course material. I further understand that this opt-out exemption is only valid for the school year in which it is signed, and subsequent waivers may be necessary.

See RSA 186:11, IX-e (as amended in 2017).

______________________________________
Parent/Guardian Signature

______________________________________
Administrator Signature

Date Received ______________

This form is exempt from disclosure under the Right-to-Know law, RSA Chapter 91-A. RSA 186:11, IX-e.

The Committee decided to recommend new Policy 634 Health Education Opt-Out Procedure and Form to the full Board for a first reading.

**New – Policy 635 Advanced Course Work/Advanced Placement Courses** (NHSBA policy IHCD/LEB)

Superintendent Forsten noted the Board does not currently have this policy, which is required by law. The Committee changed NHSBA sample policy IHCD/LEB to read:

> Any student who is capable of and wishes to do advanced course work or take Advanced Placement classes while in high school should be permitted to do so. District administrators and school counselors will provide assistance to students who wish to enroll in such courses.

If advanced course work or Advanced Placement courses are not available within the District, administrators or school counselors are instructed to assist students in identifying alternative means of taking such classes. This may include taking courses through dual and concurrent enrollment programs, at a different public school, or a private school, through distance education courses or other suitable means. Credit may be given, provided the course comports with applicable District policies and state standards. The District will not be responsible for any tuition, fees, or other associated costs incurred by the student for enrollment in such courses. High school and CRTC students may participate in dual and concurrent enrollment programs, through which a student may earn both high school and college credits by enrolling in a course designated by the Community College System of New Hampshire (“CCSNH”) or other institute of higher education. The Superintendent shall designate a point of contact who can provide for student counseling, support services, course scheduling,
managing course forms and student registration, program evaluation, course transferability and assisting with online courses. The Superintendent or his/her designee shall establish regulations for the program which:

1. Require compliance with measurable educational standards and criteria;
2. Require that courses meet the same standard of quality and rigor as courses offered on the college campus;
3. Require that program and courses comply with the standards for accreditation and program development established by the National Alliance for Concurrent Enrollment Partnerships;
4. Establish criteria for student eligibility to participate in the program;
5. Establish standards for course content;
6. Establish standards for faculty approval;
7. Establish program coordination and communication requirements;
8. Address tuition, fees, textbooks and materials, course grading policy, data collection, maintenance, and security, revenue and expenditure reporting and a process for renewal of the agreement;
9. Requires annual notification to high school students and their parents of dual and concurrent enrollment opportunities.

Legal References:
RSA 188-E:25 through RSA 188-E:28
Ed 306.141(a)(6), Advanced Course Work

Ms. Patterson asked if this proposed policy was inconsistent with previous practice. Ms. Palley noted that a recommendation from a counselor is not currently required. The Committee made several other changes and decided to recommend the policy to the full Board for a first reading.

New – Policy 692 Hazing (NHSBA policy JICFA)

Superintendent Forsten noted that the Board does not currently have this policy, which is required by law. The Committee changed NHSBA sample policy JICFA to read:

It is School Board policy that no student or employee of the District shall participate in or be a member of any secret fraternity or secret organization that is in any degree related to the school or to a school activity. No student organization or any person associated with any organization sanctioned by the Board shall engage or participate in hazing. The District does not permit or condone student hazing.

For the purposes of this policy, hazing is defined as any act directed toward a student, or any coercion or intimidation of a student to act or to participate in or submit to any act, when: (1) Such act is likely to or would be perceived by a reasonable person as likely to cause physical or psychological injury to any person; and (2) Such act is a
condition of initiation into, admission into, continued membership in or association with any organization. Hazing includes but is not limited to an activity which recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization sanctioned or authorized by the Board.

“Endanger the physical health” shall include, but is not limited to, any brutality of a physical nature, such as whipping; beating; branding; forced calisthenics; exposure to the elements; forced consumption of any food, alcoholic beverage, drug or controlled dangerous substance; or any forced physical activity which could adversely affect the physical health or safety of the individual.

“Endanger the mental health” shall include any activity, except those activities authorized by law, which would subject the individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual.

Any hazing activity upon which the initiation or admission into or affiliation with an organization sanctioned or authorized by the Board is conditioned, directly or indirectly, shall be presumed to be a forced activity, even if the student willingly participates in such activity.

This policy is not intended to deprive District authorities from taking necessary and appropriate disciplinary action toward any student or employee. Students or employees who violate this policy will be subject to disciplinary action which may include expulsion for students and employment termination for employees.

The Superintendent shall take reasonable measures within the scope of the District’s authority to prevent student hazing. All hazing reported to the District or which any District employee has knowledge of shall be promptly reported to law enforcement, as required by RSA 631:7, Student Hazing.

A copy of this policy will be furnished to each student and teacher in the District, including being printed in student and staff handbooks.

Legal Reference:
RSA 631:7, Student Hazing
New Hampshire Code of Administrative Rules, Section Ed 306.04(a)(7), Student Hazing

The Committee decided to recommend new Policy 692 Hazing to the full Board for a first reading.

Policy 642 Opening Exercises and Patriotic Exercises (NHSBA policy IMDA)

The Committee last revised this policy in January 2017. Superintendent Forsten noted that Citizenship Day has been added to Constitution Day, and General John Stark Day has been established for the second Monday in April. The revised policy will read:
When opening exercises are held, they will include a salute to the flag which may be followed by a moment of silent meditation.

In accordance with federal law, the District shall offer an education program(s) each year, during the week of September 17, Constitution Day and Citizenship Day, to commemorate the September 17, 1787 signing of the United States Constitution. The Superintendent or his/her designee shall establish administrative guidelines ensuring the District observes Constitution Day properly and in a manner befitting the importance of the event.

Further, during the weeks of Memorial Day and Veterans Day, the District will devote time to exercises of a patriotic nature, including a discussion of the words, meaning and history of the Pledge of Allegiance and the Star-Spangled Banner.

New Hampshire observes General John Stark Day on the second Monday in April. The District may commemorate the day with appropriate educational activities.

Legal References:
RSA 189:18, Patriotic Exercises

The Committee decided to recommend Policy 642 Opening Exercises and Patriotic Exercises, with revisions, to the full Board for a first reading.

Ms. Patterson summarized the discussion on each policy and made the following motion to recommend certain policies to the full Board for a first reading:

The Committee voted 4-0 to recommend to the full Board for a first reading, with changes as discussed, the following: Policy 131 Regular School Board Meetings, Policy 133 Minutes, Policy 301 Fraud Prevention, Policy 421 Payroll Periods, Policy 462 Background Investigation and Criminal Records Checks, Policy 538/750 Safety Program, Policy 642 Opening Exercises and Patriotic Exercises and Policy 650 Parental Request for Alternative Course Material; and to recommend the following new policies for a first reading: Policy 435 Staff Participation in Political Activities, Policy 634 Health Education Opt-Out Procedure and Form, Policy 635 Advanced Course Work / Advanced Placement Courses and Policy 692 Hazing (moved by Ms. Patterson, seconded by Ms. Redmond-Scura).

The Committee voted 4-0 to adjourn the meeting (moved by Ms. Redmond-Scura, seconded by Mr. Croteau).

The meeting was adjourned at 7:45 p.m.

Respectfully submitted,

Jennifer Patterson, Chair
Donna Palley and Linden Jackett, Recorder