Concord School District  
Board of Education  
Communications and Policy Committee

Date: May 25, 2016  
Committee members present: Jennifer Patterson, Chair; Alana Kimball; Maureen Redmond-Scura; Tom Croteau  
Other Board members present: Clint Cogswell  
Administration: Terri Forsten, Superintendent; Donna Palley, Assistant Superintendent

Jennifer Patterson convened the meeting at 5:34 p.m. There were four agenda items, including an overview of District policies and discussions in three different policy areas: student use of social media; Transgender and Nonconforming students; and the use of Narcan in Concord schools.

1. Overview of Policies

The Committee continues to review policies, updating them as needed, and planning for a review of the organizational structure, with an aim to align over time with the structure used by the New Hampshire School Boards Association (NHSBA). Superintendent Forsten responded to a question from the previous meeting about the number of policies in Concord. There are 172 policies, with 34 duplicate policies. Superintendent Forsten noted that the NHSBA system includes 70 policies that are required by law; 197 policies that are recommended, but not required by law; and 111 policies that are described as ‘optional’ that are not required by law but may meet specific needs or interests of communities.

2. Acceptable Internet/Social Media Use by Students

Ms. Patterson noted that as students are using technology devices more, and social media is more prevalent, it becomes important that the District has clear guidelines and policies for students. Superintendent Forsten shared Policy #542 Acceptable Internet Use – Students, as well as recommendations developed by the NHSBA. While Policy #542 was adopted in 2004, members noted that this policy is still quite relevant. There are some outdated technologies listed in the policy, but it also covers many, if not all, of the areas needed in 2016. Superintendent Forsten was asked to gather feedback from staff and students about this policy, including any revisions that are needed. Superintendent Forsten will bring this feedback to a future Committee meeting. Given the upcoming rollout of Chrome Books for 9th and 10th graders, Board members expect that students and parents will sign off when they receive their devices. The form to be used does not necessarily need to be part of a policy, but should be described in District procedures. The schools currently use a technology
guideline and responsibility form that students and parents sign at the beginning of the year. Feedback from the schools will be sought, and information and documents will be brought to the Committee for review. Other considerations included providing students with education about privacy, and contingencies for students who inadvertently access inappropriate content.

3. Transgender and Gender Non-Conforming Students

On May 13, Superintendent Forsten received guidance on Transgender and Gender Non-Conforming students from the U.S. Department of Education and the U.S. Department of Justice, and shared a copy of this communication with the Committee. She noted that the District was proactive on this issue before receiving this latest guidance, which references some of the same points discussed at the April meeting. Superintendent Forsten noted that there are two gender-neutral single bathrooms at Concord High that any student may choose to use. She will work with Concord High’s incoming principal, Mr. Sica, in the fall to discuss any procedures or guidelines needed for staff and students. Tom Croteau indicated that there may be students in Concord schools who want to identify with a different gender but whose parents are not supportive of this, and this could create a conflict for staff members working with these students. The District has a strong anti-discrimination policy which has served well. Superintendent Forsten noted that she believes that the District is on the right track with current policies and procedures in this area.

4. Adding use of Narcan to Health Procedures Manual Policy #531

Superintendent Forster recently met with school nurses and with school physician Dr. William Storo to discuss making Narcan available in the schools to treat drug overdose. They are all supportive of this move, and several school nurses have already been trained in the use of Narcan. A plan is being developed that describes who will be trained and where the Narcan will be located within each school. Changes to the language in the Health Manual are under consideration. Superintendent Forsten also met with Concord Police Chief Osgood, who is also supportive of including Narcan in the schools. She plans to meet with the Concord Fire Chief in the future, as his team does carry Narcan and has used it on a number of occasions. Maureen Redmond-Scura asked whether police would be notified if Narcan was used in a school. Superintendent Forsten noted that this would be a medical rather than a police issue. If Narcan was administered, 911 would be called immediately, as additional medical support would be needed for the individual involved.

The nasal form of Narcan is available free to the district through a grant. The shelf life is 18 months; it needs to be stored within a specific temperature range. Superintendent Forsten expects to have the medication in place in all schools in September. An update to the health manual will be discussed with the Committee in the summer.

5. June Meeting

At the next meeting of the Committee in June, the agenda will include discussion of procedures related to the distribution of Chrome Books to high school students,
including insurance, device responsibility and fees/waivers; policies related to revisions in the Minimum Standards; and work to reorganize the policy manual to reflect the NHSBA structure. To support the review of policies, Superintendent Forsten will develop a chart that lists policies by section, including the date of adoption or last review, and a connection with a corresponding NHSBA policy, if one exists. This will assist the Committee as it begins to review sections of the policy manual. Individual members could each review a section as the work goes forward.

Also at the June meeting, the group will schedule a meeting for July to continue the policy review work. The NHSBA publishes a summary of recent legislation that may impact school policies. This will be available later in the summer.

The Committee voted 4-0 to adjourn (motioned by Mr. Croteau, seconded by Alana Kimball).

The Committee adjourned at 6:15 p.m.

Respectfully submitted,

Jennifer Patterson, Chair

Donna Palley, Recorder